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# federal register

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Monday, December 17, 1979

**NOTE:**
Due to a shortage of newsprint, today's Federal Register is printed on a higher quality paper. As supplies become available, the Federal Register will resume the use of newsprint.

## Highlights

73163 **Consumers' Education Program** HEW/OE extends closing date for submission of applications; apply by 2-15-79

73163 **Library Training Program** HEW/OE announces applications for new projects; apply by 2-19-80

73167 **Crime** Justice/LEAA announces competitive research grants to study relationships between commercial land use, crime, and fear of crime; proposals by 2-15-80

73702 **Privacy Act** DOD issues annual publication of system of records (Part II of this issue)

73175 **Privacy Act** PBGC issues annual publication of systems of records

73164 **Medicare Program** HEW/Sec'y announces premium rate for uninsued aged; effective 7-1-80

73020 **Outer Continental Shelf** DOT/CG establishes emergency safety zones around structures being constructed; effective 12-1-79

73035 **Administrative Claims** FEMA issues general procedures for filing claims against agency; effective 12-17-79, comments by 2-15-80

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# Highlights

73155 **Nuclear Proliferation and Civilian Nuclear Power** DOE/Office of the Assistant Secretary for Nuclear Energy publishes draft final report of Nonproliferation Alternative Systems Assessment Program, and announces meeting; meeting 1-17-80

73099, 73100 **Amateur Radio Service** FCC amends rules concerning availability of operator license, and deletes permit requirement for Canadian amateurs operating in the U.S.; effective 12-21-79 and 1-21-80 (2 documents)

73133 **Plymouth Red-Bellied Turtle** Interior/FWS reopens comment period and announces public meeting and hearing; comments between 1-10-80 and 2-13-80, meeting 1-15-80, hearing 1-29-80

73001-73003 **Anti-Inflationary Price Standards and Procedural Rules** CWPS issues amendments to questions and answers; effective 10-1 and 12-17-79, comments by 1-16-80 (3 documents)

73025, 73047 **Ventilation of Boats** DOT/CG issues safety standards; effective 8-1-80 (2 documents)

73021 **Visual Distress Signals** DOT/CG publishes rules regarding equipment requirements; effective 1-1-81

73055 **Distress Signals, Signal Pistols, and Line-Throwing Appliances** DOT/CG amends rules regarding specifications, tests, and inspection and approval procedures; effective 1-17-80 (2 documents)

73038 **Equipment and Material Specifications** DOT/CG establishes approval procedures, production inspection and test procedures, and independent laboratory standards; effective 1-17-80

73102 **New Pneumatic Tires For Passenger Cars** DOT/NHTSA amends rules to permit new tires sizes into interstate commerce; effective 1-16-80

73028 **Sale and Disposal of Timber** USDA/FS issues rules regarding shortening of certain advertising periods, eliminate dollar limit on certain log sales, and remove authority to refuse awards to high bidders when such awards would lessen opportunities for local labor; effective 12-17-79

73007 **Beans** USDA/AMS amends standards; effective 1-16-80

73019 **Capital Loss Carryovers for Regulated Investment Companies** Treasury/IRS issues rules pertaining to extension of capital loss carryover period; effective 12-31-69 and 12-31-76

73204 **Sunshine Act Meetings**

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This section of the FEDERAL REGISTER contains regulatory documents having general applicability and legal effect, most of which are keyed to and codified in the Code of Federal Regulations, which is published under 50 titles pursuant to 44 U.S.C. 1510.
The Code of Federal Regulations is sold by the Superintendent of Documents. Prices of new books are listed in the first FEDERAL REGISTER issue of each month.

## COST ACCOUNTING STANDARDS BOARD

### 4 CFR Parts 400, 403, 410 and 420

### Accounting for Independent Research and Development; Costs and Bid and Proposal Costs; Confirmation of Effective Date

**AGENCY:** Cost Accounting Standards Board.

**ACTION:** Confirmation of effective date.

**SUMMARY:** On September 25, 1979, a Cost Accounting Standard entitled Accounting for Independent Research and Development Costs and Bid and Proposal Costs was published in the Federal Register (44 FR 55123 et seq.), having been duly promulgated by the Board. The Standard in § 420.80 established an effective date of March 15, 1980.

Public Law 91-379 provides that a Cost Accounting Standard shall not take effect until the expiration of a period of sixty calendar days of continuous session of the Congress following the date on which a copy of the proposed Standard is transmitted to the Congress, provided during such sixty day period there is not passed by the two Houses a concurrent resolution stating the Congress does not favor the proposed Standard.

Standard 420 was originally transmitted to the Congress on September 21, 1979. Sixty calendar days of continuous session have now passed without a concurrent resolution disapproving the Standard. This notice, therefore confirms the effective date of Standard 420 as March 15, 1980.

**ADDRESS:** Cost Accounting Standards Board, 441 G Street NW., Washington, D.C. 20548.

**FOR FURTHER INFORMATION CONTACT:** Noah Minkin 202-275-5940.

Arthur Schoenhaut,
*Executive Secretary.*

[FR Doc 79-38509 Filed 12-14-79; 8:45 am]
BILLING CODE 1620-01-M

## COUNCIL ON WAGE AND PRICE STABILITY

### 6 CFR Parts 701, 705, and 706

### Organization of the Council on Wage and Price Stability, Anti-Inflationary Pay and Price Standards, and Procedural Rules; Changes and Corrections

**AGENCY:** Council on Wage and Price Stability.

**ACTION:** Final rule.

**SUMMARY:** The Council is making several minor corrections in its regulations concerning its organization, anti-inflationary pay and price standards, and procedural rules.

**EFFECTIVE DATE:** October 1, 1979.

**FOR FURTHER INFORMATION CONTACT:**

Price: Susanne Tierney, 456-7107.
Pay: Janice Murphey, 456-7103.

**SUPPLEMENTARY INFORMATION:** In reviewing Parts 701, 705, and 706 of Title 6 of the Code of Federal Regulations, the Council has identified several sections that should be corrected.

In Part 701, the Council is amending § 701.5 to correct the address of the Council.

In Part 705, the Council is correcting a typographical error in § 705.5(a). Section 705.42(b)(3) is amended so that the language of the definition of margin trend is consistent with § 705.42(c) and (d).

Section 705.43(d)(1) and (2) is amended by deleting the alternative calculation of base-quarter volume as one-fourth of the base-year volume. This deletion makes the calculation of volume adjustment for the intermediate gross-margin limitations consistent with that for the two-year gross-margin limitation (§ 705.43(c)) and for the profit limitation (§ 705.6(a)).

Section 705.64(b) is amended to make clear that the criteria for disaggregation of compliance units apply to both the price and pay standards; this Section as previously drafted referred only to the price standard.

In Part 706, the Council is amending § 706.21 to delete references to due dates of specified forms. The due dates will be announced by separate notice in the Federal Register and through both the trade and general press. The Council is also changing the due date in § 706.23 and is clarifying who should submit the data specified in § 707.10(c). In addition, a typographical error in § 706.61(a) is being corrected.

By separate notice today, the Council is publishing interim final changes to Parts 705 and 706 to modify the tandem exception to the pay standard and the procedures for its implementation. These changes are not repeated in this notice.

Issued in Washington, D.C., December 13, 1979.

R. Robert Russell,
*Director, Council on Wage and Price Stability.*

Accordingly, 6 CFR Parts 701, 705, and 706 are amended as follows:

1. Section 701.5(a) is revised to read as follows:

**§ 701.5 Offices and hours.**

(a) The Offices of the Council are at 600 17th Street, NW., Washington, D.C. 20506.

* * * * *

2. Section 705.5(a) is amended by changing "1-7" to "(1) through (7)" in paragraph (a)(1), and by adding the word "two" after the word "first" in paragraph (a)(2)(i). As revised, paragraph (a) reads as follows:

**§ 705.5 Special situations.**

(a) *Insufficient Product Coverage.* (1) A compliance unit that was exempt from coverage of the price standards during the first program year because adjusted net revenues during the four quarters prior to the first program year were less than 25 percent of that unit's net revenues is also exempt from coverage of the second-year price standards if its base-year revenues from products not excluded under § 705.4(a)(1) through (7) and § 705.4(b) were no more than $25 million.

(2) If products excluded under § 705.4(a)(8) through (10) account for one-third or more of a compliance unit's total revenue for the first two program years minus revenue from the sale of products excluded under § 705.4(a)(1) through (7) and § 705.4(b), the compliance unit should (i) Comply with

the two-year and intermediate price limitations in §§ 705.2 and 705.3 for those products not excluded under § 705.4, unless those products account for less than $50 million in sales during each of the first two program years, and

(ii) Comply with the profit limitation in § 705.6(a) for the compliance unit as a whole.

* * * * *

3. Section 705.42 is amended in paragraph (b)(3) by adding the words "divided by one hundred" at the end of the first sentence and by deleting the word "percentage" in the second sentence. As amended, § 705.42(b)(3) reads as follows:

**§ 705.42 Percentage-gross-margin standard for wholesale and retail trade.**

* * * * *

(b)

* * * * *

(3) The *margin trend* is the percentage change of the percentage gross margin between the base year and the corresponding year prior to October 2, 1976, divided by one hundred. If this change is negative, then the margin trend is zero.

* * * * *

4. Section 705.43 is amended by deleting in paragraphs (d)(1) and (d)(2) the following words "(one-fourth of the base-year volume if § 705.43(b)(3) is followed)".

**§ 705.43 [Amended]**

5. Section 705.64 is amended by adding the words "and pay" after "price" in the first sentence of paragraph (b). As amended, paragraph (b) reads as follows:

**§ 705.64 Compliance unit.**

* * * * *

(b) One or more parts of a consolidated company may be treated as a separate unit for purposes of complying with the price and pay standards if:

(1) Each part maintains accounting records that permit the Council to ascertain whether the prices and profits of each part accurately reflect the economic realities of its operations,

(2) Allocation of overhead among the parts is made in a consistent and reasonable manner, as if the parts were not commonly owned,

(3) Transfer between parts are valued as if they were arms-length transactions, and

(4) Internal accounting procedures adhere to generally accepted accounting principles and procedures, consistently and historically applied.

6. Section 706.21, paragraphs (b) and (c), are amended to delete the words "December 1, 1979" and to add at the end of the final sentences "a due date to be announced by the Council". As amended, these paragraphs read as follows:

**§ 706.21 Submissions on company organization for purposes of compliance.**

* * * * *

(b) *Company Organization for Price Compliance.* A compliance unit that had, or that is part of a company that had, net sales or revenues of $250 million or more in its last complete fiscal year before October 2, 1979, and any other company designated by the Council, should furnish the Council with the information specified in § 707.1(a) by a date to be announced by the Council.

(c) *Company Organization for Pay Compliance.* A company that had 5,000 or more employees during any calendar quarter of its last complete fiscal year before October 2, 1979, and any other company designated by the Council, should furnish the Council with the information specified in § 707.1(b) by a date to be announced by the Council.

7. Section 706.23 is amended to delete "December 1, 1979" in paragraph (a) and to add in its place "February 15, 1980". In addition, paragraph (b) has been amended to provide additional explanation as to who should submit the data specified in § 707.10(c). As amended, § 706.23 reads as follows:

**§ 706.23 Submissions by State and local government entities.**

(a) State and local government entities with 5,000 or more employees should submit by February 15, 1980 a statement of assurance by the head of the government entity that the entity intends to comply with the pay standard; and

(b) Compliance units with 5,000 or more employees that are part of a State or local government entity should submit the data specified in § 707.10(c) for formal pay plans in operation as of October 1, 1979, within 60 calendar days after the end of the pay plan year.

8. Section 706.61(a) is amended to delete the term "§ 706.53(c)" and add in its place "§ 706.52(c)".

**§ 706.61 [Amended]**

[FR Doc. 79-38693 Filed 12-14-79; 8:45 am]

BILLING CODE 3175-01-M

## 6 CFR Part 705

## Questions and Answers on Anti-Inflationary Price Standards, Procedural Rules, Data Requests

**AGENCY:** Council on Wage and Price Stability.

**ACTION:** Changes and Corrections to Questions and Answers on the Anti-Inflationary Price Standards.

**SUMMARY:** On November 21, 1979, the Council published Questions and Answers on the Anti-Inflationary Price Standards and Procedural Rules (44 FR 67060). We are modifying several of them based on our further review of these Questions and Answers and public comments.

**EFFECTIVE DATE:** October 1, 1979.

**ADDRESS:** Questions concerning these changes should be addressed to the Office of Price Monitoring, Council on Wage and Price Stability, 600 17th Street, N.W., Washington, D.C. 20506.

**FOR FURTHER INFORMATION CONTACT:**

*Industries, Contact Person and Telephone Number*

Metals, Machinery & Equipment, Eugene Roberts 456-7784.
Food, Agriculture & Trade, Stephen Hiemstra 456-7740.
Energy, Chemicals, Utilities & Transportation, John Keith 456-7747.
Construction & Building Materials, Joseph Lackey 456-7156.
Health, Insurance & Other Services, Arthur Corazzini 456-7730.
Exceptions, Walter Leibowitz or David Wagner 456-7733.

**SUPPLEMENTARY INFORMATION:** Question and Answer I.B. 4 is amended to clarify the treatment of joint ventures. Joint ventures are typically unconsolidated entities. They are therefore to be treated as separate companies for compliance purposes.

Question and Answer I.F. 15, as originally published, provides that, when 100 percent of a compliance unit's products are excluded under § 705.4, the compliance unit need not comply with the price standard. This Q & A does not fully reflect the provisions in § 705.5(a)(2), Insufficient Product Coverage, under which a compliance unit with revenues from new, discontinued, and custom products and from non-arms-length transactions is subject to the profit limitation and possibly the price limitations.

Question and Answer I.F. 15 has therefore been revised and a new Question and Answer 16 has been added to clarify the distinction between compliance units with exclusions under §§ 705.4(a) (1) through (7) and 705.4(b)

and those with exclusions under § 705.4(a) (8) through (10).

Issued in Washington, D.C., December 13, 1979.

R. Robert Russell,

*Director, Council on Wage and Price Stability.*

Accordingly, the Questions and Answers published on November 21, 1979, are amended as follows:

1. Question and Answer I.B. 4 (44 FR 67061) is amended to read as follows:

Q4. How are joint ventures to be treated?

A. Joint ventures are to be treated as separate companies for compliance purposes.

2. Question and Answer I.F. 15 (44 FR 67063) is revised and a new Question and Answer I.F. 16 is added to read as follows:

Q15. If all of a compliance unit's products are excluded during the two program years under § 705.4(a) (1) through (7), and/or § 705.4(b), is that compliance unit subject to the price standards?

A. No. Such a compliance unit is subject to *neither* the two-year price limitation nor the two-part profit limitation.

Q16. If all of a compliance unit's products are excluded during the two program years under § 705.4(a) (8) through (10), is that compliance unit subject to the price standards?

A. Yes. Such a compliance unit is subject to the two-part profit limitation under § 705.5(a)(2).

[FR Doc. 79-38695 Filed 12-14-79; 8:45 am]

BILLING CODE 3175-01-M

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## 6 CFR Parts 705, 706, and 707

## Noninflationary Pay and Price Behavior; Changes to Parts and Additional Questions and Answers

**AGENCY:** Council on Wage and Price Stability.

**ACTION:** Interim final rules, questions and answers, and a request for comments.

**SUMMARY:** The Council is modifying the tandem exception to the pay standard and the procedures for its implementation. These modifications implement the policies recommended by the Pay Advisory Committee and accepted by the Council.

**DATES:** The effective date for these changes and Questions and Answers is December 17, 1979. Written comments may be submitted by January 16, 1980.

**ADDRESS:** Written comments should be addressed to: Office of the General Counsel, Council on Wage and Price Stability, 600 17th Street, NW., Washington, D.C. 20506.

**FOR FURTHER INFORMATION CONTACT:**

*Office of Pay Monitoring*

Janice Murphey, 456-7103
Lucretia Tanner, 456-7180
Malcolm Liggett, 456-7180
Homer Jack, 456-7180

*Office of the General Counsel*

Daniel Duff, 456-6210
Jane Campana, 456-6210

**SUPPLEMENTARY INFORMATION:** On September 28, 1979, the President announced the creation of a Pay Advisory Committee to advise the Council on policies that encourage anti-inflationary behavior by employers and labor, that decelerate the rate of inflation, and that provide for a fair and equitable distribution of the burden of restraint. The Committee's charter provides that it will recommend new or revised interpretations of the pay standard. Until the Council acts on any recommendations, the first-year pay standard (in Subpart 705B) remains in effect with the modifications that have been adopted (see the Council's Questions and Answers published in the Federal Register on October 12, 1979, October 19, 1979, and November 19, 1979).

On November 28, 1979, the Committee recommended that the exception for tandem pay-rate changes (§ 705B-9) be modified to recognize additional forms of historical tandem relationships in wages and/or benefits. The Council has decided to accept these recommendations. Accordingly, § 705B-9 is being expanded to provide for an exception for longstanding relationships between pay-rate increases of different employee units or between increases of an employee unit and those of a group of employee units or an identified labor market, so long as it can be demonstrated that the comparative pay-rate changes have been substantially equivalent over a period of years. This provision was designed in part to bring under the tandem exception some of the issues relating to the COLA/non-COLA disparities that the Council reviews on a case-by-case basis under the gross-inequity exception (§ 705B-12).

Another Committee recommendation also accepted by the Council is that self-administration of this exception be permitted, and the procedures are being revised to reflect this change. Section 706.31(a) specifically removes the tandem exception from the exception category for which Council approval should be sought. To enable the Council to monitor compliance effectively, compliance units that otherwise satisfy the criteria for eligibility to apply for exceptions (§ 706.31(a)(2)) are now requesting at revised § 706.31(c) to notify the Council in writing at the time a tandem pay exception is self-administered. Such compliance units are expected to retain all data and documents that constitute the basis for the exception in a form suitable for review by the Council. If a compliance unit wants to have advance guidance by the Council about the exception, the Council will entertain a request for exception if the compliance unit otherwise qualifies under § 706.31.

Explanatory Questions and Answers on this matter are also being published by the Council.

The Council is publishing these materials on an interim final basis since many companies that are establishing their pay plans have a need to know and must be able to rely on the Council's new treatment of tandem exceptions. The Council has provided a 30-day comment period, since it is important to receive any public comments as soon as possible so that any changes may be made rapidly. However, companies may rely fully on these interim final changes to Parts 705, 706, and 707 and the Questions and Answers until these materials are modified.

Issued in Washington, D.C., December 13, 1979.

R. Robert Russell,

*Director, Council on Wage and Price Stability.*

Accordingly, amendments to parts 705, 706, and 707, Title 6 CFR are adopted on an interim basis to read as follows:

## PART 705—NONINFLATIONARY PAY AND PRICE BEHAVIOR

1. In the appendix to Part 705, section 705B-9 is revised to read as follows:

§ *705B-9 Tandem Pay-Rate Changes.* Pay-rate changes in an employee unit that have been linked regularly to pay-rate changes in another employee unit or group of employee units will be excepted if the leader is in compliance with or exempt from the pay standard and the pay-rate change of the follower unit maintains the historical relationship. This exception also may be applied when pay-rate changes in an employee unit have been linked regularly to a survey of pay-rate changes in an identified labor market. In order to establish such linkage, the parties must be able to demonstrate that the past pay-rate changes in the follower unit have been substantially equivalent over a period of years to pay-rate changes in the leader unit, group of units, or identified labor market. Employee units need

not be in the same company, industry, or geographical area to establish a relationship.

## PART 706—SPECIAL PROCEDURAL RULES

2. Section 706.31, paragraphs (a) and (c), are revised by adding to paragraph (a) the words "other than the tandem exception under § 705B–9" after the words "§ 706.32", and by adding at the end of paragraph (c) the following sentence, "Moreover, a compliance unit that self-administers a tandem exception under § 705B–9 for an employee unit otherwise covered under § 706.31(a)(2) should notify the Council at the time of this self-administration." As revised, these paragraphs read as follows:

### § 706.31 Who should request approval.

(a) Any compliance unit or employee unit that intends to apply one or more of the exceptions specified in § 706.32 other than the tandem exception under § 705B–9 should request a determination from the Council that the exception is warranted, if:

(1) The request relates to the price standard and the compliance unit had, or is part of a company that had, net sales or revenues of $250 million or more in its last complete fiscal year prior to October 2, 1979; or

(2) The request relates to the pay standard, and (i) The affected employee unit consists of 100 or more employees in a compliance unit with (or that is part of a company with) 1,000 or more employees, or

(ii) The affected collective-bargaining agreement covers 1,000 or more employees, regardless of the number of employees in an individual company's employee units.

* * * * *

(c) A compliance unit not covered by paragraphs (a) or (b) of this section is expected to self-administer the exceptions in a manner consistent with the standards. A compliance unit should retain all data and documents that constitute the basis for the exception in a form suitable for review by the Council. Moreover, a compliance unit that self-administers a tandem exception under § 705B–9 for an employee unit otherwise covered under § 706.31(a)(2) should notify the Council in writing at the time of this self-administration.

* * * * *

## PART 707—DATA REQUESTS

3. Section 707.31 is revised to read as follows:

### § 707.31 Tandem pay-rate exceptions.

When self-administering an exception to the pay standard based on tandem pay-rate changes (§ 705B–9), a compliance unit should promptly notify the Council of the following:

(1) The employee unit;

(2) The number of employees in the employee unit;

(3) The total pay-rate percentage change; and

(4) The leader unit (whether another employee unit, a group of employee units, or an identified labor market).

In addition, the compliance unit should prepare and have available for Council review on request documentation of the value and timing of past pay-rate increases of the leader and the follower units.

In addition to amending Parts 705, 706, and 707, the Council is publishing the following Questions and Answers relating to the voluntary pay standard:

II K. Tandem pay-rate exception.

Q1. How does the revised definition of tandem differ from the definition in effect during the first program year?

A. Under the revised definition of tandem, historical pay increases need not be equal in value and directly related in timing. In addition, the revised definition permits exceptions for longstanding relationships between pay-rate increases of different employee units or between increases of an employee unit and those of a group of employee units or an identified labor market.

Q2. What is meant by "substantially equivalent" in § 705B–9?

A. This term means that there exists a close relationship between the historical pay-rate increases, but there is no precise measure of closeness. If there has been a disruption in the historical relationship between pay movements, the compliance unit should be able to explain the transitory nature of the disruption or the change in the relationship.

Q3. Is "substantially equivalent" gauged in terms of percentage changes or absolute changes?

A. The pay-rate changes must be substantially equivalent *either* in percentage or in absolute terms.

Q4. What is meant by a labor-market survey?

A. A survey will qualify if it includes sufficient data to indicate prevailing pay rates in the identified labor market. Employee units known to be out of compliance must be excluded from such labor-market surveys.

Q5. May an employee unit that is not covered by a cost-of-living adjustment (COLA) clause be linked with an employee unit that is covered by a COLA clause?

A. Yes, if it meets the criteria in § 705B–9.

Q6. Is the tandem exception applicable to individual elements of pay as well as to total pay?

A. Yes, provided that the criteria set forth in § 705B–9 are met. However, if a tandem exception is applied to individual elements of pay, such as health or retirement plans, the base-period, as well as program-year, costs for these elements should be excluded from all calculations in determining compliance.

Q7. May a compliance unit self-administer the tandem exception?

A. Yes, if it meets the criteria in § 705B–9. However, under § 706.31(c) of the procedural rules, the compliance unit should notify the Council in writing when it self-administers the exception and it should retain all data and documents that constitute the basis for the exception in a form suitable for review by the Council.

[FR Doc. 79-38694 Filed 12-14-79; 8:45 am]
BILLING CODE 3175-01-M

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## 6 CFR Part 707

## Data Requests

**AGENCY:** Council on Wage and Price Stability.

**ACTION:** Final rule.

**SUMMARY:** On October 19, 1979, the Council published Part 707, "Data Requests," as an Interim Final Rule (44 FR 60676) and solicited public comments on the rule and several related proposed forms. Part 707 consolidated data requests which had previously been specified in 6 CFR Parts 705 and 706, as well as in certain first-year Questions and Answers.

Part 707 has been revised in light of public comments on Part 707 and to conform to Questions and Answers issued by the Council and to changes in the tandem exception to the pay standard adopted today.

**EFFECTIVE DATE:** December 17, 1979.

**ADDRESS:** Questions concerning this Part should be addressed to the Office of General Counsel, Council on Wage and Price Stability, 600 17th Street, N.W., Washington, D.C. 20506.

**FOR FURTHER INFORMATION CONTACT:**
Pay: Diane J. Mazur, 456–7100.
Price: (Subparts A, B, and C):

*Industries, Contact Person and Telephone Number*

Metals, Machinery & Equipment, Eugene Roberts 456–7784.

Food, Agriculture & Trade, Stephen Hiemstra 456-7740.
Energy, Chemicals, Utilities & Transportation, John Keith 456-7747.
Construction & Building Materials, Joseph Lackey 456-7156.
Health, Insurance & Services, Arthur Corazzini 456-7730.
Price (Subpart D): Walter Leibowitz or David Wagner 456-7733.

**SUPPLEMENTARY INFORMATION:** Analysis of Comments and Changes.

Most of the comments received concerned the general subject of data requests or the proposed forms and did not contain specific suggestions regarding Part 707.

Most of the changes made here are designed to conform Part 707 to the Questions and Answers issued by the Council on November 21, 1979 (44 FR 67060) and to the changes in the tandem exception to the pay standard made today. Other changes are typographical or editorial corrections.

One commentator suggested that a compliance unit should be required to show seasonal data for only three, rather than five, years. The Council has not adopted this suggestion, since the present requirement does not impose an unreasonable burden on companies. Nor has the Council revised Part 707 in response to a request for more detailed guidance on how a company can demonstrate that sampling is infeasible. The Council believes that adequate guidance has already been provided through exceptions decisions released by the Council.

Part 707 still refers to various data-collection forms. Forms CO-1 (Price) and CO-1 (Pay) for reporting company organization have been approved and published in the Federal Register. The Council expects that the other forms will be approved shortly, and these forms also will be published in the Federal Register.

Issued in Washington, D.C., December 13, 1979.

R. Robert Russell,

*Director, Council on Wage and Price Stability.*

Accordingly, Part 707, Title 6 CFR, is revised to read as follows:

## PART 707—DATA REQUESTS

### Subpart A—Report on Company Organization and Statement of Assurance

Sec.
707.1 Company organization.
707.2 Statement of assurance of compliance by State and local government entities.

### Subpart B—Periodic Data Reports

707.10 Pay and price data reports.

### Subpart C—Data Submissions Supporting Variances From Intermediate Price and Margin Limitations

Sec.
707.20 Intermediate price limitations.
707.21 Intermediate profit limitations.
707.22 Intermediate percentage-gross-margin limitations.
707.23 Intermediate gross-margin limitations.

### Subpart D—Data Submissions Supporting Exception Requests

707.30 General.
707.31 Tandem pay-rate exceptions.
707.32 Productivity-improving work-rule-change exceptions.
707.33 Acute-labor-shortage exceptions.
707.34 Undue-hardship and gross-inequity exceptions.
707.35 Inability-to-compute exceptions.
707.36 Uncontrollable-cost exceptions.
707.37 Uncontrollable-cost exceptions to a percentage-gross-margin standard.
707.38 Uncontrollable-cost exceptions to a gross-margin standard.

Authority: Council on Wage and Price Stability Act, Pub. L. 93-387 (August 14, 1974), as amended by Pub. L. 94-78 (August 9, 1975), Pub. L. 94-121 (October 5, 1977), and Pub. L. 96-10 (May 10, 1979), 12 U.S.C. 1904 note; E.O. 12092 (November 1, 1978), E.O. 12161 (September 28, 1979).

### Subpart A—Report of Company Organization and Statement of Assurance

#### § 707.1 Company organization.

Companies specified in § 706.21 should furnish to the Council:

(a) A completed Form CO-1 (Price); and/or

(b) A completed Form CO-1 (Pay) for each pay compliance unit, unless the compliance unit is part of a State or local government entity and elects to file under § 707.2.

#### § 707.2 Statement of assurance of compliance by State and local government entities.

A state or local government entity as in § 706.23 that does not file under § 707.1(b) should furnish to the Council a statement of assurance from the head of the government entity that the entity intends to comply with the pay standard.

### Subpart B—Periodic Data Reports

#### § 707.10 Pay and price data reports.

Compliance units specified in § 706.22 should furnish to the Council:

(a) A completed Form PM-1, unless the compliance unit is a provider of insurance subject to § 705.48 or § 705.49 and has no non-insurance operations, a financial institution subject to § 705.50, or a utility subject to § 705.45 and has no non-utility operations; and/or

(b) A completed Form PAY-1, unless the compliance unit is part of a State or local government entity; or

(c) A completed Form PAY-2 if the compliance unit is part of a State or local government entity as specified in § 706.23.

### Subpart C—Data Submissions Supporting Variances From Intermediate Price and Margin Limitations

#### § 707.20 Intermediate price limitations.

A compliance unit that exceeds any of the intermediate price limitations in § 705.3(a) through (c) should prepare and/or furnish to the Council with its Form PM-1 the following:

(a) A demonstration that the increase in prices exceeding the intermediate limit(s) is justified because of:

(1) Seasonal variations in economic activity (including an empirical demonstration of the quarterly pattern of price changes over the five years before the first program year),

(2) Historical business practices, or

(3) Unusual business conditions; and

(b) Projected price changes for the second program year, demonstrating that increases in prices exceeding the intermediate limit(s) are consistent with adherence to the two-year price limitation by the end of the second program year.

#### § 707.21 Intermediate profit limitations.

A compliance unit that exceeds any of the intermediate limits for the profit limitation in § 705.6(a)(1) should prepare and/or furnish to the Council with its Form PM-1 a demonstration that a profit margin in excess of the profit limitation is consistent with an explicit plan, based on reasonable projections of economic conditions, to achieve compliance with the profit limitation by the end of the second program year.

#### § 707.22 Intermediate percentage-gross-margin limitations.

A compliance unit in the wholesale/retail trade industries that exceeds any of the intermediate percentage-gross-margin limitations in § 705.42(d) should prepare and/or furnish to the Council with its Form PM-1 the following:

(a) A demonstration that any increase in percentage gross margins in excess of the intermediate limit(s) is justified because of:

(1) Seasonal variations in economic activity (including an empirical demonstration of the quarterly pattern of change in gross margins over the five years before the first program year),

(2) Historical business practices, or

(3) Unusual business conditions; and

(b) Projected percentage-gross-margins demonstrating that pricing actions are consistent with adherence to the percentage-gross-margin standard by the end of the second program year.

**§ 707.23 Intermediate gross-margin limitations.**

A compliance unit subject to the gross-margin standard that exceeds any of the intermediate gross-margin limitations in § 705.43(d) or § 705.44(d) should prepare and/or furnish to the Council with its Form PM-1 the following:

(a) A demonstration that any increase in gross margins in excess of the intermediate limit(s) is justified because of:

(1) Seasonal variations in economic activity (including an empirical demonstration of the quarterly pattern of change in gross margins over the five years before the first program year),

(2) Historical business practices, or

(3) Unusual business conditions; and

(b) Projected gross margins demonstrating that pricing actions are consistent with adherence to the gross-margin standard by the end of the second program year.

## Subpart D—Data Submissions Supporting Exception Requests

**§ 707.30 General.**

Each request for approval of an exception should include:

(a) The name and address of the compliance unit making the request, including the name(s), title(s), and phone number(s) of person(s) whom the Council may contact concerning the request, and the name and address of the company of which the unit is a part, if different from that of the compliance unit;

(b) The name(s), address(es), and phone number(s) of union representatives, if the request involves a collective-bargaining situation, or the name(s), address(es), and phone number(s) of relevant company officials if the request is made by an employee unit;

(c) A demonstration that the compliance unit or employee unit requesting the exception satisfies the criteria of § 706.31(a), or, if the request is submitted under § 706.31(b), a demonstration that there is good cause for the Council to entertain the request; and

(d) The particular provisions of the standards that are the subject of the request, a precise description of the exception request, and the pay and/or price action that the entity making the request proposes to take if the exception is granted.

**§ 707.31 Tandem pay-rate exceptions.**

When self-administering an exception to the pay standard based on tandem pay-rate changes (§ 705B-9), a compliance unit should promptly notify the Council of the following:

(a) The employee unit;

(b) The number of employees in the employee unit;

(c) The total pay-rate percentage change; and

(d) The leader unit (whether another employee unit, a group of employee units, or an identified labor market). In addition, the compliance unit should prepare and have available for Council review on request documentation of the value and timing of past pay-rate increases of the leader and the follower units.

**§ 707.32 Productivity-improving work-rule-change exceptions.**

For an exception to the pay standard based on pay-rate increases traded for productivity-improving work-rule changes (§ 705B-10), a compliance unit should submit:

(a) An explanation of the work-rule change(s);

(b) An analysis of how the cost reduction will be generated by the work-rule change(s);

(c) An estimate of the effect that the exception would have on the compliance unit's pay rates; and

(d) Documentation that the cost reduction generated by the work-rule change(s) will be equal to or greater than the excess of the pay increase over the pay standard.

**§ 707.33 Acute-labor-shortage exceptions.**

For an exception to the pay standard based on pay-rate changes needed because of acute labor shortages (§ 705B-11), a compliance unit should submit:

(a) Documentation that, for the particular job categories, the number of vacancies and/or the number of vacancies relative to the work force and the time or effort required to fill them have increased abnormally during the preceding quarter relative to the the two prior years;

(b) Documentation that pay rates for employees in those job categories have increased abnormally over the two prior years and that the requested pay rates for the shortage categories are comparable to pay rates in the relevant labor market;

(c) A statement that the applicant has sought the assistance of the local Employment Service Agency to obtain employees;

(d) Documentation of the proportion of the compliance unit's work force that would be affected; and

(e) An estimate of the effect that the exception would have on the compliance unit's pay rates.

**§ 707.34 Undue-hardship and gross-inequity exceptions.**

For an exception to the pay or price standard based on undue hardship or gross inequity (§ 705.6(b) or § 705B-12), a compliance unit should submit:

(a) A precise description of the hardship or inequity that would be created by application of the standard (including, with respect to hardship, a demonstration of the effect on the *company's*—as distinguished from the compliance unit's—financial viability);

(b) An explanation of how the requested exception would mitigate the hardship or inequity resulting from application of the standard; and

(c) If the request is for an exception to the pay standard, an estimate of the effect that the exception would have on the compliance unit's pay rates.

**§ 707.35 Inability-to-compute exceptions.**

For an exception to the price standard based on inability to compute a two-year price change (§ 705.6(a)), a compliance unit should demonstrate that sampling is infeasible due to inadequate data or that sampling is unduly onerous or costly.

**§ 707.36 Uncontrollable-cost exceptions.**

For an exception to the price standard based on uncontrollable cost increases (§ 705.6(a)), a compliance unit should:

(a) Demonstrate that the two-year rate of increase in costs per unit of output since the base quarter has exceeded the two-year price limitation and is expected to continue to do so by an amount that would result in a significant erosion of the profit margin of the compliance unit if it were held to the two-year price limitation;

(b) Demonstrate that the cost increases are substantially uncontrollable (this requires, at a minimum, quantification of the shares of total cost increases accounted for by each significant cost increase that is wholly and demonstrably uncontrollable); and

(c) Account for the degree to which such increases are offset by normal gains in the efficiency of using inputs (productivity).

**§ 707.37 Uncontrollable-cost exceptions to a percentage-gross-margin standard.**

For an exception to the percentage-gross-margin standard (§ 705.42) based on uncontrollable cost increases, a compliance unit should demonstrate

that, since the base year, the ratio of total costs excluding those subtracted from revenues when computing gross margin, as defined in § 705.42(b)(1), to total revenues has risen at a rate in excess of the allowable percentage-gross-margin trend or zero, whichever is greater, and is expected to continue to do so by an amount that would result in a significant erosion of the profit margin of the compliance unit if it were held to the gross-margin standard. The compliance unit should also satisfy § 707.36 (b) and (c).

**§ 707.38 Uncontrollable-cost exceptions to a gross-margin standard.**

For an exception to a gross-margin standard (§ 705.43, or § 705.44, § 705.45) based on uncontrollable cost increases, a compliance unit should demonstrate that total costs excluding those subtracted from revenues when calculating gross margins, as defined in § 705.43(b)(1), § 705.44(b)(3), or § 705.45(b) have risen since the base quarter at an annual rate in excess of the sum of 6.5 percent and the annual rate of growth of physical volume and are expected to continue to do so by an amount that would result in a significant erosion of the profit margin of the compliance unit if it were held to the gross-margin standard. The compliance unit should also satisfy § 707.36 (b) and (c).

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## DEPARTMENT OF AGRICULTURE

### Agricultural Marketing Service [1]

### Federal Grain Inspection Service

### 7 CFR Part 68

### United States Standards for Beans; Amendment

**AGENCY:** Federal Grain Inspection Service, USDA.

**ACTION:** Final rule.

**SUMMARY:** The definition of foreign material in the U.S. Standards for Beans is amended by deleting the words "cowpeas other than Blackeye types". The agency is taking this action in response to concern raised by the dry bean industry and in the interest of uniformity among standards promulgated under the Agricultural Marketing Act of 1946.

**EFFECTIVE DATE:** January 16, 1980.

[1] Including matters within the responsibility of the Federal Grain Inspection Service.

**FOR FURTHER INFORMATION CONTACT:** James L. Driscoll, Director, Standardization Division, Federal Grain Inspection Service, U.S. Department of Agriculture, Richards-Gebaur AFB, Building 221, Grandview, Missouri 64030. Telephone (816) 348-2861.

**SUPPLEMENTARY INFORMATION:** The Agricultural Marketing Act of 1946, as amended, provides for the issuance by the Secretary of Agriculture of standards with respect to the quality, condition, quantity, grade, and packaging of agricultural commodities. It further provides for their voluntary use by producers, merchandisers, processors, and consumers in the marketing of these commodities and payment of a fee to cover the cost of the service.

Pursuant to sections 203 and 205 of the Agricultural Marketing Act of 1946, 60 Stat. 1087 and 1090 (7 U.S.C. 1622 and 1624) a notice was published, according to the administrative procedure provisions of section 553 of Title 5, United States Code, in the Federal Register (44 FR 28806) on May 17, 1979, concerning an amendment to the U.S. Standards for Beans.

Interested persons were given 60 days to submit written comments, suggestions, or objections regarding the proposed rulemaking. Approximately 250 reprints of the proposed rulemaking showing the proposed amendment to the standards were distributed to interested trade and government organizations. Two comments were received which supported the change in the standards and suggested additional clarification. Both comments recommended that the definition of beans, § 68.101, be further amended to specifically include cowpeas. This action would clarify the change in the definition of foreign material. These recommedations are being prepared for proposed rulemaking. The amendment to the definition of foreign material, § 68.109, is amended in the interest of uniformity and clarity.

### Amendment to the Definition of Foreign Material

Foreign material in grains and other commodities is defined as material other than the grains or commodity in which it is found. This includes earthy material, glass, metal, plant stalks, pods, cobs, weed seeds, and unlike grains or commodities. An exception to this definition of foreign material exists in the U.S. Standards for Beans. The definition of foreign material in beans, in addition to the above, includes cowpeas other than Blackeye types. These non-Blackeye cowpeas should not be singled out as being foreign material. Cowpeas are edible. A sample of non-Blackeye cowpeas is inspected under the class Miscellaneous Beans. For the sake of uniformity, this amendment deletes the words "cowpeas other than Blackeye types" from the definition of foreign material in the U.S. Standards for Beans. With this change, cowpeas which differ in color, size, or shape from the beans in which they are found would function as beans of a contrasting class. Cowpeas which are similar in color, size, and shape to the beans in which they are found would function as classes that blend.

Section 68.109 of the United States Standards for Beans is revised to read as follows:

### Subpart B—United States Standards for Beans [1]

### Terms Defined

**§ 68.109 Foreign Material.**

Foreign material shall be stones, dirt, weed seeds, cereal grains, lentils, peas, and all matter other than beans.

Note.—This final rule has been reviewed under the USDA criteria established to implement Executive Order 12044, "Improving Government Regulations." A determination has been made that this action should not be classified "significant" under those criteria. A Final Impact Statement has been prepared and is available from James L. Driscoll, Director, Standardization Division, FGIS, USDA, Richards-Gebaur AFB, Building 221, Grandview, Missouri 64030, telephone (816) 348-2861.

(Sec. 203, 205, Pub. L. 79-733, 60 Stat. 1087, 1090 (7 U.S.C. 1622, 1624))

Done at Washington, D.C. on December 12, 1979.

D. R. Galliart,

*Acting Administrator.*

[FR Doc. 79-38583 Filed 12-14-79; 8:45 am]
BILLING CODE 3410-02-M

### 7 CFR Part 68

### Amendment to the United States Standards for Brown Rice for Processing and Milled Rice

**AGENCY:** Federal Grain Inspection Service, USDA.

**ACTION:** Final rule.

**SUMMARY:** The term "Paddy kernels" in the United States Standards for Brown Rice for Processing and Milled Rice is redefined for purpose of clarity. The new definitions specify the amount of hull which must be adhering to rice

[1] Compliance with the provisions of these standards does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal Laws.

kernels before they are considered paddy kernels.

**EFFECTIVE DATE:** January 16, 1980.

**FOR FURTHER INFORMATION CONTACT:** James L. Driscoll, Director, Standardization Division, Federal Grain Inspection Service, U.S. Department of Agriculture, Richards-Gebaur AFB, Building 221, Grandview, Missouri 64030. Telephone (816) 348-2861.

**SUPPLEMENTARY INFORMATION:** The Agricultural Marketing Act of 1946, as amended, provides for the issuance by the Secretary of Agriculture of standards with respect to the quality, condition, quantity, grade, and packaging of agricultural commodities. It further provides for their voluntary use by producers, merchandisers, and processors in the marketing of these commodities upon payment of a fee to cover the cost of service.

Pursuant to sections 203 and 205 of the Agricultural Marketing Act of 1946, 60 Stat. 1087 and 1090 (7 U.S.C. 1622 and 1624), a notice was published according to the administrative procedures provisions of Section 553 of Title 5, United States Code, in the Federal Register (44 FR 28806) on May 17, 1979. Interested persons were given 60 days to submit written comments, suggestions, or objections regarding the proposed rule. Approximately 875 reprints of the proposed rule showing the proposed amendment to the standards were distributed to interested trade and government organizations. Two comments were received which supported the changes in the standards and suggested additional clarification. These recommendations are included in the amended definitions. No objections to the amendments were received.

### Change in the Definition of Paddy Kernels

The present definitions for paddy kernels under the United States Standards for Brown Rice for Processing and the United States Standards for Milled Rice do not clearly define the amount of hull adhering to a kernel of rice before it is considered paddy kernel. The lack of clarity in the definition of paddy kernels in the standards for rice has caused problems in the uniform interpretation and application of the factor. This clarification is added to avoid confusion in the definition of paddy kernels, particularly in grading parboiled brown rice for processing and parboiled milled rice.

In the processing of parboiled rice, rough rice is steeped in water or steam heated. During parboiling, the starchy endosperm of the rice kernel gelatinizes and the bran layers of the rice kernel are "cooked" into the gelatinized kernel. After this heat treatment, the rice is dried and the hull removed by shelling. Due to the nature of the parboiling process, certain kernels may also have an area of the hull "cooked" into the kernel so that the hull is not easily removed through shelling.

The amended definitions conform to interpretations of paddy kernels maintained by the Board of Appeals and Review and do not establish a new or revised substantive rule. the Board of Appeals and Review has applied a more specific interpretation of the definition as to the amount of hull remaining on a rice kernel before it is considered a paddy kernel. For milled rice this interpretation can be found in item 5.25 of the Rice Inspection Handbook, HB 918-11. The Department finds that these definitions are clearer and more descriptive, and should therefore be adopted for use in the official standards. These clarifying amendments are in the interest of assuring uniformity of application. Section 68.252(j) of the United States Standards for Brown Rice for Processing and § 68.302(j) of the United States Standards for Milled Rice are amended to read as follows:

### Subpart D—United States Standards for Brown Rice for Processing[1]

*Terms Defined*

* * * * *

**§ 68.252 Definition of other terms.**

* * * * *

(j) *Paddy Kernels.* Whole or broken unhulled kernels and whole or broken kernels of rice having a portion or portions of the hull remaining which cover one-half (½) or more of the whole or broken kernel.

* * * * *

### Subpart E—United States Standards for Milled Rice[1]

* * * * *

**§ 68.302 Definition of other terms.**

* * * * *

(j) *Paddy Kernels.* Whole or broken unhulled kernels of rice; whole or broken kernels of brown rice, and whole or broken kernels of milled rice having a portion or portions of the hull remaining which cover one-eighth (⅛) or more of the whole or broken kernel.

* * * * *

1 Compliance with the provisions of these standards does not excuse failure to comply with the provisions of the Federal Food, Drug, and Cosmetic Act, or other Federal Laws.

This final rule has been reviewed under the USDA criteria established to implement Executive Order 12044, "Improving Government Regulations." A determination has been made that this action should not be classified "significant" under those criteria. A Final Impact Statement has been prepared and is available from James L. Driscoll, Director, Standardization Division, USDA FGIS, Richards-Gebaur AFB, Building 221, Grandview, Missouri 64030, telephone (816) 348-2861.

(Sec. 203, 205, Pub. L. 79-733, 60 Stat. 1087, 1090 (7 U.S.C. 1622, 1624))

Done in Washington, D.C. on: December 12, 1979.

D. R. Galliart,

*Acting Administrator.*

[FR Doc. 79-38559 Filed 12-14-79; 8:45 am]

BILLING CODE 3410-02-M

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## Agricultural Marketing Service

## 7 CFR Parts 905, 906, 907, 908, 909, 910, 911, 912, 913, 915, 916, 917, 918, 919, 921, 922, 923, 924, 926, 927, 928, 929, 930, 931, 932, 944, 945, 946, 947, 948, 950, 953, 958, 959, 965, 966, 967, 971, 979

## Marketing Agreements and Orders; Fruits and Vegetables

**AGENCY:** Agricultural Marketing Service, USDA.

**ACTION:** Final rule.

**SUMMARY:** This rule excepts "Budget of Expenses and Rate of Assessment" and "Handling" regulations, which are effective for a year or less, from publication in the *Code of Federal Regulations* and removes obsolete material from the Code. The regulations will continue to be published in the Federal Register.

**EFFECTIVE DATE:** December 31, 1979.

**FOR FURTHER INFORMATION CONTACT:** D. S. KURYLOSKI (202) 447-6393.

**SUPPLEMENTARY INFORMATION:** The Agricultural Marketing Service will continue publishing "Budget of Expenses and Rate of Assessment" and "Handling" regulations for fruits and vegetables in the Federal Register, but those issued pursuant to the CFR parts listed above will no longer be included in the *Code of Federal Regulations* (CFR) which is primarily a codification of permanent regulation. The regulations are seasonal, and often in effect for less than a year; therefore, the CFR cannot be depended on to contain a regulation of current effect. Further, the Agricultural Marketing Service has a special procedure for notifying those specifically affected by these

regulations. The Secretary of Agriculture notifies the program administrative committee, which then notifies the affected growers and handlers. Publication in the CFR is not necessary to inform those people most affected by these regulations.

Not printing the "Budget of Expenses and Rate of Assessment" and "Handling" regulations in the CFR will eliminate possible confusion, and save substantially on printing costs without inconvenience to the public. Further, it will prevent the future random accumulation of out-of-date provisions now existing in the CFR.

The seasonal provisions will be carried in the *List of Sections Affected* (LSA) which is published monthly, and is also caried in the back of each CFR volume. In addition, a note will direct the user to the LSA.

1. The following subpart headings and sections are removed and a note is added at the end of each affected Part to read as follows:

Note.—After January 1, 1979, "Budget of Expenses and Rate of Assessment" regulations (e.g. sections .200 through .299) and "Handling" regulations (e.g. sections .300–.399) which are in effect for a year or less, will not be carried in the *Code of Federal Regulations*. For Federal Register citations affecting these regulations, see the "List of Sections Affected" in this volume.

PART 905—ORANGES, GRAPEFRUIT, TANGERINES, AND TANGELOS GROWN IN FLORIDA

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 905.217 [Removed]

Subpart—Handling Regulation [Removed]

§ 905.301 [Removed]

§ 905.302 [Removed]

PART 906—ORANGES AND GRAPEFRUIT GROWN IN LOWER RIO GRANDE VALLEY IN TEXAS

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 906.218 [Removed]

Subpart—Handling Regulation [Removed]

§ 906.361 [Removed]

PART 907—NAVEL ORANGES GROWN IN ARIZONA AND DESIGNATED PART OF CALIFORNIA

Subpart—Expenses and Rate of Assessment [Removed]

§ 907.215 [Removed]

Subpart—Handling Regulation [Reserved] [Removed]

PART 908—VALENCIA ORANGES GROWN IN ARIZONA AND DESIGNATED PART OF CALIFORNIA

Subpart—Expenses and Rate of Assessment [Removed]

§ 908.217 [Removed]

Subpart— Handling Regulation [Removed]

§ 908.881 [Removed]

PART 909—GRAPEFRUIT GROWN IN ARIZONA; IMPERIAL COUNTY, CALIF., AND IN THAT PART OF RIVERSIDE COUNTY, CALIF., SITUATED SOUTH AND EAST OF WHITE WATER, CALIF.

Subpart—Expenses, Rate of Assessment, and Carryover of Unexpended funds [Removed]

§ 909.217 [Removed]

Subpart—Handling Regulation [Removed]

§ 909.342 [Removed]

PART 910—LEMONS GROWN IN CALIFORNIA AND ARIZONA

Subpart—Expenses and Rate of Assessment [Removed]

§ 910.216 [Removed]

Subpart—Handling Regulation [Removed]

§ 910.463 [Removed]

PART 911—LIMES GROWN IN FLORIDA

Subpart—Budget of Expenses, Rate of Assessment and Carryover of Unexpended Funds [Removed]

§ 911.217 [Removed]

Subpart—Handling Regulation [Removed]

§ 911.340 [Removed]

PART 912—GRAPEFRUIT GROWN IN THE INDIAN RIVER DISTRICT IN FLORIDA

Subpart—Expenses and Rate of Assessment [Removed]

§ 912.213 [Removed]

PART 913—GRAPEFRUIT GROWN IN THE INTERIOR DISTRICT IN FLORIDA

Subpart—Expenses and Rate of Assessment [Removed]

§ 913.214 [Removed]

PART 915—AVOCADOS GROWN IN SOUTH FLORIDA

Subpart—Budget of Expenses, Rate of Assessment and Carryover of Unexpended Funds [Removed]

§ 915.217 [Removed]

§ 915.319 [Removed]

§ 915.320 [Removed]

PART 916—NECTARINES GROWN IN CALIFORNIA

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 916.217 [Removed]

§ 916.351 [Removed]

§ 916.352 [Removed]

PART 917—FRESH PEARS, PLUMS AND PEACHES GROWN IN CALIFORNIA

Subpart—Expenses, Rates of Assessment, and Carryover of Unexpended Funds [Removed]

§ 917.217 [Removed]

§ 917.218 [Removed]

§ 917.219 [Removed]

§ 917.220 [Removed]

§ 917.221 [Removed]

§ 917.222 [Removed]

§ 917.419 [Removed]

§ 917.439 [Removed]

§ 917.440 [Removed]

§ 917.441 [Removed]

§ 917.443 [Removed]

§ 917.444 [Removed]

§ 917.445 [Removed]

§ 917.446 [Removed]

§ 917.447 [Removed]

§ 917.448 [Removed]

PART 918—FRESH PEACHES GROWN IN GEORGIA

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 918.216 [Removed]

§ 918.320 [Removed]

PART 919—PEACHES GROWN IN MESA COUNTY, COLO.

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 919.217 [Removed]

§ 919.319 [Removed]

PART 921—FRESH PEACHES GROWN IN DESIGNATED COUNTIES IN WASHINGTON

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 921.217 [Removed]

Subpart—Container Regulations [Removed]

§ 921.315 [Removed]

PART 922—APRICOTS GROWN IN DESIGNATED COUNTIES IN WASHINGTON

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 922.218 [Removed]
§ 922.318 [Removed]

PART 923—SWEET CHERRIES GROWN IN DESIGNATED COUNTIES IN WASHINGTON

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 923.218 [Removed]

Subpart—Container Regulations [Removed]

§ 923.316 [Removed]

§ 923.317 [Removed]

PART 924—FRESH PRUNES GROWN IN DESIGNATED COUNTIES IN WASHINGTON AND IN UMATILLA COUNTY, OREG.

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 924.218 [Removed]

Subpart—Container Regulations [Removed]

§ 924.316 [Removed]

PART 926—TOKAY GRAPES GROWN IN SAN JOAQUIN COUNTY, CALIF.

Subpart—Budget of Expenses, Rate of Assessment and Carryover of Unexpended Funds [Removed]

§ 926.218 [Removed]

§ 926.315 [Removed]

PART 927—BEURRE D'ANJOU, BEURRE BOSC, WINTER NELIS, DOYENNE DU COMICE, BEURRE EASTER, AND BEURRE CLAIRGEAU VARIETIES OF PEARS GROWN IN OREGON, WASHINGTON, AND CALIFORNIA

Subpart—Expenses, Rate of Assessment, and Carryover of Unexpended Funds [Removed]

§ 927.218 [Removed]

Subpart—Container Regulations [Removed]

§ 927.316 [Removed]

§ 927.317 [Removed]

PART 928—PAPAYAS GROWN IN HAWAII

Subpart—Budget of Expenses, Rate of Assessment, and Carryover of Unexpended Funds [Removed]

§ 928.208 [Removed]

Subpart—Handling Regulation [Removed]

§ 928.308 [Removed]

PART 929—CRANBERRIES GROWN IN STATES OF MASSACHUSETTS, RHODE ISLAND, CONNECTICUT, NEW JERSEY, WISCONSIN, MICHIGAN, MINNESOTA, OREGON, WASHINGTON, AND LONG ISLAND IN THE STATE OF NEW YORK

Subpart—Expenses and Rate of Assessment [Removed]

§ 929.219 [Removed]

Subpart—Handler Regulations [Removed]

§ 929.304 [Removed]

PART 930—CHERRIES GROWN IN MICHIGAN, NEW YORK, WISCONSIN, PENNSYLVANIA, OHIO, VIRGINIA, WEST VIRGINIA, AND MARYLAND

§ 930.158 [Removed]

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 930.208 [Removed]

PART 931—FRESH BARTLETT PEARS GROWN IN OREGON AND WASHINGTON

Subpart—Budget of Expenses; Rate of Assessment; and Carryover of Unexpended Funds [Removed]

§ 931.213 [Removed]

Handling regulation (removed).

§ 931.312 [Removed]

PART 932—OLIVES GROWN IN CALIFORNIA

Subpart—Expenses and Rate of Assessment [Removed]

§ 932.213 [Removed]

2. The following sections are redesignated:

§ 921.203 Reserve fund. [Redesignated]

a. Section 921.203 is redesignated as § 921.142.

§ 922.205 Reserve fund. [Redesignated]

b. Section 922.205 is redesignated as § 922.142.

§ 923.202 Reserve fund. [Redesignated]

c. Section 923.202 is redesignated as § 923.142.

§ 924.203 Reserve fund. [Redesignated]

d. Section 924.203 is redesignated as § 924.142.

§ 927.202 Reserve fund. [Redesignated]

e. Section 927.202 is redesignated as § 927.142.

§ 929.204 Reserve. [Redesignated]

f. Section 929.204 is redesignated as § 929.142.

§ 932.203 Reserve. [Redesignated]

g. Section 932.203 is redesignated as § 932.140.

3. The following subpart headings and sections are removed:

PART 944—FRUITS, IMPORT REGULATIONS

§ 944.17 [Removed]

§ 944.18 [Removed]

§ 944.101 [Removed]

§ 944.102 [Removed]

§ 944.205 [Removed]

§ 944.308 [Removed]

PART 945—IRISH POTATOES GROWN IN CERTAIN DESIGNATED COUNTIES IN IDAHO, AND MALHEUR COUNTY, OREG.

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 945.230 [Removed]

§ 945.231 [Removed]

Subpart—Handling Regulation [Removed]

§ 945.337 [Removed]

PART 946—IRISH POTATOES GROWN IN WASHINGTON

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 946.230 [Removed]

§ 946.231 [Removed]

Subpart—Handling Regulation [Removed]

§ 946.333 [Removed]

PART 947—IRISH POTATOES GROWN IN MODOC AND SISKIYOU COUNTIES, CALIF., AND IN ALL COUNTIES IN OREGON, EXCEPT MALHEUR COUNTY

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 947.221 [Removed]

§ 947.229 [Removed]

§ 947.230 [Removed]

§ 947.231 [Removed]

Subpart—Handling Regulation [Removed]

§ 947.337 [Removed]

PART 948—IRISH POTATOES GROWN IN COLORADO

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 948.262 [Removed]

§ 948.275 [Removed]

§ 948.277 [Removed]

§ 948.278 [Removed]

§ 948.279 [Removed]

§ 948.280 [Removed]

Subpart—Handling Regulation [Removed]

§ 948.377 [Removed]

§ 948.378 [Removed]

§ 948.379 [Removed]

§ 948.380 [Removed]

PART 950—IRISH POTATOES GROWN IN MAINE

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 950.213 [Removed]

PART 953—IRISH POTATOES GROWN IN SOUTHEASTERN STATES

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 953.214 [Removed]

§ 953.215 [Removed]

Subpart—Handling Regulation [Removed]

§ 953.318 [Removed]

PART 958—ONIONS GROWN IN CERTAIN DESIGNATED COUNTIES IN IDAHO, AND MALHEUR COUNTY, OREG.

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 958.221 [Removed]

§ 958.222 [Removed]

Subpart—Handling Regulation [Removed]

§ 958.322 [Removed]

§ 958.323 [Removed]

PART 959—ONIONS GROWN IN SOUTH TEXAS

Subpart—Expenses and Rate of Assessment [Removed]

§ 959.217 [Removed]

§ 959.218 [Removed]

Subpart—Handling Regulation [Removed]

§ 959.317 [Removed]

§ 959.318 [Removed]

PART 965—TOMATOES GROWN IN THE LOWER RIO GRANDE VALLEY IN TEXAS

Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 965.213 [Removed]

PART 966—TOMATOES GROWN IN FLORIDA

Subpart—Expenses and Rate of Assessment [Removed]

§ 966.214 [Removed]

§ 966.215 [Removed]

Subpart—Handling Regulation [Removed]

§ 966.316 [Removed]

§ 966.317 [Removed]

## PART 967—CELERY GROWN IN FLORIDA

### Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 967.213 [Removed]

§ 967.214 [Removed]

### Subpart—Handling Regulation [Removed]

§ 967.313 [Removed]

§ 967.314 [Removed]

## PART 971—LETTUCE GROWN IN THE LOWER RIO GRANDE VALLEY IN SOUTH TEXAS

### Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 971.217 [Removed]

§ 971.218 [Removed]

### Subpart—Handling Regulation [Removed]

§ 971.318 [Removed]

§ 971.319 [Removed]

## PART 979—MELONS GROWN IN SOUTH TEXAS

### Subpart—Budget of Expenses and Rate of Assessment [Removed]

§ 979.201 [Removed]

### Subpart—Handling Regulation [Removed]

§ 979.301 [Removed]

4. The following sections are redesignated and revised in order to remove them from the deleted subparts.

**§ 946.219 Operating reserve. [Redesignated]**

a. Section 946.219 is redesignated as § 946.142.

**§ 950.201 Fiscal period. [Redesignated]**

b. Section 950.201 is redesignated as § 950.115.

(Secs. 1–19, 48 Stat. 31, as amended: 7 U.S.C. 601–674).

Dated: December 12, 1979 to become effective December 31, 1979.

D. S. Kuryloski,

*Deputy Director, Fruit and Vegetable Division, Agricultural Marketing Service.*

[FR Doc. 79-38482 Filed 12-14-79; 8:45 am]

BILLING CODE 3410-02-M

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## FEDERAL DEPOSIT INSURANCE CORPORATION

## 12 CFR Parts 303 and 304

## Delegation of Authority to the Director of the Division of Bank Supervision

**AGENCY:** Federal Deposit Insurance Corporation.

**ACTION:** Final rule.

**SUMMARY:** Under § 346.19 a foreign bank which has an insured branch is required to pledge assets for the benefit of the FDIC in the event the FDIC is obligated to pay the insured deposits of an insured branch. These rules amend Parts 303 and 304 of FDIC's regulations. The amendment to Part 303 provides notice of the delegation of authority by the FDIC's Board of Directors to the Director of the Division of Bank Supervision and thence to the Regional Directors to enter into deposit agreements on behalf of the FDIC and to the General Counsel to modify provisions of the model deposit agreement as necessary to fulfill the purposes of FDIC regulation § 346.19.

**EFFECTIVE DATE:** December 17, 1979.

**FOR FURTHER INFORMATION CONTACT:** Margaret M. Olsen, Attorney, Federal Deposit Insurance Corporation, 550 17th Street N.W., Washington, D.C. 20429, (202–389–4433).

**SUPPLEMENTARY INFORMATION:** The amendment to Part 304 provides notice of the adoption of a model deposit agreement for use in connection with the pledge of asset requirements of § 346.19. The model agreement sets out the provisions which must be included in any deposit agreement. Additional provisions not inconsistent with these provisions may be included by the bank or the depository.

The amendments to Parts 303 and 304 relate to the procedures and practices of the FDIC and thus the provisions of the Administrative Procedure Act regarding notice and a delayed effective date (5 U.S.C. § 553) are not applicable. The amendments will be effective upon publication in the **Federal Register.**

Accordingly, FDIC's Board of Directors under the authority of § 9 of the Federal Deposit Insurance Act and § 13 of the International Banking Act of 1978 (12 U.S.C. 1819 and 3108) amends Parts 303 and 304 of FDIC's regulations as set out below:

## PART 303—APPLICATIONS, REQUESTS, AND SUBMITTALS

1. Section 303.13 is amended by adding a new paragraph (j) to read as follows:

**§ 303.13 Other delegations of authority.**

* * * * *

(j) *Deposit agreement for pledge of assets by foreign banks.* The Board of Directors has delegated to the Director of the Division of Bank Supervision, or, where confirmed in writing by the Director of the Division of Bank Supervision, to the Regional Director of the Region in which the insured branch is located, the authority on behalf of the Board of Directors to enter into deposit agreements with foreign banks and depositories in connection with the pledge of asset requirements of FDIC regulation § 346.19. The Board of Directors has also delegated to the General Counsel, or the General Counsel's designee, the authority to modify the terms of the model deposit agreement (FDIC Form 6300/02) as described in § 304.3(bb) of FDIC's rules and regulations.

## PART 304—FORMS, INSTRUCTIONS, AND REPORTS

2. Section 304.3 is amended by adding a new paragraph (bb) to read as follows:

**§ 304.3 Forms and instructions.**

* * * * *

(bb) Form 6300/02. *Model deposit agreement.* Form 6300/02 is a model agreement which governs the pledge of assets by a foreign bank having an insured branch as required under § 346.19 of FDIC's regulations. This form sets out the provisions which must be included in any agreement among the foreign bank, the depository and the FDIC. Copies of the model deposit agreement may be obtained from the FDIC Regional Office for the region wherein the insured branch is located.

By Order of the Board of Directors, December 10, 1979.

Federal Deposit Insurance Corporation.

Hoyle L. Robinson,

*Executive Secretary.*

[FR Doc. 79-38558 Filed 12-14-79; 8:45 am]

BILLING CODE 6714-01-M

DEPARTMENT OF TRANSPORTATION

Federal Aviation Administration

14 CFR Part 39

[Docket No. 19669; Amdt. 39-3640]

## Airworthiness Directives; Partenavia Costruzioni Aeronautiche S.p.A. Models P68 and P68B Airplanes

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Final rule.

**SUMMARY:** This amendment adopts a new Airworthiness Directive (AD) which requires an inspection of the stabilator balance weight attachment channel on Partenavia Model P68 and P68B airplanes for cracks, immediate installation of a channel stiffener if cracks are found, and repetitive inspections of the channel until the stiffener is installed. This AD is necessary to prevent loss of the stabilator balance weight which could result in loss of control of the airplane during flight.

**DATES:** Effective January 2, 1980. Compliance schedule—as prescribed in body of AD.

**ADDRESSES:** The applicable service bulletin may be obtained from: Partenavia Costruzioni Aeronautiche S.p.A., Via Cava, Casoria-Napoli, Italy.

Copies of the service bulletin and drawing are contained in the Rules Docket, Room 916, 800 Independence Avenue, S.W., Washington, D.C. 20591.

**FOR FURTHER INFORMATION CONTACT:** D. C. Jacobsen, Chief, Aircraft Certification Staff, AEU-100, Europe, Africa and Middle East Region, Federal Aviation Administration, c/o American Embassy, Brussels, Belgium, Telephone: 513.38.30, or C. Christie, Chief, Technical Standards Branch, AWS-110, Federal Aviation Administration, 800 Independence Avenue, S.W., Washington, D.C. 20591, Telephone 202-426-8374.

**SUPPLEMENTARY INFORMATION:** The FAA has received reports that cracks have been found in the stabilator balance weight attachment channel, P/N 68-3.3017-3, on certain Partenavia Model P68 and P68B airplanes. Failure of the attachment channel will result in loss of the stabilator balance weight and possible loss of airplane control during flight.

Since this condition is likely to exist or develop on other airplanes of the same type design, an airworthiness directive is being issued which requires inspection of the stabilator balance weight attachment channel, P/N 68-3.3017-3, for cracks, the immediate installation of a stiffener if cracks are found, and repetitive inspection of P/N 68-3.3017-3 until the stiffener is installed on Partenavia Model P68 and P68B airplanes.

Since a situation exists that requires the immediate adoption of this regulation, it is found that notice and public procedure hereon are impracticable and good cause exists for making this amendment effective in less than 30 days.

### Adoption of the Amendment

Accordingly, pursuant to the authority delegated to me by the Administrator, § 39.13 of Part 39 of the Federal Aviation Regulations (14 CFR 39.13) is amended by adding the following new Airworthiness Directive:

Partenavia Costruzioni Aeronautiche S.p.A. Applies to Model P68 and P68B airplanes, Serial Numbers 1 through 88, except Serial Numbers 03 and 04, certificated in all categories, which do not have stabilator balance weight attachment channel stiffeners, P/N R-0009-2, installed.

Compliance is required as indicated unless already accomplished.

To prevent loss of the stabilator balance weight accomplish the following:

(a) Within 25 hours time in service after the effective date of this AD for those airplanes which have more than 500 hours total time in service, inspect the stabilator balance weight attachment channel, P/N 68-3.3017-3, for cracks, using the dye penetrant method or an equivalent method approved by an FAA maintenance inspector.

(b) If no cracks are found during the inspection required by paragraph (a) of this AD—

(i) Return the aircraft to service, and

(ii) Repeat the inspection in paragraph (a) of this AD at intervals not to exceed 25 hours time in service from the last inspection.

(c) If cracks are found during any inspection required by paragraph (a) or (b) of this AD, before further flight, except that aircraft may be flown in accordance with FAR 21.197 to a base where the repair can be performed, install channel stiffeners, P/N R-0009-2, in accordance with section titled "Instruction" in Partenavia Service Bulletin No. 36, revision 1, dated March 24, 1978, (hereinafter referred to as the service bulletin) or an FAA-approved equivalent, and Partenavia Drawing No. R-0009, titled "Stabilator Balance Weight Attachment Channel Modification Scheme" dated March 31, 1978, (hereinafter referred to as the drawing), or an FAA-approved equivalent.

(d) Within 100 hours time in service after the effective date of this AD, without regard to total time in service, install 2 channel stiffeners, P/N R-0009-2, in accordance with the service bulletin and drawing, or an FAA-approved equivalent.

(e) The inspections required by paragraphs (a) or (b) of this AD may be discontinued when the stiffeners, P/N R-0009-2, are installed.

(f) An equivalent method of compliance with the modification required by paragraph (c) or (d) of this AD must be approved by the Chief, Aircraft Certification Staff, AEU-100, Federal Aviation Administration, Europe, Africa and Middle East Region, c/o American Embassy, Brussels, Belgium.

This amendment becomes effective January 2, 1980.

(Secs. 313(a), 601, and 603, Federal Aviation Act of 1958, as amended (49 U.S.C. 1354(a), 1421, and 1423); Sec. 6(c), Department of Transportation Act (49 U.S.C. 1655(c); 14 CFR 11.89)).

Note.—The Federal Aviation Administration has determined that this document involves a regulation which is not significant under Executive Order 12044, as implemented by Department of Transportation Regulatory Policies and Procedures (44 FR 11034; February 26, 1979). A copy of the final evaluation prepared for this action is contained in the regulatory docket. A copy of it may be obtained by writing to C. Christie, Chief, Technical Standards Branch, AWS-110, Federal Aviation Administration, 800 Independence Avenue, S.W., Washington, D.C. 20591.

Issued in Washington, D.C. on December 10, 1979.

M. C. Beard,

*Director of Airworthiness.*

[FR Doc. 79-38515 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-13-M

14 CFR Part 39

[Docket No. 79-NE-19, Amdt. 39-3637]

## Airworthiness Directives; Hamilton Standard 24 PF Propellers

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Final rule.

**SUMMARY:** This amendment adopts a new Airworthiness Directive (AD) which establishes a 3,000 hour life on P/N 738410-1 bell cranks and P/N 738405-1 pivots used in the Hamilton Standard 24 PF propeller. Cracks on these bell cranks and pivots have been found during propeller testing at the manufacturer. Analysis of the test data has revealed the need to establish a life limit on these parts.

**DATES:** Effective date—December 24, 1979. Compliance schedule—as prescribed in the body of AD.

**ADDRESSES:** The Service Bulletin noted in this AD may be obtained from Hamilton Standard, Division of United Technologies Corporation, Windsor Locks, Connecticut 06096.

**FOR FURTHER INFORMATION CONTACT:** Ralph S. Hawkins, Propulsion Section (ANE-214), Engineering and Manufacturing Branch, Flight Standards Division, Federal Aviation

Administration, New England Region, 12 New England Executive Park, Burlington, Massachusetts 01803; telephone: (617) 273-7348.

**SUPPLEMENTARY INFORMATION:** Cracks on bell crank P/N 738410-1 and pivot P/N 738405-1 have been found during propeller testing at the manufacturer. Analysis of the test data has revealed the need to establish a life limit on these parts. Failure of either the bell crank or pivot would affect propeller blade movement into the feather position and out of the reverse position.

Since a situation exists that requires the immediate adoption of this regulation, it is found that notice and public procedure hereon are impracticable, and good cause exists for making this amendment effective in less than 30 days.

### Adoption of the Amendment

Accordingly, pursuant to the authority delegated to me by the Administrator, § 39,13 of Part 39 of the Federal Aviation Regulations (14 CFR 39.13) is amended by adding the following new AD:

**Hamilton Standard:** Applies to all Hamilton Standard 24PF propellers, P/N 764995-1, 764996-2, 764996-3, 767600-2, and 767600-3, incorporating P/N 738410-1 bell cranks and P/N 738405-1 pivots.

Compliance required as indicated.

To preclude fracture of the P/N 738410-1 bell crank and P/N 738405-1 pivot due to cyclic loading, replace the bell cranks and the pivots in accordance with the following schedule:

1. Bell cranks and pivots with less than 2,600 hours time in service as of the effective date of this AD shall be removed from service prior to the accumulation of 3,000 hours time in service.

2. Bell cranks and pivots with 2,600 hours or more time in service as of the effective date of this AD shall be removed from service prior to the accumulation of 400 additional hours time in service.

This AD establishes a 3,000 hour life limit for bell crank P/N 738410-1 and pivot P/N 738405-1.

Note.—Hamilton Standard Service Bulletin HS Code 24PF, No. 13, "Propellers—Extension Dome Assembly—Replacement of Bell Crank and Bell Crank Pivots," dated August 15, 1979, pertains to this subject.

Upon request of the operator, an FAA maintenance inspector, subject to prior approval of the Chief, Engineering and Manufacturing Branch, New England Region, may adjust the replacement interval specified in this AD to permit compliance at an established inspection period of the operator if the request contains substantiating data to justify the increase for that operator. This amendment becomes effective December 24, 1979.

(Secs. 313(a), 601, and 603, Federal Aviation Act of 1958, as amended (49 U.S.C. 1354(a), 1421, and 1423); Sec. 6(c), Department of Transportation Act (49 U.S.C. 1655(c); 14 CFR 11.89.))

Note.—The Federal Aviation Administration has determined that this document involves a regulation which is not significant under Executive Order 12044, as implemented by Department of Transportation Regulatory Policies and Procedures (44 FR 11034; February 26, 1979). A copy of the final evaluation prepared for this document is contained in the docket.

Issued in Burlington, Massachusetts, on December 7, 1979.

Robert E. Whittington,

*Director, New England Region.*

[FR Doc. 79-38649 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-13-M

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## 14 CFR Part 39

**[Docket No. 79-EA-53; Amdt. 39-3639]**

## Airworthiness Directives; Piper Aircraft

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Final rule.

**SUMMARY:** This amendment issues a new airworthiness directive applicable to Piper PA-23-250 "F" type airplanes which requires a repetitive inspection of the left and right stabilator and replacement or repair where necessary. It appears that loose rivets and rib flange cracks have been discovered within the stabilators which could lead to a cracking of the stabilator skin.

**EFFECTIVE DATE:** December 24, 1979. Compliance is required as set forth in the AD.

**ADDRESSES:** Piper Service Bulletins may be acquired from the manufacturer at Piper Aircraft Corporation, 820 East Bald Eagle Street, Lock Haven, Pennsylvania 17745.

**FOR FURTHER INFORMATION CONTACT:** C. Kallis, Airframe Section, AEA-212, Engineering and Manufacturing Branch, Federal Building, J.F.K. International Airport, Jamaica, New York 11430, Tel. 212-995-2875.

**SUPPLEMENTARY INFORMATION:** There has been a report of loose rivets in the bottom stabilator skins on Piper PA-23-250 "F" Model airplanes. The bottom skins are presently riveted with blind AD 3 rivets. The top skins are hard-driven from both ends, and no problem exists with these rivets. The loose rivets at the bottom skins were found on stabilators which were fabricated by a combination of bonding and blind rivets. In their investigation Piper determined that bonding with bare alloys gave worse results than the alloys with surfaces that were anodized and that the cherry "Max" blind rivets did not clamp-up as tight as the cherry "locks" rivets.

Piper also discovered that besides the rivets becoming loose, rib-flange cracks were developing at the ribs. These conditions could lead to relative motion between the frame-structure and the stabilator skins, creating further loosening of additional rivets and creating additional rib cracks plus stabilator skin cracks.

In view of the air safety problem, notice and public procedure hereon are impractical, and the amendment may be made effective in less than 30 days.

### Adoption of the Amendment

Accordingly, and pursuant to the authority delegated to me by the Administrator, § 39.13 of the Federal Aviation Regulations (14 CFR 39.13) is amended, by issuing a new airworthiness directive, as follows:

**Piper:** Applies to Piper PA-23-250 Model airplanes, Serial Nos. 27-7654001 thru 27-7954044 certificated in all categories, which incorporate the following stabilators:

*Serial Nos.:*

0336-L thru 0340-L
0401-L thru 0607-L
0337-R thru 0341-R
0402-R thru 0609-R

To prevent possible loosening and relative motion between the stabilator bottom skins and the stabilator frame-structure, accomplish the following:

a. Within the next 50 hours in service after the effective date of this AD, unless already accomplished within the past 50 hours and at intervals not to exceed 100 hours in service thereafter, inspect and repair or alter the left and right stabilator in accordance with the "Instructions" section on page 3 of 3 in Piper Service Bulletin No. 606 dated July 12, 1979, or approved equivalent.

b. When the stabilator assemblies are altered in accordance with paragraph B.4. of the "Instructions" section or equivalent, compliance with this AD is no longer required.

c. Equivalent inspections, repairs or alterations must be approved by the Chief, Engineering and Manufacturing Branch, FAA, Eastern Region.

d. Upon submission of substantiating data through an FAA Maintenance Inspector, the compliance time specified in this AD may be adjusted by the Chief, Engineering and Manufacturing Branch, FAA, Eastern Region.

Effective Date: This amendment is effective December 24, 1979.

(Secs. 313(a), 601, and 603, Federal Aviation Act of 1958, as amended, 49 U.S.C. 1354(a), 1421, and 1423; Sec. 6(c), Department of Transportation Act, 49 U.S.C. 1655(c); and 14 CFR 11.89)

Issued in Jamaica, New York, on December 7, 1979.

Murray E. Smith,

*Director, Eastern Region.*

[FR Doc. 79-38557 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-13-M

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## 14 CFR Part 71

[Airspace Docket No. 79-GL-16]

## Alteration of Airways and Reporting Points

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Final rule.

**SUMMARY:** This amendment realigns V-9, V-63, V-100, V-127, V-171, V-218 and V-227 airways and moves a reporting point as a result of the relocation of the Rockford, Ill., VORTAC, an air navigation aid. Construction of an electric transmission line in the vicinity of the VORTAC at such a critical location that the VORTAC became useless as a navigation aid has required the relocation of the VORTAC and the airspace associated with it.

**EFFECTIVE DATE:** January 24, 1980.

**FOR FURTHER INFORMATION CONTACT:** Mr. Everett L. McKisson, Airspace Regulations Branch (AAT-230), Airspace and Air Traffic Rules Division, Air Traffic Service, Federal Aviation Administration, 800 Independence Avenue, SW., Washington, D.C. 20591; telephone: (202) 426-3715.

**SUPPLEMENTARY INFORMATION:** On November 8, 1979, the FAA proposed to amend Part 71 of the Federal Aviation Regulations (14 CFR Part 71) to realign airways and move the reporting point associated with the relocation of the Rockford VORTAC (44 FR 64842). Interested persons were invited to participate in the rulemaking proceeding by submitting written comments on the proposal to the FAA. The comment received expressed no objection. Section 71.123 of Part 71 was republished in the Federal Register on January 2, 1979, (44 FR 307). This amendment is the same as proposed in the notice.

### The Rule

This amendment to Part 71 of the Federal Aviation Regulations (14 CFR Part 71) makes airway alterations that are required by the relocation of the Rockford VORTAC approximately two miles southeast of the present location. The definition of V-9, V-63, V-127, V-171, V-218 airways and the Rockford, Ill., reporting point in part 71 does not require any change to be moved to the new location of the VORTAC at lat. 42°13'32"N., long. 89°11'57"W. In the definition of V-100 the 082° radial of Rockford is changed to 080° to overlie the present position of the FARMM intersection. In the definition of V-227 the Rockford 179° radial of Rockford is changed to 180° to overlie the present position of the TRIDE intersection.

### Adoption of the Amendment

Accordingly, pursuant to the authority delegated to me by the Administrator, § 71.123 of Part 71 of the Federal Aviation Regulations (14 CFR Part 71) as republished (44 FR 307) and amended (44 FR 57084) is further amended, effective 0901 G.M.T., January 24, 1980, as follows:

Under V-100, "INT Rockford 082°", is deleted and "INT Rockford 080°" is substituted therefor.

Under V-227, "Rockford, Ill., 179°" is deleted and "Rockford, Ill., 180°" is substituted therefor.

(Secs. 307(a) and 313(a), Federal Aviation Act of 1958 (49 U.S.C. 1348(a) and 1354(a)); sec. 6(c), Department of Transportation Act (49 U.S.C. 1655(c)); and 14 CFR 11.69.)

Note.—The FAA has determined that this document involves a regulation which is not significant under Executive Order 12044, as implemented by DOT Regulatory Policies and Procedures (44 FR 11034; February 26, 1979). Since this regulatory action involves an established body of technical requirements for which frequent and routine amendments are necessary to keep them operationally current and promote safe flight operations, the anticipated impact is so minimal that this action does not warrant preparation of a regulatory evaluation.

Issued in Washington, D.C., on December 12, 1979.

B. Keith Potts,

*Acting Chief, Airspace and Air Traffic Rules Division.*

[FR Doc. 79-38552 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-13-M

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## 14 CFR Part 97

[Docket No. 19836; Amdt. No. 1153]

## Standard Instrument Approach Procedures; Miscellaneous Amendments

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Final rule.

**SUMMARY:** This amendment establishes, amends, suspends, or revokes Standard Instrument Approach Procedures (SIAPs) for operations at certain airports. These regulatory actions are needed because of the adoption of new or revised criteria, or because of changes occurring in the National Airspace System, such as the commissioning of new navigational facilities, addition of new obstacles, or changes in air traffic requirements. These changes are designed to provide safe and efficient use of the navigable airspace and to promote safe flight operations under instrument flight rules at the affected airports.

**DATES:** An effective date for each SIAP is specified in the amendatory provisions.

**ADDRESSES:** Availability of matters incorporated by reference in the amendment is as follows:

*For Examination—*

1. FAA Rules Docket, FAA Headquarters Building, 800 Independence Avenue, SW., Washington, D.C. 20591;
2. The FAA Regional Office of the region in which the affected airport is located; or
3. The Flight Inspection Field Office which originated the SIAP.

*For Purchase—*

Individual SIAP copies may be obtained from:

1. FAA Public Information Center (APA-430), FAA Headquarters Building, 800 Independence Avenue, SW., Washington, D.C. 20591; or
2. The FAA Regional Office of the region in which the affected airport is located.

*By Subscription—*

Copies of all SIAPs, mailed once every 2 weeks, may be ordered from Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. The annual subscription price is $135.00.

**FOR FURTHER INFORMATION CONTACT:** Gary W. Wirt, Flight Procedures and Airspace Branch (AFO-730), Aircraft Programs Division, Office of Flight Operations, Federal Aviation Administration, 800 Independence Avenue, SW., Washington, D.C. 20591; telephone (202) 426-8277.

**SUPPLEMENTARY INFORMATION:** This amendment to Part 97 of the Federal Aviation Regulations (14 CFR Part 97) prescribes new, amended, suspended, or revoked Standard Instrument Approach Procedures (SIAPs). The complete regulatory description of each SIAP is contained in official FAA form documents which are incorporated by reference in this amendment under 5 U.S.C. 552(a), 1 CFR Part 51, and § 97.20 of the Federal Aviation Regulations (FARs). The applicable FAA Forms are identified as FAA Forms 8260-3, 8260-4 and 8260-5. Materials incorporated by

reference are available for examination or purchase as stated above.

The large number of SIAPs, their complex nature, and the need for a special format make their verbatim publication in the **Federal Register** expensive and impractical. Further, airmen do not use the regulatory text of the SIAPs but refer to their graphic depiction on charts printed by publishers of aeronautical materials. Thus, the advantages of incorporation by reference are realized and publication of the complete description of each SIAP contained in FAA form document is unnecessary. The provisions of this amendment state the affected CFR (and FAR) sections, with the types and effective dates of the SIAPs. This amendment also identifies the airport, its location, the procedure identification and the amendment number.

This amendment to Part 97 is effective on the date of publication and contains separate SIAPs which have compliance dates stated as effective dates based on related changes in the National Airspace System or the application of new or revised criteria. Some SIAP amendments may have been previously issued by the FAA in a National Flight Data Center (FDC) Notice to Airmen (NOTAM) as an emergency action of immediate flight safety relating directly to published aeronautical charts. The circumstances which created the need for some SIAP amendments may require making them effective in less than 30 days. For the remaining SIAPs, an effective date at least 30 days after publication is provided.

Further, the SIAPs contained in this amendment are based on the criteria contained in the U.S. Standard for Terminal Instrument Approach Procedures (TERPs). In developing these SIAPs, the TERPs criteria were applied to the conditions existing or anticipated at the affected airports. Because of the close and immediate relationship between these SIAPs and safety in air commerce, I find that notice and public procedure before adopting these SIAPs is unnecessary, impracticable, or contrary to the public interest and, where applicable, that good cause exists for making some SIAPs effective in less than 30 days.

## Adoption of the Amendment

Accordingly, pursuant to the authority delegated to me, Part 97 of the Federal Aviation Regulations (14 CFR Part 97) is amended by establishing, amending, suspending, or revoking Standard Instrument Approach Procedures, effective at 0901 G.m.t. on the dates specified, as follows:

1. By amending § 97.23 VOR-VOR/DME SIAPs identified as follows:

** * * Effective March 20, 1980*

Glenwood, MN—Glenwood Muni, VOR Rwy 33, Original
Hutchinson, MN—Hutchinson Muni, VOR/DME Rwy 32, Original

** * * Effective January 24, 1980*

Brewton, AL—Brewton Muni, VOR Rwy 30, Amdt. 4
Los Banos, CA—Los Banos Muni, VOR/DME Rwy 14, Amdt. 1
Los Banos, CA—Los Banos Muni, VOR/DME Rwy 32, Amdt. 3
Crestview, FL—Bob Sikes, VOR-A (TAC), Amdt. 7
Rome, GA—Richard B. Russell, VOR/DME Rwy 18, Amdt. 2
Rome, GA—Richard B. Russell, VOR/DME Rwy 36, Amdt. 3
Galesburg, IL—Galesburg Muni, VOR Rwy 2, Original
Galesburg, IL—Galesburg Muni, VOR Rwy 20, Original
Galesburg, IL—Galesburg Muni, VOR Rwy 20, Amdt. 10, cancelled
Galesburg, IL—Galesburg Muni, VOR Rwy 2, Amdt. 9, cancelled
Monmouth, IL—Monmouth Municipal, VOR-A, Original
Monmouth, IL—Monmouth Municipal, VOR-A, Amdt. 4, cancelled
Clinton, IA—Clinton Muni, VOR Rwy 3, Amdt. 7
Clinton, IA—Clinton Muni, VOR/DME Rwy 21, Amdt. 2
Fort Dodge, IA—Fort Dodge Muni, VOR Rwy 12, Amdt. 11
Fort Dodge, IA—Fort Dodge Muni, VOR/DME Rwy 30, Amdt. 7
Waterloo, IA—Waterloo Muni, VOR Rwy 6, Original
Waterloo, IA—Waterloo Muni, VOR Rwy 12, Amdt. 7
Waterloo, IA—Waterloo Muni, VOR Rwy 18, Amdt. 5
Waterloo, IA—Waterloo Muni, VOR Rwy 24, Amdt. 13
Waterloo, IA—Waterloo Muni, VOR Rwy 36, Amdt. 14
Waterloo, IA—Waterloo Muni, VOR/DME Rwy 30, Amdt. 12
Waverly, IA—Waverly Muni, VOR/DME-A, Original
Beloit, KS—Beloit Muni, VOR/DME Rwy 17, Original
Garden City, KS—Garden City Muni, VOR Rwy 17, Amdt. 9
Garden City, KS—Garden City Muni, VOR Rwy 35, Amdt. 6
Garden City, KS—Garden City Muni, VOR/DME Rwy 17, Original
Garden City, KS—Garden City Muni, VOR/DME Rwy 35, Original
Hays, KS—Hays Muni, VOR Rwy 16, Amdt. 1
Hays, KS—Hays Muni, VOR Rwy 34, Amdt. 3
Hays, KS—Hays Muni, VOR/DME Rwy 16, Original
Hays, KS—Hays Muni, VOR/DME Rwy 34, Original
Manhattan, KS—Manhattan Muni, VOR Rwy 3, Amdt. 12
Manhattan, KS—Manhattan Muni, VOR-F, Amdt. 1
Manhattan, KS—Manhattan Muni., VOR-H, Amdt. 10
Alexandria, LA—Esler Regional, VOR Rwy 14, Amdt. 11
Alexandria, LA—Esler Regional, VOR Rwy 32, Amdt. 12
Pineville, LA—Pineville Municipal, VOR-A, Amdt. 2
Millinocket, ME—Millinocket Muni., VOR-A, Amdt. 7
Frederick, MD—Frederick Muni., VOR Rwy 23, Amdt. 6
Anoke, MN—Gateway North Industrial, VOR Rwy 34, Amdt. 1
Baudette, MN—Baudette Intl, VOR Rwy 30, Amdt. 4
International Falls, MN—Falls Intl, VOR Rwy 13, Amdt. 10
International Falls, MN—Falls Intl, VOR Rwy 31, Amdt. 13
International Falls, MN—Falls Intl, VOR/DME or TACAN Rwy 31, Amdt. 2
Butler, MO—Butler Memorial, VOR-A, Amdt. 3
Nevada, MO—Nevada Muni., VOR/DME-A, Original
Crete, NE—Crete Muni., VOR/DME Rwy 17, Original
Crete, NE—Crete Muni., VOR/DME Rwy 35, Original
Robbinsville, NJ—Trenton-Robbinsville, VOR Rwy 29, Amdt. 7
Salisbury, NC—Rowan County, VOR Rwy 2, Original
Enid, OK—Enid Woodring Muni., VOR Rwy 17, Amdt. 6
Enid, OK—Enid Woodring Muni., VOR Rwy 35, Amdt. 7
Hershey, PA—Hershey Air Park, VOR/DME-A, Original
Honesdale, PA—Cherry Ridge, VOR-A, Amdt. 2
Rapid City, SD—Rapid City Regional, VOR/DME or TACAN Rwy 14, Amdt. 10
Rapid City, SD—Rapid City Regional, VOR or TACAN Rwy 32, Amdt. 19
Parsons, TN—Scott Field, VOR/DME-A, Original
Dallas, TX—Addison, VOR Rwy 15, Amdt. 14, cancelled
Dallas, TX—Addison, VOR Rwy 33, Amdt. 14, cancelled
Dallas, TX—Addison, VOR-A, Amdt. 3, cancelled
Dallas, TX—Dallas Love Field, VOR Rwy 18, Amdt. 18, cancelled
Dallas, TX—Dallas Love Field, VOR Rwy 36, Amdt. 10, cancelled
Rockwall, TX—Rockwall Muni., VOR/DME Rwy 16, Amdt. 1
Rhinelander, WI—Rhinelander-Oneida County, VOR Rwy 27, Original
Rhinelander, WI—Rhinelander-Oneida County, VOR/DME Rwy 27, Original

** * * Effective November 29, 1979*

Bloomington, IN—Monroe County, VOR Rwy 6, Amdt. 13
Bloomington, IN—Monroe County, VOR Rwy 17, Amdt. 8
North Lima, OH—Youngstown Elser Metro, VOR-A, Amdt. 1

2. By amending § 97.25 SDF-LOC-LDA SIAPs identified as follows:

** * * Effective January 24, 1980*

Waterloo, IA—Waterloo Muni., LOC BC Rwy 30, Amdt. 6
Alexandria, LA—Esler Regional, LOC BC Rwy 8, Amdt. 7
International Falls, MN—Falls Intl, LOC BC Rwy 13, Amdt. 5
Belmar Farmingdale, NJ—Monmouth County, SDF Rwy 14, Original
Fayetteville, NC—Fayetteville Muni/Grannis Field, LOC/DME BC Rwy 21, Amdt. 1
Oklahoma City, OK—Will Rogers World, LOC BC Rwy 17L, Amdt 1
Oklahoma City, OK—Will Rogers World, LOC BC Rwy 35L, Amdt 5
Rapid City, SD—Rapid City Regional, LOC/DME BC Rwy 14, Amdt. 8
Dallas, TX—Dallas Love Field, LOC BC Rwy 31R, Amdt. 24
Richland, WA—Richland, LOC Rwy 19, Amdt. 1

** * * Effective December 27, 1979*

Unalakleet, AK—Unalakleet, LOC Rwy 14, Original
Garden City, KS—Garden City Muni., LOC/DME Rwy 35, Original
Bar Harbor, ME—Hancock County-Bar Harbor, LOC Rwy 22, Amdt. 3
Spokane, WA—Spokane Intl, LOC Rwy 3, Amdt. 3

3. By amending § 97.27 NDB/ADF SIAPs identified as follows:

** * * Effective March 20, 1980*

Shell Lake, WI—Shell Lake Muni., NDB Rwy 31, Original

** * * Effective January 24, 1980*

Crossett, AR—Crossett Muni., NDB Rwy 23, Amdt. 4
Washington, D.C.—Dulles Intl, NDB Rwy 1R, Amdt. 12
Rome, GA—Richard B. Russell, NDB-A, Amdt. 1
Canton, IL—Ingersoll, NDB Rwy 36, Original
Canton, IL—Ingersoll, NDB Rwy 36, Amdt. 3, cancelled
Clinton IA—Clinton Muni., NDB Rwy 3, Amdt. 1
Clinton IA—Clinton Muni., NDB Rwy 14, Amdt. 1
Crawfordsville, IN—Crawfordsville Muni., NDB Rwy 4, Amdt. 3
Des Moines, IA—Des Moines Muni., NDB Rwy 30R, Amdt. 14
Fort Dodge, IA—Fort Dodge Muni., NDB Rwy 6, Amdt. 4
Pocahontas, IA—Pocahontas Muni., NDB Rwy 11, Amdt. 2
Waterloo, IA—Waterloo Muni., NDB Rwy 12, Amdt. 6
Independence, KS—Independence Muni., NDB Rwy 17, Original
Manhattan, KS—Manhattan Muni., NDB-A, Amdt. 14
Murray, KY—Murray-Calloway County, NDB Rwy 23, Amdt. 2
Alexandria, LA—Esler Regional, NDB Rwy 26, Amdt. 6
Winnfield, LA—David G. Joyce, NDB Rwy 8, Amdt. 1
Millinocket, ME—Millinocket Muni., NDB-B, Amdt. 7
Rogers City, MI—Presque Isle County, NDB Rwy 27, Original
International Falls, MN—Falls Intl, NDB Rwy 31, Amdt. 6
Nevada, MO—Nevada Muni., NDB Rwy 20, Amdt. 1
Falls City, NE—Brenner Field, NDB-A, Original
Salisbury, NC—Rowan County, NDB-A, Amdt. 5
Smithville, TN—Smithville Muni., NDB Rwy 24, Original
Richland, WA—Richland, NDB Rwy 19, Amdt. 1
Platteville, WI—Grant County, NDB Rwy 25, Amdt. 4
Waukesha, WI—Waukesha County, NDB Rwy 10, Amdt. 7

** * * Effective December 27, 1979*

Bar Harbor, ME—Hancock County-Bar Harbor, NDB Rwy 22, Original
Edenton, NC—Edenton Muni., NDB Rwy 19, Amdt. 3
Salem, OR—McNary Field, NDB Rwy 31, Amdt. 15

** * * Effective November 29, 1979*

Superior, WI—Richard I. Bong, NDB Rwy 31, Original, cancelled

4. By amending § 97.29 ILS-MLS SIAPs identified as follows:

** * * Effective January 24, 1980*

Pago Pago, Tutuila Is. American Samoa, Pago Pago International, ILS/DME Rwy 5, Amdt. 8
Washington, D.C.—Dulles Intl, ILS Rwy 1R, Amdt. 16
Atlanta, GA—The William B. Hartsfield, Atlanta Intl, ILS Rwy 8, Amdt. 52
Galesburg, IL—Galesburg Muni., ILS Rwy 2, Amdt. 2
Des Moines, IA—Des Moines Muni., ILS Rwy 12L, Amdt. 3
Des Moines, IA—Des Moines Muni., ILS Rwy 30R, Amdt. 15
Fort Dodge, IA—Fort Dodge Muni., ILS Rwy 6, Amdt. 3
Waterloo, IA—Waterloo Muni., ILS Rwy 12, Amdt. 4
Manhattan, KS—Manhattan Municipal, ILS Rwy 3, Amdt. 1
Alexandria, LA—Esler Regional, ILS Rwy 26, Amdt. 10
International Falls, MN—Falls Intl, ILS Rwy 31, Amdt. 6
Oklahoma City, OK—Will Rogers World, ILS Rwy 17R, Amdt. 5
Oklahoma City, OK—Will Rogers World, ILS Rwy 35R, Amdt. 1
Rapid City, SD—Rapid City Regional, ILS Rwy 32, Amdt. 10

** * * Effective December 27, 1979*

Orlando, FL—Orlando International, ILS Rwy 18R, Original
Salem, OR—McNary Field, ILS Rwy 31, Amdt. 23

5. By amending § 97.31 RADAR SIAPs identified as follows:

** * * Effective January 24, 1980*

Anchorage, AK—Anchorage Intl, RADAR-2, Original
Des Moines, IA—Des Moines Muni., RADAR-1, Amdt. 13

6. By amending § 97.33 RNAV SIAPs identified as follows:

** * * Effective January 24, 1980*

Clinton, IA—Clinton Muni., RNAV Rwy 21, Amdt. 4
Des Moines, IA—Des Moines Muni., RNAV Rwy 12L, Amdt. 3
Fort Dodge, IA—Fort Dodge Muni., RNAV Rwy 6, Amdt. 3
Fort Dodge, IA—Fort Dodge Muni., RNAV Rwy 24, Amdt. 3
Waterloo, IA—Waterloo Muni., RNAV Rwy 6, Amdt. 3
Waverly, IA—Waverly Muni., RNAV Rwy 10, Original
Hays, KS—Hays Muni., RNAV Rwy 16, Amdt. 2
Nevada, MO—Nevada Muni., RNAV Rwy 20, Original
Oklahoma City, OK—Clarence E. Page Muni., RNAV Rwy 17L, Original
Oklahoma City, OK—Clarence E. Page Muni., RNAV Rwy 35R, Original
Charleston, SC—Johns Island, RNAV Rwy 9, Amdt. 1
Platteville, WI—Grant County, RNAV Rwy 25, Amdt. 2
Waukesha, WI—Waukesha County, RNAV Rwy 10, Amdt. 4

(Secs. 307, 313(a), 601, and 1110, Federal Aviation Act of 1958 (49 U.S.C. 1348, 1354(a), 1421, and 1510); Sec. 6(c), Department of Transportation Act (49 U.S.C. 1655(c)); and 14 CFR 11.49(b)(3).)

Note.—The FAA has determined that this document involves a regulation which is not significant under Executive Order 12044, as implemented by DOT Regulatory Policies and Procedures (44 FR 11034; February 26, 1979). Since this regulatory action involves an established body of technical requirements for which frequent and routine amendments are necessary to keep them operationally current and promote safe flight operations, the anticipated impact is so minimal that this action does not warrant preparation of a regulatory evaluation.

Issued in Washington, D.C. on December 7, 1979.

James M. Vines,
*Chief, Aircraft Programs Division.*

Note.—The incorporation by reference in the preceding document was approved by the Director of the Federal Register on May 12, 1969.

[FR Doc. 79-38302 Filed 12-14-79; 8:45 am]
BILLING CODE 4910-13-M

## FEDERAL TRADE COMMISSION

## 16 CFR Part 460

## Trade Regulation Rules; Labeling and Advertising of Home Insulation

**AGENCY:** Federal Trade Commission.

**ACTION:** Change in the effective date of the rule.

**SUMMARY:** On August 31, 1979, the Commission promulgated its trade regulation rule on labeling and advertising of home insulation (44 FR 50218). The Commission announced in that notice that the effective date of the rule would be November 30, 1979.

On November 2, 1979, the Commission announced its determination that its continuing efforts to resolve possible difficulties concerning compliance with the representative-thickness-testing provisions of the rule necessitated a delay of the effective date until December 31, 1979 (44 FR 64402 November 7, 1979)).

On November 16, 1979, the Congress approved a joint resolution providing interim funding for the Commission through March 15, 1980, pending completion of action on authorization and appropriation legislation. This resolution was signed into law by the President on November 20, 1979, as Pub. L. 96–123. It contains a limitation on the Commission funding specifying that no trade regulation rule promulgated under Section 18 of the Federal Trade Commission Act after August 30, 1979, could become effective during the period covered by the resolution unless authorizing legislation has first been enacted into law.

Because, as noted, the Home Insulation rule was promulgated on August 31, it is subject to this restriction. In view of the uncertain duration of this restriction, it is presently impossible to state what the earliest permissible effective date for the rule will be. The Commission wishes, however, to provide as much certainty as possible for those affected by the rule, so that they may plan for compliance on an informed basis. Accordingly, it has determined that the rule will not become effective before March 16, 1980, in any event. A new effective date will be announced by the Commission with reasonable advance notice for those with compliance obligations.

**EFFECTIVE DATE:** December 17, 1979

**FOR FURTHER INFORMATION CONTACT:** Paul Petruccelli, Bureau of Consumer Protection, 202–724–1508.

By direction of the Commission dated December 5, 1979.

Carol M. Thomas,

*Secretary.*

[FR Doc. 79-38447 Filed 12-14-79, 8.45 am]

BILLING CODE 6750-01-M

## DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

### Social Security Administration

### 20 CFR Part 404

### Old-Age, Disability, Dependents' and Survivors' Insurance Benefits; Period of Disability; Correction

**AGENCY:** Social Security Administration, HEW.

**ACTION:** Correction of Final rules.

**SUMMARY:** On June 15, 1979, we published final rules for entitlement to old-age, disability, dependents', and survivors' insurance benefits and to a period of disability in the Federal Register (44 FR 34479). Since that time we have noted that § 404.321(a) contains a misstatement about the beginning of a period of disability and that § 404.340(e) contains two incorrect cross references. Accordingly, we are correcting these two provisions.

**FOR FURTHER INFORMATION CONTACT:** Mrs. Vera J. Schlosser, Legal Assistant, Office of Regulations, Social Security Administration, 6401 Security Boulevard, Baltimore, Maryland 21235, telephone 301–594–7332.

**SUPPLEMENTARY INFORMATION:**

**§404.321 [Amended]**

The first sentence of § 404.321(a) formerly read as follows: "Your period of disability begins at the start of the first calendar quarter in which you were both disabled and insured for disability." That is not wholly accurate. Unless an individual is insured on the day his or her disability begins, that person's period of disability cannot begin until the first day of the first calendar quarter after the person's disability began in which he or she is insured. Therefore, we are correcting § 404.321(a) to read as follows: "Your period of disability begins on the day your disability begins if you are insured for disability on that day. If you are not insured for disability on that day, your period of disability will begin on the first day of the first calendar quarter after your disability began in which you are insured for disability."

**§ 403.340 [Amended]**

The last sentence of § 404.340(e) formerly read as follows. "Sections 404.358 and 404.359 describe when a child is ' in your care.'" However, the sections that describe when a child is "in your care" are § 404.348 and § 404.349. Therefore, we are substituting "Sections 404.348 and 404.349" for "Sections 404.358 and 404.359".

Dated: December 6, 1979.

Robert F. Sermier,

*Acting Deputy Assistant Secretary for Management Analysis and Systems.*

[FR Doc. 79-38563 Filed 12-14-79; 8:45 am]

BILLING CODE 4110-07-M

## DEPARTMENT OF TRANSPORTATION

### Federal Highway Administration

### 23 CFR Part 713

### Disposal of Uneconomic Remnants—Credit to Federal Funds

**AGENCY:** Federal Highway Administration (FHWA), DOT.

**ACTION:** Amendment to final rule.

**SUMMARY:** This amendment revises FHWA regulations to require a credit to Federal funds at the time of the disposal of an uneconomic remnant of real property. This amendment is required by Attachment N of OMB Circular A–102 dated August 24, 1977.

**EFFECTIVE DATE:** February 4, 1980.

**FOR FURTHER INFORMATION CONTACT:** Mr. Gerald L. Kennedy, Office of Right-of-Way, 202–426–0142; or S. Reid Alsop, Office of the Chief Counsel, 202–426–0800, Federal Highway Administration, 400 Seventh Street, SW., Washington, D.C. 20590.

**SUPPLEMENTARY INFORMATION:** Existing regulations concerning the disposal of uneconomic remnants of real property appear as section 713.308(b) of Title 23, Code of Federal Regulations, and codify material contained in Volume 7, Chapter 4, Section 2, of the Federal-Aid Highway Program Manual. (The Federal-Aid Highway Program Manual is available for inspection and copying as prescribed in 49 CFR Part 7, Appendix D.)

On August 24, 1977, the Office of Management and Budget (OMB) issued revised Circular A–102. Attachment N of this circular requires a credit to Federal funds upon the disposal of certain real property acquired with Federal participation. In order to comply with this requirement, FHWA is amending section 713.308(b) to require a credit to Federal funds upon the disposal of an uneconomic remnant of real property.

This amendment is being issued in final form without prior opportunity for public notice and comment because it simply brings FHWA regulations into conformance with the requirements of OMB Circular A–102. Issuance of this amendment will have no economic or other relevant consequences beyond those of the action previously taken by OMB. Accordingly, no separate

regulatory evaluation had been prepared for this amendment.

In consideration of the foregoing, Part 713, Subpart C of Chapter I, Title 23, Code of Federal Regulations, is amended by revising section 713.308(b) to read as follows:

**§ 713.308 Uneconomic remnants.**

(a) * * *

(b) When the uneconomic remnant is not incorporated within the approved right-of-way limits, no FHWA approval to dispose of it is required. Upon disposal of such remnant, a credit to Federal funds is required in accordance with the provisions of § 713.307 of this part.

(23 U.S.C. § 315; 23 CFR 1.32; 42 U.S.C. § 4651(9); 49 CFR 1.48(b); OMB Circular A-102, Attachment N dated Aug. 24, 1977)

Note.—The Federal Highway Administration has determined that this document does not contain a significant regulation according to the criteria established by the Department of Transportation pursuant to Executive Order 12044.

Issued on: December 6, 1979.

John S. Hassell, Jr.,

*Deputy Administrator.*

[FR Doc. 79-38343 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-22-M

## DEPARTMENT OF THE TREASURY

## Internal Revenue Service

## 26 CFR Part 1

[T.D. 7659]

## Income Tax; Taxable Years Beginning After December 31, 1953; Capital Loss Carryovers for Regulated Investment Companies

**AGENCY:** Internal Revenue Service, Treasury.

**ACTION:** Final regulations.

**SUMMARY:** This document provides final regulations relating to the allowable period to which a regulated investment company must carry forward a net capital loss. Changes to the applicable tax law were made by the Tax Reform Act of 1976. The regulations provide the public with the guidance needed to comply with these changes.

**DATES:** The amendment pertaining to the extension of the capital loss carryover period for regulated investment companies is effective for taxable years ending after December 31, 1969. The amendment pertaining to the term "capital gain net income" is effective for taxable years beginning after December 31, 1976.

**FOR FURTHER INFORMATION CONTACT:** Kent J. Schreiner of the Legislation and Regulations Division, Office of the Chief Counsel, Internal Revenue Service, 1111 Constitution Ave., N.W., Washington, D.C. 20224 (Attention: CC: LR:T) (202/566-3803).

**SUPPLEMENTARY INFORMATION:**

### Background

On July 6, 1979, the Federal Register published proposed amendments to the Income Tax Regulations (26 CFR Part 1) under section 1212 of the Internal Revenue Code of 1954 (44 FR 39476). These amendments were proposed to conform the regulations to sections 1403 and 1901 (b) (33) (O) of the Tax Reform Act of 1976 (90 Stat. 1733, 1802). No comments were received with respect to the proposed amendments, and no public hearing was requested or held. The proposed amendments are adopted by this Treasury decision without change.

### Explanation

The Tax Reform Act of 1976 amends section 1212 (a) of the Internal Revenue Code by increasing the 5-year carryover period allowed for net capital losses sustained by corporations to 8 years for regulated investment companies, as defined in section 851. The amendments adopted by this Treasury decision make it clear that regulated investment companies have a maximum of 9 years in which to deduct their capital losses. This specified 9-year period must be reduced under certain prescribed conditions.

The Tax Reform Act substituted the term "capital gain net income" for the term "net capital gain". The proposed amendments conform the regulations under section 1212 to this change in terminology.

The final regulations adopted by this Treasury decision impose no new reporting or recordkeeping requirements. The principal effect of the final regulations is to conform existing regulations under section 1212 of the Code to changes made by the Tax Reform Act of 1976. Evaluation of the effectiveness of these regulations after issuance will be based upon comments received from offices within Treasury and the Internal Revenue Service, other governmental agencies, and the public.

### Drafting Information

The principal author of this regulation is Kent J. Schreiner of the Legislation and Regulations Division of the Office of Chief Counsel, Internal Revenue Service. However, personnel from other offices of the Internal Revenue Service and Treasury Department participated in developing the regulation, both on matters of substance and style.

### Adoption of amendments to the regulations

Accordingly, the amendments to 26 CFR Part 1 published as a notice of proposed rulemaking in the Federal Register for July 6, 1979 (44 FR 39476), are hereby adopted as proposed.

This Treasury decision is issued under the authority contained in section 7805 of the Internal Revenue Code of 1954 (68A Stat. 917; 26 U.S.C. 7805).

Jerome Kurtz,

*Commissioner of Internal Revenue.*

Approved: December 7, 1979.

Donald C. Lubick,

*Assistant Secretary of the Treasury.*

## PART 1—INCOME TAX; TAXABLE YEARS BEGINNING AFTER DECEMBER 31, 1953

The amendments to 26 CFR Part 1 are as follows:

**§ 1.1212 [Deleted]**

Paragraph 1. Section 1.1212 and the historical note are deleted.

**§ 1.1212-1 [Amended]**

Par. 2. Paragraph (a) of § 1.1212-1 is amended by striking out "net capital gain(s)" each place it appears in subparagraphs (2)(i) and (3) (ii) and (iii) and inserting in lieu thereof "capital gain net income (net capital gain(s) for taxable years beginning before January 1, 1977)", and by adding subdivision (*g*) to subparagraph (3)(iii). The added provision reads as follows:

**§ 1.1212-1 Capital loss carryovers and carrybacks.**

(a) *Corporations; other taxpayers for taxable years beginning before January 1, 1964.* * * *

(3) *Regular net capital loss sustained by a corporation for taxable years beginning after December 31, 1969.* * * *

(iii) *Special rules.* * * *

(*g*) A regulated investment company (as defined in section 851) sustaining a net capital loss shall carry over that loss to each of the 8 taxable years succeeding the loss year. However, the 8-year period prescribed in the preceding sentence shall be reduced (but not to less than 5 years) by the sum of (*1*) the number of taxable years to which the net capital loss must be carried back pursuant to subdivision (i)(*a*) of this subparagraph (as limited by subdivision (iii)(*e*) of this subparagraph) and (*2*) the number of taxable years, of the 8 taxable years succeeding the loss year, that the corporation failed to

qualify as a regulated investment company as defined in section 851. This subdivision shall not extend the carryover period prescribed in subdivision (i)(*b*) of this subparagraph to a year in which a corporation is not a regulated investment company as defined in section 851.

* * * * *

[FR Doc. 79-38553 Filed 12-14-79; 8:45 am]

BILLING CODE 4830-01-M

## DEPARTMENT OF TRANSPORTATION

### Coast Guard

### 33 CFR Part 117

[CGD 79-157]

### Drawbridge Operation Regulations; Quincy Bay, Ill.

*Correction*

In FR Doc. 79-35303, appearing in the third column of page 65750 in the issue of Thursday, November 15, 1979, the CFR section head which reads § 117.60 should read § 117.620.

BILLING CODE 1505-01-M

### 33 CFR Part 147

[CCGD 11-79-06]

### Establishment of Safety Zones Around Structures Being Constructed on the Outer Continental Shelf (OCS)

**AGENCY:** Coast Guard, Department of Transportation.

**ACTION:** Final rule.

**SUMMARY:** This document establishes an emergency safety zone and related regulations under the provisions of Title 33 Code of Federal Regulations § 147.03-3(b) around Platform Ellen, a fixed structure being constructed on the OCS in the Gulf of Santa Catalina south of the ports of Los Angeles and Long Beach. Platform Ellen is the first of three structures contemplated by Shell Oil Company in the BETA development plant to develop subseabed resources discovered pursuant to OCS Lease #35. The Commander, Eleventh Coast Guard District has made an inquiry and determined that this safety zone is necessary to promote safety of life and property on the structure, its appurtenances and attending vessels and in the adjacent waters during installation and construction periods.

**EFFECTIVE DATE:** The safety zone and regulations established herein are effective upon commencement of installation operations which is set for 1 December 1979.

**FOR FURTHER INFORMATION CONTACT:** LT Robin A. Wendt, Project Manager, Eleventh Coast Guard District Hearing Officer, Eleventh Coast Guard District, Union Bank Building, Suite 911, 400 Oceangate Boulevard, Long Beach, California 90822, Telephone (213) 590-2386.

**DRAFTING INFORMATION:** The principal persons involved in drafting this rule are Lieutenant Robin A. Wendt, Project Manager, Eleventh Coast Guard District Hearing Officer, and Lieutenant Commander Ronald S. Matthew, Project Counsel, Eleventh Coast Guard District Legal Office.

**SUPPLEMENTARY INFORMATION:** On February 20, 1979 the Commander, Eleventh Coast Guard District published an advance notice of proposed rulemaking on safey zones around fixed structures both on the OCS and in the navigable waters adjacent to Southern California (44 FR 10399). This was the first of a three stage rulemaking process designed to implement permanent safety zones around such structures. Platform Ellen was not included in that notice. At the time, Shell Oil Company had not received a Corps of Engineers permit for it. That permit has now been issued and Shell plans to commence installation on 1 December 1979. This does not leave adequate time to complete the normal rulemaking process considering Platform Ellen, i.e. a Notice of Proposed Rulemaking, comment period and a Final Rule. Even though a Notice of Proposed Rulemaking addressing safety zones for all structures off Southern California will be published soon, it will not precede installation of platform Ellen.

The Commander, Eleventh Coast Guard District has determined that the establishment of this safety zone and its regulations is necessary to promote safety of life and property on the structure, its appurtenances and attending vessels and on the adjacent waters during the installation and construction periods. Further, the District Commander has determined that without the establishment of an emergency safety zone around platform Ellen, an imminent danger would exist.

*Discussion:*

Platform ELLEN is the first structure of any sort designed for the development of sub-seabed natural resources to be sited within a routing measure adopted by the Intergovernmental Maritime Consultative Organization (IMCO). IMCO is the maritime arm of the United Nations and is the international authority on vessel routing measures. The routing measure in question is the "Approaches to Los Angeles/Long Beach Traffic Separation Scheme" (TSS), also known as the Gulf of Santa Catalina (GSC) TSS. Platform Ellen is to be sited within the TSS Separation Zone, that area which separates opposing Traffic Lanes, such that a maximum size safety zone of 500 meters would not interfere with either Traffic Lane. This is significant because a safety zone may not interfere with a recognized sea (traffic) lane.

The siting of a fixed structure within a routing measure, of which a TSS is just one type, is not recommended by IMCO as set forth in IMCO Resolution A378(X) which states in Section 3.9, "Governments are recommended to ensure, as far as practicable, that oil rigs, platforms and other similar structures are not established within routing systems adapted by the Organization or near their terminations." A Separation Zone is a part of a TSS and siting a structure there constitutes a structure within a routing system. The Commander, Eleventh Coast Guard District is convinced however that there is no other way to extract the natural resources in the area other than siting appropriate structures in the Separation Zone. Therefore, in keeping with the national energy goals the District Commander did not object to these structures but has determined that they pose a potential threat to navigation and the environment.

Platform Ellen will be sited in a TSS where significant marine traffic exists, much of which carries hazardous and particularly hazardous cargoes. It also lies in an area between numerous mainland marinas and offshore islands in which recreational vessel traffic occurs. Further it lies in close proximity to the Huntington Beach offshore tanker mooring. Much of the marine traffic which is in close proximity to site of platform Ellen could cause damage to the platform in the event of a collision. Though vessels do not normally navigate in a Separation Zone, they may enter it (1) when crossing the Separation Zone but must do so at right angles or as nearly so as practicable; (2) in cases of emergency to avoid imminent danger; or (3) to engage in fishing. Since this structure will be the first to be in a Separation Zone, its location there will be unexpected. Many vessels which are too small to inflict damage to the structure could nevertheless incur damage to themselves in the event of a collision. The safety zone will be the area within a circle five-hundred meters in radius around the installation site and thence the area within a line 500 meters from the structure's outer edge. Since

the installation process (which usually lasts one to two weeks) requires great precision, it is appropriate that all vessels be excluded from the safety zone except construction or attending vessels. A hazard would exist to the structure, its personnel and attending vessels if other vessels were allowed to navigate too near the platform. The Commander, Eleventh Coast Guard District has therefore established this safety zone and regulation.

In consideration of the foregoing, Title 33, Code of Federal Regulations, Subpart 147.05–OCS Safety Zones is hereby amended by adding a new § 147.05–11.03.

## Subpart 147.05–OCS Safety Zones

### § 147.05–11.03 Platform Ellen safety zone, Gulf of Santa Catalina

(a) Description: The area within a circle of 500 meters in radius around the point located at Latitude 33°–34′–57″ N, Longitude 118°–07′–41″ W, during the installation phase and then the area within 500 meters around the structure's outer edge after the structure is in place.

(b) Regulations: No vessel may enter or remain in this safety zone except the following: (1) Vessels involved in the installation and construction of Platform Ellen, (2) vessels which normally attend platform Ellen or (3) vessels authorized by the Commander, Eleventh Coast Guard District.

(c) Effective Date: This safety zone and its related regulations are effective on and after 1 December 1979.

(Sec. 633, 63 Stat. 545, Sec. 4(e)(1), 67 Stat. 463, Sec. 6(b)(1), 80 Stat. 938; 14 USC 633; 43 USC 1333(e)(1), 49 USC 1655(b)(1); 49 CFR 1.46(b); 33 CFR 147.01 in conformance with Paragraphs 2, 3, 6 and 7 of Article 5, Convention on the Continental Shelf (TIAS 5578) and Article 2, Convention on the High Seas (TIAS 5200))

H. W. Parker,

*Rear Admiral, U.S. Coast Guard, Commander, Eleventh Coast Guard District.*

[FR Doc. 79–38578 Filed 12–14–79; 8:45 am]

BILLING CODE 4910–14–M

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## 33 CFR Part 175

[CGD 76–183]

## Equipment Requirements

**AGENCY:** Coast Guard, DOT.

**ACTION:** Final rule.

**SUMMARY:** The Coast Guard is requiring that all boats carrying six or less passengers for hire and all recreational boats 16 feet or greater in length be equipped with visual distress signalling devices at all times when operating on coastal waters. Additionally, boats less than 16 feet will be required to carry visual distress signals when operating on coastal waters at night. The intent of the regulation is to assure that boaters have the means to secure assistance when in distress before an otherwise minor marine casualty or engine failure results in a fatality.

**EFFECTIVE DATE:** January 1, 1981.

**FOR FURTHER INFORMATION CONTACT:** LCDR H. F. Schmecht, Office of Boating Safety (G–BLC–3/TP42), Room 4308, Department of Transportation, Coast Guard Headquarters, Washington, D.C. 20593, 202–426–4177.

**SUPPLEMENTARY INFORMATION:** A Notice of Proposed Rulemaking was published in the Federal Register of April 10, 1978 (43 FR 15118). The comment period on that proposal (CGD 76–183) ended on August 8, 1978. The preamble to CGD 76–183 noted that associated proposals concerning Coast Guard approval specifications for visual distress signals would be published in a future issue of the Federal Register. Those proposals appeared in the Federal Register of October 23, 1978 (43 FR 49440) as CGD 76–183a, CGD 76–048, CGD 76–048a, and CGD 76–048b, and at that time the comment period on CGD 76–183 was reopened to run concurrently with the other proposals and closed on December 22, 1978.

Public meetings on the proposed regulations were held in six coastal and Great Lakes cities. Comments received at the hearings were included in the docket.

The National Boating Safety Advisory Council has been consulted and its opinions and advice have been considered in the formulation of this rule. The transcript of the proceedings of the meetings of the National Boating Safety Advisory Council at which this rule was discussed is available for examination in Room 4224, U.S. Coast Guard Headquarters, Trans Point Building, 2100 Second Street, S.W., Washington, D.C. The minutes of the meeting are available from the Executive Director, National Boating Safety Advisory Council, c/o Commandant (G–BA/TP42), U.S. Coast Guard, Washington, D.C. 20593.

### Drafting Information

The principal persons involved in drafting this proposal are: Mr. D. R. Gauthier, Project Manager, Office of Boating Safety, and Lt. J. T. Orchard, Project Attorney, Office of the Chief Counsel.

### Discussion of Major Comments

Slightly over 150 comments were received. The bulk of these comments, over 68%, were from individual boaters and an additional 13% of the total comments received were from persons representing boating clubs or organizations. The comments from individual boaters were evenly split between those generally supporting the proposal and those generally opposed. 75% of the comments from boating groups or clubs were in favor of the proposal and only 10% of such comments were opposed. The remainder in this group expressed concerns for the standards of accepted devices without expressing either support or opposition to the proposed carriage requirements.

The remaining comments were from industry representatives (11%) and other Federal and State agencies (8%). Industry comments were nearly unanimous in support of the proposal. State agencies which commented were evenly divided in support or opposition to the proposal.

*Pyrotechnics as a Hazard*

A major problem frequently raised by the commenters (25 comments) was a concern for the safety of the pyrotechnic signalling devices. Most persons who made that comment used it to argue against the regulation.

The concern over the safety of pyrotechnic devices now on the market was one of the reasons the Coast Guard determined the regulation to be necessary. Pyrotechnics are effective and internationally recognized distress signals (Convention on Safety of Life at Sea; The International Regulations for the Preventions of Collisions at Sea). Approximately one quarter of all boaters already carry them. Since pyrotechnic devices are being used, and increased use of safe visual distress signals could save lives, the Coast Guard proposal was based on determining which devices would be effective while providing an acceptable level of safety when used aboard recreational boats.

This regulation and the accompanying specifications, contain provisions intended to assure that certain reliability and performance criteria are met by manufacturers of signals intended for use in compliance with the carriage requirement. Those specifications are published in CGD 76–183a, and 76–048 a and b in this issue of the Federal Register.

The Coast Guard is still concerned about the slag produced when a hand held flare is burned and the hazards which that introduces on board a recreational boat. More research is being done into suitable performance specifications which will limit the amount of slag. The Coast Guard has

therefore deleted the hand held flare from the list of devices accepted for carriage on boats until those performance specifications are published. The Coast Guard intends to add hand held flares to the list of acceptable signals as soon as satisfactory performance specifications can be developed. The Coast Guard will consult with a subcommittee of the National Boating Safety Advisory Council (NBSAC) in the development of specifications for the hand held flares.

Also, the Coast Guard has structured the regulation so that boaters who continue to have a concern for the safety of pyrotechnic devices may select non-pyrotechnic alternatives which meet the carriage requirement; i.e., S–O–S lights at night and orange flags during the day.

The Coast Guard believes that design and performance standards for pyrotechnics, and the provision for alternative devices for boaters who do not wish to use pyrotechnics, adequately address these comments.

*Excessive Regulation*

Many commenters (19) take exception to the philosophy of regulation; expressing frustration at Federal regulations in general and the pervasiveness of Federal regulation in the marine environment in particular. These commenters stressed the independence of the boater. A typical comment was: "If one chooses to go sailing . . . he has no right to expect anyone else, especially the government, to save him." Many of these comments stress education rather than regulation as the proper role of government.

Education is an attractive alternative to regulation; however, in this instance education alone would not assure the quality of devices or allow for the standardization of signals.

The National Boating Safety Advisory Council has advised the Coast Guard on several occasions, and with near unanimity, that there is a need for boaters to carry visual distress signalling devices. Boating accident statistics and Search and Rescue (SAR) report data indicate that many lives could be saved each year if boaters carried reliable signalling devices and used those devices effectively. While some individual boaters might express the view that they do not expect anyone, including the government, to assist them, experience has shown overwhelmingly that prompt rescue efforts are expected, often at considerable expense to the government. Requiring boaters to carry signalling devices should make these efforts more successful and of shorter duration.

*Excessive Costs*

Eleven persons commented that the cost to the boater for compliance would be too high. They predicted that the proposed approval procedures would sharply increase the cost of existing devices.

The Coast Guard economic evaluation projects that the boater will be able to purchase safe, effective devices in the number required for under $10. This figure is for minimum compliance with the regulations and would be for devices good for three years. Some boaters, particularly the offshore boater, may want to spend more on devices above the minimum requirement.

The Coast Guard recognizes that the approval procedure will probably lead to some increase in costs. However, such an increase is considered acceptable if it insures that safer and more reliable devices will be available to the consumer. By increasing lot sizes, and by allowing manufacturers to rework rejected lots, increases in costs can be kept to a minimum. This issue is discussed in more detail in CGD 76–048a and 048b, in this issue of the **Federal Register**

*Unenforceable Regulation*

Five commenters contended that the rule would be unenforceable because of its complexity. These commenters believe the rule creates artificial distinctions between classes of boats and types of waters to which the rule applies, so that the boater will not know when and where he is affected. Also, they argue that the range of devices is so broad, with distinctions made between approved and certified devices, that the boater will not know what to carry.

A simple, all encompassing rule, specifying the devices which must be carried, might be more clearly understood. However, this approach would be contrary to the intent to promulgate only a minimum requirement and to permit the boating public maximum choice in selecting signals. The Coast Guard does not expect major enforcement problems since many requirements such as navigation lights, sound signalling devices, marine sanitation devices, and fire extinguishers vary with the type of boat or waters and these differing requirements have been enforceable.

*Applicability*

Eleven commenters suggested including boats under 16′ at all times, citing the potential for these boats to get into serious trouble. Coast Guard SAR and accident statistics do not indicate a need for such an extension of the regulation. Boats under 16′ are a small portion (12%) of the Coast Guard's SAR workload even though they make up over 50% of the total number of boats in the United States. Many of these smaller craft operate near to the shore or in close proximity to other boaters and Coast Guard statistics indicate that the benefits of requiring these boaters to carry distress signals would be minimal. The cost to the boating public of the additional requirement, however, would be substantial. Adding the requirement would result in an additional 1.5 million boats being included, escalating the cost of the regulation with little increase in the benefits.

It should be noted that boats under 16′ are required to carry night visual distress signals when operating on coastal waters between sunset and sunrise and the Coast Guard recommends that all prudent mariners carry singalling devices whether required or not. All boaters will benefit indirectly from the regulation since the Coast Guard's approval system will improve the reliability and safety of the available devices.

Seven commenters, notably the United States Yacht Racing Union, suggested that the requirements not apply to sailboats without cabin facilities. Many completely open sailboats over 20′ are used strictly for day sailing or racing. Since storage space on these boats is minimal, and because these boats are not normally used in situations where there is a need for a signalling device, the comment was accepted. In adopting this comment, the Coast Guard determined that the exception should apply only to boats of completely open construction, and only during the day. This exception will apply to a small portion of the boats otherwise subject to this rule.

There were several comments to exclude boats under 16′ completely, or to include only larger (20′ or 26′) boats. These argument cite primarily the perceived hazard of a pyrotechnic device on a small boat without adequate storage. The Coast Guard has recognized that some boaters are concerned about pyrotechnics and so has provided that the requirements, both day and night, could be met without carrying pyrotechnic signals. The Coast Guard's decision to include boats under 16′ at night is supported by boating accident statistics. It is not that a boater is more likely to get into serious trouble at night, however, a boater in trouble at night is less likely to be within sight of assistance.

If the boats affected were limited to larger length boats the cost/benefit ratio, in terms of dollars per life saved,

would improve. However, though the ratio improves, the total number of lives saved decreases. If the rule applied only to boats over 26 feet, 10 to 15 lives per year could be affected, but as proposed, 40 to 50 lives annually could potentially be saved. Also, if the regulation applied to a small number of boats the manufacturers of distress signals would have less incentive to produce devices meeting Coast Guard standards.

Thus, the Coast Guard has decided not to change the applicability of the proposal except to exclude sailboats of open construction between sunrise and sunset.

*Coastal Waters*

Several comments pointed out ambiguities in the proposed definition of coastal waters in § 175.105(b). There have been some slight changes to clarify the meaning. Coastal waters include the territorial seas and the Great Lakes. Additionally, bays and sounds which, either directly or indirectly, open onto the Great Lakes or territorial seas are included. Other bodies of water, such as marshes, bayous, or salt water ponds, are not included. Rivers are not included unless the distance across the mouth or the river is greater than two miles. In that case, the river would be included in coastal waters from the headlands up to the first point where the width of the river narrows to less than two miles.

*Accepted Devices*

*Meteor.* Six commenters suggested that red aerial pyrotechnic flares be approved as day and night signals. These commenters cite instances during the day in which the meteor was particularly effective. One commenter cited a personal experience in low lying fog where visibility was under 100 yards on the water, but the meteor, because it rose above the fog, attracted the attention of a Coast Guard station two miles from the signal. Another commenter stated that red aerial flares saved his life. He contends it would be wrong to accept these devices only at night.

The Coast Guard considered these comments, and noting the brillance of the aerial meteor, its height above the water, its attention attracting movement, and its ready recognition, the Coast Guard has changed the proposal accordingly. The minimum candle-minute requirement for the aerial is the same as that of the hand held red flare, a device which is proposed to be approved for day and night use. There are some conditions for which the meteor may not be the most effective device; however, that is true for all approved devices. The boater must weigh the advantages and disadvantages of any signal when selecting devices.

*Manual S–O–S Light.* Five commenters suggested the Coast Guard not include a manually keyed S–O–S signalling light as an approved device. The early discussions of a distress signal regulation by the NBSAC focused on pyrotechnics. In January 1975, a NBSAC sub-committee recommended the adoption by the Coast Guard of the American Boat and Yacht Council recommended carriage requirement of: 3 hand held flares; 3 meteors; and 3 hand held smokes. It was not until the November 1975 NBSAC meeting that the inclusion of electric lights was first discussed.

The Coast Guard developed the "flag and flashlight" as an inexpensive alternative to pyrotechnics. This option was considered particularly important since many comments indicated that some boaters did not want to carry pyrotechnics and the Coast Guard wanted to provide maximum freedom of choice to the consumer. In order to insure that the boater who chose this option would be provided with an adequate signal, the Coast Guard proposed that the "flashlight" meet requirements for waterproof integrity and signal strength and duration. The marine lantern which meets these requirements would cost the consumer an estimated seven to ten dollars.

An alternative automatic S–O–S keying light was also proposed. The cost for the automatic light to the consumer would be three to seven dollars more.

Comments on the light with a manually generated signal have pointed out the difficulty an average boater in a distress situation has in producing a recongizable S–O–S signal, especially over a long period of time. Other comments pointed out the potential for multiple uses of the manually keyed device which could result in the light being unable to meet performance criteria when needed.

The Coast Guard believes there will be no lack of manufacturers for the automatic S–O–S signal, particularly since it would not have the distribution problems associated with pyrotechnics.

The effects of dropping the manually keyed light from the visual distress signal "shopping list" cannot be estimated because consumer response to the regulation is still not known. Those boaters who do choose a light over pyrotechnics, however, would be better served by an automatic light. An S–O–S signal must be displayed consistently over a period of time to be recognized as a call for assistance. The haphazard signal possible from a manual light, particularly if the signaller is distracted by the distress situation, is too easily confused with other lights in the marine environment.

In addition, the specification (in CGD 76–183a) has been modified so that the light cannot be left on in the continuous beam mode.

Therefore, the light is less susceptible to battery drain from misuse. With this feature, the automatic S–O–S light is not likely to be used for other than emergency signalling, thereby providing better assurance that it will be available when needed.

In the fall 1977 survey of NBSAC members, the Council found no difference in effectiveness between the manual and automatic S–O–S lights though the move to only automatic S–O–S lights was never discussed. Most council members, however, were willing to go to a cost per boat of $10/yr. for compliance if needed to establish standards for more effective devices.

Considering these comments, the Coast Guard has decided to accept only an automatic S–O–S light to comply with the carriage requirement.

*Strobe Lights, Mirrors, Balloons.* Many other devices were suggested, several of which were discussed in the preamble to the notice. All these devices, along with dyes or chemical lights, may be effective in aiding searchers, however, in all cases the Coast Guard found the suggested device either lacks universal recognition as a distress signal or is useful only in restricted circumstances. Any of these devices may be carried as additional equipment, providing some signalling capability beyond the minimum requirements of the regulation. However, the Coast Guard believes that none of these special purpose devices used by themselves meet the minimum requirements for an effective signal. Thus, no additional devices were added to the list of accepted visual distress signals.

*Grandfather Clause*

Commenters pointed out that existing non-approved pyrotechnics are not marked for "marine use" as required by the proposed § 175.135 which permits the use of some existing equipment until July 1, 1982. The Coast Guard therefore determined that the requirement that existing devices be marked for "marine use" was unreasonable. It has been deleted from this final rule.

Signal pistols have been added to the list of devices covered by the grandfather clause. This has been done so that the extra expense involved in replacing a pistol could be spread over several boating seasons.

Additional editorial changes, not affecting the substance of the proposal, have been made. Section 175.110 has been reworded to clarify the intent that the boater may choose to carry some signals for day use and others for night use, or may select signals suitable for both day and night use, to meet the requirements. Another change was the deletion of § 175.112 *Number of Pyrotechnic Signals* which repeated the requirement in § 175.110 that the number of devices specified in Table 175.130 be carried. Another change is made in § 175.140, *Prohibited Use,* by substituting the explanatory phrase "situation where assistance is needed because of immediate or potential danger to the persons on board" for the word "distress". This new phrase is consistent with internal Coast Guard directives which reserve the word "distress" for immediate danger situations.

### Evaluation

This final rule has been reviewed under Department of Transportation Regulatory Policies and Procedures published February 26, 1979 (44 FR 11034). A final evaluation has been prepared and is available for inspection at the Marine Safety Council (G–CMC/TP24), Room 2418, Department of Transportation, Coast Guard Headquarters, Washington, D.C. 20593. The Coast Guard has determined that this final rule is not a significant regulation.

About two million boat owners will be affected and the minimum cost for compliance is about $3.50 per boat per year. The minimum total annual cost to the boating public is about seven million dollars. No significant impact on the environment is expected.

In consideration of the foregoing, Title 33 of the Code of Federal Regulations, Part 175, is amended as follows:

## PART 175 [Amended]

1. The authority citation for Part 175 is amended to read as follows:

**Authority:** Secs. 5 and 39 of the Federal Boat Safety Act of 1971, as amended, 46 U.S.C. 1454, 1488; 49 CFR 1.46(n)(1).

2. A new subpart C, Visual Distress Signals, is added to read as follows:

### Subpart C—Visual Distress Signals

Sec.
175.101 Applicability.
175.105 Definitions.
175.110 Visual distress signals required.
175.113 Launchers.
175.115 Exceptions.
175.120 Stowage.
175.125 Serviceability.
175.128 Marking.
175.130 Visual distress signals accepted.
175.135 Existing equipment.
175.140 Prohibited use.

### Subpart C—Visual Distress Signals

**§ 175.101 Applicability.**

(a) This subpart applies, after 31 December 1980, to boats on the coastal waters of the United States and on the high seas beyond the territorial seas for boats owned in the United States.

**§ 175.105 Definitions.**

(a) "Visual distress signal" means a device that is approved by the Commandant under 46 CFR part 160 or certified by the manufacturer under 46 CFR parts 160 and 161.

(b) "Coastal Waters" means the Great Lakes and the territorial seas of the United States, and the bays and sounds which empty into these waters. Rivers, inside of a line drawn tangent to their headlands, are not included in "Coastal Waters" unless the distance across the river is over 2 miles. All portions of a river from the mouth to the point at which the river first narrows to 2 miles are included in "Coastal Waters."

**§ 175.110 Visual distress signals required.**

(a) No person may use a boat 16 feet or more in length or any boat carrying six or less passengers unless visual distress signals selected from the list in § 175.130 or the alternatives in § 175.135, in the number required, are on board. Devices suitable for day use and devices suitable for night use, or devices suitable for both day and night use, must be carried.

(b) Between sunset and sunrise, no person may use a boat less than 16 feet in length unless visual distress signals suitable for night use, selected from the list in § 175.130 or § 175.135, in the number required, are on board.

**§ 175.113 Launchers.**

(a) When a visual distress signal carried to meet the requirements of § 175.110 requires a launcher to activate, then a launcher approved under 46 CFR 160.028 must also be carried.

**§ 175.115 Exceptions.**

The following persons need not comply with § 175.110; however, each must carry on board visual distress signals suitable for night use, selected from the list in § 175.130 or § 175.135, in the number required, between sunset and sunrise:

(a) A person competing in any organized marine parade, regatta, race, or similar event;

(b) A person using a manually propelled boat; or

(c) A person using a sailboat of completely open construction, not equipped with propulsion machinery, under 26′ in length.

**§ 175.120 Stowage.**

(a) No person may use a boat unless the visual distress signals required by § 175.110 are readily accessible.

**§ 175.125 Serviceability.**

(a) No person may use a boat unless each signal required by § 175.110 is in serviceable condition and the service life of the signal, if indicated by a date marked on the signal, has not expired.

**§ 175.128 Marking.**

(a) No person may use a boat unless each signal required by § 175.110 is legibly marked with the approval number or certification statement as specified in 46 CFR parts 160 and 161.

**§ 175.130 Visual distress signals accepted.**

(a) Any of following signals, when carried in the number required, can be used to meet the requirements of § 175.110.

Table 175.130

| Device description | | Accepted for use | Number required to be carried |
|---|---|---|---|
| Number marked on device: | | | |
| 160.022 | Floating Orange Smoke Distress Signals | Days only | 3 |
| 160.024 | Pistol-Projected Parachute Red Flare Distress Signals | Day and night [1] | 3 |
| 160.036 | Hand-Held Rocket-Propelled Parachute Red Flare Distress Signals. | Day and night | 3 |
| 160.037 | Hand-Held Orange Smoke Distress Signals | Day only | 3 |
| 160.057 | Floating Orange Smoke Distress Signals | Day only | 3 |
| 160.066 | Distress Signal for Boats, Red Aerial Pyrotechnic Flare | Day and night [2] | 3 |
| 160.072 | Distress Signal for Boats, Orange Flag | Day only | 1 |
| 161.013 | Electric Distress Light for Boats | Night only | 1 |

[1] These signals require use in combination with a suitable launching device approved under 46 CFR 160.028.

[2] These devices may be either self-contained or pistol launched, and either meteor or parachute assisted type. Some of these signals may require use in combination with a suitable launching device approved under 46 CFR 160.028.

**§ 175.135 Existing equipment.**

(a) The following types of non-approved pyrotechnic devices will be acceptable as meeting § 175.110 until 1 July 1982 so long as they remain in good and serviceable condition:

(1) Pyrotechnic aerial red flares, either hand-held or pistol projected, for "day and night" signal requirement;

(2) Pyrotechnic hand-held or floating orange smoke, for "day only" signal requirement;

(3) Signal pistols for use with cartridges accepted as meeting § 175.110.

**§ 175.140 Prohibited use.**

No person in a boat shall display a visual distress signal on waters to which this subpart applies under any circumstance except a situation where assistance is needed because of immediate or potential danger to the persons on board.

(Sec. 5, 85 Stat. 215; (46 U.S.C. 1454); 49 CFR 1.46(n)(1).

Dated: October 20, 1979.

J.B. Hayes,

*Admiral, Coast Guard, Commandant.*

[FR Doc. 79-38272 Filed 12-14-79; 8:45 am]

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## 33 CFR PARTS 175 and 183

**[CGD 76-082]**

## Ventilation Safety Standards for Recreational Boats

**AGENCY:** Coast Guard, DOT.

**ACTION:** Final rule.

**SUMMARY:** This rule establishes safety standards for ventilation systems that apply to boats having gasoline-powered engines for propulsion or electrical generation. Gasoline vapors collecting in boats have caused explosions and fires that have resulted in personal injuries, property damage and death. These safety standards, together with the present standards for fuel and electrical systems, will significantly reduce the probability of gasoline vapors collecting in the boat where they can be easily ignited, causing a fire or explosion.

**EFFECTIVE DATE:** This regulation is effective on August 1, 1980. However, a manufacturer may elect to comply with this subpart at any time after July 31, 1978.

**FOR FURTHER INFORMATION CONTACT:** Mr. Lars E. Granholm, Office of Boating Safety (G-BBT), U.S. Coast Guard, Department of Transportation, Washington, D.C. 20590, (202/426-4027).

**SUPPLEMENTARY INFORMATION:** The Coast Guard published a Notice of Proposed Rulemaking in the Federal Register on July 27, 1978 (43 FR 32606). Prior to this date, an Advance Notice of Proposed Rulemaking was published in the Federal Register on March 15, 1977 (42 FR 15340). Each time interested persons were invited to participate in this proposed rulemaking by submitting relevant comments. All of the comments received were carefully considered and some changes have been made to the regulation as a result of the comments. The National Boating Safety Advisory Council has been consulted and its opinions and advice have been considered in the formulation of this amendment. The transcript of the proceedings of the meetings of the National Boating Safety Advisory Council at which time this amendment was discussed is available for examination in Room 4224, U.S. Coast Guard Headquarters, Trans Point Building, 2100 Second Street, S.W., Washington, D.C. The minutes of the meeting are available from the Executive Director, National Boating Safety Advisory Council, c/o Commandant (G-BA/TP42), U.S. Coast Guard, Washington, D.C. 20590.

### Drafting Information

The principal persons involved in drafting this rule are: Mr. Lars E. Granholm, Project Manager, Office of Boating Safety and Ms. Mary Ann McCabe, Project Attorney, Office of the Chief Counsel.

### Discussion of Comments

In the advance notice, the Coast Guard raised the question whether interlocks which would prevent the engine ignition system from being energized before the power ventilation system is energized should be required. The proposed rule did not require interlocks; however, the Coast Guard asked for further comments on whether or not interlocks should be required. Several commenters continued to object to interlocks because they could cause confusion when a boat has to be started quickly in an emergency. Some manufacturers submitted sales literature indicating that interlocks are available in the market. Since there may be problems associated with interlocks and consonant with Coast Guard policy to impose the minimum requirements necessary to achieve an adequate level of safety, no interlocks are required by this rule for propulsion engines or auxiliary generators.

Another commenter expressed concern about a statement in the preamble which indicated that "the Coast Guard believes that the proposed ventilation would insure an airflow in compartments that will reduce vapor concentration sufficiently to prevent an explosion." To clarify this statement, the Coast Guard wants to point out that the ventilation is intended to remove gasoline vapors such as boil-off from the carburetor and not vapors resulting from a leak of gasoline. The research reports cited in the Advance Notice of Proposed Rulemaking indicated that neither powered nor natural ventilation systems can ensure absolute removal of gasoline fumes if liquid gasoline is present in the bilge. In case of a leak the vapor concentration could reach the explosive level but the risk of leakage has been greatly reduced by the previously issued Coast Guard regulations for fuel systems on boats.

Other comments received on the proposed rule and the changes made are grouped according to the section to which they relate and are discussed below.

Section 186.610—*Powered ventilation system.* One commenter asked if the intent of the wording in paragraph (a) regarding a "compartment" is intended to apply to outboard engines. Although outboard powerheads are installed within their motor covers, these covers are not intended to be considered compartments and do not require power blowers. These engines are in the open atmosphere as installed on the boat and the risk of any gasoline vapors collecting in the boat is minimal. To clarify this the words "in a boat" are added to the paragraph to modify "compartment". For that reason, the words "in a boat" are also added to §§ 183.620(a) and 183.630(a).

Some commenters pointed out that paragraph (b) could be read to require each blower in the system to have sufficient capacity to exhaust the entire compartment though paragraph (e) states that more than one blower may be used. This was not the Coast Guard's intent. Several blowers may be used and their combined airflow capacity is listed in the table. Paragraph (b) is modified to clarify this by the addition of the words "or combination of blowers".

Several commenters requested that the Coast Guard specify which test in the Air Moving and Conditioning Association (AMCA) Standard is required by paragraph (b), because that standard contains several tests. The comment is accepted. The applicable test is described in the AMCA Standard in Figure 12. This reference is added to § 183.610(b).

One commenter suggested that the rule regarding the label which is required in paragraph (f) be modified to specify that a label be located by each ignition switch whether it is for propulsion engines or auxiliary generators. This comment is accepted because boats which have dual control stations or auxiliary generators have more than one ignition switch. Section 183.610(f)(1) is modified accordingly. The same commenter suggested that the word "warning" be used instead of "caution" in paragraph (f)(3). This comment is accepted. The signal word "warning" is more appropriate considering the degree of danger involved and is therefore included in the requirement.

One commenter suggested that the blower rating specified in paragraph (b) should be based on the engine size because the potential amount of vapor given off will be directly related to the engine size. This comment is not accepted. The blower capacity and the requirement to run the blower for 4 minutes is specified based on the volume of the compartment that must be ventilated. This assures sufficient dilution of gasoline vapors to reduce the chance of an explosion by providing adequate air change in the compartment.

The manufacturer of Jet Ski, which is a type of small craft sometimes referred to as thrillcraft, pointed out the difficulties in complying with the requirement for powered ventilation because of the small size of the engine compartment.

The Coast Guard acknowledges this problem; however, this type of craft is quite different from conventional boats and would best be handled by an exemption from the regulations. Section 9 of the Federal Boat Safety Act of 1971 allows the Coast Guard to grant individual exemptions, when requested, from the regulation of boating safety will not be adversely affected. Jet Ski has already been granted exemptions from the Safe Loading, Flotation, Fuel System, and Electrical System standards. The Coast Guard prefers to accommodate the needs of special type craft by means of exemptions rather than by a relaxation of the regulations generally applicable.

Section 183.620—*Natural ventilation system requirements.* Several commenters suggested changing the performance test in paragraph (b). They cited tests conducted by the American Boat and Yacht Council (ABYC) which showed that an airflow of 6 mph is too low to allow measurements of airflow in the ventilation ducts. A test during a 10 mph wind was suggested as being more feasible. The comment is accepted and 10 mph is specified in the requirements.

The commenters further claimed that the airflow which the proposed rule specified be verified in the exhaust duct should be verified in either the supply or exhaust ducts, because in some cases the airflow entered the compartment through the exhaust openings. This comment is accepted. Dilution and dispersion of gasoline vapors takes place regardless of whether air enters through supply or exhaust openings. Paragraph (b)(2) is changed to require that air flow be verified in either the supply or exhaust openings during the test.

The commenters also suggested that the performance test should be required only as an alternative if forward-facing openings were not used on the boat because the tests showed that air did enter supply openings equipped with forward-facing openings. This comment is accepted with the provision that the supply openings are located on the exterior surface of the boat and the openings meet the size requirement in § 183.630(d).

One commenter suggested that the performance test in § 183.620(a), renumbered (b), should not be required if the compartment has openings to the atmosphere equal to or greater than 500% of those required by § 183.615(e), renumbered § 183.630(d). This comment is not accepted. No engineering data was given which would indicate to the Coast Guard how the 500% number was arrived at and why the performance requirement should be waived.

Several commenters opposed the requirement in § 183.620(a)(5), which requires ventilation if the permeability of the fuel systems exceeds a certain amount. The commenters claimed that if the fuel system meets all the requirements in the fuel system regulation, the components will not be permeable and thus this requirement would place an unwarranted economic burden on the manufacturer by requiring a needless test to be performed. Even if a test is not required, manufacturers feel they cannot certify compliance without the backing of a formal test. The Coast Guard agrees in part with the commenters. A metallic fuel tank which meets all the requirements specified in Subpart J—Fuel Systems is unlikely to have a permeability which would require ventilation. For that reason the rule is changed to except metallic fuel tanks from the requirement.

Some commenters further objected to the specification that the allowed permeability rate is based on the tank compartment volume. This would require additional labeling to specify into what size compartment the tanks could be installed, which would impose an unreasonable burden on the manufacturer. The Coast Guard does not agree. If a tank is placed into such a small compartment that the permeability could create explosive vapors it is in the best interest of boating safety for a boat manufacturer to know into what size compartment the tank can be located without having to provide natural ventilation. However, the provision in § 183.620(a)(5) specifies that regardless of whether the fuel tank is in a compartment of less than one cubic foot net volume, ventilation must be provided if the permeability exceeds 1.2 grams in 24 hours.

The commenters also claimed that the permeability allowed could be excessive if the fuel tank is located in a very large compartment. The Coast Guard does not agree. The permeability based on compartment volume is sufficiently small, one-half of the lower explosive level in 24 hours, to ensure that the compartment surrounding the tank will be free of explosive gasoline vapors.

Section 183.630—*Natural ventilation system.* This section was numbered § 133.615 in the Notice of Proposed Rulemaking, but has been relocated and renumbered for easier understanding of the rule. Several commenters objected to paragraph (b) which specified a spacing between the supply and exhaust openings inside a compartment. The proposed spacing would prohibit the exhaust duct from being located beneath the engine. This comment is accepted and the paragraph is deleted. The previously cited research reports showed that thorough mixing takes place in a compartment a soon as an airflow is present regardless of the spacing between supply and exhaust openings, and for this reason the spacing between the supply and exhaust opening is not important. The commenters also suggested that the wording in paragraph (d) be clarified to indicate that the size of the supply openings or ducts must be determined separately in accordance with the formula given. This is accepted. Paragraph (d) is reworded to address supply and exhaust openings or ducts separately.

One commenter proposed that the sizes of openings in paragraph (d) be based on the beam of the boat instead of the volume of the compartment for the sake of simplifying the specification. This comment is not accepted. The ventilation requirement is based on purging vapors from a compartment within a certain time period. The compartment volume determines how

rapidly dilution takes place. A requirement based on the beam of the boat would not take into consideration any effect of different compartment volumes.

Subpart D, Section 175.201—*Ventilation.* This section is clarified by also referencing §§ 183.610 (b), (d), (e), and (f) in the requirement for how the boat must be equipped in regards to the ventilation system. The wording in the Notice of Proposed Rulemaking was ambiguous in that a boat operator could misunderstand the intent and replace some of the required components with inferior types. The new wording is intended to ensure that any replaced component is similar to the original one.

Other minor changes have been made in wording and arrangement in order to clarify and simplify the regulation. This rule has been reviewed under the Department of Transportation's "Regulatory Policies and Procedures" (44 FR 11034, February 26, 1979). A final evaluation has been prepared and has been included in the public docket. A copy of the final evaluation may be obtained from: Commandant (G-CMC/TP24), (CGD 76-082), U.S. Coast Guard, Washington, D.C. 20590.

Since Federal regulations issued under Section 5 of the Federal Boat Safety Act of 1971 preempt State boating regulations this change in the Federal ventilation regulations will require changes in State regulations in order to make the State regulations identical to their Federal counterparts.

In consideration of the foregoing, Parts 175 and 183 of Title 33 of the Code of Federal Regulations are amended as follows:

## PART 175—EQUIPMENT REQUIREMENTS

1. By adding a new Subpart D to 33 CFR Part 175 to read as follows:

### Subpart C—[Reserved]

### Subpart D—Ventilation

#### § 175.201 Ventilation.

No person may operate a boat built after July 31, 1980, that has a gasoline engine for electrical generation, mechanical power, or propulsion unless it is equipped with an operable ventilation system that meets the requirements of 33 CFR 183.610 (a), (b), (d), (e), and (f) and 183.620(a).

(46 U.S.C. 1454, 1455, 49 CFR 1.46(n)(1).)

## PART 183—BOATS AND ASSOCIATED EQUIPMENT

2. By adding a new Subpart K to 33 CFR Part 183 to read as follows:

### Subpart K—Ventilation

Sec.
183.601 Applicability.
183.605 Definitions.
183.607 Incorporation by reference.
183.610 Powered ventilation system.
183.620 Natural ventilation system.
183.630 Standards for natural ventilation.

Authority: 46 U.S.C. 1454, 1455, 49 CFR 1.46(n)(1).

### Subpart K—Ventilation

#### § 183.601 Applicability.

This subpart applies to all boats that—

(a) Have gasoline engines for electrical generation, mechanical power, or propulsion; and

(b) Are built after July 31, 1980, except that a manufacturer may elect to comply with this subpart at any time after July 31, 1978.

#### § 183.605 Definitions.

As used in this subpart—

"AMCA" means Air Moving and Conditioning Association.
"ASTM" means American Society for Testing and Materials.
"Fuel" means gasoline.
"Open to the atmosphere" means a compartment that has at least 15 square inches of open area directly exposed to the atmosphere for each cubic foot of net compartment volume.
"UL" means Underwriters Laboratories, Inc.

#### § 183.607 Incorporation by reference.

(a) The following standards are incorporated by reference. Copies may be obtained from the sources indicated. They are also available for inspection at Coast Guard Headquarters, Room 4220, 2100 Second Street, SW., Washington, D.C. 20590 and at the Office of the Federal Register Library, Room 8401, 1100 L Street, NW., Washington, D.C. 20408.

(1) AMCA Standard 210-74, Figure 12, dated 1974. Air Moving and Conditioning Association, 30 West University Drive, Arlington Heights, Illinois 60004.

(2) ASTM Standard D-471 dated April 1975. American Society for Testing and Materials, 1916 Race Street, Philadelphia, Pennsylvania 19103.

(3) UL Standard 1128, dated August 23, 1977. Underwriters Laboratories, Incorporated, 207 Ohio Street, Chicago, Illinois 60611.

(b) The Director of the Federal Register approved the incorporation by reference in paragraph (a)(2) on September 26, 1976 and the incorporations in paragraphs (a) (1) and (3) on March 24, 1978.

#### § 183.610 Powered ventilation system

(a) Each compartment in a boat that has a permanently installed gasoline engine with a cranking motor must—

(1) Be open to the atmosphere, or

(2) Be ventilated by an exhaust blower system.

(b) Each exhaust blower or combination of blowers must be rated at an air flow capacity not less than that computed by the formulas given in Table 183.610, Column 2. Blower rating must be determined according to AMCA Standard 210-74, Figure 12, dated 1974, or UL Standard 1128 dated August 23, 1977.

Table 183.610

| Col. 1 [1] | Col. 2 [2] | Col. 3 [3] |
|---|---|---|
| Below 34 | Fr=50 | Fo=20 |
| 34 to 100 | Fr=1.5V | Fo=0.6V |
| Over 100 | Fr=V/2 + 100 | Fo=0.2V + 40 |

[1] Net compartment volume of engine compartment and compartments open thereto (V) cubic feet.
[2] Rated blower capacity (Fr) cubic feet per minute.
[3] Blower system output (Fo) cubic feet per minute.

(c) Each exhaust blower system required by paragraph (a)(2) of this section must exhaust air from the boat at a rate which meets the requirements of Table 183.610, Column 3 when the engine is not operating.

(d) Each intake duct for an exhaust blower must be in the lower one-third of the compartment and above the normal level of accumulated bilge water.

(e) More than one exhaust blower may be used in combination to meet the requirements of this section.

(f) Each boat that is required to have an exhaust blower must have a label that—

(1) Is located as close as practicable to each ignition switch;

(2) Is in plain view of the operator; and

(3) Has at least the following information:

WARNING—GASOLINE VAPORS CAN EXPLODE. BEFORE STARTING ENGINE OPERATE BLOWER FOR 4 MINUTES AND CHECK ENGINE COMPARTMENT BILGE FOR GASOLINE VAPORS.

#### § 183.620 Natural ventilation system.

(a) Except for compartments open to the atmosphere, a natural ventilation system that meets the requirements of § 183.630 must be provided for each compartment in a boat that—

(1) Contains a permanently installed gasoline engine;

(2) Has openings between it and a compartment that requires ventilation, where the aggregate area of those openings exceeds 2 percent of the area between the compartments, except as provided in paragraph (c) of this section;

(3) Contains a permanently installed fuel tank and an electrical component that is not ignition protected in accordance with § 183.410(a);

(4) Contains a fuel tank that vents into that compartment; or

(5) Contains a non-metallic fuel tank with an aggregate permeability rate of more than the greater of 1.2 grams of fuel loss in 24 hours, or 1.2 grams of fuel loss in 24 hours per cubic foot of net compartment volume. Reference fuel "C" at 40°C plus or minus 2°C from ASTM standard D–471, dated April 1975, is to be used in determining the permeability rate.

(b) Each natural ventilation system must be constructed so that—

(1) Each supply opening required in § 183.630 is forward facing and located on the exterior surface of a boat; or

(2) Air will flow into or out of the supply or exhaust openings required in § 183.630 when the boat is in a wind flowing from bow to stern at a velocity of 10 miles per hour when the engine is not operating.

(c) An accommodation compartment above a compartment requiring ventilation that is separated from the compartment requiring ventilation by a deck or other structure is excepted from paragraph (a)(2) of this section.

**§ 183.630 Standards for natural ventilation.**

(a) For the purpose of § 183.620, "natural ventilation" means an airflow in a compartment in a boat achieved by having a—

(1) Supply opening or duct from the atmosphere or from a ventilated compartment or from a compartment that is open to the atmosphere; and

(2) An exhaust opening into another ventilated compartment or an exhaust duct to the atmosphere.

(b) Each exhaust opening or exhaust duct must originate in the lower third of the compartment.

(c) Each supply opening or supply duct and each exhaust opening or exhaust duct in a compartment must be above the normal accumulation of bilge water.

(d) Except as provided in paragraph (e) of this section, supply openings or supply ducts and exhaust openings or exhaust ducts must each have a minimum aggregate internal cross-sectional area calculated as follows:

$A = 5 \ln (V/5)$;

where:

(1) A is the minimum aggregate internal cross-sectional area of the openings or ducts in square inches;

(2) V is the net compartment volume in cubic feet, including the net volume of other compartments connected by openings that exceed 2 percent of the area between the compartments; and

(3) ln (V/5) is the natural logarithm of the quantity (V/5).

(e) The minimum internal cross-sectional area of each supply opening or duct and exhaust opening or duct must exceed 3.0 square inches.

(f) The minimum internal cross-sectional area of terminal fittings for flexible ventilation ducts installed to meet the requirements of paragraph (d) of this section must not be less than 80 percent of the required internal cross-sectional area of the flexible ventilation duct.

Dated: December 10, 1979.

J. B. Hayes,

*Admiral, U.S. Coast Guard, Commandant.*

[FR Doc. 79–38640 Filed 12–14–79; 8:45 am]

BILLING CODE 4910–14–M

## DEPARTMENT OF AGRICULTURE

### Forest Service

### 36 CFR Part 223

### Sale and Disposal of Timber

**AGENCY:** Forest Service, USDA.

**ACTION:** Final rule.

**SUMMARY:** This rule makes certain changes to the regulations in this part on the sale and disposal of timber. Several editorial changes have been made to correct minor problems. Substantive changes will allow for shortening the advertising period for emergency or administrative use sales and will eliminate the dollar limit on log sales not covered by export so that sales of logs under $2,000 will no longer be exempt from the export and substitution restrictions. A third substantive change will remove authority to refuse awards to high bidders when such award would lessen opportunities for local labor.

**EFFECTIVE DATE:** December 17, 1979.

**FOR FURTHER INFORMATION CONTACT:** George M. Leonard, Timber Management Staff, Forest Service, U.S. Department of Agriculture, P.O. Box 2417, Washington, D.C. 20013, (202) 447–4051.

**SUPPLEMENTARY INFORMATION:** On October 6, 1978, the Secretary of Agriculture published a proposed rule (43 FR 46323) which would make editorial changes to regulations on sale and disposal of timber and would: (1) Allow for shortening the advertising period on administrative use sales, (2) eliminate the dollar limit on log sales not covered by export restrictions so that sales of logs under $2,000 in value will no longer be exempt from the export and substitution restrictions, and (3) remove authority to refuse awards to high bidders when such award would lessen opportunities for local labor. The final regulations are essentially the same as the proposed rule except for editorial changes.

**Summary of Comments**

There were a total of four respondents. The most general comment was that of opposition to removing authority for refusal to award sales, which might lessen the opportunities for local labor. The primary reason given for retaining this authority was that community stability and local labor are now and should continue to be important considerations in the management of National Forests.

The change in the regulation does not signal a change in Forest Service policy toward community stability and local labor. These two issues have been and will continue to be major factors in Forest Service decisions.

Community stability is being protected (1) by oral bid procedures which allow local mills to protect their interest through open competition, (2) by policies leading to a relatively evenflow of timber sales, and (3) by restricting awards only to parties who have the demonstrated financial ability to perform the contract.

Because community stability is already protected, the additional authority to refuse to award is redundant. Since it has been used only once and since it has served to confuse purchasers, we see no need to retain it. We have considered the option of rewriting and better defining the regulation. However, we were unable to develop guidelines which could be applied fairly without an outright allocation to "local" purchasers to the detriment of others. Such an allocation would be improper.

One respondent commented on the proposal to broaden the authority to shorten the advertising periods to meet emergencies. The respondent did not object to the proposal, but rather asked that the term emergency be better defined in the comments accompanying the regulation. We have done that in the following paragraph:

An emergency which would warrant shortening the advertising period is one which would significantly affect the results expected to be obtained from a timber sale, and which could be alleviated by starting operations 20 days earlier. Examples of such situations are: (1) Administrative use sales where the sale is preliminary to another activity which must begin within a short time, (2)

experimental sales where certain seasonal conditions are essential to successful research and these cannot be met if the sale is delayed an additional 20 days, and (3) sales made following a disaster where timber is urgently needed in rehabilitation efforts. The following situations would not qualify as an emergency: (1) Sales needed to meet established sell quotas and (2) sales in which seasonal constraints are essential, but in which a delay to the following year would not cause particular problems.

There were no comments on the proposal to remove the exemption of sales under $2,000 from the export restrictions. Therefore, this regulation has been adopted as initially published. The purpose of this change was to simplify export surveillaneous activities by eliminating exempt National Forest logs from export posts.

One respondent did suggest that we update the legislative citation since the one published referred to the fiscal year 1974 Appropriations Act, which is now expired. We have updated this citation, but wish to clarify that this citation will probably change as new Appropriation Acts become effective.

There were also comments on other paragraphs to 36 CFR 223. We have not accepted these because we feel it would be inappropriate to make changes in the final rule when the applicable paragraph was never proposed for change.

Several editorial changes were also suggested. These have been incorporated where possible.

**Statement:**

This final rule has been reviewed under the USDA criteria established to implement Executive Order 12044, "Improving Government Regulations," and has been classified "significant." An Approved Final Environmental Assessment Report is available from Timber Management Staff, Forest Service.

Therefore, applicable portions of 36 CFR Part 223 are revised as follows:

1. Section 223.1(e)(3) is revised to read:

**§ 223.1 Authorization for sale and disposal of timber.**

* * * * *

(e) * * *

(3) Supervisors may designate portions or all of a National Forest as free-use areas where such action is compatible with land management plans and shall give public notice of their action. Within such free-use areas, any dead timber or any green timber previously marked or designated by forest officers may be cut and removed for personal use for domestic purposes. Cutting and removal of timber in free-use areas shall be in accordance with such rules as may be prescribed by the district ranger to prevent fires, minimize damage to uncut trees and other resources, and to avoid confusion among users. Similar material may be cut outside of a free-use area without permit in cases of emergency, but the person taking such material shall promptly notify the district ranger. Small quantities of material needed by transients while in the forest may also be taken without permit; subject to such rules as may be prescribed pursuant to § 261.70. In all other cases permits will be required for green material.

* * * * *

2. Section 223.5(b) is revised to read:

**§ 223.5 Advertisement and bids.**

* * * * *

(b) In emergency situations where prompt removal of timber included in a sale is essential to avoid deterioration or to minimize the likelihood of the spread of insects, the approving officer may authorize shortening the formal advertising period to not less than 7 days. In other emergency situations, or for timber sold under 36 CFR 223.1(b) the Regional Forester or Chief may authorize shortening the formal advertising period to not less than 7 days.

* * * * *

3. Section 223.7 is revised to read:

**§ 223.7 Awards.**

(a) Advertised timber will be awarded to the highest bidder upon satisfactory showing by him of ability to meet financial requirements and any other conditions of the sale offer unless:

(1) Determination is made to reject all bids.

(2) Two or more bidders, all of whom meet the requirements, submit equal bids which are the highest bids, in which case award may be by the drawing of lots. Equal bids from parties having direct or indirect common control or association in logging, processing or marketing may be consolidated to the extent deemed necessary by the awarding officer in order to give to any others who have bid the same amount an equitable opportunity in the drawing of lots.

(3) The highest bidder is notoriously or habitually careless with fire, or has failed to comply with the requirements of previous contracts for National Forest timber.

(4) Monopoly, injurious to the public welfare, would result from the control of large amounts of public or of public and private timber.

(5) The high bidder has elected Forest Service road construction in response to an advertisement extending such an option, the Forest Service cannot perform the construction and in response to solicitation has not received a satisfactory bid for such construction within the period stated in the advertisement and the high timber sale bidder is unwilling to perform the construction.

(b) Any bidder or applicant for a sale may be required to furnish a statement of his relation to other bidders or operators, including, if desired by the supervisor or Regional Forester, a certified statement of stockholders or members of the firm, and the holders of bonds, notes or other evidences of indebtedness, so far as known, so that the statement will show the extent of the interest of each in the bidder or applicant.

(c) If the highest bid is not accepted and the sale is still deemed desirable, all bids may be rejected and the timber readvertised; or, if the highest bidder cannot meet the requirements under which the timber was advertised or the withholding of award to him is based on one or more of paragraphs (a) (3), (4), and (5) of this section, award at the highest price bid may be offered to the next highest qualified bidder or to the other qualified bidders in order of their bids until the award is accepted by one or refused by all of the qualified bidders.

(d) If timber is advertised as set aside for competitive bidding by small business concerns, award will be made to the highest bidder who qualifies as a small business concern and who has not been determined by the Small Business Administration to be ineligible for preferential award of set-aside sales. If there are no qualified small business bidders any readvertisement shall be without restriction on the size of bidders.

(e) When necessary in the judgment of the approving officer, any applicant or bidder may be required to submit, before expense is incurred in acting on the application or before award is made in response to a bid a satisfactory showing of financial ability and the bidder may be required to show that he has or can obtain equipment and supplies suitable for logging the timber and for meeting the resource protection provisions of the contract.

4. Section 223.10 is revised to read:

**§ 223.10 Timber export and substitution restrictions.**

(a) Unless restricted as provided in this section or unless it is determined by the Secretary of Agriculture that the supply of timber for local use is

endangered, timber lawfully cut on any National Forest may be exported from the State where grown to any other State for processing. As used in this paragraph, "supply of timber for local use" means the supply of timber necessary for consumption by local users.

(44 Stat. 242, 16 U.S.C. 616)

(b) Unprocessed timber as defined in paragraph (c) of this section, purchased after March 8, 1974, from National Forest System lands located west of the 100th Meridian in the contiguous 48 States, may not be exported from the United States nor used as a substitute for timber from private lands exported by the purchaser. The above limitations on export and substitution do not apply to species of timber previously found to be surplus to domestic needs; or to additional species, grades, or quantities of timber found by the Secretary of Agriculture after public hearing to be surplus to domestic needs. As used in this section and as further defined in paragraph (d) of this section, "export" means either direct or indirect export and "purchaser" means the purchaser or his affiliates. "Private lands" means lands held or owned by a private person (individual, partnership, corporation, association, or other legal entity). Nonprivate lands include but are not limited to, lands held or owned by the United States, a State or political subdivision thereof, or other public agency, or lands held in trust by the United States for Indians.

(c) As used in this section, the term "unprocessed timber" shall mean any logs of species, quantities, or grades which have not been found surplus to domestic needs and having a net scale content not less than 33⅓ percent of the gross volume in material meeting the peeler or sawmill requirements published in the January 1, 1978, official Log Scaling And Grading Rules used by West Coast Log Scaling and Grading Bureaus; cants to be subsequently remanufactured exceeding 8¾ inches in thickness; cants of any thickness reassembled into logs; and split or round bolts, or other roundwood not processed to standards and specification suitable for end-product use. Unprocessed timber shall not mean pulp (utility) grade logs and Douglas-fir special cull logs or timber processed into the following:

(1) Lumber and construction timbers, regardless of size, sawn on four sides;

(2) Chips, pulp, and pulp products;

(3) Green veneer and plywood;

(4) Poles and piling cut or treated for use as such;

(5) Cants cut for remanufacture, 8¾ inches in thickness or less.

(d) As used in this section, unprocessed timber, either from National Forest System lands or from private lands, is exported directly when exported by the National Forest timber purchaser, his subsidiary, subcontractor, parent company, or any other affiliate. Business entities are considered to be affiliates when one controls or has the power to control the other or when both are controlled directly or indirectly by a third entity. Timber is exported indirectly when export occurs as a result of a sale to another person or as a consequence of any subsequent transaction.

(e) As used in this section, substitution is the purchase of timber from National Forest System lands to be used as replacement for timber exported from private lands. Such replacement occurs when with respect to historic levels (1) the purchaser continues to export and increases his purchase of National Forest timber, or (2) the purchase of National Forest timber continues while the purchaser increases his export of unprocessed timber from private lands tributary to the plant for which National Forest timber covered by a specific contract is expected to be delivered. Historic level is defined as the purchase or export during 1974 or any subsequent calendar year of not to exceed 110 percent of the average annual volume purchased or exported in calendar years 1971, 1972, and 1973.

(f) To be eligible to bid on a sale of timber from National Forest System lands west of the 100th Meridian in the 48 contiguous States, a bidder must:

(1) Certify that purchase of the timber will not constitute substitution as defined in paragraph (e) of this section.

(2) Agree to furnish to the Forest Service, prior to beginning operations under the contract: the names and addresses of processing plants or other locations to which the timber is expected to be delivered; the names and advertised volumes of timber sales purchased by the purchaser for delivery to each such location in calendar years 1971, 1972, and 1973; the volumes of timber from private lands tributary to each location listed, exported by the purchaser in calendar years 1971, 1972, and 1973.

(3) Agree to furnish the information required by paragraph (f)(2) of this section to the Forest Service prior to log hauling to any location not included in the list required by paragraph (f) of this section.

(4) Agree to make available to the Forest Service, upon request, all of his records dealing with origin and destination of exported timber. For false certification the Forest Service may cancel the contract, debar the purchaser from bidding on Federal timber, and impose penalties as may be provided by law or regulation.

(g) Contracts for sales of unprocessed timber from National Forest System lands as described in paragraph (b) of this section, entered into after March 8, 1974, shall, with respect to the timber covered by said contracts, prohibit the purchaser from exporting said timber or selling it for export and from substituting said timber for timber which the purchaser has exported or sold for export from private lands, except that these limitations will not apply to species of timber previously found surplus to domestic needs and additional species, grades, or quantities of timber found by the Secretary of Agriculture, after public hearing, to be surplus to domestic needs. Where appropriate, contracts shall include:

(1) Restrictions on the export of unprocessed timber or the use of said timber in substitution of timber exported from private land, including a provision that before the purchaser sells, exchanger, or otherwise disposes of the included timber restricted from export, the purchaser shall require his buyer, exchanges, or other recipient to enter into an agreement not to export unprocessed timber as defined in this section.

(2) Requirements for showing compliance with the timber export restrictions and exemptions and the restrictions against the purchaser using said timber in substitution for timber exported from private land.

(3) The qualities and species of unprocessed timber, if any, which may be exported.

(h) No additional species not previously determined to be surplus, specified quantities or grades of unprocessed timber may be sold for export as surplus to domestic needs unless: a public hearing is authorized by the Secretary of Agriculture and is held to seek advice and counsel as to the quantities, grades, and species of unprocessed timber, if any, surplus to the needs of domestic users and processors, and a determination is made by the Secretary of Agriculture that the specific quantities, grades, and species of unprocessed timber are surplus to the needs of domestic users and processors. The Secretary of Agriculture shall give

notice in the Federal Register of the quantities, grades, and species of unprocessed timber which are determined to be surplus. Hearings will be conducted in accordance with the following procedures:

(1) Notice will be published in a newspaper of general circulation within the area of the specific quantities, grades, and species under consideration at least 15 days prior to the hearings, and known parties or organizations with special interest in the quantities, grades, and species should be notified directly.

(2) The time, place, and conduct of the hearing will be coordinated with the Department of the Interior and held at a convenient, centralized location within the area of the specific quantities, grades, and species under consideration.

(3) The hearing record shall remain open for at least 5 calendar days following the hearing for receipt of additional written statements.

(i) Subject to the other provisions of this section, timber cut from the National Forests in the State of Alaska may not be exported from Alaska in the form of logs, cordwood, bolts, or other similar products necessitating primary manufacture elsewhere without prior consent of the Regional Forester. This requirement is determined to be necessary in order to assure the development and continued existence of adequate wood processing capacity in that State essential to the sustained utilization of timber from the National Forests located therein which is geographically isolated from other processing capacity. In determining whether consent will be given to the export of such timber, consideration will be given, among other things, to whether such export will (1) permit a more complete utilization of material on areas being logged primarily for products for local manufacture, (2) prevent loss or serious deterioration of logs unsalable locally because of an unforseen loss of market, (3) permit the salvage of timber damaged by wind, insects, or fire, (4) bring into use a minor species of little importance to local industrial development, or (5) provide material required to meet urgent and unusual needs of the Nation.

(92 Stat. 1301, Pub. L. 95-465).

David G. Unger

*Acting Assistant Secretary for Natural Resources and Environment.*

December 5, 1979.

[FR Doc. 79-38459 Filed 12-14-79; 8:45 am]

BILLING CODE 3410-11-M

## ENVIRONMENTAL PROTECTION AGENCY

### 40 CFR Part 52

[FRL 1374-7]

### Approval of Revision of the Commonwealth of Pennsylvania Implementation Plan

**AGENCY:** Environmental Protection Agency.

**ACTION:** Final rule.

**SUMMARY:** This final rulemaking approves as a revision to the State Implementation Plan several modifications to Pennsylvania's Air Resources Regulations which clarify terms and intent of Chapter 121 (relating to general provisions), Chapter 123 (relating to standards for contaminants), and Chapter 129 (relating to standards for sources).

**EFFECTIVE DATE:** December 17, 1979.

**ADDRESSES:** Copies of the modifications and associated support material are available for public inspection during normal business hours at the following locations:

U.S. Environmental Protection Agency, Region III, Curtis Building, Tenth Floor, Sixth and Walnut Streets, Philadelphia, Pennsylvania 19106. ATTN: Patricia Sheridan.

Pennsylvania Bureau of Air Pollution Control, Fulton Building, 18th Floor, 200 North Third Street, Harrisburg, Pennsylvania 17120. ATTN: Gary L. Triplett.

Public Information Reference Unit, Room 2922—EPA Library, U.S. Environmental Protection Agency, 401 M Street SW., Washington, D.C. 20460.

**FOR FURTHER INFORMATION CONTACT:** Ms. Patricia Sheridan, Air Programs Branch (3AH10), U.S. Environmental Protection Agency, Region III, Curtis Building, 6th & Walnut Streets, Philadelphia, Pennsylvania 19106, telephone (215) 597-8176.

**SUPPLEMENTARY INFORMATION:**

#### I. Background

On September 20, 1978, the Commonwealth of Pennsylvania submitted to the Regional Administrator, EPA, modifications to Pennsylvania's Air Resources Regulations which are part of the Commonwealth's State Implementation Plan (SIP). The Commonwealth requested approval of the modifications as a revision to the SIP. The revision consists of the following:

(1) A detailed definition of "stockpiling" to include the definition as the act of placing or storing material upon and removing material from piles exposed to the outdoor atmosphere.

(2) Clarification of the intent of Section 121.2 of the regulations, relating to compliance and enforcement responsibilities, namely, that unless explicit reference is made to another section of the regulations, each section shall be construed and enforced according to its own terms.

(3) The establishment of a clear mechanism for evaluating minor fugitive emissions and providing written approval of such emissions as stated in Section 123.1(a)(9) and (b) and Section 129.15(c) and (d).

(4) The carrying out of legislative policy mandated by an amendment to § 4.1 of Air Pollution Control Act, adopted on December 12, 1976, which indicated that the Department of Environmental Resources should not regulate air contaminants resulting from production of agricultural commodities in their unmanufactured state (Section 123.1(d), 123.31(c), 123.42(4) and 129.14(c)). The Regional Administrator invited comments in the notice published in the Federal Register on June 12, 1979 (44 Fed. Reg. 33713). A 30-day public comment period was provided during which time no public comments were received.

#### II. Control Strategy Demonstration

These modifications are procedural changes rather than substantive changes. Because the modifications have no adverse impact on air quality, a control strategy demonstrating attainment and maintenance of standards is not required.

#### III. Public Comments

No comments were received during the 30-day public comment period.

#### IV. Policy Issues

There are no policy issues involved with this revision other than the basis for the Administrator's approval; i.e., whether the revision submitted by the Commonwealth of Pennsylvania meets the criteria of Section 110(a)(1) of the Clean Air Act and 40 CFR 51.4, Public Hearings; 51.5, Submittal of Plans; preliminary review of plans; 51.6, Revisions, and 51.11, Legal Authority.

#### V. EPA Evaluation

The revision submitted by the Commonwealth of Pennsylvania meets the criteria of Section 110(a)(1) of the Clean Air Act and 40 CFR §§ 51.4, 51.5, 51.6, and 51.11.

#### VI. Final Action

In view of this evaluation, the Administrator approves the above-described modifications to Pennsylvania's Air Resources

Regulations as a revision to the Commonwealth's State Implementation Plan. The revision is intended to clarify terms and intent of Chapter 121 (relating to general provisions), Chapter 123 (relating to standards for contaminants), and Chapter 129 (relating to standards for sources).

Under Executive Order 12044 EPA is required to judge whether a regulation is "significant" and therefore subject to the procedural requirements of the Order or whether it may follow other specialized development procedures. EPA labels these other regulations "specialized". I have reviewed this regulation and determined that it is a specialized regulation not subject to the procedural requirements of Executive Order 12044.

(42 U.S.C. 7401–7642)

Dated: December 11, 1979.

Douglas M. Costle,

*Administrator.*

Part 52 of Title 40, Code of Federal Regulations is amended as follows:

## PART 52—APPROVAL AND PROMULGATION OF IMPLEMENTATION PLANS

### Subpart NN—Pennsylvania

1. In section 52.2020, paragraph (c)(21) is added.

**§ 52.2020 Identification of Plan.**

* * * * *

(c) The plan revision listed below was submitted on the date specified * * *

(21) A revision submitted by the Commonwealth of Pennsylvania on September 20, 1978 to clarify terms and intent of Chapter 121 (relating to general provisions), Chapter 123 (relating to standards for contaminants) and Chapter 129 (relating to standards for sources).

[FR Doc. 79–38510 Filed 12–14–79; 8:45 am]

BILLING CODE 6560–01–M

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**40 CFR Part 52**

**[FRL 1375–1]**

## Approval and Revision of the Virginia Implementation Plan

**AGENCY:** Environmental Protection Agency.

**ACTION:** Final rule.

**SUMMARY:** This notice announces the Administrator's approval of a variance issued by the Virginia State Air Pollution Control Board for E.I. DuPont de Nemours and Company's Spruance, Virginia plant as a revision to Virginia's State Implementation Plan (SIP) pursuant to Section 110 of the Clean Air Act, 42 U.S.C. 7410. The variance exempts one of the company's boilers from the State's emission standard for particulate emissions from fuel-burning equipment until December 31, 1980. Sulfur dioxide ($SO_2$) and opacity emission limitations will not be changed by this variance. Diffusion modeling done by the Company indicates that the increase in emissions allowed by the variance will not significantly affect ambient air quality.

**EFFECTIVE DATE:** January 16, 1980.

**ADDRESSES:** Copies of the revision and accompanying support material are available for public inspection during normal business hours at the following locations:

U.S. Environmental Protection Agency, Region III, Air Programs Branch, Curtis Building, 10th Floor, Sixth & Walnut Streets, Philadelphia, Pennsylvania 19106, Attn: Ms. Patricia Sheridan.

State Air Pollution Control Board, Commonwealth of Virginia, Room 1106, Ninth Street Office Building, Richmond, Virginia 23219, Attn: W. R. Meyer.

Public Information Reference Unit, Room 2922—EPA Library, U.S. Environmental Protection Agency, 401 M Street, S.W. (Waterside Mall), Washington, D.C. 20460.

**FOR FURTHER INFORMATION CONTACT:** Mr. Mark Garrison (3AH13), Air Programs Branch, U.S. Environmental Protection Agency, Curtis Building, Tenth Floor, Sixth and Walnut Streets, Philadelphia, Pennsylvania 19106, phone 215/597–2745.

**SUPPLEMENTARY INFORMATION:**

### I. Background

On December 13, 1978 the Secretary of Commerce and Resources of the Commonwealth of Virginia submitted on behalf of the Governor a proposed revision of the Virginia SIP consisting of a variance for the E.I. DuPont de Nemours and Company's Spruance, Virginia plant. The variance exempts one of the Company's eight boilers from Part IV, Rule EX–3 of Virginia's Regulations for the Control and Abatement of Air Pollution. This regulation deals with emissions standards for particulate emissions from fuel burning equipment. On February 22, 1979 the State submitted additional information regarding the proposed revision, including an addition to the variance specifying an emissions limitation for particulates that the Company's boiler will have to meet while the variance is in effect. The additional information also included a certification that the variance was approved in accordance with the public hearing and notice requirements of 40 CFR 51.4. On June 12, 1979 (44 FR 33712), EPA proposed the regulation changes as a revision to the Virginia SIP and provided for a 30-day public comment period ending July 12, 1979. During the public comment period no comments were received by EPA Region III.

This revision will allow the Company to burn coal in one of its eight boilers prior to the planned installation of particulate control equipment consisting of electrostatic precipitators (ESPs). The installation of this control equipment will be completed by December 31, 1980 at which time the Company intends to commence burning coal in four additional boilers, for a total of five of the Spruance plant's boilers. Since the variance expires on December 31, 1980, the Company thereafter will be required to meet the State emission limitation for particulates.

The variance exempts from Part IV, Rule EX–3 of Virginia's Regulations any single coal-burning boiler. This regulation was adopted by the State and submitted to EPA as part of a SIP revision which was proposed by EPA in the **Federal Register** on February 8, 1977 (42 FR 7969).

EPA had not taken final action on that proposed SIP revision as of the effective date of the variance (i.e. December 1, 1978), and thus Virginia's former regulation, Section 4.03.01, was still in effect as a matter of federal law. EPA believes that its decision to approve the variance for DuPont as a SIP revision is independent of the final action with respect to Part IV, Rule EX–3 and that the variance will correctly exempt any one boiler in question from Section 4.03.01 (for the purposes of federal enforcement) as well as from Part IV, Rule EX–3 until December 31, 1980 as long as the conditions of the variance are met.

### II. Control Strategy Demonstration

Diffusion modeling performed by the Company indicates that the allowed increase in particulate emissions will not significantly affect ambient air quality. The modeling was done using EPA's CRSTER model with one year (1964) of meteorological data. The data was obtained from the Richmond airport and supplemented by mixing height data from National Airport in Washington, D.C. The modeling demonstrates that this SIP revision will not interfere with the attainment and maintenance of the national ambient air quality standards (NAAQS) for particulates.

The air quality impact demonstration performed by DuPont assumes that the existing multicyclones will operate at approximately 83% collection efficiency. Although EPA has observed some multicyclones that operate at or above such efficiency, it is the Agency's

observation that most multicyclones of the vintage used by DuPont (pre-1960) have a much lower operating efficiency. Therefore, EPA intends to require, pursuant to Section 114 of the Clean Air Act, particulate emissions testing by DuPont within 30 days after conversion to coal firing. Should emissions exceed the emission limitations specified in the variance being approved by this notice, EPA intends to require compliance with the emission limitations by all necessary means, including immediate load reduction or conversion to oil.

### III. Approvability of the Proposed Revision

Based upon an evaluation of the material submitted by Virginia, the Agency believes that the proposed revision satisfies the applicable requirements of Section 110 of the Clean Air Act and 40 CFR Part 51. Therefore, the Administrator approves the variance issued to E.I. DuPont de Nemours and Company's Spruance, Virginia plant as a revision of Virginia's State Implementation Plan, effective January 16, 1980. Concurrently, the Administrator amends 40 CFR 52.2420 (Identification of Plan) of Subpart VV (Virginia) to incorporate this plan revision into Virginia's SIP.

Under Executive Order 12044, EPA is required to judge whether a regulation is "significant" and therefore subject to the procedural requirements of the Order or whether it may follow other specialized development procedures. EPA labels these other regulations "specialized". I have reviewed this regulation and determined that it is a specialized regulation not subject to the procedural requirements of Executive Order 12044.

(42 U.S.C. 7401–7642)

Dated: December 11, 1979.

Douglas M. Costle,

*Administrator.*

Part 52 of Title 40, Code of Federal Regulations is amended as follows:

## Subpart VV—Virginia

### § 52.2420 [Amended]

(1) In § 52.2420 Identification of Plan, paragraph (c)(25) is added to read as follows:

* * * * *

(c) The plan revisions listed below were submitted on the dates specified * * *

(25) A variance issued to the Spruance, Virginia plant of E.I. DuPont de Nemours and Company exempting one of their boilers from Rule EX–3 until December 31, 1980, submitted on December 13, 1978 by the Secretary of Commerce and Resources.

[FR Doc. 79-38536 Filed 12-14-79; 8:45 am]

BILLING CODE 6560-01-M

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## 40 CFR Part 52

[FRL 1374-3]

## Approval and Promulgation of Implementation Plans; Arizona Plan Revision: Arizona Department of Health Services, and Pima, Coconino, Mohave, Pinal-Gila, and Yuma Counties

**AGENCY:** Environmental Protection Agency.

**ACTION:** Final rulemaking.

**SUMMARY:** The Environmental Protection Agency (EPA) takes final action to approve and, where appropriate, disapprove or take no action on changes to the Arizona Department of Health Services' (ADHS) Rules and Regulations for Air Pollution Control and the air pollution control regulations of Pima, Coconino, Mohave, Pinal-Gila, and Yuma Counties submitted by the Governor's designee as a revision to the Arizona State Implementation Plan (SIP). The intended effect of this action is to update rules and regulations and to correct certain deficiencies in the SIP.

**EFFECTIVE DATE:** January 16, 1980.

**FOR FURTHER INFORMATION CONTACT:** Louise P. Giersch, Director, Air and Hazardous Materials Division, Environmental Protection Agency, 215 Fremont Street, San Francisco, CA 94105, Attn: Douglas Grano, (415) 556–2938.

**SUPPLEMENTARY INFORMATION:** On June 4, 1979 (44 FR 32005) EPA published a Notice of Proposed Rulemaking for revisions to the ADHS Rules and Regulations for Air Pollution Control and the air pollution control regulations of various counties, submitted by the ADHS for inclusion in the Arizona SIP on various dates.

The proposed rulemaking notice provided for a 60-day public comment period. One comment was received during the public comment period and is discussed below.

All rules submitted have been evaluated in accordance with 40 CFR Part 51, with the exception of the rules listed below for which EPA is not taking final action. The revisions to rules and regulations approved in this notice are consistent with all EPA requirements.

EPA is promulgating approval for the following County rules and regulations submitted July 1, 1975:

Coconino County Department of Public Health

Reg. 12–3–1, Ambient Air Quality Standards

Mohave County Health Department

Section 6, Reg. 4, Anti-Degradation

Pinal-Gila Counties Air Quality Control District

Reg. 7–2–1.8, Anti-Degradation
Reg. 7–3–2.5, Other Industries

The following County rules and regulations, submitted on July 1, 1975, were proposed for disapproval in the June 4, 1979 Federal Register notice and are being disapproved by this notice since the Arizona Revised Statutes and ADHS's rules and regulations specify the State Health Department and Hearing Board as having exclusive jurisdiction over copper smelters:

Mohave County Health Department

Section 3, Reg. 3, Sulfur from Primary Copper Smelters

Pinal-Gila Counties Air Quality Control District

Reg. 7–3–2.1, Copper Smelters

EPA is taking no action on the regulations indicated below since all have been superseded by more recent submittals:

1. The State of Arizona submitted amendments to the ADHS Rules and Regulations for Air Pollution Control on January 4, 1979. This more recent submittal replaces all previously submitted revisions to the ADHS Rules and Regulations. Therefore, no action is being taken on the previously submitted State regulations listed in the June 4 notice.

2. Pima County Air Quality Control District's Regulation I, Rule 1D, *Emissions Regulated; Policy; Legal Authority*, and Regulation II, Rule 11A, *Malfunction, Start-up, Shutdown, and Scheduled Maintenance*, listed in the Notice of Proposed Rulemaking, have been superseded by a recent submittal of Pima County rules and regulations on October 9, 1979. Therefore, EPA is taking no action on the two Pima County rules above.

3. Yuma County Health Department's Regulations 8–1–2.8, *Anti-Degradation*, and Regulation 8–1–4.1, *Copper Smelters* were listed in the June 4 notice. However, the one public comment EPA received as a result of the June 4 Notice of Proposed Rulemaking was from the Yuma County Health Department. The Department pointed out the existence of a more recent set of Yuma County Air Pollution Control Regulations, submitted to EPA as an SIP revision on April 10, 1979. Because the April 10 submittal is a complete revision of all Yuma County Air Pollution Control Regulations, the

two regulations above can be considered superseded and EPA is taking no action on them.

It is also the intent of this notice to correct a clerical error which appeared at 43 FR 53034 (November 15, 1978): Section 52.125 of Chapter I, Title 40 of the Code of Federal Regulations was intended to have been amended by the addition of paragraph (f)(3), not (e)(3).

The Arizona Department of Health Services has certified that the public hearing requirements of 40 CFR 51.4 have been satisfied.

(Secs. 110, 301(a), Clean Air Act as amended (42 U.S.C. 7410 and 7601(a)).)

Note.—The Environmental Protection Agency has determined that this document is not a significant regulation and does not require preparation of a regulatory analysis under Executive Order 12044.

Dated: December 11, 1979.

Douglas M. Costle,

*Administrator.*

Subpart D of Part 52 of Chapter I, Title 40 of the Code of Federal Regulations is amended as follows:

## Subpart D—Arizona

1. Section 52.120, paragraphs (c)(18)(i), (ii) and (iv) are amended as follows:

**§ 52.120 Identification of plan.**

* * * * *

(c) * * *

(18) * * *

(i) Coconino County Air Pollution Control Regulations.

* * * * *

12-3-1 (Ambient Air Quality Standards)

* * * * *

(ii) Mohave County Air Pollution Control Regulations.

* * * * *

Sec. 3, Reg. 3 (Sulfur from Primary Copper Smelters)

* * * * *

Sec. 6, Reg. 4 (Anti-Degradation)

* * * * *

(iii) * * *

(iv) Pinal-Gila Counties Air Pollution Control Regulations.

* * * * *

Reg. 7-2-1.8 (Anti-Degradation)

* * * * *

Reg. 7-3-2.1 (Copper Smelters)

* * * * *

Reg. 7-3-2.5 (Other Industries)

* * * * *

**§ 52.125 [Corrected]**

2. Section 52.125 as amended at 43 FR 53034, third column (November 15, 1978), is corrected by renumbering paragraph (e)(3) to (f)(3).

3. Section 52.125 is amended by the addition of paragraph (g) as follows:

**§ 52.125 Control strategy and regulations: Sulfur oxides.**

* * * * *

(g) Section 3, Regulation 3 (Sulfur from Primary Copper Smelters) of the Mohave County Health Department Air Pollution Control Regulations and Regulation 7-3-2.1 (Copper Smelters) of the Pinal-Gila Counties Air Quality Control District are disapproved since Section 36-1706 of the Arizona Revised Statutes grants exclusive jurisdiction to the Arizona Department of Health Services and the State Hearing Board over all existing copper smelters.

* * * * *

[FR Doc. 79-38535 Filed 12-14-79; 8:45 am]

BILLING CODE 6560-01-M

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## DEPARTMENT OF THE INTERIOR

## Bureau of Land Management

## 43 CFR Public Land Order 5689

[A 6829]

## Arizona; Partial Revocation of Reclamation Withdrawals

**AGENCY:** Bureau of Land Management, Interior.

**ACTION:** Public Land Order.

**SUMMARY:** This order will revoke Departmental Orders of July 2, 1902, September 30, 1904, November 16, 1918, and March 14, 1929, which withdrew certain lands in Arizona for reclamation purposes under Bureau of Reclamation jurisdiction. This action will restore 4,398.68 acres to operation of the public land laws, including the mining laws. The mineral interests in the remaining 13,909.51 acres have been and will continue to be open to operation of the Mineral Leasing Act of February 25, 1920, as amended and supplemented (30 U.S.C. 181 et seq.) and the Mineral Leasing Act for Acquired Lands (30 U.S.C. 351-359).

**EFFECTIVE DATE:** January 16, 1980.

**FOR FURTHER INFORMATION CONTACT:** Mario L. Lopez, Chief, Branch of Lands and Minerals Operations, Bureau of Land Management, 2400 Valley Bank Center, Phoenix, Arizona 85073, (602) 261-4774.

By virtue of the authority contained in section 204 of the Federal Land Policy and Management Act of October 21, 1976, 90 Stat. 2751; 43 U.S.C. 1714, it is ordered as follows:

1. The Departmental Orders of July 2, 1902, September 30, 1904, November 16, 1918, and March 14, 1929, withdrawing lands for reclamation purposes are hereby revoked so far as they relate to the following described lands:

Gila and Salt River Meridian

T. 7 S., R. 14 W.,
Sec. 9, NE¼SE¼.
T. 7 S., R. 15 W.,
Sec. 19, lots 6, 7, 9, 11, N½NE¼;
Sec. 20, S½;
Sec. 29, NE¼;
Sec. 30, NE¼.
T. 7 S., R. 16 W.,
Sec. 23, lots 2, 3, and 4;
Sec. 25, SE¼SE¼;
Sec. 26, NW¼NW¼;
Sec. 27, lots 1, 2, 4, 5, SE¼NW¼, N½SW¼, N½N½S½SW¼, N½S½N½S½SW¼;
Sec. 29, N½SE¼, N½N½S½SE¼;
Sec. 30, lot 4;
Sec. 32, NE¼SW¼;
Sec. 33, NW¼;
Sec. 34, lots 2, 5, 6, W½NE¼, N½NW¼;
Sec. 35, N½N½.
T. 8 S., R. 16 W.,
Sec. 5, SW¼;
Sec. 6, lot 7, S½NE¼, SE¼SW¼, SE¼;
Sec. 12, SE¼, SE¼SW¼;
Sec. 13, SE¼;
Sec. 15, SW¼;
Sec. 17, lots 1 through 15, SE¼NE¼, NE¼NW¼;
Sec. 18, E½SE¼;
Sec. 19, N½NE¼, NE¼NW¼;
Sec. 23, S½SE¼;
Sec. 26, N½N½;
Sec. 28, S½N½ lying south of the railroad right-of-way;
Sec. 29, NW¼SW¼, NE¼SW¼, and the N½SE¼ lying south of the railroad right-of-way;
Sec. 30, NE¼SW¼.
T. 7 S., R. 17 W.,
Sec. 33, SE¼SE¼;
Sec. 34, S½S½;
Sec. 35, N½N½SW¼NE¼, SE¼NE¼, N½SE¼NW¼, N½SW¼SE¼NW¼, N½S½SW¼SE¼NW¼, N½N½SE¼SE¼NW¼, N½N½NE¼SE¼;
Sec. 36, lots 1 through 8, SW¼NE¼, SE¼SE¼.
T. 8 S., R. 17 W.,
Sec. 1, N½SE¼;
Sec. 2, lots 2, 3, 5;
Sec. 3, lot 4, E½SW¼;
Sec. 4, lots 5, 6, 7, 8, E½SW¼NW¼, SE¼NW¼;
Sec. 5, lots 1 through 8, S½NW¼, SW¼, W½SE¼, SE¼SE¼;
Sec. 6, lots 6 through 11, S½NE¼, E½SW¼, N½SE¼, W½SW¼SE¼;
Sec. 7, lots 1 through 8, E½NE¼, SW¼NE¼, SE¼NW¼, E½SW¼, SE¼;
Sec. 8, all;
Sec. 9, all;
Sec. 10, lots 2, 3, 5, E½SE¼, NW¼;
Sec. 12, SW¼;
Sec. 14, lots 1, 2, SW¼SE¼, SE¼SW¼;
Sec. 15, lot 2;
Sec. 17, N½NW¼, SE¼SE¼;
Sec. 20, E½NE¼;
Sec. 21, S½N½NW¼NW¼, S½NW¼NW¼, SW¼NW¼, W½SE¼;
Sec. 22, SW¼SE¼;
Sec. 23, SW¼SW¼;
Sec. 24, E½SW¼SW¼;
Sec. 25, NW¼SE¼ and the SW¼ lying north of Southern Pacific Railroad Company right-of-way;

Sec. 26, E½SE¼;
Sec. 27, NE¼, S½NE¼NW¼, SE¼NW¼, E½SE¼;
Sec. 29, lots 1 through 5;
Sec. 30, lot 4, SE¼SW¼;
Sec. 31, lots 1, 2, E½NW¼, and that portion of the SE¼SE¼ lying south of the Southern Pacific Railroad Company right-of-way;
Sec. 32, W½NE¼, S½SW¼;
Sec. 33, that portion of the SW¼NE¼ lying south of the Southern Pacific Railroad Company right-of-way and the SE¼NW¼ lying north of the Southern Pacific Railroad Company right-of-way;
Sec. 34, NE¼NE¼, SW¼NE¼, E½NW¼;
Sec. 35, NW¼NE¼.
T. 9 S., R. 17 W.,
Sec. 6, lots 1 and 2 south of highway right-of-way and the S½NE¼.
T. 8 S., R. 18 W.,
Sec. 14, S½NW¼, E½SW¼;
Sec. 24, SE¼NE¼;
Sec. 28, N½SW¼;
Sec. 29, lots 1 through 10;
Sec. 30, lots 2, 5, 6, SE¼NE¼, E½NW¼, NE¼SE¼;
Sec. 31, E½NW¼
Sec. 32, S½SE¼;
Sec. 33, NE¼SE¼, S½SE¼, SW¼SW¼;
Sec. 34, N½SW¼, SW¼SW¼.
T. 9 S., R. 18 W.,
Sec. 5, lot 3;
Sec. 6, SW¼SE¼;
Sec. 7, SE¼;
Sec. 8, W½;
Sec. 11, E½NE¼NE¼;
Sec. 17, NE¼, E½NW¼, SW¼NW¼;
Sec. 18, lots 3, 4, E½SW¼, SE¼.
T. 9 S., R. 19 W.,
Sec. 1, lots 3, 4, S½NW¼;
Sec. 3, SW¼SW¼, E½SW¼;
Sec. 4, lots 1, 5, 6, SE¼SE¼;
Sec. 9, NE¼NE¼;
Sec. 10, N½NW¼;
Sec. 11, N½N½;
Sec. 12, lot 2, W½NE¼;
Sec. 13, lots 1, 2, E½NE¼, NW¼.
T. 8 S., R. 20 W.,
Sec. 18, lots 1, 2, 3, 4;
Sec. 19, lots 1, 2, 3, 4, SE¼NE¼, W½E½, E½SE¼;
Sec. 20, E½W½, SE¼, SW¼SW¼;
Sec. 28, W½NW¼, SW¼;
Sec. 29, all;
Sec. 33, all;
Sec. 34, SW¼.
T. 9 S., R. 20 W.,
Sec. 11, all;
Sec. 13, all;
Sec. 14, all.
T. 7 S., R 21 W.,
Sec. 35, W½W½NE¼SE¼, NE¼NW¼NE¼SE¼, NW¼SE¼, N½N½SW¼SE¼, N½S½N½SW¼, SE¼, NW¼NW¼SE¼SE¼, N½SW¼ NW¼SE¼SE¼.

The areas described aggregate approximately 18,308.19 acres in Yuma County.

The lands lie in the southwestern part of the State near the communities of Wellton and Tacna, Arizona. The topography of these lands ranges from gently sloping alluvial fans at lower elevations to rugged rock outcrops which form the eastern foothills of the Gila Mountains. Vegetation is limited to scattered ocotillo, saguaro, and creosote with some palo verde, ironwood, and mesquite in the wash areas.

2. Of the above described lands, 4,398.68 acres will become public lands under the jurisdiction of the Bureau of Land Management and are described as follows:

Gila and Salt River Meridian

T. 8 S., R. 20 W.,
Sec. 18, lots 1, 2, 3, 4;
Sec. 19, lots 1, 2, 3, 4, SE¼NE¼, W½E½, E½SE¼;
Sec. 20, E½W½, SE¼, SW¼SW¼;
Sec. 28, W½NW¼, SW¼;
Secs. 29 and 33;
Sec. 34, SW¼.
T. 9 S., R. 20 W.,
Secs. 11, 13, and 14.

3. At 10:00 a.m. on January 16, 1980, the lands described in paragraph 2 shall be open to operation of the public land laws generally, subject to valid existing rights, the provisions of existing withdrawals, and the requirements of applicable laws. All valid applications received at or prior to 10:00 a.m. on January 16, 1980, shall be considered as simultaneously filed at that time. Those received thereafter shall be considered in the order of filing.

4. At 10:00 a.m. on January 16, 1980, the lands described in paragraph 2 shall be open to location under the United States mining laws. They have been open to applications and offers under the mineral leasing laws.

5. The remaining 18,308.19 acres described in paragraph 1, excluding the 4,398.68 acres described in paragraph 2, contain a mineral reservation to the United States. These lands have been and will continue to be open to operation of the Mineral Leasing Act of February 25, 1920, as amended and supplemented (30 U.S.C. 181 et seq.), and the Mineral Leasing Act for Acquired Lands, enacted on August 7, 1947, 30 U.S.C. 351–359, subject to valid existing rights, the provisions of existing withdrawals and the requirements of applicable laws.

Guy R. Martin,
*Assistant Secretary of the Interior.*
December 11, 1979.
[FR Doc. 79-38555 Filed 12-14-79; 8:45 am]
BILLING CODE 4310-84-M

## 43 CFR Public Land Order 5691

[Misc-1375265]

## Colorado; Modification of Oil Shale Withdrawal

**AGENCY:** Bureau of Land Management, Interior.

**ACTION:** Public Land Order.

**SUMMARY:** This public land order modifies Executive Order No. 5327 of April 15, 1930, to permit disposal of public lands by exchange.

**EFFECTIVE DATE:** December 17, 1979.

**FOR FURTHER INFORMATION CONTACT:** Louis B. Bellesi—202-343-8731. By virtue of the authority contained in section 204 of the Federal Land Policy and Management Act (90 Stat. 2751; 43 U.S.C. 1714), it is ordered as follows:

1. Executive Order No. 5327 of April 15, 1930, withdrawing oil shale deposits and lands containing such deposits, is hereby modified to the extent necessary to permit disposal of the following described lands including the mineral estate thereof by means of an exchange under section 206 of the Act of October 21, 1976 (90 Stat. 2756; 43 U.S.C. 1716):

Sixth Principal Meridian

T. 5 S., R. 95 W.,
Sec. 6, lots 4, 5, 6, 11, 12, and 17;
Sec. 7, lot 4, E½NE¼NE¼, E½NE¼SE¼;
Sec. 18, E½NE¼NE¼.
T. 5 S., R. 96 W.,
Sec. 1, lot 6;
Sec. 11, SE¼SE¼;
Sec. 14, NE¼NE¼.

The areas described aggregate 337.35 acres in Garfield County.

Guy R. Martin,
*Assistant Secretary of the Interior.*
December 11, 1979.
[FR Doc. 79-38354 Filed 12-14-79; 8:45 am]
BILLING CODE 4310-84-M

## FEDERAL EMERGENCY MANAGEMENT AGENCY

## 44 CFR Part 11

[Docket No. FEMA-Gen-11]

## Administrative Claims; Interim Rule and Request for Comment

**AGENCY:** Federal Emergency Management Agency.

**ACTION:** Interim rule and request for comment.

**SUMMARY:** This interim rule establishes general procedures for filing a claim against the Federal Emergency Management Agency (FEMA), and

specific instructions with respect to filing administrative claims under the Federal Tort Claims Act. In addition, even though this is a matter of procedure, FEMA requests public comment on the regulation. However, in order that FEMA have established procedures immediately, FEMA is issuing this as operating rule effective immediately and affording at the same time an opportunity for public comment.

**DATES:** The rule is effective on December 17, 1979. Written comments received should be submitted by February 15, 1980.

**ADDRESS:** Send comments to Rules Docket Clerk, Office of General Counsel, Federal Emergency Management Agency, Washington, D.C. 20472.

**FOR FURTHER INFORMATION CONTACT:** William L. Harding, Office of General Counsel, (202) 634–4113.

**SUPPLEMENTARY INFORMATION:** Reorganization Plan No. 3 of 1978 established the Federal Emergency Management Agency (FEMA). The plan was activated effective April 1, 1979 by Executive Order 12127 "Federal Emergency Management Agency," 44 FR 19367. The plan and Executive Order 12148, 44 FR 43239, effective July 15, 1979 transferred to the new agency functions of five existing agencies in four departments or parent agencies. Under the plan, and pursuant to the orders the regulations of the predecessor agencies remain in full force and effect in FEMA until those regulations are superseded.

Accordingly, to provide a single regulation on Claims it is appropriate to adopt regulations which are interim operating rules but which also afford an opportunity for public comment.

Interested parties may participate by submiting their views, in writting on this interim regulation of FEMA. Each comment should include the name and address of the person or organization submitting the comment and should make reference to the above-cited docket number. All comments timely received will be docketed and made available for public inspection at FEMA.

Accordingly, Chapter I of Title 44, Code of Federal Regulations is amended by adding a new Part 11 as follows:

## PART 11—CLAIMS

### Subpart A—General

Sec.

11.1 General Collection Standards.
11.2 Delegations of Authority.

### Subpart B—Administrative Claims Under Federal Tort Claims Act

11.10 Scope of regulations.
11.11 Administrative claim; when presented; appropriate FEMA office.
11.12 Administrative claim; who may file.
11.13 Investigations.
11.14 Administrative claim; evidence and information to be submitted.
11.15 Authority to adjust, determine, compromise and settle.
11.16 Limitations on authority.
11.17 Referral to Department of Justice.
11.18 Final denial of claim.
11.19 Action on approved claim.

Authority: 28 U.S.C. 2672, 28 CFR 14.11, 5 U.S.C. 301, Reorganization Plan No. 3 of 1978, (43 FR 41943) Executive Order 12127 44 FR 19367.

### Subpart A—General

#### § 11.1 General collection standards.

The general standards and procedures governing the collection, compromise, termination and referral to the Department of Justice of claims for money and property that are prescribed in the regulations issued jointly by the General Accounting Office and the Department of Justice pursuant to the Federal Claims Collection Act of 1966 (4 CFR Part 101 *et seq.*), apply to the administrative claim collection activities of the Federal Emergency Management Agency (FEMA).

#### § 11.2 Delegations of authority.

Any and all claims that arise under Subchapter III of Chapter 83, Chapter 87 and Chapter 88 of title 5, the United States Code, the Retired Federal Employees Health Benefits Act (74 Stat. 849), the Panama Canal Construction Annuity Act (58 Stat. 257), and the Lighthouse Service Widow's Annuity Act (64 Stat. 465) shall be referred to the Director of the Bureau of Retirement and Insurance, Office of Personnel Management, for handling. The General Counsel, FEMA shall act on all other claims against FEMA for money and property.

### Subpart B—Administrative Claims Under Federal Tort Claims Act

#### § 11.10 Scope of regulation.

This regulation applies to claims asserted under the Federal Tort Claims Act against the Federal Emergency Management Agency (FEMA). It does not include any contractor with FEMA.

#### § 11.11 Administrative claim; when presented; appropriate FEMA office.

(a) For the purpose of this part, and the Provisions of the Federal Tort Claims Act a claim is deemed to have been presented when FEMA receives, at a place designated in paragraph (b) or (c) of this section, an executed "Claim for Damage or Injury," Standard Form 95, or other written notification of an incident, accompanied by a claim for money damages in a sum certain for injury to or loss of property, for personal injury, or for death alleged to have occurred by reason of the incident. A claim which should have been presented to FEMA, but which was mistakenly addressed to or filed with another Federal agency, is deemed to be presented to FEMA as of the date that the claim is received by FEMA. If a claim is mistakenly addressed to or filed with FEMA, the claim shall forthwith be transferred to the appropriate Federal Agency, if ascertainable, or returned to the claimant.

(b) Except as provided in paragraph (c) of this section, a claimant shall mail or deliver his or her claim to the Office of General Counsel, Federal Emergency Management Agency, 1725 I Street, NW., Washington, D.C. 20472.

(c)(1) When a claim is for $200 or less, does not involve a personal injury, and involves a FEMA regional employee, the claimant shall mail or deliver the claim to the Director of the FEMA Regional Office in which is employed the FEMA employee whose negligence or wrongful act or omission is alleged to have caused the loss or injury complained of. The addresses of the Regional Office of FEMA are set out in Appendix A to Part 5 of this chapter.

(d) A claim presented in compliance with paragraph (a) of this section may be amended by the claimant at any time prior to final FEMA action or prior to the exercise of the claimant's option under 28 U.S.C. 2675(a). Amendments shall be submitted in writing and signed by the claimant or his or her duly authorized agent or legal representative. Upon the timely filing of an amendment to a pending claim, FEMA shall have six months in which to make a final disposition of the claim as amended and the claimant's option under 28 U.S.C. 2675(a) shall not accrue until six months after the filing of an amendment.

#### § 11.12 Administrative claim; who may file.

(a) A claim for injury to or loss of property may be presented by the owner of the property interest which is the subject of the claim, his or her authorized agent, or legal representative.

(b) A claim for personal injury may be presented by the injured person, his or her authorized agent, or legal representative.

(c) A claim based on death may be presented by the executor or administrator of the decedent's estate or by any other person legally entitled to assert such a claim under applicable State law.

(d) A claim for loss wholly compensated by an insurer with the rights of a subrogee may be presented by the insurer or the insured individually, as their respective interests

appear, or jointly. When an insurer presents a claim asserting the rights of a subrogee, he or she shall present with the claim appropriate evidence that he or she has the rights of a subrogee.

(e) A claim presented by an agent or legal representative shall be presented in the name of the claimant, be signed by the agent or legal representative, show the title of legal capacity of the person signing, and be accompanied by evidence of his or her authority to represent a claim on behalf of the claimant as agent, executor, administrator, parent, guardian, or other representative.

**§ 11.13 Investigations.**

FEMA may investigate, or may request any other Federal agency to investigate, a claim filed under this part.

**§ 11.14 Administrative claim; evidence and information to be submitted.**

(a) *Death.* In support of a claim based on death the claimant may be required to submit the following evidence or information:

(1) An authenticated death certificate or other competent evidence showing cause of death, date of death, and age of the decedent.

(2) Decedent's employment or occupation at time of death, including his or her monthly or yearly salary or earnings (if any), and the duration of his or her last employment or occupation.

(3) Full names, addresses, birth dates, kinship, and marital status of the decedent's survivors, including identification of those survivors who were dependent for support on the decedent at the time of his or her death.

(4) Degree of support afforded by the decedent to each survivor dependent on him or her for support at the time of death.

(5) Decedent's general physical and mental condition before death.

(6) Itemized bills or medical and burial expenses incurred by reason of the incident causing death, or itemized receipts of payment for such expenses.

(7) If damages for pain and suffering before death are claimed, a physician's detailed statement specifying the injuries suffered, duration of pain and suffering, any drugs administered for pain, and the decedents physical condition in the interval between injury and death.

(8) Any other evidence or information which may have a bearing on either the responsibility of the United States for the death or the amount of damages claimed.

(b) *Personal injury.* In support of a claim for personal injury, including pain and suffering, the claimant may be required to submit the following evidence or information:

(1) A written report by his or her attending physician or dentist setting forth the nature and extent of the injury, nature and extent of treatment, any degree of temporary or permanent disability, the prognosis, period of hospitalization, and any diminished earning capacity. In addition, the claimant may be required to submit to a physical or mental examination by a physician employed by FEMA or another Federal agency. FEMA shall make available to the claimant a copy of the report of the examining physician on written request by the claimant, if he or she has, on request, furnished the report referred to in the first sentence of this subparagraph and has made or agrees to make available to FEMA any other physician's reports previously or thereafter made of the physical or mental condition which is the subject matter of the claim.

(2) Itemized bills for medical, dental, and hospital expenses incurred, or itemized receipts of payment of such expenses.

(3) If the prognosis reveals the necessity for future treatment, a statement of expected expenses for such treatment.

(4) If a claim is made for loss of time from employment, a written statement from the employer showing actual time lost from employment, whether he or she is a full- or part-time employee, and wages or salary actually lost.

(5) If a claim is made for loss of income and the claimant is self-employed, documentary evidence showing the amount of earnings actually lost.

(6) Any other evidence or information which may have a bearing on either the responsibility of the United States for the personal injury or the damages claimed.

(c) *Property damage.* In support of a claim for injury to or loss of property, real or personal, the claimant may be required to submit the following evidence or information:

(1) Proof of ownership of the property interest which is the subject of the claim.

(2) A detailed statement of the amount claimed with respect to each item of property.

(3) An itemized receipt of payment for necessary repairs or itemized written estimates of the cost of such repairs.

(4) A statement listing date of purchase, purchase price, and salvage value, where repair is not economical.

(5) Any other evidence or information which may have a bearing on either the responsibility of the United States for the injury to or loss of property or the damages claimed.

**§ 11.15 Authority to adjust, determine, compromise and settle.**

(a) The General Counsel of FEMA, or a designee of the General Counsel is delegated authority to consider, ascertain, adjust, determine, compromise, and settle claims under the provisions of section 2672 of Title 18, United States Code, and this part.

(b) Notwithstanding the delegation of authority in paragraph (a) of this section, a Regional Director is delegated authority to be exercised in his or her discretion, to consider, ascertain, adjust, determine, compromise, and settle under the provisions of section 2672 of title 28, United States Code, and this part, any claim for $200 or less which is based on alleged negligence or wrongful act or omission of an employee of the appropriate Region, except when:

(1) There are personal injuries to either Government personnel or individuals not employed by the Government; or

(2) All damage to Government property or to property being used by FEMA, or both, is more than $200, or all damage to non-Government property being used by individuals not employed by the Government is more than $200.

**§ 11.16 Limitations on authority.**

(a) An award, compromise, or settlement of a claim under this part in excess of $25,000 may be effected only with the advance written approval of the Attorney General or his or her designee. For the purpose of this paragraph, a principal claim and any derivative or subrogated claim shall be treated as a single claim.

(b) An administrative claim may be adjusted, determined, compromised, or settled under this part only after consultation with the Department of Justice, when, in the opinion of the General Counsel of FEMA or his or her designee:

(1) A new precedent or a new point of law is involved; or

(2) A question of policy is or may be involved; or

(3) The United States is or may be entitled to indemnity or contribution from a third party and FEMA is unable to adjust the third party claim; or

(4) The compromise of a particular claim, as a practical matter, will or may control the disposition of a related claim in which the amount to be paid may exceed $25,000.

(c) An administrative claim may be adjusted, determined, compromised or settled under this part only after consultation with the Department of

Justice when FEMA is informed or is otherwise aware that the United States or an employee, agent or cost-type contractor of the United States is involved in litigation based on a claim arising out of the same incident or transaction.

**§ 11.17 Referral to Department of Justice.**

When Department of Justice approval or consultation is required under § 11.16, the referral or request shall be transmitted to the Department of Justice by the General Counsel or his or her designee.

**§ 11.18 Final denial of claim.**

(a) Final denial of an administrative claim under this part shall be in writing and sent to the claimant, his or her attorney, or legal representative by certified or registered mail. The notification of final denial may include a statement of the reasons for the denial and shall include a statement that, if the claimant is dissatisfied with the FEMA action, he or she may file suit in an appropriate U.S. District Court not later than 6 months after the date of mailing of the notification.

(b) Prior to the commencement of suit and prior to the expiration of the 6-month period provided in 28 U.S.C. 2401(b), a claimant, his or her duly authorized agent, or legal representative, may file a written request with FEMA for reconsideration of a final denial of a claim under paragraph (a) of this section. Upon the timely filing of a request for reconsideration the FEMA shall have 6 months from the date of filing in which to make a final FEMA disposition of the claim and the claimants option under 28 U.S.C. 2675(a) shall not accrue until 6 months after the filing of a request for reconsideration. Final FEMA action on a request for reconsideration shall be effected in accordance with the provisions of paragraph (a) of this section.

**§ 11.19 Action on approved claim.**

(a) Payment of a claim approved under this part is contingent on claimant's execution of (1) a "Claim for Damage or Injury," Standard Form 95, or a claims settlement agreement, and (2) a "Voucher for Payment," Standard Form 1145, as appropriate. When a claimant is represented by an attorney, the voucher for payment shall designate both the claimant and his or her attorney as payees, and the check shall be delivered to the attorney, whose address shall appear on the voucher.

(b) Acceptance by the claimant, his or her agency, or legal representative, of an award, compromise, or settlement made under section 2672 or 2677 of title 28, United States Code, is final and conclusive on the claimant, his or her agent or legal representative, and any other person on whose behalf or for whose benefit the claim has been presented, and constitutes a complete release of any claim against the United States and against any employee of the Government whose act or omission gave rise to the claim, by reason of the same subject matter.

Dated: December 6, 1979.

John W. Macy, Jr.,

*Director.*

[FR Doc. 79-38484 Filed 12-14-79; 8:45 am]

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## DEPARTMENT OF TRANSPORTATION

## Coast Guard

## 46 CFR Parts 2 and 159

**[CGD 76-048]**

## Equipment and Material Specifications; Approval Procedures, Production Inspection and Test Requirements, and Independent Laboratory Standards

**AGENCY:** Coast Guard, DOT

**ACTION:** Final rule.

**SUMMARY:** These regulations establish approval procedures, production inspection and test procedures, and standards for accepting independent laboratories for testing certain equipment and material requiring Coast Guard approval. These procedures will eventually replace the Coast Guard factory inspection requirements in many specification regulations. The need to perform factory inspections has diverted the Coast Guard's field personnel from other duties. This part, in conjunction with eventual changes to the specification regulations, places the responsibility for quality control on the manufacturer of the equipment or material. This will free some of the Coast Guard's limited field personnel for other duties without affecting the quality of the approved equipment or material.

**EFFECTIVE DATE:** These amendments become effective on January 17, 1980.

**FOR FURTHER INFORMATION CONTACT:** Mr. Robert L. Markle, Office of Merchant Marine Safety (G-MMT-3/TP22), Room 2203, Department of Transportation, Coast Guard Headquarters Bldg., 2100 Second Street, S.W., Washington, D.C. 20593, (202) 426-1444.

**SUPPLEMENTARY INFORMATION:** On October 23, 1978, the Coast Guard published a notice of proposed rulemaking in the **Federal Register** for these regulations (43 FR 49440). Five comments concerning the proposed regulations were received before the comment period closed on December 22, 1978. These comments are discussed in more detail in subsequent paragraphs. In addition, 7 laboratories either submitted applications or stated an intention to submit applications at a later date to be independent laboratories accepted by the Coast Guard for approval testing of equipment and materials.

The October 23, 1978 **Federal Register** also included several other notices related to visual distress signals. Two of these notices (CGD 76-048b, 43 FR 49447 and CGD 76-183a, 43 FR 49451) made reference to the proposed rules concerning approval procedures, production inspection and test requirements, and independent laboratory standards. The visual distress signal rules appear in final form in this issue of the **Federal Register.** Comments on the application of rules in this notice to visual distress signals are addressed in the other notices.

### Summary of Final Evaluation

A final evaluation has been prepared for these regulations in accordance with the Department of Transportation's Regulatory Policies and Procedures published in the **Federal Register** on February 26, 1979 (44 FR 11034). That document requires that the evaluation quantify, to the extent practicable, the estimated cost of the regulations to the private sector, consumers, and Federal, State and local governments, as well as the anticipated benefits and impact of the regulations.

The costs to equipment manufacturers will be those necessary to obtain an independent laboratory to witness or perform pre-approval tests as well as periodic tests required for Coast Guard equipment and materials. As discussed in the final evaluation, the total annual costs to manufacturers of approved equipment and materials will gradually increase as the new procedures are introduced into various categories of approved equipment, rising to an estimated two million dollars per year in about five years if all Coast Guard inspections are phased out in that time. This estimate is several times the cost to the Coast Guard to perform these inspections. The evaluation is based on existing laboratory capabilities and assumes that laboratory inspectors will have to travel considerable distances to perform most inspections, and therefore the inspection visits will require at least one full day. The Coast Guard currently utilizes personnel from various field

offices to conduct inspections and frequently combines inspection visits with other business in the vicinity of the manufacturer. This cost estimate may prove to be high, since the potential exists for significant savings as local sources of laboratory inspections are established.

It is anticipated that manufacturers will pass the cost of inspections to the purchasers of the equipment, and that these costs will ultimately be borne by consumers and recipients of marine products and services. The Coast Guard is presently performing inspections and tests at public expense. One of the effects of this change in procedure is that the manufacturer of the equipment and ultimately the users of marine products and services will bear the expense of performing these inspections and tests, rather than the general taxpayer. This is identified as one of the principal benefits of these regulations.

Another benefit is that the Coast Guard will be able to make more efficient use of its own resources. The Coast Guard's inspection responsibilities have increased in recent years and will continue to increase because of new laws and regulations in the environmental protection and occupational safety areas. The use of independent laboratories for performance of some of the inspection functions will enable the Coast Guard to avoid some of the increases in budget and personnel that would otherwise be necessary; however, personnel resources presently involved in the inspections and tests will continue to be needed to supervise some of the more critical inspections and to oversee the independent laboratory program.

The final evaluation has been included in the public docket for this rulemaking, and may be obtained from the Marine Safety Council. (G-CMC/TP24), Room 2418, 2100 Second Street, S.W., Washington, D.C. 20593.

## Drafting Information

The principal persons involved in drafting these regulations are Mr. Robert L. Markle, Office of Merchant Marine Safety, and Mr. Coleman Sachs, Office of the Chief Counsel.

## Discussion of the Regulations

These regulations establish a new Part 159 in Title 46 of the Code of Federal Regulations, which covers the general requirements for Coast Guard approval of equipment and materials. This new Part will eventually replace most of the repetitive portions of the specification regulations in Parts 160 through 164 in which these requirements presently appear. The new Part also contains provisions for the use of independent laboratories in witnessing or performing certain tests and conducting inspections required by the Coast Guard for the approval of equipment and material, and the monitoring of production techniques. Certain minor changes are also made in Part 2 of Title 46 to make this Part consistent with present practices, and to eliminate conflicts with the new Part 159. The result is a shorter and simplified section of Title 46.

The new Part 159 sets forth:

1. The procedures by which the Coast Guard approves each type of equipment and material affected by the new rules.
2. The procedures for production inspection and testing by the manufacturer and by an independent laboratory.
3. The standards and the procedures under which the Coast Guard accepts or lists an independent laboratory for performing or supervising inspections and tests.

The Coast Guard will begin acting on applications for acceptance of independent laboratories on the date of publication of these regulations, so that there will be accepted independent laboratories available on their effective date. As stated previously, the Coast Guard has already received applications or letters of intent to submit applications from 7 laboratories.

## Discussion of General Comments

One commenter expressed concern that the standards for acceptance of independent laboratories were too restrictive and would create a virtual monopoly in the testing market for Coast Guard approved equipment and materials. The predicted lessening of competition between laboratories was cited as a factor that could result in higher costs. The Coast Guard disagrees with this analysis. The rules were carefully drafted so that a wide range of truly qualified and disinterested laboratories could participate. The standards for acceptance of independent laboratories contained in the proposal are admittedly comprehensive, but the purpose of these provisions is to maintain a high level of quality in the tests and inspections. The fact that 7 laboratories, after review of the proposed rules, indicated their intent to apply for Coast Guard acceptance even before the final rules were adopted, supports a finding that the rules are not overly restrictive.

Two commenters expressed concern that the new rules would require them to have approved equipment re-approved under the new procedures. This is not the case. Nothing in the rules would result in the withdrawal of existing approvals with the adoption of the new procedures. Holders of existing approvals would merely convert their production testing and inspection procedures from Coast Guard factory inspectors to independent laboratory inspectors when they are notified that the rules have become applicable to the equipment or material which they manufacture.

One commenter expressed the opinion that the present Coast Guard approval and inspection procedure is satisfactory and should be retained. The commenter also stated that shortage of personnel should not be a paramount consideration in ending these inspections, and that the use of laboratories would increase costs to the user. The Coast Guard agrees that its factory inspection program has been quite satisfactory since it assumed responsibility for merchant marine safety over 35 years ago. However, personnel and budget limitations are a reality, and in recent years, the Coast Guard has been required by law to assume a widening range of responsibilities in marine safety, environmental protection, fisheries protection, and law enforcement with a limited increase in the number of personnel. Factor tests and inspections form one area where Coast Guard personnel can be replaced by adequately qualified personnel from outside the government with no anticipated reduction in marine safety. Although some increased costs to the user of approved equipment and material are likely to occur, the Coast Guard considers this justifiable to the extent that it reduces the financial burden previously borne by the general taxpayer for government performed tests and inspections.

Another commenter suggested an alternative procedure in place of the proposed production tests and inspections. The primary features of this alternative are as follows:

1. Regular production inspection would be the responsibility of the manufacturer thereby eliminating the required use of a laboratory.
2. The Coast Guard could require the manufacturer to be stable and financially responsible, with product liability coverage and the ability to recall defective products, in order to assure that unsafe devices would not be "dumped" on the market with no further responsibility assumed by the manufacturer.
3. The Coast Guard could require that products from the open market be spot checked by an independent laboratory or by Coast Guard personnel sent to the

manufacturer's plant. A maximum number of such checks would be permitted annually.

4. In the event that a production test by an independent laboratory or the Coast Guard revealed that the equipment or material was faulty, the Coast Guard could order more frequent production tests under the supervision of a laboratory or the Coast Guard. In this instance the manufacturer might be required to pass a series of ten independent tests before its in-house certification program would be reauthorized.

The stated purpose of the program described would be to reduce costs to manufacturers while assuring that products reaching the market would be of acceptable quality. Outside certification would be used primarily as an enforcement and penalty procedure if the manufacturer's internal standards were found inadequate. The provision that would allow the Coast Guard to order more frequent testing would add a cost burden to the manufacturer not producing equipment or materials that meet the quality standards, thereby introducing an economic incentive to produce high quality products. Several of the commenter's points are already part of the rules as proposed. Others could be part of the procedures required in individual specification regulations, where appropriate, without any change to the rules as proposed. For instance, subpart 159.007 makes production inspections the responsibility of the manufacturer. Whether or not a laboratory is required depends on the specific requirements of the specification regulation. Although the major thrust of the Coast Guard approval program is directed towards pre-market testing, spot checking of devices that have already been marketed is also conducted to insure compliance with the specification regulations. This compliance testing program can be adapted to any approved equipment as the need is indicated. The only suggestion that could not be adopted is the one which would allow the manufacturer's acceptance to be conditioned upon its financial stability and responsibility. It is believed that such a requirement would be unreasonable since there is no evidence that the financial condition of a manufacturer necessarily affects the quality of its products. Furthermore, such a requirement could raise financial problems for a marginal concern with a large dependence upon production of Coast Guard approved products if it suddenly lost its approvals in a time of financial crisis.

**Discussion of Comments on Specific Sections of the Proposal**

Two commenters recommended deletion of provisions in §§ 159.001–3(a)(3) and 159.007–3(a)(1) that would allow the Coast Guard to accept independent laboratory procedures for production inspections and tests which exceed the requirements of applicable specification regulations. One of the commenters expressed concern that unnecessarily stringent testing requirements exceeding Coast Guard standards would add to the manufacturer's expenses and ultimately to those of the consumer. The Coast Guard disagrees. The Coast Guard will not depend on the laboratory to decide whether the item will be approved, but will instead review the test report and evaluate it with respect to the requirements of the applicable subpart, as provided in § 159.005–13. Regardless of their purpose, any additional requirements imposed by the laboratory will not be taken into account. For production tests, the manufacturer's decision to use a laboratory's procedures is discretionary under § 159.007–3, so in effect the manufacturer decides whether any more stringent requirements are to be imposed.

One commenter questioned the legality of § 159.001–7, feeling that it would allow the Commandant to substitute the proposed procedures for those applying to any item in subchapter Q without resorting to the customary rulemaking process. The Coast Guard feels that it has complied with all legal requirements in issuing this rulemaking. The preamble of the proposal clearly stated that "the procedures under this program would eventually affect all the lifesaving equipment specifications in Part 160" with certain specified exceptions. To insure that each person affected by the proposal was made aware of it, the Coast Guard sent a copy of the proposal with an explanatory letter to every approval holder on record. The same procedure will be followed upon publication of this final rule. The need for proper notification is addressed in the language of § 159.001–7, which states that "each person known to be affected by the substitution shall be informed that the procedures in this Part apply." In seeking to affect the desired procedural change through a single rulemaking, the proposal supports current governmental objectives to reduce the number of regulatory actions.

One commenter suggested that the language in subsections (1), (2) and (3) of § 159.005–3(a) might be more simply replaced by "the requirements of paragraph (b) of this section are met." The Coast Guard believes that the section is clearer as proposed, so this suggestion has not been adopted.

Section 159.005–5(a)(1), as proposed, required manufacturers to include on their applications for pre-approval review the name and address of the factory where the equipment or material is produced. It was suggested by one commenter that the paragraph be clarified to specify that the factory named should be the one where the finished product is produced. The Coast Guard agrees. The requirement was not intended to make the applicant list the locations where each component is produced. The section has been amended as suggested.

One commenter felt that § 159.005–9(a)(5)(ii) should be changed to eliminate any requirement for the resubmission of plans or specifications that were submitted under §§ 159.005–5(a)(2) (i) or (ii) for pre-approval review. The Coast Guard disagrees and the section has not been changed. Section 159.005–5(a)(2)(i) requires that only general plans need be submitted for pre-approval review, but the plans for final approval under § 159.005–9(a)(2) must be detailed. The reason for this is that oftentimes detailed plans have not been prepared prior to approval testing. However, if the manufacturer has submitted two sets of detailed plans or specifications prior to the application for final approval, and those plans or specifications accurately describe the item to be approved, the Coast Guard will consider the requirements of § 159.005–9(a)(5)(ii) to have been met. The suggested change is therefore unnecessary.

A suggestion was received to add the word "approval" to § 159.005–11(a) between "Each" and "inspection" to conform the provision's wording to the section heading. The Coast Guard agrees with this suggestion and has changed the provision accordingly.

A suggestion to add "product designation" after "trade name" in the list of contents of an approval inspection or test report in § 159.005–11(a)(3) was accepted since the trade name alone may not be sufficient in some cases to adequately identify the item being reported on.

One commenter questioned the need to include in approval inspection and test reports the time, date and place of each inspection and test, as required in § 159.005–11(a)(4), since this information would normally be recorded on the laboratory data sheet. All relevant information should be included in the report, as this is intended to serve as the basis of the Coast Guard's decision to

grant or deny approval. Unnecessary duplication may be avoided by submitting the data sheets as attachments to the report. The Coast Guard has found that this information is important and relatively easy to include, so the requirement has not been changed.

The same commenter observed that a number of technicians may be involved in the tests covered by an approval report, and recommended that § 159.005–11(a)(5) only require the name and title of the persons responsible for the work, rather than the name and title of each person performing, supervising and witnessing it. The Coast Guard disagrees since this information verifies that the test was performed by competent personnel, and is also normally recorded on data sheets which can be provided with the test report.

The commenter also stated that it appeared unnecessarily burdensome for the report to include a description or photograph of the procedures and apparatus if they are adequately described in the applicable standards or in another document that can simply be referenced. The Coast Guard agrees and is of the opinion that such reference would constitute an adequate description under § 159.005–11(a)(7) as proposed. In order to clarify this position, the section has been amended to specifically permit such references.

Two commenters suggested changes to § 159.005–11(a)(8)(ii) which requires the test report to contain photographs of each occurrence of damage or deformation. One recommended that the photographs be required only in those cases where the damage or deformation resulted in failure to meet the test criteria. The Coast Guard does not agree since some test procedures allow for damage or deformation which does not affect the function of the device. The Coast Guard must determine whether test criteria have been met from the material in the test report, and photographs are often necessary to make such a determination. The other commenter suggested that photographs not be required if a test requires damage or deformation of the test item. The Coast Guard disagrees with this commenter as well, since the condition of a test item after such a test is usually of interest. The Coast Guard considers the photograph requirement to be neither difficult nor expensive. Since the report will usually be produced in no more than three or four copies, actual photographs can be mounted on pages of the report. In most cases, photographs serve to make long explanations unnecessary and are extremely valuable for the evaluator in deciding upon the outcome of the test.

A suggestion to change § 159.005–12(a)(2) was submitted by a commenter who felt that the required part identification in the plans should be that of the manufacturer of the finished equipment and not that of the manufacturer of the part. As written, the section would permit either part identification to be used. The Coast Guard feels that this is adequate since different manufacturers have different ways of identifying components, and all that is really required is some means of identifying the part, whether it be through the part manufacturer's identification or the finished equipment manufacturer's identification. No change has been made to the section.

One commenter suggested that the independent laboratory be notified of any approval actions taken under § 159.005–13. The Coast Guard agrees that this should be normal practice, and a new subparagraph (c) has been added to provide for notification of the laboratory.

A commenter suggested that § 159.005–15 would be clearer if the conditions for suspensions, withdrawals and terminations of approvals were stated in the section rather than referenced to another section of Title 46. Although the suggested change would admittedly clarify this provision, the Coast Guard is unwilling to adopt it, since it would require the extensive duplication of regulatory language, a condition which the Coast Guard hopes to avoid.

Section 159.007–3(a)(2) was interpreted by one commenter as prohibiting a laboratory label or mark from being applied during the manufacturing process, since determination of the item's suitability could not be made until production is complete. A change was suggested to eliminate the perceived problem. The commenter's concern is unfounded. The section refers specifically to the laboratory's inspection and test procedures. If these procedures allow the mark or label to be applied during production, then nothing in the rule as proposed prevents it. No change has been made.

One commenter noticed a duplication in the language of §§ 159.007–5(a) and 159.007–9(a), which require manufacturers to select independent laboratories approved by the Commandant. As the Coast Guard feels this merits correction, the previous §§ 159.007–5 (a) and (b) have been combined into a new § 159.007–5(a), with the language duplicating that of § 159.007–9(a) removed.

One commenter felt that § 159.007–9(a) is too strict in requiring the manufacturer to insure that all required inspections and tests are performed or supervised by the laboratory. The commenter suggested that the manufacturer could not vouch for activities performed on the laboratory's premises. The Coast Guard does not feel that the section imposes such a high standard of care upon the manufacturer. In order to satisfy its terms it is sufficient for the manufacturer to contract the laboratory for the inspections or tests and to receive confirmation from the laboratory when they are completed.

A commenter interpreted the purpose of § 159.007–11(a) as exempting the manufacturer from the requirement to submit a yearly report when the production tests and inspections are performed by an independent laboratory accepted by the Commandant. The commenter felt that the proposed language did not accomplish this purpose and should be rewritten. The actual purpose of the section is broader than the one identified in the comment. In order for an exemption from the yearly reporting requirement to be provided, it is not only necessary for the laboratory to be accepted by the Commandant. The laboratory must also have a procedure accepted by the Commandant that includes labeling or marking of the equipment. The section is correct as written.

Several comments were received concerning § 159.010–3, which contains the standards for acceptance of an independent laboratory. One commenter felt that language in this section as well as § 159.010–5 insufficiently describes acceptance requirements, and could lead to the exclusion of qualified laboratories. The commenter did not provide any suggested changes but merely offered the opinion that the sections were vague and should be more specific. No further consideration was given to the comment since it failed to provide the Coast Guard with adequate guidance.

In order for an independent laboratory to be accepted under § 159.010–3(a)(1) as proposed, it would have to be regularly engaged in inspecting and testing equipment and material similar to that which is covered by the specification regulations in subchapter Q. One commenter suggested that this standard be changed to require the regular performance of inspections and tests similar to those that must be performed in the specification regulations, regardless of the actual equipment or material involved. The Coast Guard

agrees. In establishing standards for the acceptance of independent laboratories, emphasis should be placed on experience with relevant testing and inspection procedures rather than familiarity with similar equipment or material. The section has been changed as suggested.

The commenter also pointed out that a single laboratory might not have the equipment, facilities, personnel or instruments to perform all of the inspections and tests under § 159.010–3(a)(2) since the tests may cover a number of technical disciplines. It was stated that a laboratory might have to contract with another laboratory in such cases. It is also possible that the manufacturer might have to supply some facilities or equipment to the laboratory. Some personnel might be hired on a case-by-case basis as consultants. The section has been changed to require that the laboratory either have or have access to the required equipment, facilities, personnel and instruments.

The same commenter stated that the requirements of § 159.010–3(a)(3) on ownership and control could be excessively restrictive. A suggestion was made to change the section to accept laboratories owned by certain associations of manufacturers. The suggestion was not adopted. Any manufacturer which owns all or part of a laboratory either as an individual entity or through an association has a potential to control the laboratory to some extent. To allow such laboratories to act in place of a Coast Guard inspector would not be proper or fair to other manufaturers not part of the association. The Coast Guard holds the opinion that the laboratories accepted under this program must be truly impartial and disinterested in the outcome of the inspections and tests. This can not be guaranteed where there are questions of conflict of interest, as in the case of a manufacturer either directly or indirectly owning an interest in the laboratory doing its tests.

A commenter suggested that the absolute prohibition against advertising and promotion in § 159.010–3(a)(5) be replaced by a provision that would allow a laboratory to promote its client manufacturer's products if it promote all of the products equally and at its own expense. The Coast Guard does not agree. To promote the products of any manufacturer is to become interested in the commercial success of the product. The Coast Guard believes that a truly independent, impartial laboratory can not become so involved in the commercial success of the products it tests. It should be noted that this section would not prohibit a manufacturer from including the name of the laboratory in its advertising and promotional material, nor would it prohibit the laboratory from promoting its services and citing the types of inspection and testing it is involved in, although reference to specific manufacturer's products could not be included in such promotions. In addition, this section would not prohibit the laboratory from producing a list of products it has tested and accepted under its own procedures, provided that the list is primarily for information and not promotional in nature.

Another commenter suggested that a new paragraph be added to § 159.010–3 requiring that the laboratory have the capability of providing training and on-the-job supervision for technicians and inspectors in order to gain Coast Guard acceptance. The Coast Guard finds no reason to impose such a condition for the acceptance of independent laboratories. Its concern is limited to whether these laboratories have a sufficient number of qualified personnel to perform the neccessary inspections and tests. The Coast Guard has no authority to require them to conduct training programs or to supervise unqualified personnel.

A commenter suggested that § 159.010–7(a)(3) be amended to condition the laboratory's obligation to conduct inspections and tests upon the receipt of reasonable fees. The Coast Guard does not believe it is necessary for these rules to be concerned with business arrangements between the manufacturer and the laboratory. However, § 159.010–19(c)(2) states that the laboratory would have its listing revoked if it *unreasonably* refused a request to conduct inspections or tests. The Coast Guard feels it would be reasonable for a laboratory to refuse such a request if it were not offered sufficient payment. Therefore, the concerns of the commenter are adequately addressed.

Section 159.010–15 prohibits the contracting out or transfer of tests to another person or laboratory without the prior approval of the Commandant. A commenter suggested that the section be amended to permit such transfers on a regular basis for one or more types of inspections or tests on approval by the Commandant. This would eliminate the need for repetitive notification of the Commandant. The Coast Guard believes that such an addition is unnecessary because the contracting out or transfer of such inspections or tests would be specified in the test plan submitted under § 159.010–7(a)(2). Acceptance of the test plan would constitute the prior approval of the Commandant required by § 159.010–15.

One commenter stated opposition to the provision in § 159.010–21(a) that permits the Commandant to direct a manufacturer to cease claiming that its product is Coast Guard approved if the listing of the laboratory that tested it is terminated. The commenter felt that the power was unjustified and that it should apply only to those items tested after termination of the laboratory's listing. The commenter's concern is unfounded. Under the terms of this provision, approval could not be withheld from items already produced.

In addition to the changes discussed above, three additional changes have been made by the Coast Guard as a result of its own review of the proposal. A new subparagraph (a)(3) has been added to § 159.005–5, requiring the manufacturer to include a statement with the application for approval that an official representative of the Coast Guard is allowed access to the place of manufacture and to the place of testing. This is similar to the provisions of proposed § 159.010–5(a)(8) which required the independent laboratory to submit a comparable statement concerning access to its facilities. This provision alone does not provide the Coast Guard with adequate monitoring capability, because some tests may be run by the manufacturer without the need for a laboratory. Furthermore, the specification regulations of Parts 160 through 164 contain requirements for Coast Guard personnel to have access to the place of manufacture and testing, so that the change has no substantive effect. Addition of the requirement will permit the various sections of the specification regulations regarding access of Coast Guard personnel to be deleted when those regulations are converted to the procedures described in Part 159. Since the revision is essentially editorial in nature and imposes no additional burden upon the parties that stand to be affected, the Coast Guard has determined that it may be accomplished without further notice and opportunity for comment.

In addition, the Coast Guard has changed § 159.007–13(a), pertaining to the contents of production inspection and test reports, by replacing a cross-reference to § 159.005–11 with the relevant material drawn from that section. This is merely an editorial change intended to make the provision more comprehensible.

Finally, the Coast Guard has added subparagraph (b)(5) to § 159.010–19, permitting an independent laboratory's acceptance or listing to be terminated if it fails to report within 30 days changes

in information that supported its application for acceptance or listing. This provision had been inadvertently omitted from the proposal. This addition establishes procedures to insure that the Coast Guard is adequately informed of changes that may affect a laboratory's continued eligibility for acceptance or listing. As the laboratories are afforded a period of 30 days in which to report these changes, the Coast Guard feels that the revision imposes no substantial burden upon them. The Coast Guard nevertheless invites all interested and affected parties to submit comments on this revision within the next 30 days. Any comments received during this period will be evaluated by the Coast Guard in order that it may determine whether any further modification is necessary.

In consideration of the foregoing, the amendments to Title 46 of the Code of Federal Regulations published in the Federal Register on October 23, 1978 (43 FR 49440) are adopted with changes as set forth below:

Dated: December 10, 1979.

J. B. Hayes,

*Admiral, U.S. Coast Guard Commandant.*

## PART 2—VESSEL INSPECTIONS

1. In § 2.75–10, the words "Parts 160 to 164, inclusive" in paragraph (a), are Changed to "Parts 159 through 164". Paragraph (b) is revised to reflect current procedures and addresses, as amended § 2.75–10 reads as follows:

### § 2.75–10 Procedures for obtaining approvals.

(a) The requirements for obtaining approvals of items covered by specifications and bearing offical Coast Guard approval numbers are set forth in parts 159 through 164 of this chapter. For other items, the requirements are described in the regulations governing such items.

(b) Unless otherwise specified, correspondence concerning approvals should be addressed to the Commandant (G–MMT–3/TP12), U.S. Coast Guard, Washington, D.C. 20593. When plans, drawings, test data, etc., are required to be submitted by the manufacturer, the material being transmitted with the application should be clearly identified.

2. In the first sentence of § 2.75–17(a), the words "33 CFR parts 140 through 146 (artificial islands and fixed structures on the Outer Continental Shelf)" are changed to "33 CFR Chapter I". As amended, § 2.75–17(a) reads as follows:

### § 2.75–17 General policy regarding acceptance and use of industry specifications, standards, and codes.

(a) Certain equipment, materials, and installations required by various provisions of the navigation and vessel inspection laws and regulations in this chapter and in 33 CFR Chapter I have to be approved by the Commandant, U.S. Coast Guard, prior to their use. For many items of equipment, materials, and installations, the normal manufacturing practices are based on the use of certain industrial or Federal specifications, standards, and codes. However, it is realized that certain provisions are based on conditions normally found "ashore," rather than in the marine environment which may be experienced onboard vessels or on artificial islands and fixed structures. Industry specifications, standards, and codes are adopted and shall form a part of the regulations of this chapter to the extent specified in this subpart and in the more detailed regulations in parts 160 through 164 (Subchapter Q—Equipment Construction and Materials: Specifications and Approval) of this chapter. Unless specifically stated otherwise in the regulations, the current issue of the specifications, standards, or codes, including addenda or changes, described in the regulations shall be used. The current issue is that issue, including any addenda or changes, in effect on the date the work is contracted for, or, if no contract exists, the date fabrication is begun. The Commandant may authorize the use of an issue of an earlier or later date when circumstances warrant such action.

* * * * *

## SUBCHAPTER Q—EQUIPMENT, CONSTRUCTION, AND MATERIALS: SPECIFICATIONS AND APPROVAL

3. By changing the title of subchapter Q to "Equipment, Construction, and Materials: Specifications and Approval" as set forth above and by adding a new part 159 to read as follows:

## PART 159—APPROVAL OF EQUIPMENT AND MATERIALS


Subpart 159.001—General

Sec.
159.001–1 Purpose.
159.001–3 Definitions.
159.001–5 Correspondence and applications.
159.001–7 Substituted procedures.

Subpart 159.005—Approval Procedures

159.005–1 Purpose.
159.005–3 Application for preapproval review.
159.005–5 Preapproval review: contents of application.
159.005–7 Preapproval review: Coast Guard action.
159.005–9 Approval inspections and tests.
159.005–11 Approval inspection or test report: Contents.
159.005–12 Plans.
159.005–13 Equipment or material: Approval.
159.005–15 Approval of equipment or material: Suspensions, withdrawals, and terminations.

Subpart 159.007—Production Inspections and Tests of Approved Equipment and Materials

159.007–1 Purpose.
159.007–3 Production inspections and tests: Independent laboratory's procedures.
159.007–5 Production inspections and tests: Application for acceptance.
159.007–7 Application for acceptance for production inspections and tests: Coast Guard action.
159.007–9 Production inspections and tests.
159.007–11 Production inspections and tests: Yearly report.
159.007–13 Production inspections and tests: Records.

Subpart 159.010—Independent Laboratory: Acceptance, Listing, and Termination

159.010–1 Purpose.
159.010–3 Independent laboratory: Standards for acceptance.
159.010–5 Independent laboratory: Application for acceptance.
159.010–7 Independent laboratory: Standards for listing.
159.010–9 Independent laboratory: Application for listing.
159.010–11 Independent laboratory: Listing in subpart.
159.010–15 Contracting inspections and tests or transferals to another laboratory or person.
159.010–17 Application and test plans: Changes.
159.010–19 Termination of acceptance or listing of a independent laboratory.
159.010–21 Termination of acceptance or listing: Procedure.


Authority: Sec. 1, 73 Stat. 475 (46 U.S.C. 481); sec. 201 86 Stat 427, as amended (46 U.S.C. 391a); sec. 6(b)(1), 80 Stat 937 (49 U.S.C. 1655(b)(1)); 49 CFR 1.46 (b) and (n)(4).

## Subpart 159.001—General

### § 159.001–1 Purpose.

(a) This part contains the procedures for the approval of equipment and materials when that equipment or material is inspected or tested by an independent laboratory or by the manufacturer of the equipment or material.

### § 159.001–3 Definitions.

(a) As used in this part:

"Applicable subpart" means a subpart under which equipment or material is approved, or under which an independent laboratory is listed.

(2) "Listed laboratory" means an independent laboratory that has been listed in an applicable subpart under the provisions of § 159.010–11.

(3) "Test plan" means a description of the procedures by which an independent laboratory meets or exceeds the inspection and test requirements of an applicable subpart.

**§ 159.001-5 Correspondence and applications.**

(a) Unless otherwise specified, all correspondence and applications in connection with the approval and testing of equipment and materials shall be addressed to: Commandant (G-MMT-3/TP12), U.S. Coast Guard, Washington, D.C. 20593.

**§ 159.001-7 Substituted procedures.**

(a) The Commandant may substitute the procedures in this part for the procedures in any other part of this subchapter. Each person known to be affected by the substitution shall be informed that the procedures in this part apply.

## Subpart 159.005—Approval Procedures

**§ 159.005-1 Purpose.**

(a) This subpart contains the procedures by which the Coast Guard approves equipment and materials under other subparts of this subchapter that require—

(1) Preapproval inspections and tests by an independent laboratory;

(2) Preapproval inspections and tests by the manufacturer; or

(3) No preapproval inspections or tests.

**§ 159.005-3 Application for preapproval review.**

(a) Each manufacturer of equipment or material who seeks Coast Guard approval under an applicable subpart must submit an application that meets § 159.005-5 to the Commandant unless—

(1) The subpart contains a list of independent laboratories;

(2) The subpart does not require Coast Guard review prior to testing; and

(3) The manufacturer meets the requirements of paragraph (b) of this section.

(b) If the applicable subpart contains a list of independent laboratories and does not specifically require preapproval review by the Coast Guard, the manufacturer may have the tests performed by a listed laboratory and submit the report required by § 159.005-11 to the Commandant.

**§ 159.005-5 Preapproval review: Contents of application.**

(a) Each application must contain the following:

(1) The name and address of the manufacturer and the factory where the finished equipment or material is produced.

(2) One or more of the following as required by the applicable subpart:

(i) Two sets of general plans of the equipment or material.

(ii) Two sets of specifications of the equipment or material.

(iii) A sample of the equipment or material accompanied by a written description of its components.

(3) A statement signed by the manufacturer or the manufacturer's representative, that an official representative of the Coast Guard is allowed access to the place of manufacture and to the place of test to verify the information submitted in the application or to witness tests.

(b) If the equipment or material is required by the subpart to be inspected and tested by an independent laboratory, the application must contain the following additional information:

(1) The name and address of a laboratory that meets § 159.010-3(a) and that is selected by the manufacturer to perform or supervise the inspections and tests.

(2) If the laboratory has not been accepted previously for inspecting and testing the manufacturer's equipment or material under the applicable subpart, the completed application under § 159.010-5(a).

**§ 159.005-7 Preapproval review: Coast Guard action.**

(a) If approval inspections and tests are required under the applicable subpart, the Commandant takes the following action:

(1) If the Commandant determines from the application that the equipment or material appears to meet the design requirements of an applicable subpart or appears to have equivalent performance characteristics, and that the laboratory meets § 159.010-3(a), the Commandant informs the manufacturer that the required approval inspections and tests may be conducted.

(2) If the Commandant determines from the application for approval that the equipment or material does not appear to meet the design requirements of an applicable subpart or does not appear to have equivalent performance characteristics, or that the laboratory does not meet § 159.010-3(a), the Commandant informs the manufacturer of the reason why the equipment or material is not acceptable for approval inspections and tests or why the laboratory is not accepted.

(b) If no approval inspections or tests are required under the applicable subpart, the Commandant—

(1) Takes action in accordance with § 159.005-13; or

(2) Informs the manufacturer of additional information required before action under § 159.005-13 can be taken.

**§ 159.005-9 Approval inspections and tests.**

(a) Each manufacturer of equipment or material that is required to be subjected to approval inspections and tests must—

(1) If the applicable subpart requires the equipment or material to be inspected or tested, have the approval inspections or tests performed;

(2) If the applicable subpart requires the equipment or material to be inspected or tested by an independent laboratory, insure that a laboratory accepted by the Commandant performs or supervises the approval inspections or tests;

(3) Bear all costs of the approval inspections and tests;

(4) If requested, advise the Commandant of the time, date, and place of each approval inspection or test, or both, before the inspection or test is performed; and

(5) After completion of the approval inspections and tests, submit to the Commandant—

(i) A test report that meets § 159.005-11;

(ii) At least two sets of specifications of the materisl as inspected or tested or at least two sets of plans of the equipment as inspected or tested that meet § 159.005-12; and

(iii) A description of the quality control procedures that will be in effect during the production of the equipment or material.

**§ 159.005-11 Approval inspection or test report: Contents.**

(a) Each approval inspection or test report must contain the following:

(1) The name of the manufacturer.

(2) If the inspections or tests are performed or supervised by an independent laboratory, the name and address of the laboratory.

(3) The trade name, product designation (such as model numbers), and a brief description of the equipment or material inspected or tested.

(4) The time, date, and place of each approval inspection and test.

(5) The name and title of each person performing, supervising, and witnessing the approval inspections or tests.

(6) The performance data for each test required in the applicable subpart, including a description of each failure.

(7) A description or photographs of the procedures and apparatus used in the inspections or tests, or a reference to another document that contains an appropriate description or photographs.

(8) At least one photograph that shows an overall view of the equipment or material submitted for approval and other photographs that show—

(i) Design details; and

(ii) Each occurrence of damage or deformation to the equipment or material that occurred during the approval tests.

(b) Each inspection or test report must bear an attestation that the inspections or tests were conducted as required by the applicable subpart and that the report contains no known errors, omissions, or false statements. The attestation must be signed by:

(1) The manufacturer or manufacturer's representative, if the inspection or tests are conducted by the manufacturer; or

(2) The chief officer of the laboratory, or the chief officer's representative, if the inspection or tests were conducted by an independent laboratory.

Note.—A false representation on a report is a ground for suspension or withdrawal of approval of the equipment or material. A false representation is also punishable as a crime under 18 U.S.C. 1001.

### § 159.005-12 Plans.

(a) Each set of plans under § 159.005-9(a)(5)(ii) for equipment must include the following:

(1) An assembly drawing or general arrangement drawing.

(2) A description of each component of the equipment that includes the name, the manufacturer, and the part identification of each component in—

(i) A detail drawing;

(ii) A bill of material or parts list; or

(iii) A specification for that component.

(3) A list of the drawings and specifications in the set of plans, including each revision, and the date of that list.

(4) If a manufacturer's instructions or manual is required in the applicable subpart, a copy of the instructions or manual.

### § 159.005-13 Equipment or material: Approval.

(a) If from analysis of the material and data required to be submitted under this subpart, the Commandant determines that the equipment or material meets the applicable subpart, the Commandant—

(1) Approves the equipment or material;

(2) Issues a certificate of approval to the manufacturer under § 2.75-5 of this chapter;

(3) Retains one set of approved plans and returns all others to the manufacturer; and

(4) Publishes a notice of the approval in the Federal Register.

(b) If from analysis of the material and data submitted the Commandant determines that the equipment or material does not meet the applicable subpart, the Commandant informs the manufacturer of the reason why that equipment or material does not meet the subpart.

(c) If an independent laboratory performs the approval inspections or tests, the Commandant will notify the laboratory of the actions taken under paragraph (a) or (b) of this section, unless the manufacturer specifically requests that the laboratory not be notified.

### § 159.005-15 Approval of equipment or material: Suspensions, withdrawals, and terminations.

(a) The Commandant suspends an approval issued under this subchapter in accordance with § 2.75-40 of this chapter, withdraws an approval issued under this subchapter in accordance with § 2.75-50(a) of this chapter, and terminates an approval issued under this subchapter in accordance with § 2.75-50(b) of this chapter.

## Subpart 159.007—Production Inspection and Tests of Approved Equipment and Materials

### § 159.007-1 Purpose.

(a) This subpart contains the procedures under which production inspections and tests of approved equipment or materials are to be performed under this subchapter.

### § 159.007-3 Production inspections and tests: Independent laboratory's procedures.

(a) The manufacturer may follow an independent laboratory's procedures for production inspections and tests if those procedures—

(1) Meet or exceed the production inspection and test requirements of the applicable subpart or are equivalent to those inspections and tests;

(2) Include labeling or marking the equipment or material when the equipment or material meets the inspection and test procedures of the laboratory; and

(3) Are accepted by the Commandant under § 159.007-7(b).

### § 159.007-5 Production inspections and tests: Application for acceptance.

(a) If the applicable subpart requires production inspections and tests by an independent laboratory, the manufacturer must select a laboratory and submit an application for acceptance that meets § 159.010-5(a) unless the laboratory—

(1) Is listed in the subpart; or

(2) Is accepted by the Commandant for approval inspections and tests of the equipment or material under § 159.005-7(a)(1).

(b) If the manufacturer wants to follow the laboratory's procedures for production inspections and tests instead of meeting the Coast Guard procedures under this subchapter, the application must contain a description of those procedures.

### § 159.007-7 Application for acceptance for production inspections and tests: Coast Guard action.

(a) From the information submitted with the application, the Commandant determines whether or not the laboratory is accepted for production inspections and tests. The Commandant informs the manufacturer of the results of this determination, if the Commandant does not accept a laboratory, the reason for the disapproval will be given.

(b) From the description of the laboratory's procedures for production inspections and tests, the Commandant determines whether or not those procedures are accepted. The Commandant informs the manufacturer of the results of this determination. If the Commandant does not accept the laboratory's procedures, the reasons why they are not accepted will be given.

### § 159.007-9 Production inspections and tests.

(a) If the applicable subpart requires the production inspections and tests to be performed or supervised by an independent laboratory, the manufacturer shall insure that all required production inspections and tests are performed or supervised by an independent laboratory accepted by the Commandant.

(b) If the applicable subpart does not require an independent laboratory to perform the production inspections and tests, the manufacturer shall have those inspections and tests performed.

(c) Unless alternative procedures have been accepted by the Commandant under § 159.007-3 each production inspection and test must be performed or supervised in accordance with the applicable subpart.

### § 159.007-11 Production inspections and tests: Yearly report.

(a) When the manufacturer uses the production inspection and test procedures in an applicable subpart he must submit a yearly report. The report is not required when inspection and test procedures approved under § 159.007-3 are used.

(b) The report must include the following:

(1) A list of all inspections and tests performed;

(2) A summary of the results of each group of inspections or tests;

(3) A detailed description of any test failures; and

(4) A statement whether or not all required tests were performed.

**§ 159.007-13 Production inspections and tests: Records.**

(a) The manufacturer must have a completed record with the following information for each production inspection and test:

(1) The time, date and place of each inspection and test.

(2) The name and title of each person performing, supervising and witnessing the inspections or tests.

(3) The performance data for each test required in the applicable subpart, including a description of each failure.

(4) A description or photographs of the procedures and apparatus used in the inspections or tests.

(b) The manufacturer must retain each record under this section for at least 60 months after the month in which the inspection or test was conducted.

(c) The records must be made available for examination by the Commandant upon request.

## Subpart 159.010—Independent Laboratory: Acceptance, Listing, and Termination

**§ 159.010-1 Purpose.**

(a) This subpart contains the following:

(1) The standards under which the Coast Guard accepts an independent laboratory that a manufacturer proposes to use.

(2) The standards and procedures under which a laboratory is listed in applicable subparts for tests and inspections required by that subpart.

(3) The circumstances under which the acceptance or listing of a laboratory is terminated.

**§ 159.010-3 Independent laboratory: Standards for acceptance.**

(a) To be accepted by the Coast Guard as an independent laboratory, a laboratory must—

(1) Be engaged, as a regular part of its business, in performing inspections and tests that are the same as or similar to the inspections and tests required in the applicable subpart;

(2) Have or have access to the apparatus, facilities, personnel, and calibrated instruments that are necessary to inspect and test the equipment or material under the applicable subpart;

(3) Not be owned or controlled by—

(i) The manufacturer of the equipment or material to be inspected or tested under this subchapter or any manufacturer of similar equipment or material;

(ii) A vendor of the equipment or material to be inspected or tested under this subchapter or a vendor of similar equipment or material; or

(iii) A supplier of materials to the manufacturer;

(4) Not be dependent on Coast Guard acceptance under this subchapter to remain in business; and

(5) Not advertise or promote the manufacturer's equipment or material that the laboratory inspects and tests under this subchapter.

**§ 159.010-5 Independent laboratory: Application for acceptance.**

(a) Each application for acceptance of a laboratory must contain the following:

(1) The name and address of the laboratory, its subsidiaries, and its divisions.

(2) The name, title, address, and principal business activity of each of the laboratory's officers and directors, and the name, address, and principal business activity of each person, company, or corporation that owns at least 3-percent interest in the laboratory or in a company or corporation that controls the laboratory.

(3) A list of the equipment or material that the laboratory would inspect or test, or both, under this subchapter.

(4) A description of the laboratory's experience and its qualifications for conducting the inspections and tests required in the applicable subpart.

(5) A description of the apparatus and facilities available to the laboratory for conducting those inspections and tests.

(6) The qualifications of personnel who are to perform, supervise, or witness those inspections and tests.

(7) A description of the laboratory's instrument calibration program.

(8) A statement, signed by the chief officer of the laboratory or the chief officer's representative, that an official representative of the Coast Guard is allowed access to the facility to verify the information submitted in the application, or to witness tests.

**§ 159.010-7 Independent laboratory: Standards for listing.**

(a) To be listed as an independent laboratory under an applicable subpart, a laboratory must—

(1) Meet § 159.010-3;

(2) Have a test plan that is accepted by the Commandant under § 159.010-11(a); and

(3) Agree to perform or supervise approval or production inspections or tests under that subpart upon request from a manufacturer, however a laboratory may limit the area it serves.

**§ 159.010-9 Independent laboratory: Application for listing.**

(a) A laboratory that wants to be listed in one or more applicable subparts must submit to the Commandant an application that contains the information required by § 159.010-5, and that includes—

(1) The subparts under which it wants to be listed;

(2) Its test plans; and

(3) A statement of any limitations on the availability of the laboratory's service.

**§ 159.010-11 Independent laboratory: Listing in subpart.**

(a) From the application, the Commandant determines whether or not the laboratory meets § 159.010-7. If it meets these standards, the laboratory is added to the list in the applicable subpart. If it does not meet these standards, the Commandant informs the laboratory of the reasons why it is not added to the list.

**§ 159.010-15 Contracting inspections and tests or transferrals to another laboratory or person.**

(a) No independent laboratory may contract or transfer to another person or laboratory the performance or supervision of inspections or tests, or both, required under an applicable subpart for which it is accepted or listed unless—

(1) A request in writing regarding the contract or transfer is submitted to the Commandant before the contract is executed or the transfer is completed; and

(2) The Commandant notifies the laboratory in writing that the contract or the transfer is allowed.

**§ 159.010-17 Application and test plans: Changes.**

(a) If any of the information submitted under § 159.010-5(a) or § 159.010-9(a) changes, a notification in writing of each change must be submitted to the Commandant within 30 days after the change has occurred.

(b) If an independent laboratory wants to change its test plan, the proposed changes must be submitted to the Commandant. The Commandant notifies the laboratory if the changed test plan is accepted. If the changed test plan is not accepted, the Commandant informs the laboratory of the reasons why the changed test plan is not accepted.

**§ 159.010-19 Termination of acceptance or listing of a independent laboratory.**

(a) The acceptance or listing of a laboratory terminates if the laboratory—

(1) Requests termination; or

(2) Is no longer in business.

(b) The acceptance of a laboratory may be terminated by the Commandant if the laboratory—

(1) Fails to perform or supervise an inspection or test, or both, as required in an applicable subpart;

(2) Changes its test plan without Coast Guard acceptance;

(3) Attests to the lack of errors, omissions, or false statement of an approval test report that contains errors, omissions, or false statements;

(4) Does not meet § 159.010-3(a);

(5) Does not comply with § 159.010-17(a); or

(6) Unless allowed by the Commandant, contracts or transfers the performance or supervision of required inspections or tests, or both, to another laboratory or person.

(c) A laboratory is removed from the list published in an applicable subpart if the laboratory—

(1) Is no longer accepted by the Commandant; or

(2) Unreasonably refuses a request from a manufacturer to perform or supervise an approval or production inspection or test.

**§ 159.010-21 Termination of acceptance or listing: Procedure.**

(a) Whenever evidence is received that there exists a basis for termination of acceptance or listing of an independent laboratory under § 159.010-19 (b) or (c), the Commandant notifies the laboratory of the specific reasons for considering termination. If the deficiency could materially affect the validity of the approval issued under an applicable subpart, the Commandant may immediately suspend the acceptance of the laboratory and may direct the holder of the certificate of approval to cease claiming that the items tested or inspected by the laboratory are Coast Guard approved, pending a final decision in the matter. The Commandant may direct an investigation into the matter.

(b) Within 30 days after receipt of notice of the basis for considering termination, the laboratory may provide the Commandant evidence or arguments why acceptance or listing should continue. After consideration of all available material on the matter, the Commandant informs the laboratory, in writing, of this decision. Any person holding a certificate of approval affected by the decision is also notified of the decision.

(Sec. 1, 73 Stat. 475 (46 U.S.C. 481); sec. 201, 86 Stat. 427, as amended (46 U.S.C. 391a); sec. 6(b)(1), 80 Stat. 937 (49 U.S.C. 1655(b)(1)); 49 CFR 1.46 (b) and (n)(4))

[FR Doc. 79-38270 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-59-M

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## 46 CFR Part 25

**[CGD 76-082A]**

## Ventilation of Boats

**AGENCY:** Coast Guard, DOT.

**ACTION:** Final rule.

**SUMMARY:** This document adds an exception to the existing ventilation requirements in 46 CFR Part 25 for boats that meet the new ventilation requirements in 33 CFR Part 183. This document is intended to make the existing ventilation regulations agree with the new ventilation regulations published as a separate document in this issue of the Federal Register.

**EFFECTIVE DATE:** This regulation is effective on August 1, 1980. However, a manufacturer may elect to comply with this subpart at any time after July 31, 1978.

**FOR FURTHER INFORMATION CONTACT:** Mr. Lars E. Granholm, Office of Boating Safety (G-BBT), U.S. Coast Guard, Department of Transportation, Washington, D.C. 20590, (202/426-4027).

**SUPPLEMENTARY INFORMATION:** The Coast Guard published a Notice of Proposed Rulemaking concerning this amendment on July 27, 1978 (43 FR 3206). Interested persons were invited to participate in the proposed rulemaking by submitting relevant comments. No comments were received on the amendment to this subpart.

### Drafting Information

The principal persons involved in drafting this amendment are: Mr. Lars E. Granholm, Project Manager, Office of Boating Safety and Ms. Mary Ann McCabe, Project Attorney, Office of Chief Counsel.

### Discussion of final rule

Although no comments were received requesting changes in this amendment § 25.40-1(e)(1) needed clarification to indicate that the specification used for this paragraph is similar to the new manufacturer requirement in 33 CFR 183.620(a)(3).

Since Federal regulations issued under Section 5 of the Federal Boat Safety Act of 1971 preempt State boating regulations this change in the Federal ventilation regulations will require changes in State regulations in order to make the State regulations identical to their Federal counterparts.

The amendment has been reviewed under the Department of Transportation's "Regulatory Policies and Procedures" (44 FR 11034, February 26, 1979). A final evaluation has been prepared and is included in the public docket. A copy of the final evaluation may be obtained from: Commandant (G-CMC/TP24), (CGD 76-082 A), U.S. Coast Guard, Washington, D.C. 20590.

In consideration of the foregoing 46 CFR § 25.40-1 is amended by revising paragraph (a) and by adding paragraphs (d) and (e) to read as follows:

**§ 25.40-1 Tank and engine spaces.**

(a) All motorboats or motor vessels, except open boats and as provided in paragraphs (d) and (e) of this section, the construction or decking over of which is commenced after April 25, 1940, and which use fuel having a flashpoint of 110°F, or less, shall have at least two ventilator ducts, fitted with cowls or their equivalent, for the efficient removal of explosive or flammable gases from the bilges of every engine and fuel tank compartment. There shall be at least one exhaust duct installed so as to extend from the open atmosphere to the lower portion of the bilge and at least one intake duct installed so as to extend to appoint at least midway to the bilge or at least below the level of the carburetor air intake. The cowls shall be located and trimmed for maximum effectiveness and in such a manner so as to prevent displaced fumes from being recirculated.

* * * * *

(d) Boats as defined in the Federal Boat Safety Act of 1971 built after July 31, 1980 or which are in compliance with 33 CFR Part 183 are excepted from these requirements.

(e) Boats, as defined in the Federal Boat Safety Act of 1971, built after July 31, 1978 are excepted from the requirements of paragraph (a) for fuel tank compartments that—

(1) Contain a permanently installed fuel tank if each electrical component is ignition protected in accordance with 33 CFR 183.410(a); and

(2) Contain fuel tanks that vent to the outside of the boat.

(46 U.S.C. 526j, 1454, 1455; 49 CFR 1.46(b), (n)(1).)

Dated: December 10, 1979.

J. B. Hayes,

*Admiral, U.S Coast Guard Commandant.*

[FR Doc. 79-38641 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-14-M

**46 CFR Parts 160 and 161**

**[CGD 76-183a]**

## Specifications: Visual Distress Signals for Boats

**AGENCY:** Coast Guard, DOT.

**ACTION:** Final Rule.

**SUMMARY:** The Coast Guard is adding specifications for red aerial pyrotechnic flares, electric distress lights, and distress flags to these parts. This rule sets forth specifications for distress signals which are not presently subject to Coast Guard approval. These specifications will assure that safe and reliable signals are available to the boater who must comply with requirements to carry visual distress signals published elsewhere in this issue of the **Federal Register**.

**EFFECTIVE DATE:** This regulation is effective on June 17, 1980, however, affected persons may voluntarily comply at the date of publication.

**FOR FURTHER INFORMATION CONTACT:** LCDR H. F. Schmecht, Office of Boating Safety (G-BLC-3/TP42), Room 4308, Department of Transportation, Coast Guard Headquarters, Washington, D.C. 20593, 202-426-4177.

**SUPPLEMENTARY INFORMATION:** A Notice of Proposed Rulemaking was published in the **Federal Register** of October 23, 1978 (43 FR 49451). Comments were solicited with a closing date on the comment period of December 22, 1978. A public meeting was held on November 28, 1978, at the request of the Pyrotechnic Signal Manufacturers Association, Inc., and a tape recording of that meeting is available for examination at the Marine Safety Council, (G-CMC/TP24), Room 2418, Department of Transportation, Coast Guard Headquarters, Washington, D.C. 20591. This rule is being published concurrently with a new signal requirement for boaters (CGD 76-183), changes to specifications for those signaling devices currently approved (CGD 76-048a and 048b) and changes to approval procedures (CGD 76-048). These documents are published in this issue of the **Federal Register**. The National Boating Safety Advisory Council has been consulted and its opinions and advice have been considered in the formulation of this rule. The transcripts of the proceedings of the meetings of the National Boating Safety Advisory Council at which this rule was discussed are available for examination in Room 4224, U.S. Coast Guard Headquarters, Trans Point Building, 2100 Second Street, S.W., Washington, D.C. The minutes of the meetings are available from the Executive Director, National Boating Safety Advisory Council, c/o Commandant (G-BA/TP42), U.S. Coast Guard, Washington, D.C. 20591. The *Accelerated Weathering Test* for the distress flag (§ 160.072-5) and the *Intensity Requirements* for the electric distress light (§ 161.013-5) have been changed since proposed. The reasons for those changes are discussed in this rule under the heading "Discussion of the Major Comments". Because these sections are part of a regulatory project involving five separate dockets, the Coast Guard finds that providing further notice and opportunity to comment on these changes is contrary to the public interest. However, interested persons are invited to submit comments on these two provisions. Changes to these provisions may be made in light of comments received. Comments, citing docket CGD 76-183a, should be addressed to Commandant (G-CMC/TP24), U.S. Coast Guard, Washington, D.C. 20593.

### Drafting Information

The principal persons involved in the drafting of this rulemaking are: Mr. D. R. Gauthier, Project Manager, Office of Boating Safety; LT. J. T. Orchard, Project Attorney, Office of the Chief Counsel.

### Discussion of Major Comments

Fifteen written comments were received. Fourteen were from industry representatives, several of which provided extensive, detailed comment on the rule.

*Red Aerial Pyrotechnic Flare*

Several commenters suggested that the proposed prohibition on the use of black powder in the propulsion chain be deleted. They argued that black powder serves a unique function in the manufacture, design and use of pyrotechnics. Given the size constraints on aerial pyrotechnics, there is no substitute fuel which could propel the pyrotechnic candle to the needed heights. Used properly by the manufacturer, black powder poses no safety concern to the user or carrier. The Coast Guard finds that there have been no hazards associated with the black powder in the amount and configuration as used in the currently approved aerial pyrotechnics for which there is no black powder restriction. Further, production testing and design specifications will insure the safety of the device. The Coast Guard has therefore agreed to delete the prohibition.

Several pyrotechnic manufacturers requested that maximum lot size be set at something greater than 10,000 units. The Coast Guard selected 10,000 units to allow greater flexibility than existing restrictions on lot size for approved devices. The Coast Guard agrees to increase maximum lot size to 30,000 units to allow greater flexibility to the manufacturer in setting lot sizes suitable to his own production needs. To insure that new lots are begun when changes affecting the performance of the devices are made the Coast Guard will maintain the requirement that new lots begin with any changes in construction details, raw materials, or production line. Changes in raw materials means changes in type of material or source of supply for the material. Different shipments of the same material from the same supplier is not a change in raw materials. All devices within a lot should be manufactured with minimal change in construction details.

The Coast Guard feels that there must be a ceiling on lot size in order to reduce inadvertent variables from handling during manufacture. The Coast Guard therefore rejects one suggestion that a new lot be started after a week's production with no limit on lot size.

One manufacturer suggested a minimum 5 second burn time in lieu of the proposed 6 second burn time. The commenter argued that a 6 second minimum burn time effectively rules out 12 gauge pistol fired meteors because not enough space is available within a cartridge to pack sufficient material for the burn to be a consistent six second minimum. The manufacturer did state that these meteors could meet the 1,000 candle-minute criterion. The Coast Guard has no desire to rule out the pistol fired meteor and so has adjusted the burn time but retained the minimum 1000 candle minutes of burn. The minimum burn time is set at 5.5 seconds. The Coast Guard expects that the average burn time will be about 6 seconds.

One manufacturer suggested that the light measuring equipment and procedures be standardized. The Coast Guard concurs and has added specifications for the minimum chart sweep and chart speed of the light measuring equipment.

The Coast Guard has also deleted the first and last seconds of burn time in measuring luminous intensity. This eliminates the low points in intensity at the beginning of the burn as the intensity rises to its peak and the last second of burn as the candle disintegrates. Although this in effect reduces the intensity required by the proposal, the effectiveness of the signal is not diminished from that intended.

Several commenters found the procedures for extended dating in

160.066–10(a) to be burdensome and of little practical value and suggested that a simple 42 or 48 month dating be used. The tightly controlled conditions proposed for warehousing differ greatly from conditions in the marine environment and have little practical effect on extending signal life. The Coast Guard has therefore withdrawn the warehousing requirements. To allow a full three years device life for the boater, the Coast Guard has agreed to a simple 42 months from date of manufacture as the expiration date. Normal care in shipment and storage with an appropriate marking on the shipping carton will be adequate to maintain serviceability when the signal is sold.

Two commenters asked that rejected lots be allowed to be reworked and retested. The Coast Guard has accepted this suggestion because any reworked lot would still be required to pass the production testing requirements before being approved. The boater will have the same assurances that would exist for a lot which had not been reworked. The manufacturer will be required to maintain records of all rework performed and the results of the second test.

*Orange Flag*

The Coast Guard proposed that flags be Indian orange in color. Indian orange is similar to International orange and is the color used in Coast Guard approved life jackets. Several commenters suggested fluorescent orange as a more visible color. The Coast Guard agrees with these comments, however, it finds that any bright red-orange color meets the minimum requirements for visibility and recognizability. The term fluorescent orange, like Indian or International orange, is more restrictive than need be. The color is therefore specified as being a bright red-orange.

Every flag or cloth manufacturer submitting a comment described the weathering test in § 160.072–5 as impractical and too stringent as written. Only very heavy materials such as vinyl coated nylon could pass. This test is based on that used for Coast Guard approved lifeboat covers and the point is well taken that the requirements for these two materials are quite different. Also, there were substantial ambiguities in the test procedures, such as the manner in which the flag is suspended and characteristics of the water and air blasts. The Coast Guard has considered these comments and rewritten the test to address failure both while being stored in the marine environment and while in use in adverse weather.

*Electric Distress Light*

As discussed in the preamble to CGD 76–183, published elsewhere in this issue of the Federal Register, in consideration of several comments on the proposed distress signal carriage requirement the Coast Guard has decided to accept only automatically keyed S-O-S lights. Many of the modifications to the proposed specifications for electric distress lights are because of that change.

Because of the change to an automatic signalling light the Coast Guard has found it necessary to define the intensity requirement in terms of the Equivalent Fixed Intensity (EFI) of the light. The EFI is the intensity of the light corrected for the length of the shortest flash. The minimum contact closure time of ⅕ second required for the S-O-S signal results in a change in measured intensity. The light as now described is the same as that originally intended although the manner in which the light is described has changed.

Several commenters have noted that the regulation does not specify batteries but rather directs the manufacturer to provide the consumer with the information needed in order to replace the battery and a warning that batteries are most effective when they have not passed the expiration date. These commenters have pointed out that the lantern is only as reliable as its power source, and, while we go to great lengths in setting specifications for the lantern, we provide no specifications for the battery which powers the lantern. Water activated and rechargeable batteries are allowed and pose few problems. Dry cell batteries, the most common by far in lanterns, present several problems beyond the control of either the Coast Guard or the light manufacturer. The battery is perishable and is affected by temperature, humidity, and use.

Requiring batteries to be date stamped would not solve those problems. Nor is there sufficient marketing incentive to encourage battery manufacturers to comply with such a requirement because batteries required to power the lanterns that will be certified under this regulation would form a very small part of the battery manufacturer's market. Consumer activism may result in open dated batteries within the next five years but even then the date is not a reliable indication of effectiveness.

Charge indicators are neither reliable nor accurate in the battery range discussed here without adding about two dollars to the consumer cost of the lantern.

Also, different light designs have different battery requirements. A light with a low amperage draw and a very efficient lens may be able to perform satisfactorily with what for another lantern would be an inadequate battery.

In view of the many potential variables in light design, the Coast Guard has not been able to develop practical standards for lantern batteries. Therefore, the Coast Guard requires the manufacturer to advise the consumer on the battery replacement needs in order to provide the consumer with the information necessary to assure performance. Even if standards for batteries could be developed, the responsibility would nevertheless fall to the operator to replace or charge the battery as needed.

One manufacturer noted that the intensity requirements of § 161.013–5 required that a lantern which operated on both directional beam and all-around light meet the minimum requirements for both modes. The Coast Guard agrees with the manufacturer's contention that the light should be required to meet the minimum requirements for either type beam but not for both. It was never intended that it would have to meet both. A new paragraph has been added to § 161.013–5 to clarify the intent.

One light manufacturer argues that the requirement in proposed § 161.013–3 that a light be tested after submersion in water for 72 hours is excessive considering the intended use for the light. The Coast Guard disagrees. A high degree of watertight integrity is needed to prolong battery life in the marine environment.

*Evaluation*

This final rule has been reviewed under Department of Transportation Regulatory Policies and Procedures published February 26, 1979 (44 FR 11034). A final evaluation has been prepared and is available for inspection at the Marine Safety Council (G–CMC/TP24), Room 2418, Department of Transportation, Coast Guard Headquarters, Washington, D.C. 20591. The Coast Guard has determined that this final rule is not a significant regulation.

These devices may be used in satisfying new signal requirements which will affect about two million boaters. Using these devices a boater could comply with that requirement for about $3.50 per year. A more detailed discussion of the cost of this regulation is contained in CGD 76–183 which is also published in this issue of the Federal Register.

In consideration of the foregoing, Title 46, Code of Federal Regulations, Subchapter Q, is amended by adding

subparts 160.066, 160.072, and 161.013, to read as follows:

## PART 160—LIFESAVING EQUIPMENT

### Subpart 160.066—Distress Signal for Boats, Red Aerial Pyrotechnic Flare

Sec.
160.066–1 Type.
160.066–5 Design, construction and manufacturing requirements.
160.066–7 Performance requirements.
160.066–9 Labeling.
160.066–10 Expiration date.
160.066–11 Approval procedures.
160.066–12 Operational tests.
160.066–13 Technical tests.
160.066–14 Production testing.
160.066–18 Listed Independent Laboratories.

Authority: Section 5, 85 Stat. 215 as amended, 46 U.S.C. 1454; 49 CFR 1.46(n)(1).

#### § 160.066–1 Type.

(a) Red aerial pyrotechnic distress signals specified by this subpart must be either self-contained or pistol launched, and either meteor or parachute assisted type.

#### § 160.066–5 Design, construction, and manufacturing requirements.

(a) Each signal must be either:

(1) a self-contained unit with all necessary components for firing the signal, or

(2) a cartridge intended for firing from a signal pistol that is approved under Subpart 160.028 of this chapter.

(b) Each signal unit must have an interior chamber which contains the main propulsion charge and which is constructed so that it is capable of withstanding the forces generated by ignition without rupture, crack, or deformation of any kind.

(c) Signals must be constructed in lots numbered serially by the manufacturer. A new lot must be started when:

(1) any change in construction details occurs;

(2) any change in sources of raw materials occurs;

(3) production is started on a new production line or on a previously discontinued production line; or

(4) a lot exceeds 30,000 units.

#### § 160.066–7 Performance requirements

(a) Each signal must:

(1) Burn "vivid red" when tested as specified in §160.021–4(d)(7) for at least 5.5 seconds.

(2) Have a peak luminous intensity of at least 10,000 candela.

(3) Burn a total of not less than 1,000 candleminutes (Cm) using the formula $I \times T = Cm$ where:

I = the luminous intensity measured as in subsection (c);

T = the total burn time of the device in minutes; and

Cm = the candle-minute rating of the device.

(4) Burn out completely before falling back to the level of launch.

(5) Function in a manner that would not cause burns or injury to an unprotected person firing the signal in accordance with the manufacturer's instructions.

(6) Not malfunction in a manner that would cause burns or injury to an unprotected person firing the signal in accordance with the manufacturer's instructions.

(b) Each signal must meet the requirements of paragraph (a) after:

(1) submersion in water for 24 hours, or

(2) if protected by a sealed container, submersion in water for 24 hours inside the sealed container immediately followed by submersion for 10 minutes without the container, and

(3) being exposed to the Elevated Temperature, Humidity, and Storage Test in §160.066–13(b).

(c) Testing for burn time and luminous intensity pursuant to paragraphs (a)(1) and (a)(2), respectively, shall be conducted in conformity with the following requirements and procedures:

(1) The chart speed of the light measuring equipment shall not be slower than 5 seconds per inch;

(2) The chart sweep of the light measuring equipment shall not be slower than .5 seconds for full scale;

(3) The first and last seconds of the burn shall be eliminated in measuring luminous intensity;

(4) The time during which the candle burns (excluding first and last seconds of burn) is to be used to determine the luminous intensity by averaging the readings taken during the burning; and

(5) Burn time is to be measured from first light of the signal to dark.

#### § 160.066–9 Labeling.

(a) Each signal must be legibly and indelibly marked with the following information:

(1) the manufacturer's name,

(2) the designed burning time of the pyrotechnic candle(s),

(3) the specific signal pistol for which the signal is designed, if any,

(4) the lot number,

(5) the Coast Guard approval number,

(6) operation and storage instructions,

(7) the month and year of expiration determined by § 160.066–10, and

(8) the words:

"Aerial Flare. Acceptable as a Day and Night Visual Distress Signal for boats as required by 33 CFR 175.110. For Emergency Use Only".

(b) If the signal is too small to contain all of the information required by paragraph (a) and any labeling which may be required by paragraph (d), the information required by subparagraphs (a) (2), (6), and (8) may be printed on a separate piece of paper packed with each signal or with the smallest container in which several signals are packed.

(c) The largest carton or box in which the manufacturer ships signals must be marked with the following or equivalent words: "Keep under cover in a dry place."

(d) Compliance with the labeling requirements of this section does not relieve the manufacturer of the responsibility of complying with the label requirements of the Federal Hazardous Substances Act, 15 USC 1263.

#### § 160.066–10 Expiration date.

Each approved signal must have an expiration date marked on it. That date must not be more than forty-two months from date of manufacture.

#### § 160.066–11 Approval procedures.

(a) Red aerial pyrotechnic flare distress signals are approved under the procedures of subpart 159.005 of this chapter.

(b) The manufacturer must produce a lot of at least 100 signals from which samples for approval testing must be drawn. Approval testing must be conducted in accordance with the operational tests in § 160.066–12 and the technical tests in § 160.066–13. In order for the signal to be approved, the samples must pass both the operational and the technical tests.

(c) The approval tests must be performed by an independent laboratory accepted by the Commandant under § 159.010 of this chapter. A list of independent laboratories accepted by the Commandant is in § 160.066–18.

#### § 160.066–12 Operational tests.

(a) The procedure for conducting operational tests is described in figure (1).

(1) An "accept lot" decision must be reached in order to pass the operational tests.

(2) If a "reject lot" decision is reached, the entire lot is rejected.

(3) Signals from "reject lots" may be reworked by the manufacturer to correct the deficiency for which they were rejected and be resubmitted for inspection. Records shall be kept of the reasons for rejection, the reworking performed on the "reject lot", and the result of the second test. Signals from "reject lots" may not, unless

subsequently accepted, be sold or offered for sale as being in compliance with this specification.

(b) Each signal selected for the operational tests must be conditioned by:

(1) being submerged under at least 25 mm (1 in.) of water for 24 hours without any protection other than its waterproofing; or

(2) if waterproofing is provided by a sealed plastic bag or other waterproof packaging, submersion under 25 mm (1 in.) of water for 24 hours in the packaging, followed immediately by submersion under 25 mm (1 in.) of water for 10 minutes with the signal removed from the packaging.

(c) After each signal selected has undergone the conditioning required by paragraph (b) of this section it must be fired as described by the manufacturer's operating instructions. The following data as observed must be recorded for each signal:

(1) burning time of the pyrotechnic candle;

(2) color;

(3) whether the pyrotechnic candle burns out above, at, or below the level of launch.

(d) A signal fails the operational tests if:

(1) it fails to fire,

(2) the pyrotechnic candle fails to ignite,

(3) the pyrotechnic candle continues to burn after it falls back to the level of launch,

(4) the observed color is other than vivid red, or

(5) the burning time is less than 5.5 seconds.

(e) A lot is rejected if a "reject lot" decision is reached using Figure (1) and Table 1 after completion of the operational tests.

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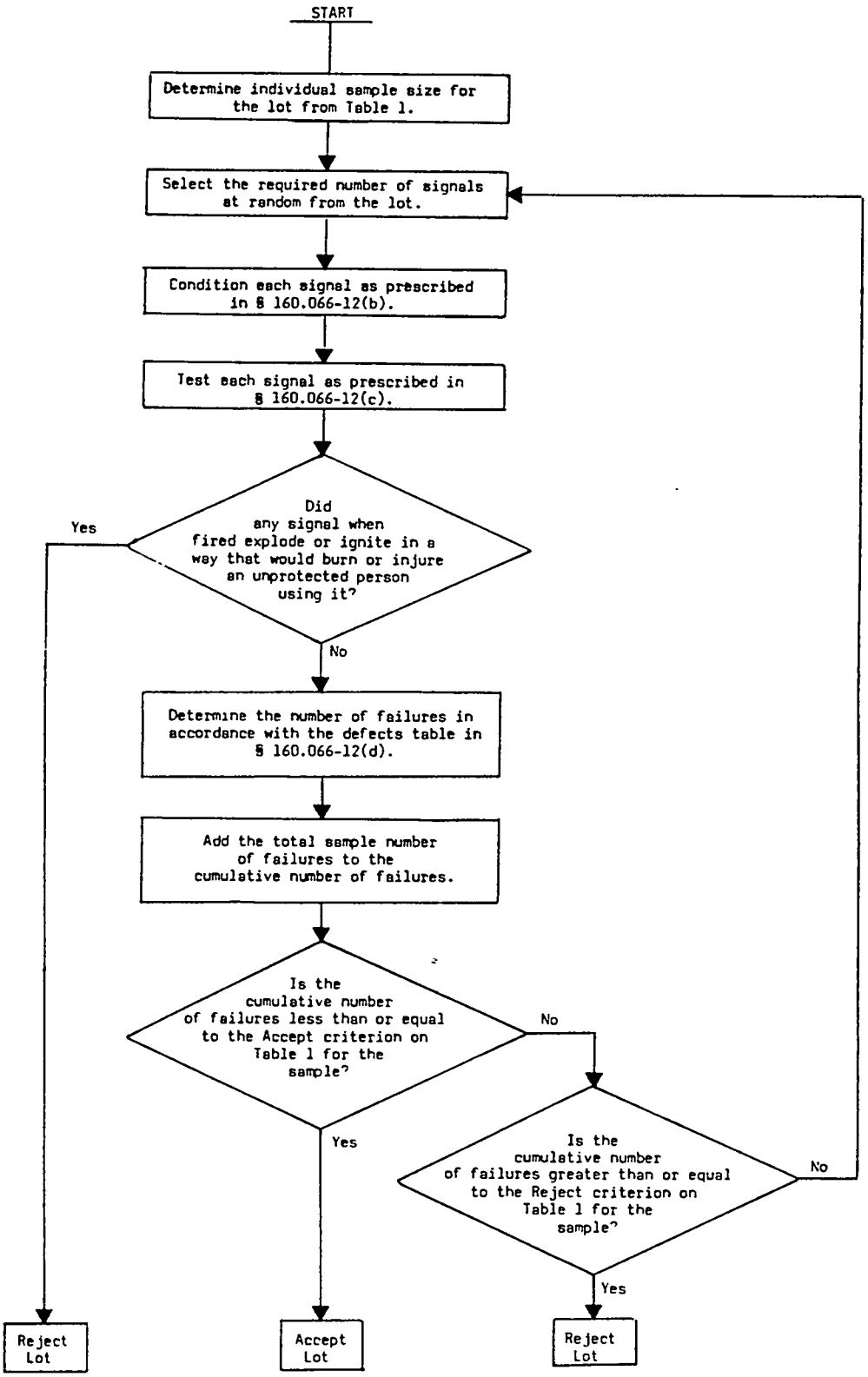


Figure 1. Operational test procedure.

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Table 1.—*Accept and Reject Criteria for Operational Test Lots*

| Lot size | Individual sample size | Sample | Cumulative sample size | Accept [1] | Reject [1] |
|---|---|---|---|---|---|
| 280 or less | 8 | First | 8 | (2) | 4 |
| | | Second | 16 | 1 | 5 |
| | | Third | 24 | 2 | 6 |
| | | Fourth | 32 | 3 | 7 |
| | | Fifth | 40 | 5 | 8 |
| | | Sixth | 48 | 7 | 9 |
| | | Seventh | 56 | 9 | 10 |
| 281 to 500 | 13 | First | 13 | (2) | 4 |
| | | Second | 26 | 1 | 6 |
| | | Third | 39 | 3 | 8 |
| | | Fourth | 52 | 5 | 10 |
| | | Fifth | 65 | 7 | 11 |
| | | Sixth | 78 | 10 | 12 |
| | | Seventh | 91 | 13 | 14 |
| 501 to 1,200 | 20 | First | 20 | (2) | 5 |
| | | Second | 40 | 3 | 8 |
| | | Third | 60 | 6 | 10 |
| | | Fourth | 80 | 8 | 13 |
| | | Fifth | 100 | 11 | 15 |
| | | Sixth | 120 | 14 | 17 |
| | | Seventh | 140 | 18 | 19 |
| 1,201 to 3,200 | 32 | First | 32 | 1 | 7 |
| | | Second | 64 | 4 | 10 |
| | | Third | 96 | 8 | 13 |
| | | Fourth | 128 | 12 | 17 |
| | | Fifth | 160 | 17 | 20 |
| | | Sixth | 192 | 21 | 23 |
| | | Seventh | 224 | 25 | 26 |
| More than 3,200 | 50 | First | 50 | 2 | 9 |
| | | Second | 100 | 7 | 14 |
| | | Third | 150 | 13 | 19 |
| | | Fourth | 200 | 19 | 25 |
| | | Fifth | 250 | 25 | 29 |
| | | Sixth | 300 | 31 | 33 |
| | | Seventh | 350 | 37 | 38 |

[1] Cumulative number of failures.
[2] Lot may not be accepted. Next sample must be tested.

**§ 160.066–13 Technical tests.**

(a) The following conditions apply to technical tests as described in this section:

(1) a total of nine signals must be selected at random from the lot being tested;

(2) if the signals are protected by sealed packaging, then the conditioning for the technical tests must be conducted with the signal in the sealed packaging;

(3) if signals in the test sample fail to pass one of the technical tests, the entire lot is rejected;

(4) Signals from "reject lots" may be reworked by the manufacturer to correct the deficiency for which they were rejected and be resubmitted for inspection. Records shall be kept of the reasons for rejection, the reworking performed on the "reject lot", and the result of the second test. Signals from "reject lots" may not, unless subsequently accepted, be sold or offered for sale as being in compliance with this specification.

(b) The Elevated Temperature, Humidity, and Storage Test must be conducted in the following manner:

(1) Select three signals from the nine;

(2) Place each signal in a thermostatically controlled even-temperature oven held at 55 Degrees C (131 Degrees F), and at not less than 90% relative humidity, for at least 72 hours (If for any reason it is not possbie to operate the oven continuously for the 72 hour period, it may be operated at the required temperature and humidity for 8 hours of each 24 during the 72 hour conditioning period.);

(3) After removal from the oven immediately place each signal in a chamber:

(i) at a temperature of at least 20 degrees C (68 degrees F) but not more than 25 degrees C (77 degrees F),

(ii) at not less than 65% relative humidity;

(iii) for ten days;

(4) Then remove each signal from any sealed packaging and fire it.

(5) The test sample fails the test if:

(i) any signal ignites or decomposes before firing;

(ii) any signal when fired malfunctions in a manner that would cause burns or injury to an unprotected person firing the signal, or;

(iii) two or more of the signals fail to project and ignite the pyrotechnic candle.

(c) The Spontaneous Combustion Test must be performed in the following manner:

(1) Select three signals from the remaining six signals and place them in a thermostatically controlled even temperature over for 48 hours at a temperature of 75 degrees C (167 degrees F).

(2) The test sample fails the test if any signal ignites or decomposes during the test.

(d) The Luminous Intensity and Chromaticity Test must be performed in the following manner:

(1) Remove the pyrotechnic candle from the remaining three signals.

(2) Ignite, measure, and record the intensity of the burning candle with a visual photometer or equivalent photometric device or automatic recorder:

(i) while the specimen is supported in a horizontal position and the photometer is at right angles to the axis of the specimen,

(ii) at a distance of at least 3 m (10 ft.).

(3) Calculate the intensity of the candle as in § 160.066–7(c).

(4) Measure and record the chromaticity of the burning candle as specified in § 160.021–4(d)(4).

(5) The test sample fails the test if more than one signal has a luminous intensity of less than 10,000 candela, or more than one signal is not "vivid red".

**§ 160.066–15 Production testing.**

(a) Production tests must be performed under the procedures in subpart 159.007 of this chapter.

(b) The operational tests in § 160.066–12 must be performed for every lot of signals produced.

(c) The technical tests in § 160.066–13 must be performed at least once every twelve months,or at least once every 10 lots, whichever occurs first.

(d) If a lot is rejected on the basis of the technical tests, then each subsequent lot produced must be tested according to the technical tests until samples from a lot pass these tests.

(e) An independent laboratory acceptable to the Commandant must perform or directly supervise:

(1) each technical test, and

(2) all operational tests for at least four lots in a 12 month period, unless fewer than four lots are produced in a 12 month period. If less than four lots are produced in a 12 month period, each operational test must be performed or directly supervised by the independent laboratory.

(f) If a lot selected by the independent laboratory for an operational test is rejected, then the operational tests for the next lot produced, and the rejected lot, if reworked, must be performed or directly supervised by the independent laboratory. The tests required by this paragraph must not be counted for the purpose of meeting the requirements of paragraph (e).

(g) The independent laboratory selects the lots upon which technical tests are performed.

(h) If the manufacturer produces more than four lots within a 12 month period, the independent laboratory selects the lots for which it performs or directly supervises the operational tests.

(i) The operational test performed or directly supervised by the independent laboratory must occur at least once during each quarterly period, unless no lots are produced during that period.

(j) The independent laboratory, when it performs or directly supervises the technical tests required by paragraph (c) or (d) of this section, must inspect the signals selected for testing and compare them with the approved plans. Each signal inspected must conform to the plans.

**§ 160.066–18 Recognized independent laboratories.**

(a) The following are independent laboratories acceptable to the Commandant for approval and production testing under this subpart:

(1) [Reserved]

(b) Revised copies of this list may be obtained from Commandant (G–MMT–

3/TP42), U.S. Coast Guard Headquarters, Washington, D.C. 20593.

## Subpart 160.072—Distress Signals for Boats, Orange Flag

Sec.
160.072-1 Applicability.
160.072-3 General performance requirements.
160.072-5 Accelerated weathering test.
160.072-7 Manufacturer certification and labeling.
160.072-9 Manufacturer notification.

**Authority:** Section 5, 85 Stat. 215 as amended, 46 USC 1454; 49 CFR 1.46(n)(1).

### § 160.072-1 Applicability.

(a) This subpart establishes standards for distress flags for boats.

### § 160.072-3 General performance requirements.

(a) Each flag must:

(1) be a square or rectangle at least 90 cm (36 inches) wide and at least 90 cm (36 inches) long. If the flag is a rectangle, the shorter side cannot be less than ⅔ the length of the longer side;

(2) have no less than 70% of the total area colored a bright red-orange color;

(3) display a black disc and a black square on the red-orange background on both sides arranged as follows:

(i) The diameter of the disc and the length of one side of the square shall be equal, and shall each be ⅓ of the length of the longest side of the flag, or 30 cm (12 inches), whichever is greater.

(ii) The disc and square must be centered on one axis of the flag parallel to the longest side of the flag as shown in Figure 160.072-3. If the flag is a square, the axis may be parallel to any side.

(iii) The disc and square shall be separated by a distance of ⅙ the length of the longest side of the flag or 15 cm (6 inches), whichever is greater.

(4) be capable of passing the accelerated weathering test of § 160.072-5;

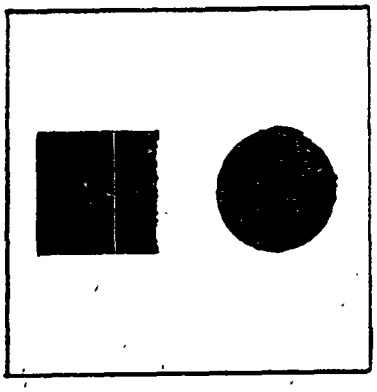

Figure 160.072-3

(5) have reinforced corners, each with a grommet; and,

(6) be packaged with 4 pieces of line, with a tensile strength of at least 225 N (Newtons) (50 lbs) no less than 30 cm (12 inches) long, capable of passing through the grommets freely.

### § 160.072-5 Accelerated weathering test.

(a) Condition the flag, folded to 1/16th its size or as packaged, whichever is smaller, by submersion in 5% by weight sodium chloride solution for 2 hours followed immediately by storage at 95% (±5) related humidity and 40°C (±3°) (100°F ±5°) for at least 15 days.

(b) Unfold and suspend flag by the lines provided, secured through each grommet.

(c) Subject the flag to alternate 3 minute cycles of 5% by weight sodium chloride solution at 55 degrees (±5°) C and air blasts of 40 knots at 55 degrees (±5°) C, perpendicular to and over the entire surface of one side of the flag, without interruption for a period of not less than 24 hours.

(d) The flag fails the accelerated weathering test if

(1) after conditioning, the flag cannot be unfolded without damage,

(2) there is any tearing,

(3) the flag does not retain its bright red/orange color,

(4) the disc and square images no longer meet the requirements of § 160.072-3(a)(3) or,

(5) there is any visible rot over more than 3% of the flag's surface.

### § 160.072-7 Manufacturer certification and labeling.

(a) Each distress flag intended as a Day Visual Distress Signal required by 33 CFR Part 175 must be certified by the manufacturer as complying with the requirements of this subpart.

(b) Each distress flag must be legibly and indelibly marked with:

(1) the manufacturer's name; and

(2) the following words—

"Day Visual Distress Signal for Boats. Complies with U.S. Coast Guard Requirements in 46 CFR 160.072. For Emergency Use Only".

### § 160.072-09 Manufacturer notification.

(a) Each manufacturer certifying flags in accordance with the specifications of this subpart must send written notice to the Commandant (G-BBT/TP42), U.S. Coast Guard, Washington, D.C. 20591—

(1) within 30 days after first certifying a flag,

(2) every five years as long as the manufacturer continues to produce flags, and

(3) each time the design or construction material of the flag changes.

## Subpart 161.013—Electric Distress Light for Boats

Sec.
161.013-1 Applicability.
161.013-3 General performance requirements.
161.013-5 Intensity requirements.
161.013-7 Signal requirements.
161.013-9 Independent power source.
161.013-11 Prototype test.
161.013-13 Manufacturer certification and labeling.
161.013-15 Manufacturer notification.

**Authority:** Section 5, 85 Stat. 215 as amended, 46 USC 1454; 49 CFR 1.46(n)(1).

### § 161.013-1 Applicability.

(a) This subpart establishes standards for electric distress lights for boats.

### § 161.013-3 General performance requirements.

(a) Each electric light must:

(1) Emit a white light which meets the intensity requirements of § 161.013-5;

(2) Be capable of automatic signaling in a manner which meets the requirements of § 161.013-7;

(3) Contain an independent power source which meets the requirements of § 161.013-9;

(4) Float in fresh water with the lens surface at or above the surface of the water;

(5) Be equipped with a waterproof switch; and

(6) Meet the requirement of subparagraphs (a) (1) through (4) of this section after floating for at least 72 hours followed by submersion in 5% by weight sodium chloride solution for at least 2 hours.

(b) The electric light may not be equipped with a switch mechanism which permits continuous display of a beam of light except that the light may be equipped with a switch which returns to the off position when pressure is released.

### § 161.013-5 Intensity requirements.

(a) If an electric light emits light over an arc of the horizon of 360 degrees, the light must:

(1) When level, have a peak intensity within 0.1 degrees of the horizontal plane;

(2) Have a peak Equivalent Fixed Intensity of at least 75 cd; and,

(3) Have a minimum Equivalent Fixed Intensity, within a vertical divergence of ±3 degrees of at least 15 cd.

(b) If an electric light emits a directional beam of light, the light must:

(1) Have an Equivalent Fixed Intensity of no less than 25 cd within ±4 degrees vertical and ±4 degrees horizontal divergence centered about the peak intensity; and,

(2) Have a minimum peak Equivalent Fixed Intensity of 2,500 cd.

(c) The Equivalent Fixed Intensity (EFI) is the intensity of the light corrected for the length of the flash and is determined by the formula:

$$EFI = I \times (t_c - t_i)/0.2 + (t_c - t_i)$$

Where:

I is the measured intensity of the fixed beam,
$t_c$ is the contact closure time in seconds, (0.33 for this S-O-S signal), and
$t_i$ is the incandescence time of the lamp in seconds.

(d) An electric light which meets the requirements of either paragraph (a) or (b) of this section need not, if capable of operating in both manners, meet the requirements of the other paragraph.

**§ 161.013-7 Signal requirements.**

(a) An electric light must have a flash characteristic of the International Morse Code for S-O-S and, under design conditions,

(1) Each short flash must have a duration of ⅓ second;

(2) Each long flash must have a duration of 1 second;

(3) The dark period between each short flash must have a duration of ⅓ second;

(4) The dark period between each long flash must have a duration of ⅓ second;

(5) The dark period between each letter must have a duration of 2 seconds;

(6) The dark period between each S-O-S signal must have a duration of 3 seconds.

(b) The flash characteristics described in paragraph (a) must be produced automatically when the signal is activated.

**§ 161.013-9 Independent power source.**

(a) Each independent power source must be capable of powering the light so that it meets the requirements of § 161.013-3(a)(1) and emits a recognizable flash characteristic of the International Morse Code for S-O-S at a rate of between 3 and 5 times per minute after six hours of continous display of the signal.

(b) If the independent power source is rechargeable, it must have a waterproof recharger designed for marine use.

(c) If the independent power source requires external water to form an electrolyte, it must operate in sea water and fresh water.

**§ 161.013-11 Prototype test**

(a) Each manufacturer must test a prototype light identical to the lights to be certified prior to the labeling required by § 161.013-13.

(b) If the prototype light fails to meet any of the general performance requirements of § 161.013-3 the lights must not be certified under this subpart.

(c) Each manufacturer must:

(1) Forward the test results within 30 days to the Commandant (G-BBT/TP42), U. S. Coast Guard, Washington, D.C. 20591; and

(2) retain records of the test results for at least 5 years, or as long as the light is manufactured and certified, whichever is longer.

**§ 161.013-13 Manufacturer certification and labeling.**

(a) Each electric light intended as a Night Visual Distress Signal required by 33 CFR part 175 must be certified by the manufacturer as complying with the requirements of this subpart.

(b) Each electric light must be legibly and indelibly marked with:

(1) Manufacturer's name;

(2) Replacement battery type;

(3) Lamp size; and

(4) The following words—

"Night Visual Distress Signal for Boats Complies with U. S. Coast Guard Requirements in 46 CFR 161.013. For Emergency Use Only."

(c) If an electric light is designed for use with dry cell batteries the label must advise the consumer on the battery replacement schedule which under normal conditions would maintain performance requirements of § 161.013-3.

**§ 161.013-17 Manufacturer notification.**

(a) Each manufacturer certifying lights in accordance with the specifications of this subpart must send written notice to the Commandant (G-BBT/TP42), U. S. Coast Guard, Washington, D.C. 20591 within 30 days after first certifying them, and send a new notice every five years thereafter as long as it certifies lights.

(46 U.S.C. 1454; 49 CFR 1.46(n)(1).)

J. B. Hayes,

*Admiral, U.S. Coast Guard, Commandant.*

Dated: October 30, 1979.

[FR Doc. 79-38273 Filed 12-14-79; 8:45 am]

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**46 CFR Part 160**

**[CGD 76-048a and CGD 76-048b]**

## Distress Signals, Signal Pistols, and Line-Throwing Appliances; Specifications, Tests, and Inspection and Approval Procedures

**AGENCY:** Coast Guard, DOT.

**ACTION:** Final rules.

**SUMMARY:** These regulations contain revised specifications for pyrotechnic distress signals, signal pistols for flare-type distress signals and line throwing appliances. The revisions include amendments of the marking and labeling requirements, changes in certain design specifications for pistols intended to fire a wide range of distress flares, changes to diameter and strength requirements for service lines used in line throwing appliances, conversion of dimensions to SI (metric) units, and addition of a requirement for placing the service life expiration date on pyrotechnic signal markings. The amendments are necessary to incorporate new inspection and approval procedures, to change marking requirements to reflect these new procedures, and to inform the consumer of the storage life of pyrotechnic signals.

The revisions also place the responsibility for conducting factory inspections on the equipment manufacturer. This will free some of the Coast Guard's field personnel for other duties while still providing sufficient inspection to assure the quality of the product.

The revised regulations should be considered in conjunction with the visual distress signal rules for boats (CGD 76-183 and CGD 76-183a) that appear elsewhere in this issue of the Federal Register. The revised regulations should also be considered in conjunction with the test, inspection and approval procedure rules (CGD 76-048) that appear elsewhere in this issue of the Federal Register.

**EFFECTIVE DATE:** These amendments become effective on January 17, 1980.

**FOR FURTHER INFORMATION CONTACT:** Mr. Robert Markle, Office of Merchant Marine Safety (G-MMT-3/TP12), Room 1210, Department of Transportation, U.S. Coast Guard Headquarters, Washington, D.C. 20593 (202-426-1444).

**SUPPLEMENTARY INFORMATION:** On October 23, 1978, the Coast Guard published two notices of proposed rulemaking in the Federal Register for these regulations (43 FR 49445 and 43 FR 49447). Four comments were received on the proposed regulations before the comment period closed on December 22,

1978. These are discussed in greater detail in subsequent paragraphs. The Coast Guard has combined the contents of the two separate proposals into a single final notice since they both pertained to the same regulations, and prompted such extensive changes that it was found necessary to republish the affected regulations in their entirety.

**Summary of Final Evaluation**

A final evaluation has been prepared for these regulations in accordance with the Department of Transportation's Regulatory Policies and Procedures published in the **Federal Register** on February 26, 1979 (44 FR 11034). That document requires that the evaluation quantify, to the extent practicable, the estimated cost of the regulations to the private sector, consumers, and Federal, State and local governments, as well as the anticipated benefits and impact of the regulations.

The principal costs to pyrotechnic manufacturers will be those related to obtaining an independent laboratory to witness or perform initial tests required for Coast Guard approval as well as periodic production tests. As discussed in the final evaluation, these costs would amount to approximately $120,000 per year. This amount greatly exceeds the present cost to the Coast Guard for performing inspections and tests on pyrotechnic devices, as it assumes that the independent laboratories must incur travel costs for their personnel, an expense which the Coast Guard is able to minimize by relying on inspectors from its various field offices.

It is anticipated that manufacturers will pass the costs of inspections to the purchasers of the equipment, and that these costs will ultimately be borne by consumers and recipients of marine products and services. The Coast Guard is presently performing inspections and tests at public expense. One of the effects of this change in procedure is that the manufacturer of the equipment and ultimately the users of marine products and services will bear the expense of performing these inspections and tests, rather than the general taxpayer. This is identified as one of the principal benefits of these regulations.

Another benefit is that the Coast Guard will be able to make more efficient use of its own resources. The Coast Guard's inspection responsibilities have increased in recent years and will continue to increase because of new laws and regulations in the environmental protection and occupational safety areas. The use of independent laboratories for performance of inspection will enable the Coast Guard to avoid some of the increases in budget and personnel that would otherwise be necessary.

The final evaluation has been included in the public docket for this rulemaking, and may be obtained from the Marine Safety Council (G-CMC/TP24), Room 2418, Department of Transportation, U.S. Coast Guard Headquarters, Washington, D.C. 20593. (202) 755-4901.

**Drafting Information**

The principal persons involved in drafting these regulations are: Mr. Robert Markle, Office of Merchant Marine Safety, and Mr. Coleman Sachs, Office of the Chief Counsel.

**Discussion of the Regulations**

These regulations amend the following subparts of Title 46 of the Code of Federal Regulations:

**Subpart 160.021—Hand Red Flare Distress Signals**

**Subpart 160.022—Floating Orange Smoke Distress Signals (5 minutes)**

**Subpart 160.023—Hand Combination Flare and Smoke Distress Signals**

**Subpart 160.024—Pistol-Projected Parachute Red Flare Distress Signals**

**Subpart 160.026—Signal Pistols for Red Flare Distress Signals**

**Subpart 160.031—Line-Throwing Appliance, Shoulder Gun Type (and Equipment)**

**Subpart 160.036—Hand-held Rocket-Propelled Parachute Red Flare Distress Signals**

**Subpart 160.037—Hand Orange Smoke Distress Signals**

**Subpart 160.040—Line-Throwing Appliance, Impulse-Projected Rocket Type (and Equipment)**

**Subpart 160.057—Floating Orange Smoke Distress Signals (15 minutes)**

The amendments to the regulations include the following primary changes:

a. The procedures by which the manufacturer obtains approval and conducts production inspections and tests are those in new Part 159 of Title 46 of the Code of Federal Regulations published elsewhere in this issue of the **Federal Register**. These replace previous procedures whereby Coast Guard marine inspectors witnessed approval and production tests at the manufacturer's facilities (e.g. § 160.021-4).

b. Operational tests, technical tests, and lot sampling requirements have been changed in the distress signal subparts to permit the production of larger lots of distress signals (e.g. § 160.021-4(b)).

c. The marking requirements for the distress signals have been changed to require marking of a service life expiration date (e.g. § 160.021-5 (a) and (b)).

d. A note has been added to each distress signal specification stating that compliance with the marking requirements in the subpart does not relieve the manufacturer of the responsibility to comply with the labeling requirements of the Federal Hazardous Substances Act (e.g. § 160.021-5(c)).

e. All measurements previously stated in English units have been converted to SI (metric) units with the equivalent English units noted in parentheses. English units have not been noted where SI units were already in use (e.g. § 160.021-4(d)(7)).

f. The marking requirements for the line throwing appliances have been changed to eliminate the need for USCG and Coast Guard Marine Inspection Office identification, since the Coast Guard offices will no longer be involved in production testing on a regular basis. The requirements have been deleted from § 160.031-6(a), and § 160.040-5(d) has been deleted in its entirety.

g. The signal pistol subpart has been changed to permit optional chamber and bore dimensions for pistols intended for firing signals other than those meeting Subpart 160.024. A provision that the pistol be designed to fire only a distress signal and not a conventional round of ammunition has also been added (see § 160.028-2).

h. The service line requirements for rocket type line throwing appliances have been changed to require a line with a breaking strength of at least 2,250 N (Newtons) (500 lb.) and a minimum diameter of 4 mm (5/32 in.) (see § 160.040-4(c)).

i. The marking requirements for floating orange smoke signals have been changed to require addition of the words "Approved for daytime use only" (see § 160.022-5(a) and 160.057-5(a)).

In addition, several changes have been made that were not discussed in the Notice of Proposed Rulemaking. These changes are primarily editorial in nature and do not affect any of the regulation's technical requirements. The Coast Guard has therefore determined that they may be accomplished without

further notice and opportunity for public comment. The changes are as follows:

a. The words "for Merchant Vessels" have been dropped from all but one subpart heading in the distress signal regulations since their use will no longer apply exclusively to merchant vessels (See CGD 76–183 elsewhere in this issue of the Federal Register). The headings have also been reworded in a standard prose style, rather than with the modifiers listed after the noun.

b. Subparts 160.023, 160.024, 160.036, 160.037 all prescribed similar requirements for containers intended to house signal equipment. The use of any specific type of container has never been a factor in the approval process for signals, and this part of the specifications only provides guidance for the watertight construction and marking of containers that are used on merchant vessels. In order to shorten the regulations, the container requirements will be retained only in Subpart 160.021. Subparts 160.023, 160.024, 160.036, and 160.037 refer to the 160.021 requirements.

c. The title of the first section in each subpart has been charged from "Applicable specifications" or its equivalent to "Incorporation(s) by reference", and the contents of these sections have been changed to conform to the Office of the Federal Register's current policies on incorporation by reference as published in the Federal Register on March 28, 1979 (44 FR 18630). The most recent edition of each document referred to in the body of the subpart is listed in this section. Approval to incorporate the material by reference has been obtained from the Office of the Federal Register, as stated in each incorporation by reference section.

d. In comparing the specification regulations in this project to those in CGD–183a covering visual distress signals for boats, it was determined that a requirement for manufacturers to keep records on reworked and retested lots had been inadvertently omitted from this project. This matter is being rectified in these final rules.

On the effective date of these regulations, each manufacturer of approved distress signals and line throwing appliances will have to satisfy the new rules in order to have its Coast Guard approvals remain in effect. A sufficient delay in the effectuation of these rules is being provided to permit the manufacturers to make arrangements for testing with independent laboratories and to have those laboratories reviewed and accepted by the Coast Guard. Applications for approval of new distress signals meeting the amended regulations will be accepted immediately. All current approvals for distress signals and line throwing appliances will remain in effect if independent laboratory inspections have begun on the effective date of these regulations.

Changes in technical requirements for items affected by this notice will not affect existing approvals. However, if a new hot slag test for hand held flares is introduced in a future notice, all new flares produced will have to pass the test. Although the approval for any flare that does not meet the test will be terminated, existing flares may continue to be used until their service life has expired.

Discussion of Comments—General

One commenter objected to the adaptation of merchant vessel distress signals to recreational boats, citing possible confusion that could result if the same devices were authorized for use on both types of craft. The commenter also noted differences in the capabilities and requirements of merchant seamen and recreational boaters. Implying that higher standards are used in the manufacture of merchant vessel equipment, the commenter felt that combined specifications would increase costs to recreational boaters. Additional contentions were that separate statutes apply to merchant vessels and recreational boats, requiring the issuance of separate regulations, that some of the requirements of the existing regulations are only necessary for merchant vessels and should not be applied to recreational boats, and that future modifications to the specifications would be inhibited by virtue of their dual applicability.

The Coast Guard has found no reason to prohibit the use of merchant vessel distress signals on recreational boats. Rather than creating confusion, this development is likely to eliminate confusion for the recreational boater. Other than hand held flares, any device approved for merchant vessels will be acceptable to meet recreational boating requirements. It is hoped that further development of a hot slag test procedure for hand held flares, as discussed below, will eliminate this one exception.

As distress signals do not form an integral part of a vessel's operating equipment, but are merely ejected or displayed to summon assistance in times of emergency, differences in the functional requirements of merchant vessels and recreational boats have no relevance to their use. The important consideration is the likelihood of encountering mishaps in the marine environment. Both types of craft are never immune to these occurrences.

It is equally apparent that differences in the capabilities of merchant seamen and recreational boaters have no bearing upon the issue of authorizing the use of merchant vessel distress signals on recreational boats. The Coast Guard is aware of no special training that is given to merchant seamen on the proper use of these devices. Instructional material furnished with the signal must be relied upon by the recreational boater and the merchant seaman alike.

Costs to recreational boaters will not necessarily increase as a result of this rulemaking. Use of merchant vessel distress signals is not being required but merely allowed on recreational boats. A separate specification for less expensive devices to be used exclusively on boats is being issued in conjunction with this rule in Section 160.066 of CGD 76–183.

The separate statutory bases for regulating merchant vessels and recreational boats poses no impediment to the issuance of these regulations. Individual regulations are frequently promulgated in reliance upon more than one source of statutory authority.

The commenter cited as examples of requirements in the existing regulations which should be unique to merchant vessel devices those applying to storage containers, wooden handles on hand held flares, and ejection mechanisms on signal pistols. Each of these matters is addressed at a later point in this discussion.

In response to the commenter's final contention, the Coast Guard can conceive of no situation in which future modifications to distress signal specifications will be inhibited by virtue of its authorizing merchant vessel devices to be used on recreational boats. If it becomes apparent that merchant vessels and recreational boats have substantially different signal requirements, a new specification will be proposed.

Two commenters were concerned that the proposed amendments to the distress signal regulations would require all existing distress signals to be reapproved at great expense. As explained previously, existing approvals will not be affected by this rulemaking.

One commenter expressed the opinion that the Coast Guard should remain in the factory inspection process, at least for items produced in small quantities and those intended primarily for use on merchant vessels. As explained in the Notice of Proposed Rulemaking on CGD 76–048 (43 FR 49440, October 23, 1978), this is no longer desirable because of budgetary and manpower considerations. Furthermore, the

replacement of the Coast Guard with independent laboratories for the performance of inspections and tests will shift the cost burden from the taxpayer to the actual users of marine devices, creating a more equitable arrangement.

Another commenter suggested an alternative procedure for approval. The primary features of the program would be that the Coast Guard would initially approve the design of a product, an independent laboratory would thereupon test it for compliance with the approved design, and the manufacturer would conduct subsequent production tests with periodic spot checks by the independent laboratory. If problems were found either as a result of the independent laboratory spot checks or compliance testing of products on the market, increased tests by the independent laboratory would be required. This would place an additional cost burden on the manufacturer, thereby acting as an incentive to keep quality high. Futhermore, the Coast Guard could condition the approval of a product upon the financial responsibility of its manufacturer in order to prevent domestic markets from being flooded with products of inferior grade.

Although no changes have been made in these rules in response to this comment, the Coast Guard notes that there are a number of similarities between the suggested procedures and those which are being adopted. For instance, testing by the independent laboratory is required on no more than 4 lots per year unless lots tested by the laboratory fail the tests. In this case additional laboratory tests are required. All other production tests are the responsibility of the manufacturer (e.g. § 160.021–4(b)). The suggestion to require that the manufacturer be a financially responsible concern has not been adopted because the Coast Guard has no indication that this is a reliable indicator of product quality.

Two commenters suggested allowing production lots larger than 10,000 units for distress signals. One suggested a maximum of 30,000 units and the other suggested a maximum of one week's production, except that when this was less than 10,000 units, the lot could extend until 10,000 units were produced. The Coast Guard agrees with the suggestion to increase lot size. The basis for the sampling plan is MIL–STD–105D using the "multiple sampling plan for normal inspection" with an "AQL" (acceptable quality level) of 6.5. This sampling plan is valid for any lot size, so the upper limit of the lot size can be extended and remain statistically valid. The suggested maximum lot size of 30,000 units has been adopted. The one week's production criterion has not been adopted since it is not considered to be relevant to lot size. The change has been made in §§ 160.021–4(b)(1), 160.022–4(b)(1), 160.024–4(b)(1), 160.036–4(b)(1), and 160.037–4(b)(1), as well as the corresponding table of accept and reject criteria for each of those sections.

One commenter suggested a change in the standards used to designate a new lot since the proposed standards could be interpreted several ways. The proposed standards required that a new lot be designated whenever any change or modification in raw materials or manufacturing methods occurs. The Coast Guard agrees that this may be interpreted in a variety or ways and should therefore be clarified. The standards in §§ 160.021–4(b)(1), 160.022–4(b)(1), 160.024–4(b)(1), 160.036–4(b)(1), 160.037–4(b)(1), and 160.057–4(b)(1), have been revised to require that a new lot be started with: (i) any change in construction details, (ii) any change in sources of raw materials, or (iii) the start of production on a new production line or on a previously discontinued production line.

One commenter expressed the opinion that the sampling plan for distress signals in the Notice of Proposed Rulemaking was unclear. The commenter stated, as an example, that the proposal did not properly identify how the test devices were to be divided among the various tests. The complete text of the revised rules which is published in this notice clearly indicates what devices are to be subjected to the various tests.

One commenter noted the apparent disparity between the elevated temperature, humidity and storage test, and the spontaneous ignition test in each of the distress signal subparts. The elevated temperature, humidity and storage test requires the signal to function properly after being subjected to 90° C temperature and 90% relative humidity for 72 hours. The spontaneous ignition test requires the signal to withstand a temperature of 75° C for 48 hours without igniting or decomposing; however, there is no requirement that it function properly at the end of the test period. The commenter suggested lowering the temperature of the elevated temperature, humidity and storage test to correspond to the temperature in the spontaneous ignition test. The Coast Guard agrees. In past studies, it has been found that the temperature in a magazine chest or in a lifeboat where the signals are kept on a ship, may rise as high as 65° C. It has been concluded that both tests may be conducted at a temperature of 75° C with an adequate margin of safety still maintained. The spontaneous ignition test has been changed to require low humidity (less than 10% relative humidity) so that the tendency of the flare to deteriorate at high temperature is checked at both high and low humidity. The changes have been made in §§ 160.021–4(d) (5) and (6), 160.022–4(d) (3) and (4), 160.024–4(d) (2) and (3), 160.036–4(d) (2) and (3), 160.037–4(d) (4) and (5), and 160.057–4(d) (4) and (5).

Three commenters supported the proposal to extend the expiration date of the signals beyond three years, but objected to the temperature and humidity requirements for storage in order to obtain the one year extension. Furthermore, all three stated that a full year extension was not necessary in order to move signals through the distribution system to the customer. All three stated that a six month extension should be adequate for the customer to obtain a full three years of useful life from the signal. The Coast Guard agrees. There is no strong reason to compel the expiration of a signal's service life exactly three years from its date of manufacture. The Coast Guard has tested signals over 20 years old that have kept dry, and has found that they usually work well, although with some deterioration in performance. In their actual use on ships and boats, however, the signals are more likely to be damaged in storage, subjected to extremes of heat and humidity, and have their protective packaging damaged. Under such conditions, the three year "rule-of-thumb" has proved to be adequate to assure that most signals in use are in good condition. Such damage is not likely to occur when the signals are in the distribution system between the manufacturer and the customer. The requirement for controlled condition storage in order to extend the expiration date of the signals has therefore been dropped and has been replaced with a requirement for the signal shipping carton to be marked with the following or equivalent wording: "Keep under cover in a dry place". The expiration date may be no more than 42 months after the date of manufacture. The changes have been made in §§ 160.021–5(b) and (c)(3), 160.022–5(b)(3) and (c), 160.023–5(b) and (c)(2), 160.024–5(b) and (c)(3), 160.037–5(b) and (c)(3), 160.057–5(b)(3) and (c).

One commenter objected to the proposal to add a note to the specifications that would remind manufacturers of the need to comply with Consumer Product Safety

Commission markings. The commenter expressed the opinion that the rules of the Consumer Product Safety Commission do not expressly cover pyrotechnic distress signals, although they do cover fireworks. The commenter suggested direct reference to 15 U.S.C 1263, the Federal Hazardous Substances Act. This is the same reference that was used in Subpart 160.066 in CGD 76–183a. The Coast Guard agrees. The revised note appears after the following sections of the rules: 160.021–5(c), 160.022–5(c), 160.023–5(c), 160.024–5(c), 160.028–5(a), 160.031–6(c), 160.036–5(c), 160.037–5(c), 160.040–6(b), 160.057–5(c).

One commenter objected to the container requirements in the distress signal subparts, stating that they weren't appropriate for recreational boats and therefore should not be included in specifications for devices used on both merchant vessels and recreational boats. As explained previously, these container specifications are not related to the approval of the signals. Furthermore, they clearly state that they apply to lifeboats and liferafts on merchant vessels. The Coast Guard does not believe any change is necessary as a result of this comment. It has, however, consolidated the container requirements in a single section, as discussed above. (See §§ 160.021–6, 160.023–6, 160.024–6, 160.028–6, 160.036–6, and 160.037–6.)

**Comments on Hand Held Flares—Subpart 160.021**

One commenter objected to the requirements in § 160.021–2(a) for the placement of wooden handles on hand-held flares. The commenter stated that wooden handles were not necessary for flares on recreational boats and therefore the specification was not appropriate for the devices intended to be used on these craft. It is self-evident that some type of handle is necessary on hand-held pyrotechnic devices; however, nothing compels that these be constructed exclusively of wood. The section referred to also contains a statement that specifically allows alternate designs that meet the performance requirements of the regulation.

A hot slag test for hand-held flares was proposed in the Notice of Proposed Rulemaking. This test would have been added as § 160.021–4(d)(8). The test has not been added as yet owing to several comments concerning its need and questions raised about its validity. The test required an ignited flare to be held 1.2m (4 ft.) above 10 layers of newsprint paper, the top layer of which is marked off in a grid. If more than half of the blocks of the grid were burned at its conclusion, the flare failed the test.

The commenters had two concerns regarding the test. In the first place, all of the presently approved flares drip some quantity of glowing slag. The commenters indicated that this had not proved to be a problem over the years in marine, highway, and railroad usage. The commenters believed that this was sufficient justification to conclude that there would also be no problems on recreational boats. The other concern was that newspaper was not a valid medium for the test, in that it does not simulate any particular material or hazardous condition that exists on recreational boats.

The Coast Guard does not agree with the contention that hot dripping slag poses no problems for recreational boats. This matter has been discussed at length by the National Boating Safety Advisory Council and has proved to be of serious concern. In light of the objections that have been raised to the hot slag test as proposed, the Coast Guard has decided to consider alternatives. Working for the Coast Guard, the National Bureau of Standards conducted a test series using several types of hand-held flares, burning them over newsprint of varying moisture content, and also burning them over heptane. Heptane is a standard test fuel used to determine octane ratings for gasoline, and is also one of the components of gasoline. As such, it represents the hazard that could be present on a boat with gasoline in the bilge. The possibility of this gasoline exploding was one of the primary concerns with the use of flares that dripped hot slag. At the conclusion of the tests, a demonstration was held at the National Bureau of Standards for a special sub-committee of the National Boating Safety Advisory Council on September 11, 1979.

There are five primary alternatives that will be available to the Coast Guard once the results of the tests and demonstration have been analyzed. One is that it will be determined that hand-held flares are potentially too dangerous to be used on recreational boats. In this case, Subpart 160.021 will remain as it is published in this Final Rule, and hand-held flares will not be permitted on recreational boats for meeting the visual distress signal requirement. A second possibility is that a surface burning test such as the newspaper version of the hot slag test will be found to be the best test for the hot slag hazard, and another final rule making will be published adding the test to Subpart 160.021. A third possibility is that the heptane hot slag test will be identified as providing the best estimate of slag hazard, in which case, it will be added to Subpart 160.021. The fourth possibility is that both a surface burning test and a heptane test will be found to be necessary, and both will be added to Subpart 160.021. The fifth possibility is that hot slag will be found to constitute no real hazard for recreational boats, eliminating the need for any testing requirement and permitting hand-held flares to be used as part of the required visual distress signals on recreational boats. Further comments are invited on this matter. These comments should reference CGD 76–048 a and b and be sent to the Commandant (G–CMC/TP24), U.S. Coast Guard Headquarters, Washington, D.C. 20593. The use of hand-held flares on recreational boats is discussed further in docket 76–183 elsewhere in this issue of the Federal Register.

**Comments on Signal Pistols—Subpart 160.028**

One commenter indicated that the requirement in § 160.028 for signal pistols to be equipped with ejection mechanisms should not be applied to pistols designed to fire the visual distress signals for boats specified in proposed § 160.066, as found in CGD 76–183a. The commenter stated that such mechanisms were not necessary for smaller signals complying with Subpart 160.066. The Coast Guard agrees and has added a note to § 160.028–3(c) that makes that section apply only to pistols for firing merchant vessel signals meeting Subpart 160.024. This exception also includes the firing pin specifications which are appropriate only for signals meeting the design requirements of Subpart 160.024.

**Comments on Smoke Signals—Subpart 160.037**

One commenter suggested the addition of a specification for a 50 second floating smoke signal. The suggestion was not adopted. Specifications for a 50 second hand-held smoke signal are contained in Subpart 160.037. Section 160.037–2(a) specifically permits alternate constructions which conform to the performance requirements in the subpart. A 50 second floating smoke signal would be given special consideration under this section.

One commenter suggested that the chemical p-Nitroaniline be prohibited in smoke signals owing to its toxicity. The Coast Guard has not adopted the suggestion. Atlantic Research Corporation in a study performed for the Coast Guard in 1977 concluded that the short term exposure to p-Nitroaniline that a smoke signal operator might be

subjected to would not have any serious consequences. This conclusion is supported by the Coast Guard's experience with smoke signals that have been approved and used for over 30 years. No adverse reaction from chemical exposure has ever been reported from the use of any visual distress signal.

One commenter suggested a change in the waterproofing of igniter button test in § 160.037–4(c)(2)(ii) that would permit a signal in a can with a screw-on cap to be tested under water with the cap in place. The suggestion has not been accepted. There is no reason why a signal in a can should not be waterproof in the ready to fire condition when other signals are required to be waterproof in the same condition.

One commenter suggested that the test to determine the volume and density of smoke produced by a signal measure the total smoke output rather than the rate of smoke output, as is now required in the test procedure in § 160.037–4(d)(8). The commenter also recommended that the smoke emitting time in § 160.037–4(c)(2)(iii) be extended to 75 seconds if the total volume of smoke produced in that time was acceptable. These suggestions have not been accepted. Ordinarily, a manufacturer can adjust the composition of a smoke signal to burn faster or slower, thereby regulating the rate at which smoke is produced. Furthermore, no test procedure for a total volume of smoke test was suggested, and the Coast Guard is not aware of any such procedure that has been validated.

**Comments on Line Throwing Appliance—Subpart 160.040**

One commenter suggested that the strength of the service line for line throwing appliances in § 160.040–4(c) be changed from 2,250 N (500 lb.) to 2,000 N (450 lb.). This would conform to specifications for minimum service line strength for line throwing appliances now under international consideration as a revision to the Safety of Life at Sea (SOLAS) Convention. The Coast Guard has not adopted the suggestion, since all presently approved line throwing appliances meet the 2,250 N criterion. Furthermore, the revision to the SOLAS Convention is still only a proposal and is subject to change. Should it be adopted, the Coast Guard may reconsider the service line strength requirement.

In consideration of the foregoing, Title 46 of the Code of Federal Regulations is amended as follows:

## SUBCHAPTER Q—SPECIFICATIONS

## PART 160—LIFESAVING EQUIPMENT

1. By revising Subpart 160.021 of Part 160 to read as follows:

### Subpart 160.021—Hand Red Flare Distress Signals for Merchant Vessels

Sec.
160.021–1 Incorporations by reference.
160.021–2 Type.
160.021–3 Materials, workmanship, construction and performance requirements.
160.021–4 Approval and production tests.
160.021–5 Labeling and marking.
160.021–6 Container.
160.021–7 Procedure for approval.
160.021–9 Recognized independent laboratories.

Authority.—46 U.S.C. 481, 49 U.S.C. 1655(b)(1), 49 CFR 1.46(b).

**§ 160.021–1 Incorporations by reference.**

(a) The following is incorporated by reference into this subpart:

(1) "The Universal Color Language" and "The Color Names Dictionary" in *Color: Universal Language and Dictionary of Names,* National Bureau of Standards Special Publication 440, December 1976.

(b) NBS Special Publication 440 may be obtained by ordering from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (Order by SD Catalog No. C13.10:440).

(c) Approval to incorporate by reference the publication listed in this section was obtained from the Director of the Federal Register on November 1, 1979. The publication is on file at the Federal Register Library.

**§ 160.021–2 Type.**

(a) Hand red flare distress signals specified by this subpart shall be of one type which shall consist essentially of a wooden handle to which is attached a tubular casing having a sealing plug at the handle end, the casing being filled with a flare composition and having a button of ignition material at the top, with a removable cap having a friction striking material on its top which may be exposed for use by pulling a tear strip. The flare is ignited by scraping the friction striker on top of the cap against the igniter button on top of the flare. The general arrangement of the flare is shown by Figure No. 160.021–2(a). Alternate arrangements which conform to all the performance requirements of this specification (and other arrangements which conform with all performance requirements except candlepower and burning time, but provide not less than 3,000 candela-minutes with a minimum of ⅓ minute burning time) will be given special consideration.

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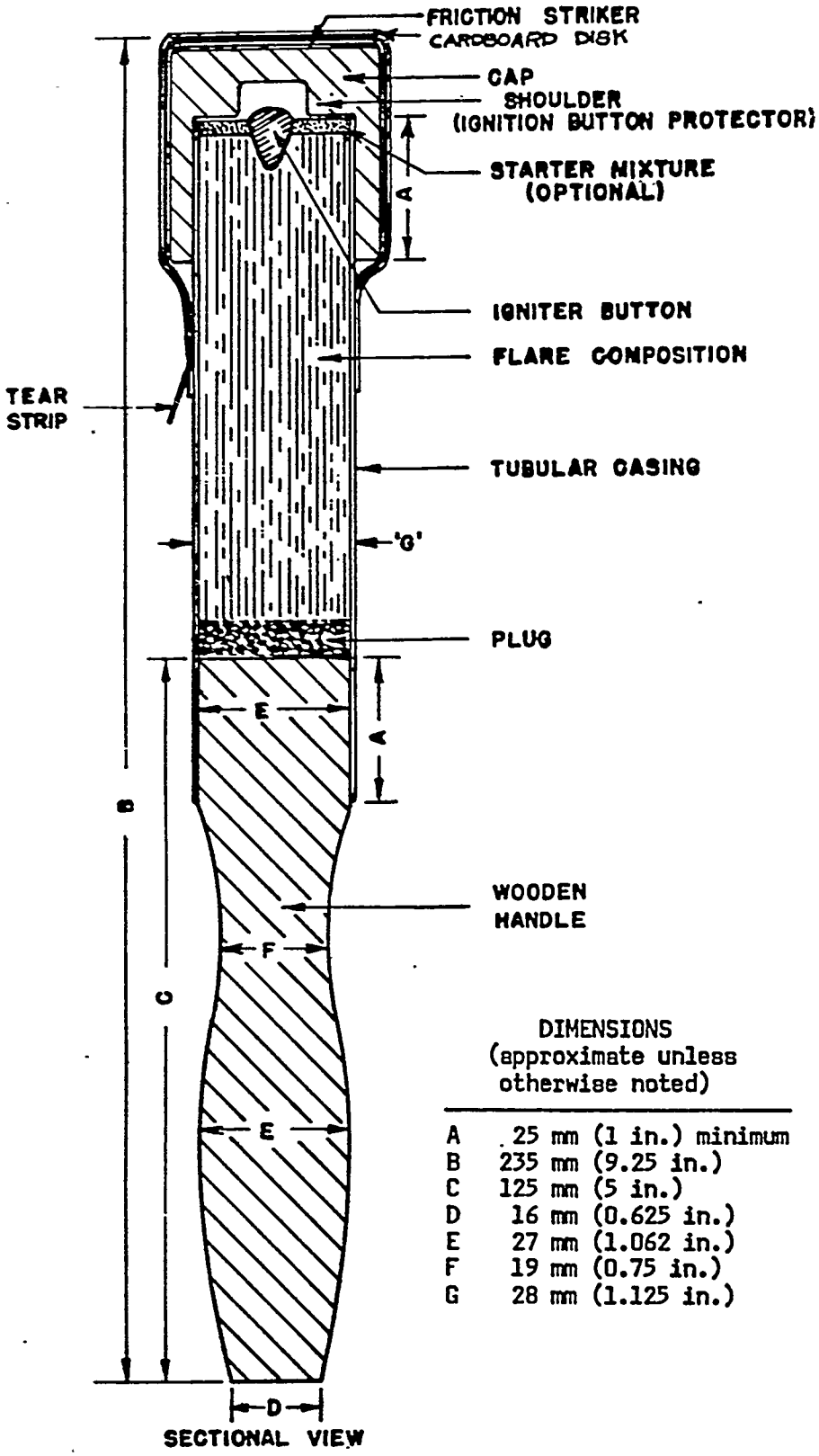


DIMENSIONS
(approximate unless otherwise noted)

| | |
|---|---|
| A | 25 mm (1 in.) minimum |
| B | 235 mm (9.25 in.) |
| C | 125 mm (5 in.) |
| D | 16 mm (0.625 in.) |
| E | 27 mm (1.062 in.) |
| F | 19 mm (0.75 in.) |
| G | 28 mm (1.125 in.) |

Figure 160.021-2(a). Hand Red Flare Distress Signal - General Arrangement.

**§ 160.021-3 Materials, workmanship, construction and performance requirements.**

(a) *Materials.* The materials shall conform strictly to the specifications and drawings submitted by the manufacturer and approved by the Commandant. The color of the tube shall be red. Flare compositions containing sulphur shall not contain more than 2.6 percent of potassium chlorate or an equivalent amount of any other chlorate. Flare compositions containing chlorates in any quantity shall not contain any ammonium salts.

(b) *Workmanship.* Hand red flare distress signals shall be of first class workmanship and shall be free from imperfections of manufacture affecting their appearance or that may affect their serviceability. Moistureproof coatings shall be applied uniformly and shall be free from pinholes or other visible defects which would impair their usefulness.

(c) *Construction.* The casing shall be fitted and secured to the handle with not less than a 25 mm (1 in.) overlap and shall be attached to the handle in such a manner that failure of the joint will not occur during tests, ignition, or operation. The plug shall be securely affixed in the casing to separate the flare composition from the wooden handle. The flare composition shall be thoroughly mixed and be uniformly compressed throughout to preclude variations of density which may adversely affect uniformity of its burning characteristics. The cap shall have a lap fit of not less than 25 mm (1 in.) over the end of the casing and flare composition to entirely and securely protect the exposed surface of the igniter button and end of flare composition and casing, and shall have an inner shoulder so constructed that it is mechanically impossible for the inner surface of the cap to come in contact with the igniter button. The cap shall be securely attached to the casing in such manner as to preclude its accidental detachment. The cap shall be provided on its top with a friction striking material which shall, by a pull of the tear strip, be entirely exposed for striking the friction igniter button. The igniter button shall be non-water soluble or be protected from moisture by a coating of some waterproof substance, and shall be raised or exposed in such manner as to provide positive ignition by the friction striker. The igniter button shall be firmly secured in or on the top of the flare composition; the arrangement shall be such that the ignition will be transmitted to the flare composition. The assembled flare, consisting of tear strip, cap, casing, and handle, shall be sealed and treated to protect the flare from deterioration by moisture. The protective waterproof coating shall be applied so none adheres to the friction striking surface. Special consideration will be given to alternate waterproofing of the signal by means of a water-resistant coating on the signal plus packaging in a sealed plastic waterproof bag satisfactory to the Commandant.

(d) *Performance.* Signals shall meet all the inspection and test requirements contained in § 160.021-4.

**§ 160.021-4 Approval and production tests.**

(a) *Approval tests.* The manufacturer must produce a lot of at least 100 signals form which samples must be taken for testing for approval under § 160.021-7. The approval tests are the operational tests and technical tests in paragraphs (c) and (d) of this section. The approval tests must be conducted by an independent laboratory accepted by the Commandant under § 159.010 of this Chapter.

(b) *Production inspections and tests.* Production inspections and tests of each lot of signals produced must be conducted under the procedures in § 159.007 of this Chapter. Signals from a rejected lot must not be represented as meeting this Subpart or as being approved by the Coast Guard. If the manufacturer identifies the cause of the rejection of a lot of signals, the signals in the lot may be reworked by the manufacturer to correct the problem. Samples from the rejected lot must be retested in order to be accepted. Records shall be kept of the reasons for rejection, the reworking performed on the rejected lot, and the results of the second test.

(1) *Lot size.* For the purposes of sampling the production of signals, a lot must consist of not more than 30,000 signals. Lots must be numbered serially by the manufacturer. A new lot must be started with: (i) any change in construction details, (ii) any change in sources of raw materials, or (iii) the start of production on a new production line or on a previously discountinued production line.

(2) *Inspections and tests by the manufacturer.* The manufacturer's quality control procedures must include inspection of materials entering into construction of the signals and inspection of the finished signals, to determine that signals are being produced in accordance with the approved plans. Samples from each lot must be tested in accordance with the operational tests in paragraph (c) of this section.

(3) *Inspections and tests by an independent laboratory.* An independent laboratory accepted by the Commandant under § 159.010 of this Chapter must perform or supervise the inspections and tests under paragraph (b)(2) of this section at least 4 times a year, unless the number of lots produced in year is less than four. The inspections and tests must occur at least once during each quarterly period, unless no lots are produced during that period. If less than four lots are produced, the laboratory must perform or supervise the inspection and testing of each lot. In addition, the laboratory must perform or supervise the technical tests in paragraph (d) of this section at least once for every ten lots of signals produced, except that the number of technical tests must be at least one but not more than four per year. If a lot of signals tested by the independent laboratory is rejected, the laboratory must perform or supervise the inspections and tests of the reworked lot and the next lot of signals produced. The tests of each reworked lot and the next lot produced must not be counted for the purpose of meeting the requirement for the annual number of inspections and tests performed or supervised by the independent laboratory.

(c) *Operational tests.* Each lot of signals must be sampled and tested as follows:

(1) *Sampling procedure and accept/reject criteria.* A sample of signals must be selected at random from the lot. The size of the sample must be the individual sample size in Table 160.021-4(c)(1) corresponding to the lot size. Each signal in the sample is tested as prescribed in the test procedure in paragraph (c)(2) of this section. Each signal that has a defect listed in the table of defects (Table 160.021-4(c)(2)) is assigned a score (failure percent) in accordance with that table. In the case of multiple defects, only the score having the highest numerical value is assigned to that signal. If the sum of all the failure percents (cumulative failure percent) for the number of units in the sample is less than or equal to the accept criterion, the lot is accepted. If the cumulative failure percent falls between the accept and reject criteria, another sample is selected from the production lot and the operational tests are repeated. The cumulative failure percent of each sample tested is added to that of the previous samples to obtain the cumulative failure percent for all the signals tested (cumulative sample size). Additional samples are tested and the tests repeated until either the accept or reject criterion for the cumulative

sample size is met. If any signal in the sample explodes when fired or ignited in a way that could burn or otherwise injure the person firing it, the lot is rejected without further testing. (This procedure is diagrammed in figure 160.021–4(c)).

(2) *Test procedure.* Each sample signal (specimen) must be tested as follows:

(i) *Conditioning of test specimens—water resistance.* Immerse specimen horizontally with uppermost portion of the signal approximately 25 mm (1 in.) below the surface of the water for a period of 24 hours. If the signal is protected by alternate waterproofing consisting of a water-resistant coating on the signal plus packaging in a sealed plastic waterproof bag, the 24-hour water immersion conditioning will be conducted while the signal is in the sealed plastic waterproof bag and will be followed by an additional immersion of the bare signal (i.e., after removal from the bag) 25 mm (1 in.) below the surface of the water for a period of 10 minutes.

(ii) *Waterproofing of igniter button.* Remove the cap from the test specimen. Place head of specimen without cap about 25 mm (1 in .) under the surface of water for approximately 5 minutes. Remove specimen from the water and wipe dry.

(iii) *Ignition and burning characteristics.* Test specimens shall ignite and burn satisfactorily with uniform intensity when the directions on the signal are followed. Test specimens shall not ignite explosively in a manner that might be dangerous to the user or persons close by. The plug separating the flare composition from the handle shall in no case allow flame or hot gases to pass through it or between it and the casing in such manner as might burn the hand while holding the signal by the handle.

(iv) *Burning time.* The burning time of a specimen shall be obtained by stop watch measurements from the time a distinct sustained flame is emitted until it ceases. Test specimens shall burn in air not less than 2 minutes.

Table 160.021–4(c)(1).—*Accept and reject criteria for operational test lots.*

| Lot size | Individual sample size | Sample | Cumulativesample size | Accept [1] | Reject [1] |
|---|---|---|---|---|---|
| 280 or less | 8 | First | 8 | (2) | 400 |
| | | Second | 16 | 100 | 500 |
| | | Third | 24 | 200 | 600 |
| | | Fourth | 32 | 300 | 700 |
| | | Fifth | 40 | 500 | 800 |
| | | Sixth | 48 | 700 | 900 |
| | | Seventh | 56 | 950 | 951 |
| 281 to 500 | 13 | First | 13 | 0 | 400 |
| | | Second | 26 | 100 | 600 |
| | | Third | 39 | 300 | 800 |
| | | Fourth | 52 | 500 | 1,000 |

Table 160.021–4(c)(1).—*Accept and reject criteria for operational test lots.*—Continued

| Lot size | Individual sample size | Sample | Cumulativesample size | Accept [1] | Reject [1] |
|---|---|---|---|---|---|
| | | Fifth | 65 | 700 | 1,100 |
| | | Sixth | 78 | 1,000 | 1,200 |
| | | Seventh | 91 | 1,350 | 1,351 |
| 501 to 1,200 | 20 | First | 20 | 0 | 500 |
| | | Second | 40 | 300 | 800 |
| | | Third | 60 | 600 | 1,000 |
| | | Fourth | 80 | 800 | 1,300 |
| | | Fifth | 100 | 1,100 | 1,500 |
| | | Sixth | 120 | 1,400 | 1,700 |
| | | Seventh | 140 | 1,850 | 1,851 |
| 1,201 to 3,200 | 32 | First | 32 | 100 | 700 |
| | | Second | 64 | 400 | 1,000 |
| | | Third | 96 | 800 | 1,300 |
| | | Fourth | 128 | 1,200 | 1,700 |
| | | Fifth | 160 | 1,700 | 2,000 |
| | | Sixth | 192 | 2,100 | 2,300 |
| | | Seventh | 224 | 2,550 | 2,551 |
| More than 3,201 | 50 | First | 50 | 200 | 900 |
| | | Second | 100 | 700 | 1,400 |
| | | Third | 150 | 1,300 | 1,900 |
| | | Fourth | 200 | 1,900 | 2,500 |
| | | Fifth | 250 | 2,500 | 2,900 |
| | | Sixth | 300 | 3,100 | 3,300 |
| | | Seventh | 350 | 3,750 | 3,751 |

[1] Cumulative failure percent.
[2] Lot may not be accepted. Next sample must be tested.

Table 160.021–4(c)(2)

| Kind of defects | Percentage of failure |
|---|---|
| a. Failure to ignite | 100 |
| b. Ignites or burns dangerously | 50 |
| c. Nonuniform burning intensity | 50 |
| d. Chimneys so as to materially obscure the flame | 25 |
| e. Fire flashes down between casing and handle so as to endanger burning the hand | 50 |
| f. Burning time less than 70 pct of specified time | 100 |
| g. Burning time at least 70 pct but less than 80 pct of specified time | 75 |
| h. Burning time at least 80 pct but less than 90 pct of specified time | 50 |
| i. Burning time at least 90 pct but less than 100 pct of specified time | 25 |

(d) *Technical tests.* Three signals must be subjected to each of the following tests. Two of the three signals must pass each test in order for the lot of signals to be accepted.

(1) *Underwater burning.* Condition each sample in accordance with paragraph (c)(2)(i) of this section. Ignite specimen and let it burn about 5 seconds in air. Submerge the burning signal in water in a vertical position with head down. Obtain under water burning time by stop watch measurement from time of submersion until distinct, sustained flame emission ceases. The test specimen shall burn under water not less than 5 seconds when subjected to this test.

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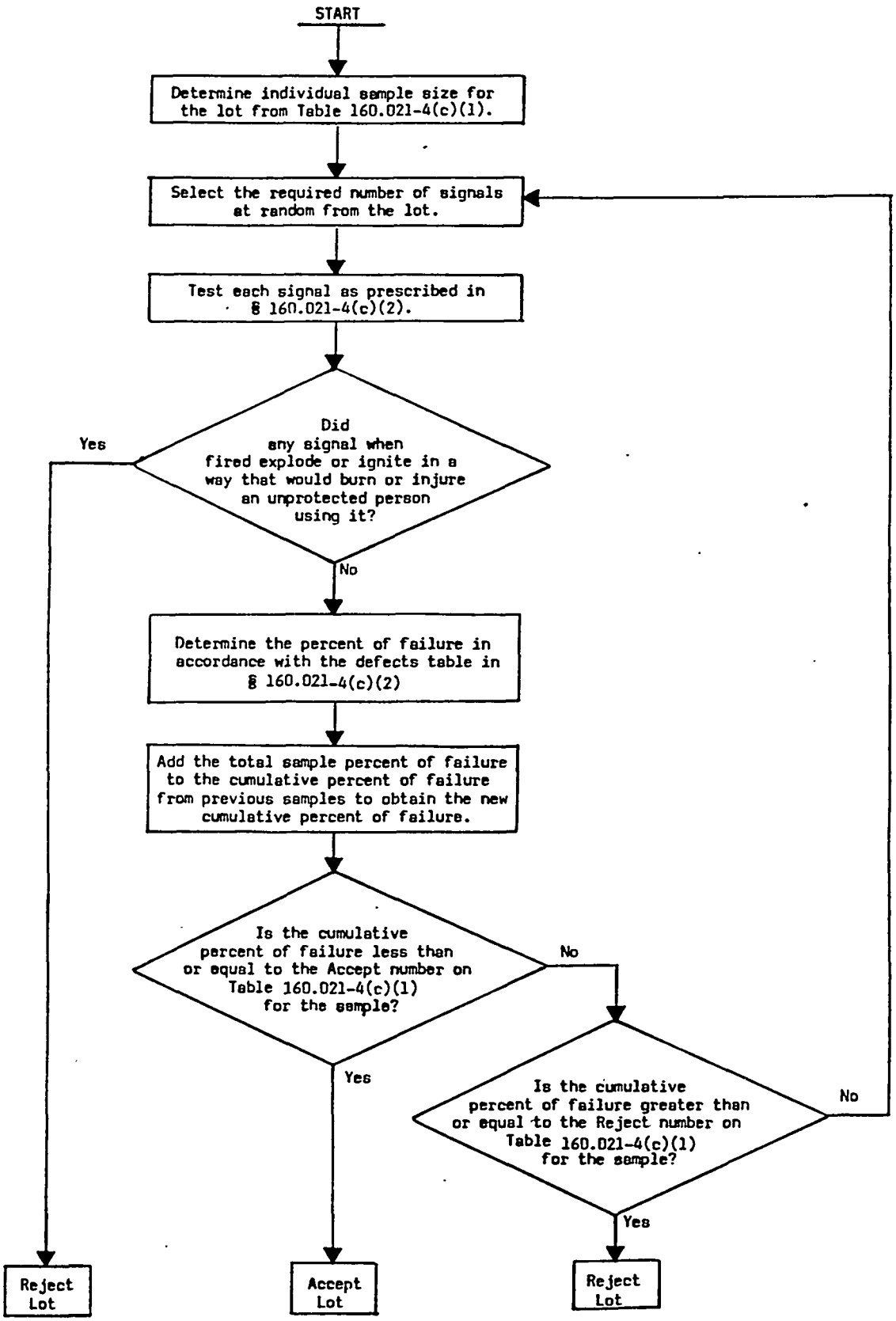


Figure 160.021-4(c). Operational test procedure.

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(2) *Bending strength.* Place the specimen on supports 15 cm (6 in.) apart. Attach a weight of 35 kg (77 lb.) to a length of wire. Hang the weight from the supported signal by looping the wire around the signal approximately equidistant from the two points of support. Let the weight hang approximately 5 minutes. The test specimen shall not deflect more than 7 mm (1/4 in.), nor shall the joint between the casing and the handle fail, when subjected to this test.

(3) *Tensile strength.* Place the specimen in a chuck firmly holding it about 13 mm (1/2 in.) below the cap. Attach a weight of 35 kg (77 lb.) to a length of wire. Hang the weight from the supported signal by looping the wire through a hole bored perpendicular to and through the axis of the handle. Let the weight hang approximately 5 minutes. The test specimen shall not show noticeable distortion, nor shall the joint between the casing and handle fail, when subjected to this test.

(4) *Luminous intensity.* The luminous intensity of each specimen tested shall be measured by a visual photometer or equivalent photometric device, while the specimen is supported in a horizontal position and the photometer is at right angles to the axis of the specimen. Visual luminous intensity readings shall be observed and recorded at approximately 20 second intervals during the burning of the specimen. The minimum photometric distance shall be 3 m (10 ft.). Recording photometers shall have a chart speed of at least 25 mm (1 in.) per minute. The luminous intensity of specimen shall be computed as the arithmetical average of the readings recorded. The average luminous intensity of a test specimen shall be not less than 500 candela. The burning time of a specimen shall be obtained by stop watch measurements from the time distinct, sustained flame is emitted until it ceases. Test specimens shall burn in air not less than 2 minutes.

(5) *Elevated temperature, humidity and storage.* Place specimen in a thermostatically controlled even-temperature oven held at 75°C. with not less than 90 percent relative humidity for 72 hours. Remove specimen and store at room temperature (20° to 25°C.) with approximately 65 percent relative humidity for 10 days. If for any reason it is not possible to operate the oven continuously for the 72-hour period, it may be operated at the required temperature and humidity for 8 hours out of each 24 during the 72-hour conditioning period. (Total of 24 hours on and 48 hours off.) The signal shall not ignite or decompose during this conditioning. The signal shall ignite and operate satisfactorily following this conditioning.

(6) *Spontaneous ignition.* Place the specimen in a thermostatically controlled even-temperature oven held at 75°C. with not more than 10% relative humidity for 48 consecutive hours. The signals shall not ignite or undergo marked decomposition.

(7) *Chromaticity.* The color of the burning signal must be vivid red as defined by Sections 13 and 14 of the "Color Names Dictionary." Two identical test plates of white cardboard about 30 cm x 60 cm (12" x 24") are used. Except for a negligible amount of stray daylight, the first test plate is illuminated by light from the specimen placed at a distance of about 1.5 m (5 ft.). The second test plate is illuminated only by light from an incandescent lamp operated at a color temperature close to 2,848°K at a distance of about 30 cm (1 ft.). The first plate is viewed directly, the second through combinations of Lovibond red, yellow, and blue glasses selected so as to approximate a chromaticity match. By separating the test plates by a wide unilluminated area (subtending at the observer about 45°), it is possible to make accurate determinations of chromaticity in terms of the 1931 CIE Standard Observer and Coordinate System, in spite of fluctuations in luminous intensity of the specimen by factors as high as 2 or 3. The CIE coordinates are converted to the Munsell notation which is cross-referenced to the color name in Section 13 of the "Color Names Dictionary" (see the discussion in Section 10 of "The Universal Color Language").

### § 160.021-5 Labeling and marking.

(a) *Labeling.* Each hand red flare distress signal shall bear a label securely affixed thereto, showing in clear, indelible black lettering on a red background, the following wording and information:

(Company brand or style designation)

Hand Red Flare Distress Signal

500 Candela—2 Minutes Burning Time

Use Only When Aircraft or Vessel Is Sighted

Directions—Pull tape over top of cap. Remove cap and ignite flare by rubbing scratch surface on top of cap sharply across igniter button on head of signal.

Caution—Stand with back to wind and point away from body when igniting or flare is burning.

Service Life Expiration Date (Month and year to be inserted by manufacturer) (Month and year manufactured) (Lot No.——).

Manufactured by (Name and address of manufacturer). U.S. Coast Guard Approval No.——

(b) *Marking of expiration date.* The expiration date must be not more than 42 months from the date of manufacture.

(c) *Other marking.* (1) There shall be die-stamped, in the side of the wooden handle in figures not less than 3 mm (C⅛ in.) high, numbers indicating the month and year of manufacture, thus: "6–54" indicating June, 1954.

(2) In addition to any other marking placed on the smallest packing carton or box containing hand red flare distress signals, such cartons or boxes shall be plainly and permanently marked to show the service life expiration date, date of manufacture, and lot number.

(3) The largest carton or box in which the manufacturer ships signals must be marked with the following or equivalent words: "Keep under cover in a dry place."

Note.—Compliance with the labeling requirements of this section does not relieve the manufacturer of the responsibility of complying with the label requirements of 15 USC 1263, the Federal Hazardous Substances Act.

### § 160.021-6 Container.

(a) *General.* Containers for stowage of hand red flare distress signals in lifeboats and life rafts on merchant vessels are not required to have specific approval or to be of special design, but they shall meet the following test for watertightness when closed, and shall be capable of being opened and reclosed hand-tight to meet the same watertightness test. The materials shall be copper, brass, bronze, or equally corrosion-resistant to salt water and spray. The type container illustrated by Figure Number 160.021-6(a) is recommended for most purposes.

(b) *Watertightness test for containers.* Whenever a question arises as to the watertightness of a container, the following test may be made to determine whether it is satisfactory in this respect. Open the container, remove the contents, insert colored blotting paper as a lining, re-close container as tightly as possible by hand (no wrenches or special tools permitted), submerge container with top about 30 cm (1 ft.) below the surface of the water for two hours, remove container from water, wipe off excess moisture on outside, then open the container and examine the blotting paper and entire interior for evidence of moisture penetration. If any moisture or water is evidenced, the container is not satisfactory.

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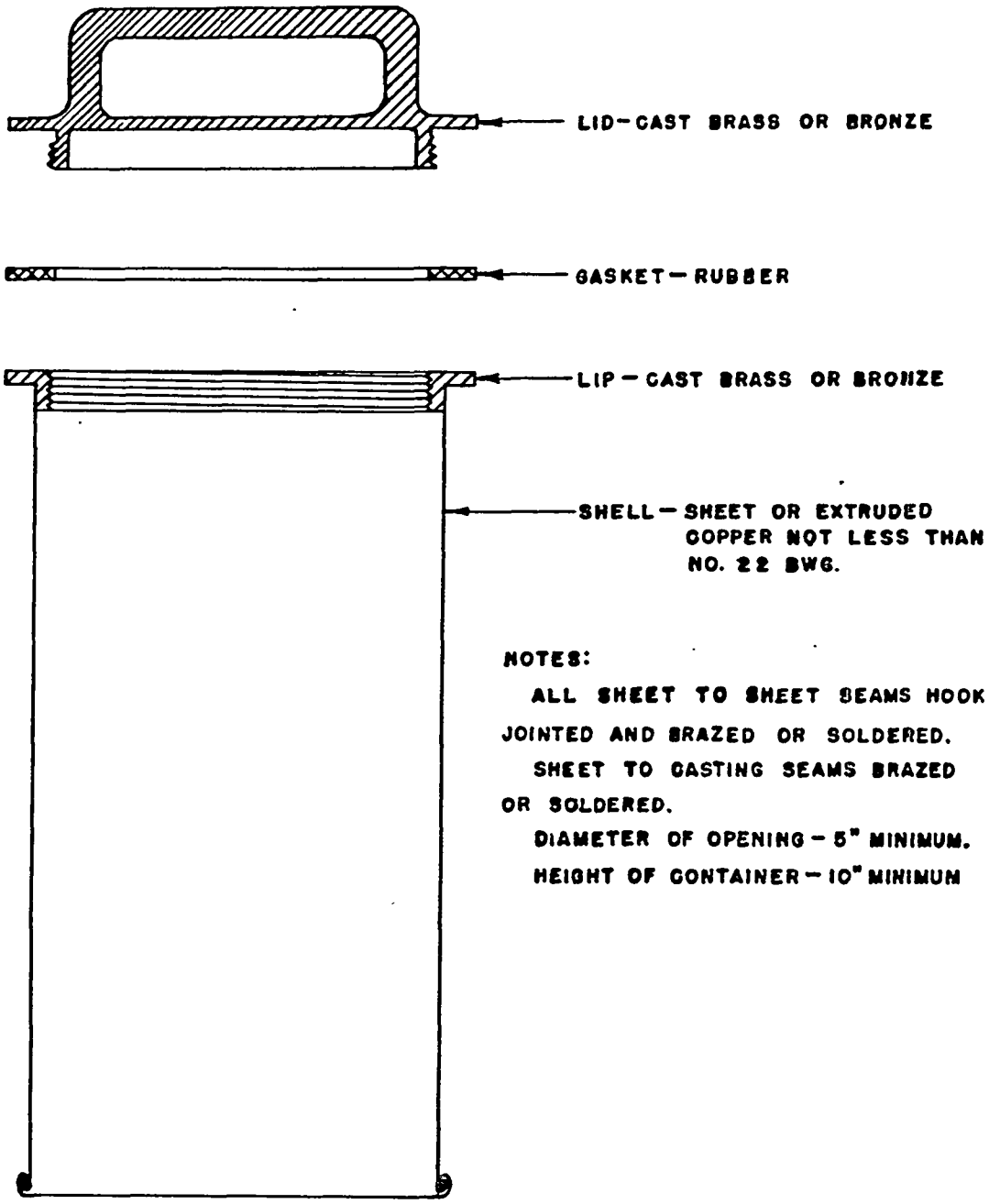


Figure 160.021-6(a). Watertight Container for Hand Red Flare Distress Signals.

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(c) *Marking of container.* Containers shall be embossed or bear a brass or equivalent corrosion-resistant nameplate, or otherwise be suitably and permanently marked, to plainly show in letters not less than 13 mm (½ in.) high the following wording: "HAND RED FLARE DISTRESS SIGNALS". No additional marking which might cause confusion as to the contents shall be permitted. The vessel's name ordinarily is painted or branded on equipment such as this container, and nothing in this subpart shall be construed as prohibiting same.

**§ 160.021-7 Procedure for approval.**

(a) Signals are approved by the Coast Guard under the procedures in Subpart 159.005 of this Chapter.

**§ 160.021-9 Recognized independent laboratories.**

(a) The following independent laboratories have been accepted by the Commandant for conducting the approval and production tests required in this Subpart:

(1) (Reserved).

(b) Revised copies of this list may be obtained from Commandant (G-MMT-3/TP12), U.S. Coast Guard Headquarters, Washington, D.C. 20593.

2. By revising Subpart 160.022 of Part 160 to read as follows:

## Subpart 160.022—Floating Orange Smoke Distress Signals (5 Minutes)

Sec.
160.022-1 Incorporations by reference.
160.022-2 Type.
160.022-3 Materials, workmanship, construction, and performance requirements.
160.022-4 Approval and production tests.
160.022-5 Marking.
160.022-7 Procedure for approval.
160.022-9 Recognized independent laboratories.

Authority: 46 U.S.C. 481, 49 U.S.C. 1655(b)(1), 49 CFR 1.46(b).

**§ 160.022-1 Incorporations by reference.**

(a) The following are incorporated by reference into this subpart:

(1) "The Color Names Dictionary" in *Color: Universal Language and Dictionary of Names,* National Bureau of Standards Special Publication 440, December 1976.

(2) "Development of a Laboratory Test for Evaluation of the Effectiveness of Smoke Signals," National Bureau of Standards Report 4792, July 1956.

(b) NBS Special Publication 440 may be obtained by ordering from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (Order by SD Catalog No. C13.10:440).

(c) NBS Report 4792 may be obtained from the Commandant (G-MMT-3/TP12), U.S. Coast Guard, Washington, D.C. 20593.

(d) Approval to incorporate by reference the materials listed in this section was obtained from the Director of the Federal Register on November 1 and 29, 1979. The materials are on file in the Federal Register Library.

**§ 160.022-2 Type.**

(a) Floating orange smoke distress signals, specified by this subpart shall be of one type which shall consist essentially of an outer container, ballast, an air chamber, an inner container, the smoke producing composition, and an igniter mechanism. Alternate arrangements which conform to the performance requirements of this specification will be given special consideration.

**§ 160.022-3 Materials, workmanship, construction, and performance requirements.**

(a) *Materials.* The materials shall conform strictly to the specifications and drawings submitted by the manufacturer and approved by the Commandant. Metal for containers shall be not less than 0.5 mm (0.020 in.) in thickness. Other dimensions or materials may be considered upon special request when presented with supporting data. Igniter systems shall be corrosion-resistant metal. The combustible material shall be of such nature that it will not deteriorate during long storage, nor when subjected to frigid or tropical climates, or both.

(b) *Workmanship.* Floating orange smoke distress signals shall be of first class workmanship and shall be free from imperfections of manufacture affecting their appearance or that may affect their serviceability.

(c) *Construction.* The outer container shall be of a size suitable for its intended use. All sheet metal seams should be hook-jointed and soldered. The whole container shall be covered with two coats of waterproof paint or equivalent protection system. The igniter mechanism shall be simple to operate and provide ignition in most unfavorable weather. The mechanism shall be protected with a watertight cover having a finish which is corrosion-resistant to salt water and spray. The cover shall be easily and quickly removable by hand without the use of tools. If attachment of the cover is by formed screw threads, it shall be of such construction or material to prevent rusting or corrosion and will not back off and loosen under shipboard vibration.

(d) *Performance.* Signals shall meet all the inspection and test requirements contained in § 160.022-4.

**§ 160.022-4 Approval and production tests.**

(a) *Approval tests.* The manufacturer must produce a lot of at least 100 signals from which samples must be taken for testing for approval under § 160.022-7. The approval tests are the operational tests and technical tests in paragraphs (c) and (d) of this section. The approval tests must be conducted by an independent laboratory accepted by the Commandant under § 159.010 of this Chapter.

(b) *Production inspections and tests.* Production inspections and tests of each lot of signals produced must be conducted under the procedures in § 159.007 of this Chapter. Signals from a rejected lot must not be represented as meeting this Subpart or as being approved by the Coast Guard. If the manufacturer identifies the cause of the rejection of a lot of signals, the signals in the lot may be reworked by the manufacturer to correct the problem. Samples from the rejected lot must be retested in order to be accepted. Records shall be kept of the reasons for rejection, the reworking performed on the rejected lot, and the results of the second test.

(1) *Lot size.* For the purposes of sampling the production of signals, a lot must consist of not more than 30,000 signals. Lots must be numbered serially by the manufacturer. A new lot must be started with:

(i) any change in construction details,

(ii) any change in sources of raw materials, or

(iii) the start of production on a new production line or on a previously discontinued production line.

(2) *Inspections and tests by the manufacturer.* The manufacturer's quality control procedures must include inspection of materials entering into construction of the signals and inspection of the finished signals, to determine that signals are being produced in accordance with the approved plans. Samples from each lot must be tested in accordance with the operational tests in paragraph (c) of this section.

(3) *Inspections and tests by an independent laboratory.* An independent laboratory accepted by the Commandant under § 159.010 of this Chapter must perform or supervise the inspections and tests under paragraph (b)(2) of this section at least 4 times a year, unless the number of lots produced in a year is less than four. The inspections and tests must occur at least

once during each quarterly period, unless no lots are produced during that period. If less than four lots are produced, the laboratory must perform or supervise the inspection and testing of each lot. In addition, the laboratory must perform or supervise the technical tests in paragraph (d) of this section at least once for every ten lots of signals produced, except that the number of technical tests must be at least one but not more than four per year. If a lot of signals tested by the independent laboratory is rejected, the laboratory must perform or supervise the inspections and tests of the reworked lot and the next lot of signals produced. The tests of each reworked lot and the next lot of signals must not be counted for the purpose of meeting the requirement for the annual number of inspections and tests performed or supervised by the independent laboratory.

(c) *Operational tests.* Each lot of signals must be sampled and tested as follows:

(1) *Sampling procedure and accept/reject criteria.* A sample of signals must be selected at random from the lot. The size of the sample must be the individual sample size in Table 160.022–4(c)(1) corresponding to the lot size. Each signal in the sample is tested as prescribed in the test procedure in paragraph (c)(2) of this section. Each signal that has a defect listed in the table of defects (Table 160.022–4(c)(2)) is assigned a score (failure percent) in accordance with that table. In the case of multiple defects, only the score having the highest numerical value is assigned to that signal. If the sum of all the failure percents (cumulative failure percent) for the number of units in the sample is less than or equal to the accept criterion, the lot is accepted. If this sum is equal to or more than the reject criterion the lot is rejected. If the cumulative failure percent falls between the accept and reject criteria, another sample is selected from the production lot and the operational tests are repeated. The cumulative failure percent of each sample tested is added to that of the previous samples to obtain the cumulative failure percent for all the signals tested (cumulative sample size). Additional samples are tested and the tests repeated until either the accept or reject criterion for the cumulative sample size is met. If any signal in the sample explodes when fired or ignited in a way that could burn or otherwise injure the person firing it, the lot is rejected without further testing. (This procedure is diagrammed in figure 160.022–4(c).)

(2) *Test Procedure.* Each sample signal (specimen) must be tested as follows:

(i) *Conditioning of test specimens—water-resistance.* Immerse specimens horizontally with uppermost portion of the signal approximately 25 mm (1 in.) below the surface of the water for a period of 24 hours.

(ii) *Smoke emitting time.* Ignite specimen according to the directions printed on the signal and place signal in tub or barrel of water. The smoke emitting time of a specimen shall be obtained by stop watch measurements from the time of distinct, sustained smoke emission until it ceases. The watch shall be stopped during periods of flame emission. The smoke emitting time for a specimen shall be not less than 4 minutes.

(iii) *Ignition and smoke emitting characteristics.* Test specimens shall ignite and emit smoke properly when the directions on the signal are followed. Test specimens shall not ignite explosively in a manner that might be dangerous to the user or persons close by. Test specimens shall emit smoke at a uniform rate while floating in calm to rough water. Signals should be so constructed that water submerging the signal in moderately heavy seas will not cause it to become inoperative.

**Table 160.022–4(c)(1).**—*Accept and reject criteria for operational test lots.*

| Lot size | Individual sample size | Sample | Cumulative sample size | Accept[1] | Reject[1] |
|---|---|---|---|---|---|
| 280 or less | 8 | First | 8 | ([2]) | 400 |
| | | Second | 16 | 100 | 500 |
| | | Third | 24 | 200 | 600 |
| | | Fourth | 32 | 300 | 700 |
| | | Fifth | 40 | 500 | 800 |
| | | Sixth | 48 | 700 | 900 |
| | | Seventh | 56 | 950 | 951 |
| 281 to 500 | 13 | First | 13 | 0 | 400 |
| | | Second | 26 | 100 | 600 |
| | | Third | 39 | 300 | 800 |
| | | Fourth | 52 | 500 | 1,000 |
| | | Fifth | 65 | 700 | 1,100 |
| | | Sixth | 78 | 1,000 | 1,200 |
| | | Seventh | 91 | 1,350 | 1,351 |
| 501 to 1,200 | 20 | First | 20 | 0 | 500 |
| | | Second | 40 | 300 | 800 |
| | | Third | 60 | 600 | 1,000 |
| | | Fourth | 80 | 800 | 1,300 |
| | | Fifth | 100 | 1,100 | 1,500 |
| | | Sixth | 120 | 1,400 | 1,700 |
| | | Seventh | 140 | 1,850 | 1,851 |
| 1,201 to 3,200 | 32 | First | 32 | 100 | 700 |
| | | Second | 64 | 400 | 1,000 |
| | | Third | 96 | 800 | 1,300 |
| | | Fourth | 128 | 1,200 | 1,700 |
| | | Fifth | 160 | 1,700 | 2,000 |
| | | Sixth | 192 | 2,100 | 2,300 |
| | | Seventh | 224 | 2,550 | 2,551 |
| More than 3,201 | 50 | First | 50 | 200 | 900 |
| | | Second | 100 | 700 | 1,400 |
| | | Third | 150 | 1,300 | 1,900 |
| | | Fourth | 200 | 1,900 | 2,500 |
| | | Fifth | 250 | 2,500 | 2,900 |
| | | Sixth | 300 | 3,100 | 3,300 |
| | | Seventh | 350 | 3,750 | 3,751 |

[1] Cumulative failure percent.
[2] Lot may not be accepted. Next sample must be tested.

**TABLE 160.022–4(c)(2)**

| Kind of defects | Percentage of failure |
|---|---|
| a. Failure to ignite | 100 |
| b. Ignites or burns dangerously | 50 |
| c. Nonuniform smoke emitting rate | 50 |
| d. Smoke-emitting time less than 70 pct of specified time | 100 |
| e. Smoke-emitting time at least 70 pct but less than 30 pct of specified time | 75 |
| f. Smoke-emitting time at least 80 pct but less than 90 pct of specified time | 50 |
| g. Smoke-emitting time at least 90 pct but less than 100 pct of specified time | 25 |

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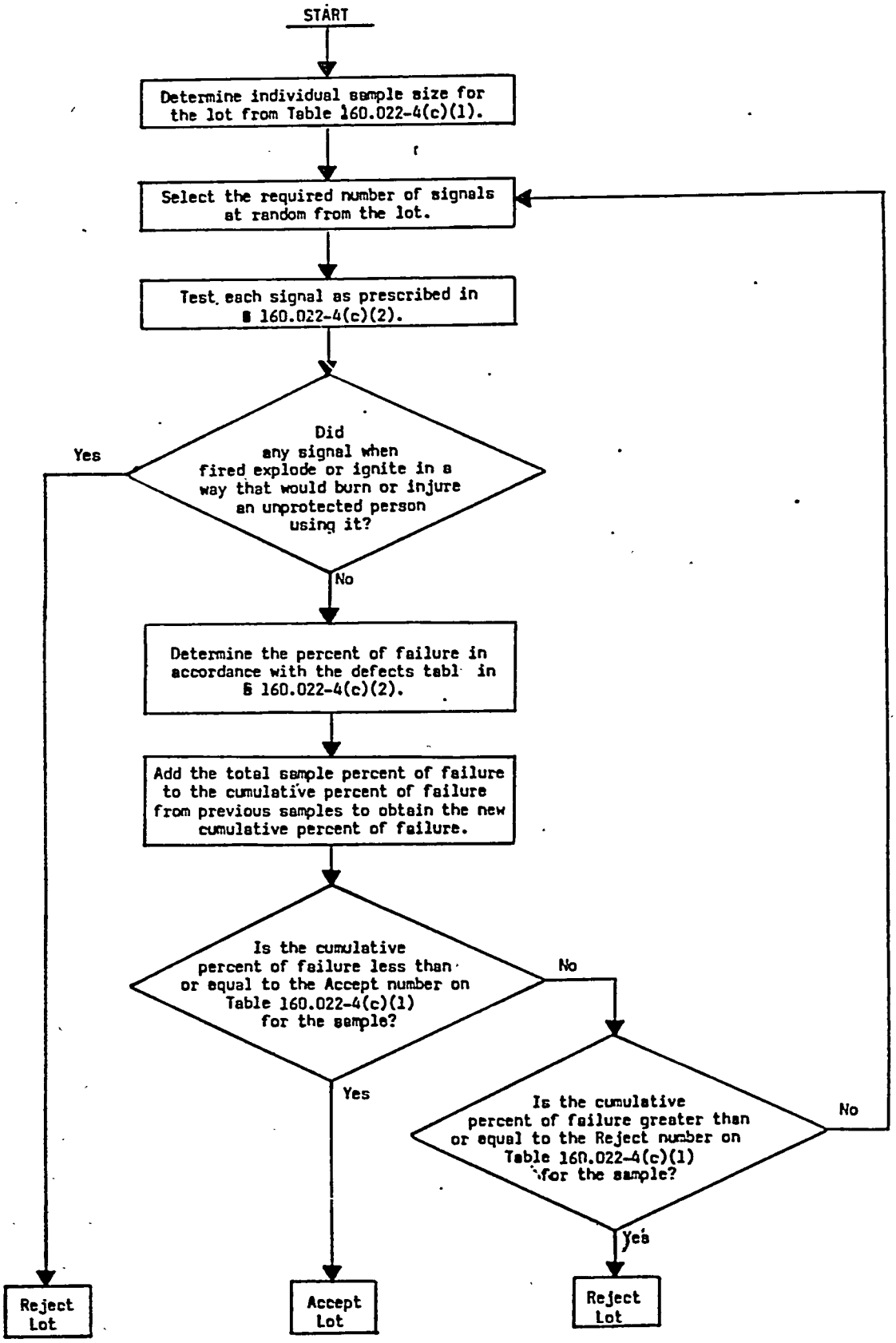


Figure 160.022-4(c). Operational test procedure.

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(d) *Technical tests.* Three signals must be subjected to each of the following tests. Two of the three signals must pass the test in order for the lot of signals to be accepted.

(1) *Smoke emission in waves.* The signal shall be ignited and thrown overboard under conditions where the waves are at least 30 cm (1 ft.) high. The smoke emitting time must be at least 4 minutes and the signal shall float in such a manner that the signal shall function properly during this test. Failure to pass this test shall be cause for the lot to be rejected.

(2) *Underwater smoke emission.* Condition each sample in accordance with paragraph (c)(2)(i) of this section. Ignite specimen and let it burn about 15 seconds in air. Submerge the burning signal in water in a vertical position with head down. Obtain underwater smoke emission time by stop watch measurements from time of submersion until distinct, sustained smoke emission ceases. The test specimen shall emit smoke underwater not less than 15 seconds when subjected to this test.

(3) *Elevated temperature, humidity, and storage.* Place specimen in a thermostatically controlled even-temperature oven held at 75° C. with not less than 90 percent relative humidity for 72 hours. Remove specimen and store at room temperature (20° to 25° C.) with approximately 65 percent relative humidity for ten days. If for any reason it is not possible to operate the oven continuously for the 72-hour period, it may be operated at the required temperature and humidity for 8 hours out of each 24 during 72-hour conditioning period. (Total of 24 hours on and 48 hours off). The signal shall not ignite or decompose during this conditioning. The signal shall ignite and operate satisfactorily following this conditioning.

(4) *Spontaneous ignition.* Place the specimen in a thermostatically controlled even-temperature oven held at 75° C. with not more than 10% relative humidity for 48 consecutive hours. The signal shall not ignite or undergo marked decomposition.

(5) *Susceptibility to explosion.* Remove smoke composition from signal and punch a small hole in the composition. Insert a No. 6 commercial blasting cap. Ignite the cap. The test specimen shall not explode or ignite.

(6) *Corrosion resistance.* Expose the complete specimen with cover secured hand-tight to a finely divided spray of 20 percent by weight sodium chloride solution at a temperature between 32° C and 38° C (90° F and 100° F) for 100 hours. The container and cap must not be corroded in any fashion that would impair their proper functioning.

(7) *Color of smoke.* Ignite specimen in the open air in daytime according to the directions printed on the signal, and determine the smoke color by direct visual comparison of the unshadowed portions of the smoke with a color chart held so as to receive the same daylight illumination as the unshadowed portions of the smoke. The color of the smoke must be orange as defined by Sections 13 and 14 of the "Color Names Dictionary" (colors 34–39 and 48–54).

(8) *Volume and density of smoke.* The test specimen shall show less than 20 percent transmission for not less than 3 minutes when measured with apparatus having a light path of 19 cm (7½ in.), an optical system aperture of +3.7 degrees, and an entrance air flow of 18.4m$^3$ per minute (650 cu. ft. per minute), such apparatus to be as described in National Bureau of Standards Report No. 4792.

**§ 160.022-5 Marking.**

(a) *Directions for use.* Each floating orange smoke distress signal shall be plainly and indelibly marked in black lettering not less than 3 mm (⅛ in.) high "Approved for daytime use only", and in black lettering not less than 5 mm (3/16 in.) high with the word "Directions". Immediately below shall be similarly marked in black lettering not less than 3 mm (⅛ in.) high: "1. Use Only When Aircraft or Vessel Is Sighted". Then in numbered paragraphs, in similar lettering, there shall follow in simply and easily understood wording, instructions to be followed to make the device operative. Pasted-on labels are not acceptable.

(b) *Other markings.*

(1) There shall be embossed or die-stamped, in the outer container in figures not less than 5 mm (3/16 in.) high, numbers, indicating the month and year of manufacture, thus: "6–54" indicating June 1954. The outer container shall also be plainly and indelibly marked with the commercial desination of the signal, the words "Floating Orange Smoke Distress Signal", name and address of the manufacturer, the Coast Guard Approval No., the service life expiration date (month and year to be entered by the manufacturer), the month and year of manufacture and the lot number.

(2) In addition to any other marking placed on the smallest packing carton or box containing floating orange smoke distress signals, such cartons or boxes shall be plainly and indelibly marked to show the service life expiration date, the month and year of manufacture, and the lot number.

(3) The largest carton or box in which the manufacturer ships signals must be marked with the following or equivalent words: "Keep under cover in a dry place."

(c) *Marking of expiration date.* The expiration date must be not more than 42 months from the date of manufacture.

**Note.**—Compliance with the labeling requirements of this section does not relieve the manufacturer of the responsibility of complying with the label requirements of 15 USC 1263, the Federal Hazardous Substances Act.

**§ 160.022-7 Procedure for approval.**

(a) Signals are approved by the Coast Guard under the procedures in Subpart 159.005 of this Chapter.

**§ 160.022-9 Recognized independent laboratories.**

(a) The following independent laboratories have been accepted by the Commandant for conducting the approval and production tests required in this Subpart:

(1) (Reserved).

(b) Revised copies of this list may be obtained from Commandant (G-MMT-3/TP12), U.S. Coast Guard Headquarters, Washington, D.C. 20593.

3. By revising Subpart 106.023 of Part 160 to read as follows:

**Subpart 160.023—Hand Combination Flare and Smoke Distress Signals**

Sec.

160.023-1 Incorporations by reference.
160.023-2 Type.
160.023-3 Materials, workmanship, construction and performance requirements.
160.023-4 Approval and production tests.
160.023-5 Labeling and marking.
160.023-6 Container.
160.023-7 Procedure for approval.
160.023-9 Recognized independent laboratories.

**Authority:** 46 U.S.C. 481, 49 U.S.C. 1655(b)(1), 49 CFR 1.46(b).

**§ 160.023-1 Incorporations by reference.**

(a) The following are incorporated by reference into this subpart:

(1) Military specifications MIL-S-18655 C, 3 May 1971—Signal, Smoke and Illumination, Marine, Mark 13, Mod 0.

(b) The military specification may be obtained from Customer Service, Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA. 19120 (tel: (215)697-2000). This specification is also on file in the **Federal Register** library.

(c) Approval to incorporate by reference the materials listed in this section was obtained from the Director of the Federal Register on November 1, 1979.

§ 160.023-2 Type.

(a) Hand combination flare and smoke distress signals specified by this subpart shall be of the type described in specification MIL-S-18655.

§ 160.023-3 Materials, workmanship, construction, and performance requirements.

(a) The materials, construction, workmanship, general and detail requirements shall conform to the requirements of specification MIL-S-18655, except as otherwise specifically provided by this subpart.

§ 160.023-4 Approval and production tests.

(a) *Approval tests.* The approval tests are those tests prescribed for the preproduction sample in MIL-S-18655. The approval tests must be conducted by an independent laboratory accepted by the Commandant under § 159.010 of this Chapter.

(b) *Production inspections and tests.* Production inspections and tests of each lot of signals produced must be conducted under the procedures in § 159.007 of this Chapter. Signals from a rejected lot must not be represented as meeting this Subpart or as being approved by the Coast Guard. If the manufacturer identifies the cause of the rejection of a lot of signals, the signals in the lot may be reworked by the manufacturer to correct the problem. Samples from the rejected lot must be retested in order to be accepted. Records shall be kept of the reasons for rejection, the reworking performed on the rejected lot, and the results of the second test.

(1) *Inspections and tests by the manufacturer.* The manufacturer's quality control procedures must include inspection of materials entering into construction of the signals and inspection of the finished signals, to determine that signals are being produced in accordance with the approved plans. The manufacturer must select samples from each lot and test them as specified in the production lot procedures in MIL-S-18655.

(2) *Inspections and tests by an independent laboratory.* An independent laboratory accepted by the Commandant under § 159.010 of this Chapter must perform or supervise the inspections and tests under paragraph (b)(1) of this section at least 4 times a year, unless the number of lots is less than four. The inspections and tests must occur at least once during each quarterly period, unless no lots are produced during this period. If less than four lots are produced, the laboratory must perform or supervise the inspection and testing of each lot. If a lot of signals tested by the independent laboratory is rejected, the laboratory must perform or supervise the inspections and tests of the reworked lot and the next lot of signals produced. The tests of each reworked lot and the next lot produced must not be counted for the purpose of meeting the requirement for the annual number of inspections and tests performed or supervised by the independent laboratory.

§ 160.023-5 Labeling and marking.

(a) *Labeling.* A label showing firing instructions in accordance with specification MIL-S-18655, and to include the commercial designation of the signal, the lot number, Coast Guard approval number, the service life expiration date (month and year to be inserted by the manufacturer), and month and year of manufacture, shall be applied in a neat, workmanlike manner after the paint has become thoroughly dry. The label shall be attached to the signal and then protected by a transparent moisture impervious coating.

(b) *Marking of Expiration Date.* The expiration date must be not more than 42 months from the date of manufacture.

(c) *Other marking.*

(1) In addition to any other marking placed on the smallest packing carton or box containing signals, such cartons or boxes shall be plainly and indelibly marked to show the service life expiration date, the date of manufacture, and the lot number.

(2) The largest carton or box in which the manufacturer ships signals must be marked with the following or equivalent words: "Keep under cover in a dry place."

Note.—Compliance with the labeling requirements of this section does not relieve the manufacturer of the responsibility of complying with the label requirements of 15 U.S.C. 1263, the Federal Hazardous Substances Act.

§ 160.023-6 Container.

(a) *General.* The container for storing the signals on lifeboats and liferafts is not required to be of a special design or be approved by the Coast Guard. The container must meet the requirements in Subpart 160.021 (§ 160.021-6) except that the wording on the container must be: "HAND COMBINATION FLARE AND SMOKE DISTRESS SIGNALS."

§ 160.023-7 Procedure for approval.

(a) Signals are approved by the Coast Guard under the procedures in Subpart 159.005 of this Chapter.

§ 160.023-9 Recognized independent laboratories.

(a) The following independent laboratories have been accepted by the Commandant for conducting the approval and production tests required in this Subpart:

(1) (Reserved).

(b) Revised copies of this list may be obtained from Commandant (G-MMT-3/TP12), U.S. Coast Guard Headquarters, Washington, D.C. 20593.

4. By revising Subpart 160.024 of Part 160 to read as follows:

Subpart 160.024—Pistol-Projected Parachute Red Flare Distress Signals

Sec.
160.024-1 Incorporations by reference.
160.024-2 Type.
160.024-3 Materials, workmanship, construction, and performance requirements.
160.024-4 Approval and production tests.
160.024-5 Marking.
160.024-6 Container.
160.024-7 Procedure for approval.
160.024-9 Recognized independent laboratories.

Authority: 46 U.S.C. 481, 49 U.S.C. 1655(b)(1), 49 CFR 1.46(b).

§ 160.024-1 Incorporations by reference.

(a) The following is incorporated by reference into this subpart:

(1) "The Universal Color Language" and "The Color Names Dictionary" in *Color: Universal Language and Dictionary of Names,* National Bureau of Standards Special Publication 440, Dictionary 1976.

(b) NBS Special Publication 440 may be obtained by ordering from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (Order by SD Catalog No. C13.10:440).

(c) Approval to incorporate by reference the publication listed in this section was obtained from the Director of the Federal Register on November 1, 1979. The publication is on file at the Federal Register Library.

§ 160.024-2 Type.

(a) Pistol-projected parachute red flare distress signals specified by this subpart shall be of one type which shall consist essentially of a cartridge having centered primer, propelling charge, and projectile consisting of a case, delay element, expelling charge, and pyrotechnic candle attached to a parachute by shroud lines; the cartridge to be of such dimensions that it can be fitted into and fired from a signal pistol with chamber and bore dimensions within the limits provided by Figure 160.028-2(a) of subpart 160.028 of this Chapter.

**§ 160.024-3 Materials, workmanship, construction, and performance requirements.**

(a) *Materials.* The materials used in pistol-projected parachute red flare distress signals shall conform strictly to the specifications and drawings submitted by the manufacturer and approved by the Commandant. In general, all metallic parts shall be corrosion-resistant or properly protected against corrosion.

(b) *Workmanship.* Pistol-projected parachute red flare distress signals shall be of first class workmanship and shall be free from imperfections of manufacture affecting their appearance or that may affect their serviceability.

(c) *Construction.* The exterior case of the cartridge shall be made of suitable metal and shall protect against the entrance of moisture. The projectile case and delay element shall be so constructed as to prevent any possibility of the propelling charge blowing by and causing premature ejection of the projectile contents. The shoulder of the base of the cartridge shall be between 2.29 mm (0.090 in.) and 2.67 mm (0.015 in.) in thickness. The centered primer shall be set below the surface of the base between 0.25 mm (0.010 in.) and 0.50 mm (0.020 in.).

(d) *Performance.* Signals shall meet all of the inspection and test requirements contained in § 160.024-4.

**§ 160.024-4 Approval and production tests.**

(a) *Approval tests.* The manufacturer must produce a lot of at least 100 signals from which samples must be taken for testing for approval under § 160.024-7. The approval tests are the operational tests and technical tests in paragraphs (c) and (d) of this section. The approval tests must be conducted by an independent laboratory accepted by the Commandant under § 159.010 of this Chapter.

(b) *Production inspections and tests.* Production inspections and tests of each lot of signals produced must be conducted under the procedures in § 159.007 of this Chapter. Signals from a rejected lot must not be represented as meeting this Subpart or as being approved by the Coast Guard. If the manufacturer identifies the cause of the rejection of a lot of signals, the signals in the lot may be reworked by the manufacturer to correct the problem. Samples from the rejected lot must be retested in order to be accepted. Records shall be kept of the reasons for rejection, the reworking performed on the rejected lot, and the results of the second test.

(1) *Lot size.* For the purposes of sampling the production of signals, a lot must consist of not more than 30,000 signals. Lots must be numbered serially by the manufacturer. A new lot must be started with: (i) any change in construction details, (ii) any change in sources of raw materials, or (iii) the start of production on a new production line or on a previously discontinued production line.

(2) *Inspections and tests by the manufacturer.* The manufacturer's quality control procedures must include inspection of materials entering into construction of the signals and inspection of the finished signals, to determine that signals are being produced in accordance with the approved plans. Samples from each lot must be tested in accordance with the operational tests in paragraph (c) of this section.

(3) *Inspections and tests by an independent laboratory.* An independent laboratory accepted by the Commandant under § 159.010 of this Chapter must perform or supervise the inspections and tests under paragraph (b)(2) of this section at least 4 times a year, unless the number of lots produced in a year is less than four. The inspections and tests must occur at least once during each quarterly period, unless no lots are produced during this period. If less than four lots are produced, the laboratory must perform or supervise the inspection and testing of each lot. In addition, the laboratory must perform or supervise the technical tests in paragraph (d) of this section at least once for every ten lots of signals produced, except that the number of technical tests must be at least one but not more than four per year. If a lot of signals tested by the independent laboratory is rejected, the laboratory must perform or supervise the inspections and tests of the reworked lot and the next lot of signals produced. The tests of each reworked lot and the next lot produced must not be counted for the purpose of meeting the requirement for the annual number of inspections and tests performed or supervised by the independent laboratory.

(c) *Operational tests.* Each lot of signals must be sampled and tested as follows:

(1) *Sampling procedure and accept/reject criteria.* A sample of signals must be selected at random from the lot. The size of the sample must be the individual sample size in Table 160.024-4(c)(1) corresponding to the lot size. Each signal in the sample is tested as prescribed in the test procedure in paragraph (c)(2) of this section. Each signal that has a defect listed in the table of defects. (Table 160.024-4(c)(2)) is assigned a score (failure percent) in accordance with the table. In the case of multiple defects, only the score having the highest numerical value is assigned to that signal. If the sum of all the failure percents (cumulative failure percent) for the number of units in the sample is less than or equal to the accept criterion, the lot is accepted. If this sum is equal to or more than the reject criterion the lot is rejected. If the cumulative failure percent falls between the accept and reject criteria, another sample is selected from the production lot and the operational tests are repeated. The cumulative failure percent of each sample tested is added to that of the previous samples to obtain the cumulative failure percent for all the signals tested (cumulative sample size). Additional samples are tested and the tests repeated until either the accept or reject criterion for the cumulative sample size is met. If any signal in the sample explodes when fired or ignites in a way that could burn or otherwise injure the person firing it, the lot is rejected without further testing. (This procedure is diagrammed in figure 160.024-4(c).)

(2) *Test procedure.* Each sample signal (specimen) must be tested as follows:

(i) *Conditioning of test specimens—water resistance.* Immerse specimen horizontally with uppermost portion of the signal approximately 25 mm (1 in.) below the surface of the water for a period of 24 hours.

(ii) *Firing and operating characteristics.* Signals shall fire and operate satisfactorily when shot from a pistol of the type described in Subpart 160.028. The parachute and pyrotechnic candle shall be ejected at approximately the maximum altitude reached by the projectile case. The parachute shall open and properly suspend the pyrotechnic candle without fouling. The pyrotechnic candle shall burn with uniform intensity and without damaging the parachute, shrouds, or leader line.

(iii) *Altitude.* The altitude reached by a signal is considered to be the height at

which the parachute and pyrotechnic candle are ejected from the projectile case, as determined by visual observation against an object of known height, such as a tower or ballon, or by triangulation from two or more points of observation, or by other method satisfactory to the Commandant. The altitude reached shall be not less than 45 m (150 ft.).

(iv) *Rate of descent.* The rate of descent of a signal is considered to be the calculated average rate obtained by dividing the altitude by the time of descent to the surface. The rate of descent shall not exceed 1.8 m (6 ft.) per second.

(v) *Burning time.* The burning time of the pyrotechnic candle shall be obtained by stop-watch measurement from the time distinct, sustained flame is emitted until it ceases. The burning time shall be not less than 30 seconds.

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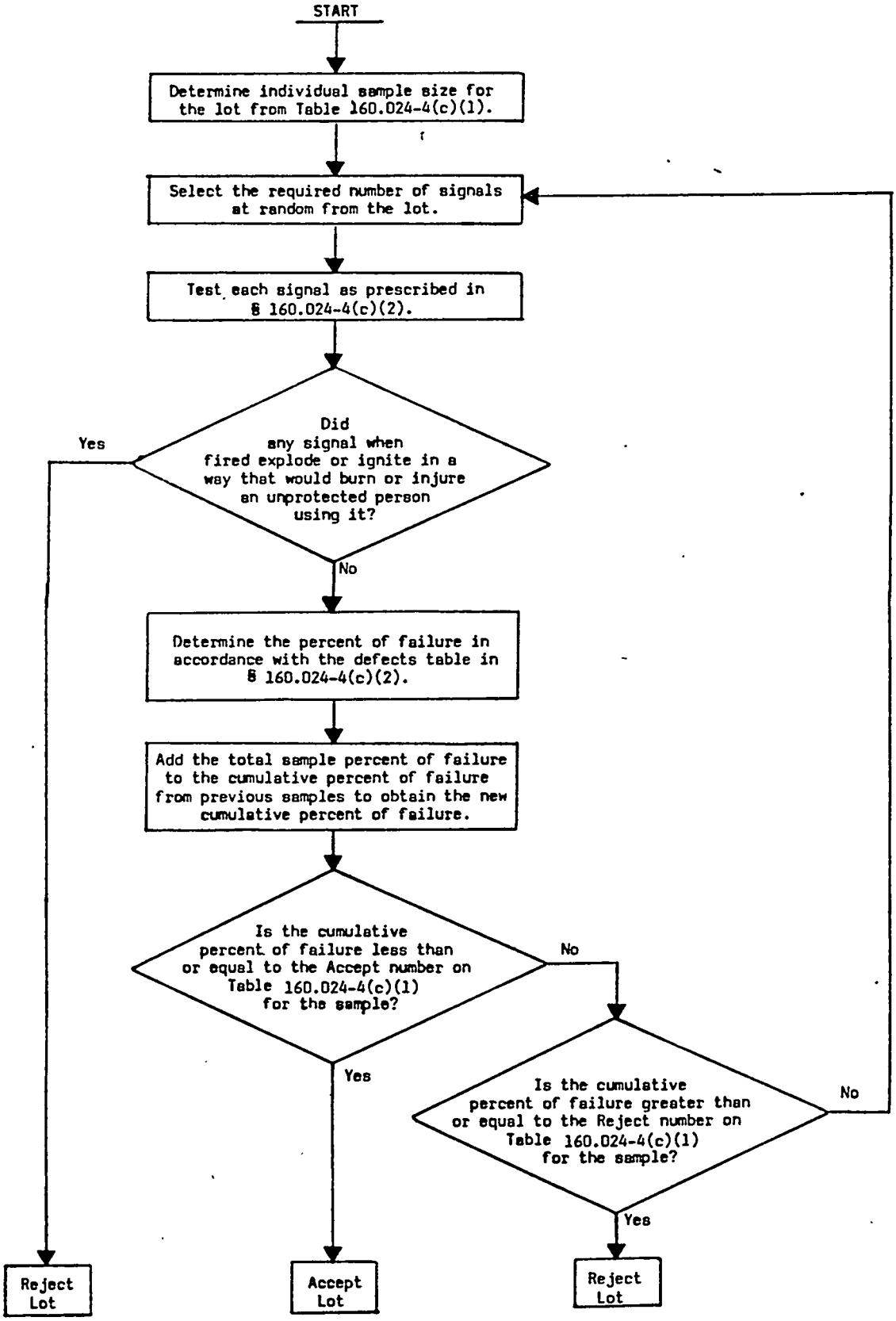


Figure 160.024-4(c). Operational test procedure.

Table 160.024-4(c)(1).—*Accept and reject criteria for operational test lots*

| Lot size | Individual sample size | Sample | Cumulative sample size | Accept [1] | Reject [1] |
|---|---|---|---|---|---|
| 280 or less | 8 | First | 8 | ([2]) | 400 |
| | | Second | 16 | 100 | 500 |
| | | Third | 24 | 200 | 600 |
| | | Fourth | 32 | 300 | 700 |
| | | Fifth | 40 | 500 | 800 |
| | | Sixth | 48 | 700 | 900 |
| | | Seventh | 56 | 950 | 951 |
| 281 to 500 | 13 | First | 13 | 0 | 400 |
| | | Second | 26 | 100 | 600 |
| | | Third | 39 | 300 | 800 |
| | | Fourth | 52 | 500 | 1,000 |
| | | Fifth | 65 | 700 | 1,100 |
| | | Sixth | 78 | 1,000 | 1,200 |
| | | Seventh | 91 | 1,350 | 1,351 |
| 501 to 1,200 | 20 | First | 20 | 0 | 500 |
| | | Second | 40 | 300 | 800 |
| | | Third | 60 | 600 | 1,000 |
| | | Fourth | 80 | 800 | 1,300 |
| | | Fifth | 100 | 1,100 | 1,500 |
| | | Sixth | 120 | 1,400 | 1,700 |
| | | Seventh | 140 | 1,850 | 1,851 |
| 1,201 to 3,200 | 32 | First | 32 | 100 | 700 |
| | | Second | 64 | 400 | 1,000 |
| | | Third | 96 | 800 | 1,300 |
| | | Fourth | 128 | 1,200 | 1,700 |
| | | Fifth | 160 | 1,700 | 2,000 |
| | | Sixth | 192 | 2,100 | 2,300 |
| | | Seventh | 224 | 2,550 | 2,551 |
| More than 3,201 | 50 | First | 50 | 200 | 900 |
| | | Second | 100 | 700 | 1,400 |
| | | Third | 150 | 1,300 | 1,900 |
| | | Fourth | 200 | 1,900 | 2,500 |
| | | Fifth | 250 | 2,500 | 2,900 |
| | | Sixth | 300 | 3,100 | 3,300 |
| | | Seventh | 350 | 3,750 | 3,751 |

[1] Cumulative failure percent.
[2] Lot may not be accepted. Next sample must be tested.

Table 160.024-4(c)(2)

| Kind of defect | Percentage of failure |
|---|---|
| a. Failure to fire (when attributable to the primer and not to the malfunction of the pistol) | 100 |
| b. Failure to eject projectile contents | 100 |
| c. Failure to ignite pyrotechnic candle | 75 |
| d. Failure of parachute to open completely: | 75 |
| e. Complete carrying away or destruction of parachute | 75 |
| f. Altitude less than 70 pct of that required | 100 |
| g. Altitude at least 70 pct but less than 80 pct of that required | 75 |
| h. Altitude at least 80 pct but less than 90 pct of that required | 50 |
| i. Altitude at least 90 pct but less than 100 pct of that required | 25 |
| j. Average rate of descent greater than 4 times maximum permitted | 100 |
| k. Average rate of descent less than 4 but greater than 3 times maximum permitted | 75 |
| l. Average rate of descent less than 3 but greater than 2 times maximum permitted | 50 |
| m. Average rate of descent less than twice but greater than maximum permitted | 25 |
| n. Burning time less than 70 pct of that required. | 100 |
| o. Burning time at least 70 pct but less than 80 pct of that required | 75 |
| p. Burning time at least 80 pct but less than 90 pct of that required | 50 |
| q. Burning time at least 90 pct but less than 100 pct of that required | 25 |

(d) *Technical tests.* Three signals must be subjected to each of the following tests. Two of the three signals must pass each test in order for the lot of signals to be accepted.

(1) *Luminous intensity.* The luminous intensity of each pyrotechnic candle tested shall be measured by a visual photometer or equivalent photometric device while the specimen is supported in a horizontal position and the photometer is at right angles to the axis of the specimen. Visual luminous intensity readings shall be observed and recorded at approximately 5-second intervals during the burning of the specimen. The minimum photometric distance shall be 3 m (10 ft.). Recording photometers shall have a chart speed of at least 10 cm (4 in.) per minute. The luminous intensity of the specimen shall be computed as the arithmetical average of the readings recorded. The average luminous intensity of a specimen shall be not less than 20,000 candela.

(2) *Elevated temperature, humidity, and storage.* Place specimen in a thermostatically controlled even-temperature oven held at 75°C. with not less than 90 percent relative humidity for 72 hours. Remove specimen and store at room temperature (20° to 25°C.) with approximately 65 percent relative humidity for 10 days. If for any reason it is not possible to operate the oven continuously for the 72-hour period, it may be operated at the required temperature and humidity for 8 hours out of each 24 during the 72-hour conditioning period. (Total of 24 hours on and 48 hours off.) The signal shall not ignite or decompose during this conditioning. The signal shall fire and operate satisfactorily following this conditioning.

(3) *Spontaneous ignition.* Place the specimen in a thermostatically controlled even-temperature oven held at 75°C. with not more than 10% relative humidity for 48 consecutive hours. The signal shall not ignite or undergo marked decomposition.

(4) *Chromaticity.* The color of the burning signal must be vivid red as defined by Sections 13 and 14 of the "Color Names Dictionary." Two identical test plates of white cardboard about 30 cm x 60 cm (12" x 24") are used. Except for a negligible amount of stray daylight, the first test plate is illuminated by light from the specimen placed at a distance of about 1.5 cm (5 ft.). The second test plate is illuminated only by light from an incandescent lamp operated at a color temperature close to 2,848°K at a distance of about 30 cm (1 ft.). The first plate is viewed directly, the second through combinations of lovibond red, yellow, and blue glasses selected so as to approximate a chromaticity match. By separating the test plates by a wide unilluminated area (subtending at the observer about 45°), it is possible to make accurate determinations of chromaticity in terms of the 1931 CIE Standard Observer and Coordinate System, in spite of fluctuations in luminous intensity of the specimen by factors as high as 2 or 3. The CIE coordinates are converted to the Munsell notation which is cross-referenced to the color name in Section 13 of the "Color Names Dictionary" (see the discussion in Section 10 of "the Universal Color Language").

§ 160.024-5 Marking.

(a) *Cartridge.* Each pistol-projected parachute red flare distress signal shall be legibly marked as follows:

Pistol-Projected Parachute Red Flare Distress Signal 20,000 candela—30 seconds burning time Use Only When Aircraft or Vessel is Sighted Directions—Fire upward from signal pistol Service Life Expiration Date (date to be inserted by manufacturer) (Month and year manufactured) Lot No.——— Manufactured by (Name and address of manufacturer) U.S. COAST GUARD APPROVAL NO.———.

(b) *Marking of expiration date.* The expiration date must be not more than 42 months from the date of manufacture.

(c) *Other marking.*

(1) On each pistol-projected parachute red flare distress signal there shall be die-stamped, in figures not less than 3mm (⅛ in.) high, on the cartridge, numbers indicating the month and year of manufacture, thus: "6-54" indicating June 1954.

(2) The pyrotechnic candle shall be legibly marked with the month and year of manufacture.

(3) In addition to any other marking placed on the smallest packing carton or box containing cartridges, each carton or box shall be plainly and permanently marked to show the service life expiration date, the date of manufacture, and the lot number.

(4) The largest carton or box in which the manufacturer ships signals must be marked with the following or equivalent words: "Keep under cover in a dry place."

Note.—Compliance with the labeling requirements of this section does not relieve the manufacturer of the responsibility of complying with the label requirements of 15 USC 1263, the Federal Hazardous Substances Act.

**§ 160.024-6 Container.**

(a) *General.* The container for storing the signals on lifeboats and liferafts is not required to be of a special design or be approved by the Coast Guard. The container must meet the requirements in Subpart 160.021 (§ 160.021-6) except that the recommended type of container is illustrated in Figure 160.024-6(a), and the wording on the container must be **Signal Pistol and Pistol-Projected Parachute Red Flare Distress Signals.**

**§ 160.024-7 Procedure for approval.**

(a) Signals are approved by the Coast Guard under the procedures in Subpart 159.005 of this Chapter.

**§ 160.024-9 Recognized independent laboratories.**

(a) The following independent laboratories have been accepted by the Commandant for conducting the approval and production tests required in this Subpart:

(1) (Reserved).

(b) Revised copies of this list may be obtained from Commandant (G-MMT-3/TP12), U.S. Coast Guard Headquarters, Washington, D.C. 20593.

BILLING CODE 4910-14-M

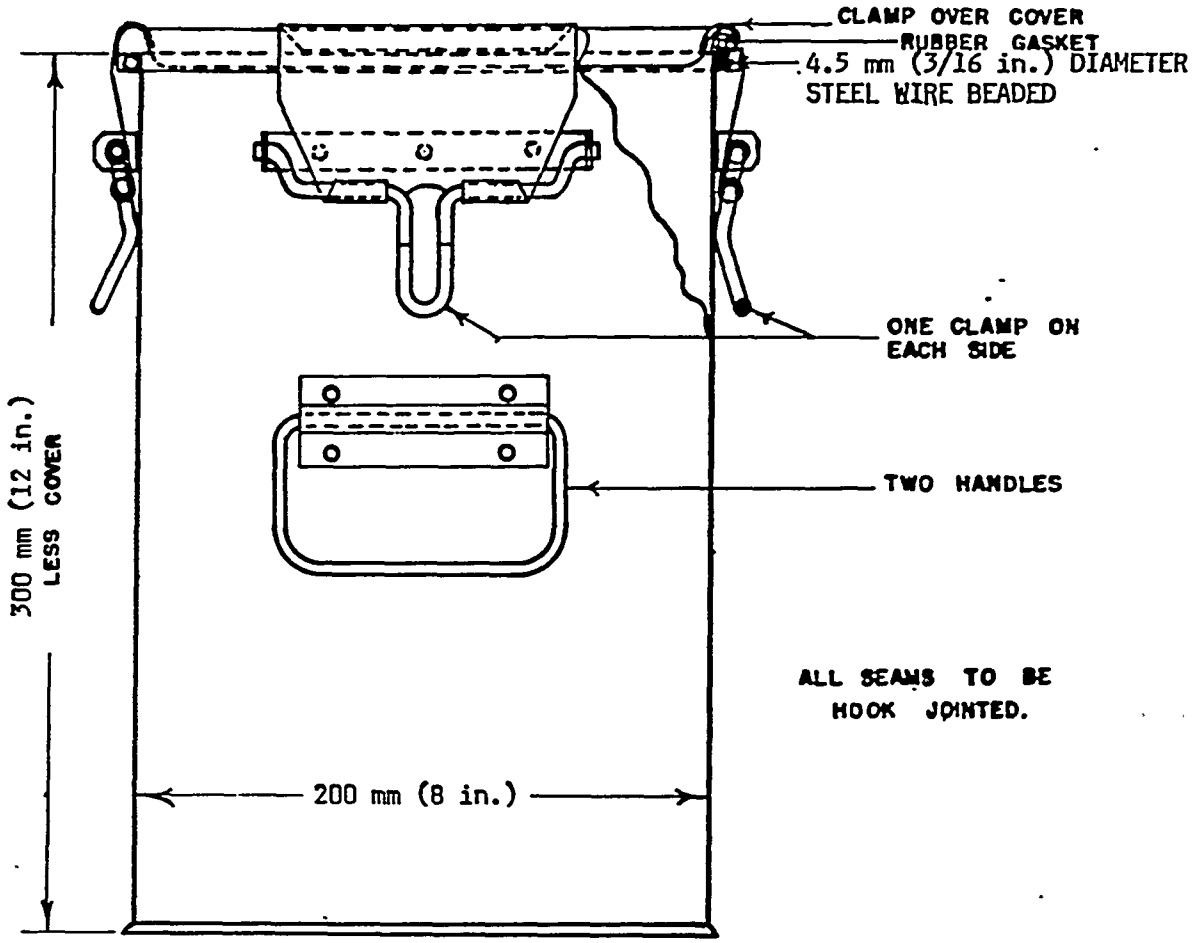


Figure 160.024-6(a). Watertight Container for Signal Pistol and Pistol Projected Parachute Red Flare Distress Signals.

BILLING CODE 4910-14-C

5. By revising Subpart 160.028 of Part 160 to read as follows:

**Subpart 160.028—Signal Pistols for Red Flare Distress Signals**

Sec.
160.028–2 Type.
160.028–3 Materials, workmanship, construction, and performance requirements.
160.028–4 Approval and production tests.
160.028–5 Marking.
160.028–6 Container.
160.028–7 Procedure for approval.
160.028–9 Recognized independent laboratories.

Authority: 46 U.S.C. 481, 49 U.S.C. 1655(b)(1), 49 CFR 1.46(b).

**§ 160.028–2 Type.**

(a) Each signal pistol for launching a parachute distress signal that meets subpart 160.024 of this part must be of the center-firing type having chamber and bore dimensions within the limits indicated by Figure No. 160.028–2(a).

(b) A signal pistol for launching an aerial flare not under paragraph (a) of this section may have any chamber and bore dimensions if they are not the dimensions for a conventional round of ammunition.

**§ 160.028–3 Materials, workmanship, construction, and performance requirements.**

(a) *Materials.* The materials used in signal pistols shall conform strictly to the specifications and drawings submitted by the manufacturer and approved by the Commandant. In general, all parts shall be corrosion-resistant or properly protected against corrosion. The ejection mechanism shall be of material possessing excellent wearing qualities.

(b) *Workmanship.* Signal pistols shall be of first class workmanship and shall be free from imperfections of manufacture affecting their serviceability or appearance.

(c) *Construction and performance requirements. (Pistols intended for signals meeting subpart 160.024).* Signal pistols shall be of rugged construction and shall operate satisfactorily in firing and ejecting pistol-projected parachute red flare distress signals of the type covered by Subpart 160.024. The ejection mechanism shall be of sturdy design capable of withstanding rough and repeated usage. The overall size and weight of signal pistols should be kept to a minimum consistent with adequate strength and safety. When the pistol is cocked and the trigger is pulled, the firing pin shall project between 1.52 mm and 2.54 mm (0.060 in. and 0.100 in.) beyond the face plate of the frame. When the barrel is locked in the firing position, the barrel chamber shall be not more than 0.25 mm (0.010 in.) from the face plate of the frame.

**§ 160.028–4 Approval and production tests.**

(a) *Approval test.* An independent laboratory accepted by the Commandant under § 159.010 of this Chapter must test three pistols in accordance with the operational test in paragraph (c) of this section.

(b) *Production inspections and tests.* Production inspections and tests of each pistol must be conducted under the procedures in § 159.007 of this Chapter. Each pistol which passes the production inspections and tests must be stamped with the letters "P.T." Each pistol which fails the test must not be represented as meeting this Subpart or as being approved by the Coast Guard.

(1) *Inspections and tests by the manufacturer.* The manufacturer's quality control procedures must include the inspection of the pistols during production, and inspection of the finished pistols, to determine that the pistols are being produced in accordance with the approved plans. Each pistol must be tested in accordance with the operational test in paragraph (c) of this section, except that checking of the chamber and bore dimensions is not required.

(2) *Inspections and tests by an independent laboratory.* An independent laboratory accepted by the Commandant under § 159.010 of this Chapter must inspect and test three pistols at least one each year. The inspection must determine that the pistols are being produced in accordance with the approved plans. The test must be in accordance with paragraph (c) of this section.

(c) *Operational test.* The operational test must be conducted as follows:

(1) Check the chamber and bore dimensions of the pistol.

(2) Fire a dummy cartridge simulating a normal signal in size and weight, but with a charge double the normal charge.

(3) Fire a normal signal.

BILLING CODE 4910–14–M

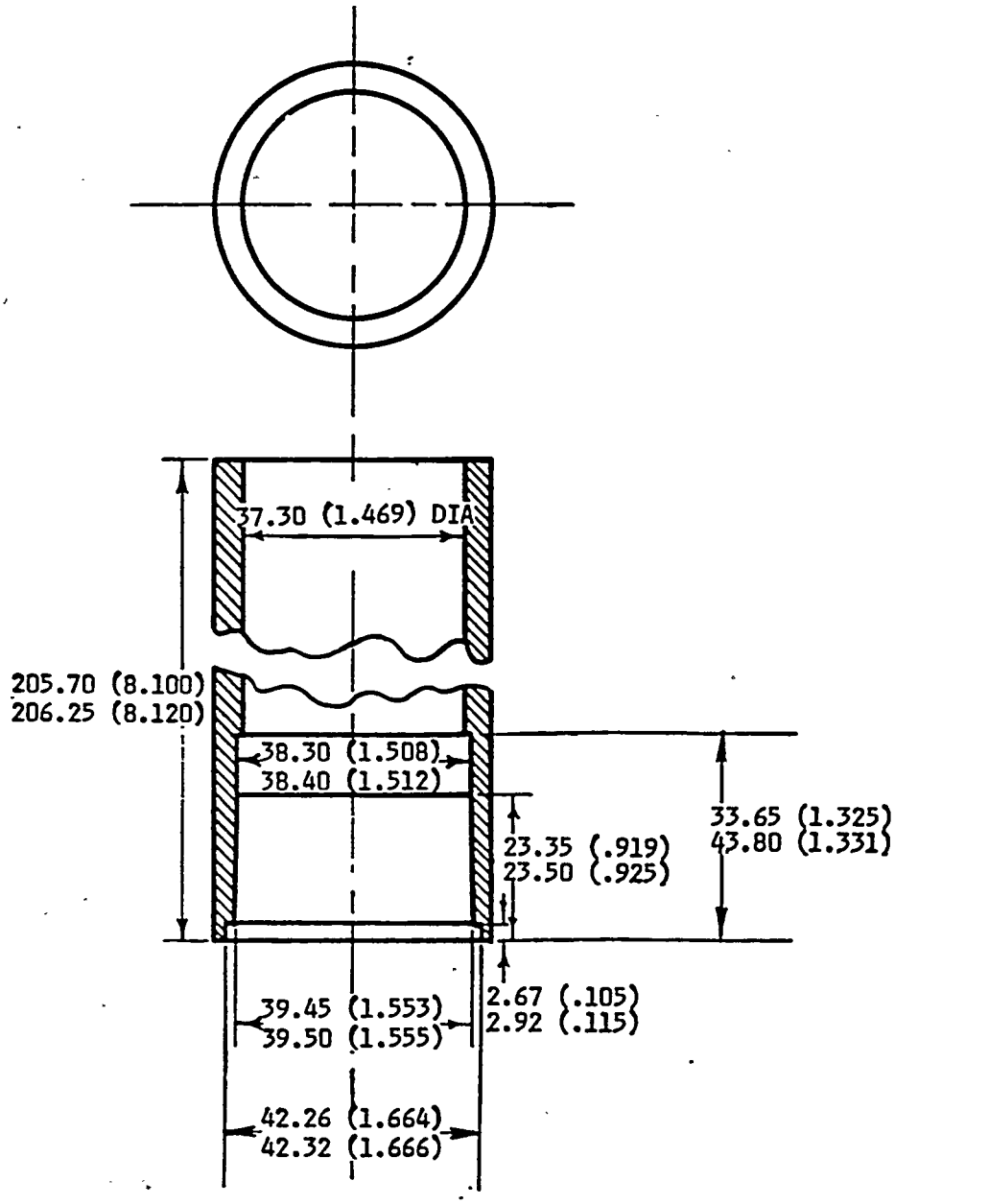


Figure 160.028-2(a). Signal Pistol - Chamber and Bore Dimensions.

BILLING CODE 4910-14-C

(4) Recheck the chamber and bore dimensions.

(5) The pistol must fire the signal properly, must not have any visible deformation or damage as a result of the test, and must not have any change in the chamber and bore dimensions.

**§ 160.028-5 Marking.**

(a) *General.* Each signal pistol shall be permanently and legibly marked with its serial number, Coast Guard approval number, and the name and address of the manufacturer.

**§ 160.028-6 Container.**

(a) *General.* Containers for the stowage of signal pistols and pistol projected parachute red flare distress signals in lifeboats and life rafts on merchant vessels are not required to have specific approval or to be of specific design except for certain material, marking, and test requirements, which requirements are contained in § 160.024-6 of Subpart 160.024.

**§ 160.028-7 Procedure for approval.**

(a) Signals are approved by the Coast Guard under the procedures in Subpart 159.005 of this Chapter.

**§ 160.028-9 Recognized independent laboratories.**

(a) The following independent laboratories have been accepted by the Commandant for conducting the approval and production tests required in this Subpart:

(1) (Reserved).

(b) Revised copies of this list may be obtained from Commandant (G-MMT-3/TP12), U.S. Coast Guard Headquarters, Washington, D.C. 20593.

6. By revising Subpart 160.031 of Part 160 to read as follows:

**Subpart 160.031—Line-Throwing Appliance, Shoulder Gun Type (and Equipment)**

Sec.

160.031-1 Incorporation by reference.
160.031-2 Type and size.
160.031-3 Materials, construction, workmanship, and performance requirements.
160.031-4 Equipment for shoulder gun type line-throwing appliance.
160.031-5 Approval and production tests.
160.031-6 Marking.
160.031-7 Procedure for approval.
160.031-9 Recognized independent laboratories.

**Authority:** 46 U.S.C. 481, 49 U.S.C. 1655(b)(1), 49 CFR 1.46(b).

**§ 160.031-1 Incorporation by reference.**

(a) The following Federal specification is incorporated by reference into this subpart:

(1) T-R-605 b, December 13, 1963 and Amendment 3, April 17, 1973—Rope, Manila, and Sisal.

(b) The Federal specification may be obtained from Customer Service, Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA. 19120 (tel: (215)697-2000). This specification is also on file in the Federal Register library.

(c) Approval to incorporate by reference the material listed in this section was obtained from the Director of the Federal Register on September 24, 1979.

**§ 160.031-2 Type and size.**

(a) The shoulder gun type line-throwing appliance shall be breech-loading for the cartridge and muzzle-loading for the projectile, of not more than 13 mm (0.50 in.) caliber, chambered for blank rifle cartridges, smooth bored, and properly stocked, with shot line canister attached in a position below the barrel.

**§ 160.031-3 Materials, construction, workmanship, and performance requirements.**

(a) All materials used in the construction of shoulder gun type line-throwing appliances and equipment shall be of good quality, suitable for the purpose intended, and shall conform to the requirements of this specification. The choice of materials shall be such that resistance to corrosion by salt water or spray, shock, temperature change, and wear will be obtained. The use of dissimilar metals in combination shall be avoided wherever possible, but when such contacts are necessary, provision shall be made to prevent such deleterious effects as galvanic corrosion, freezing or buckling of moving parts, and loosening or tightening of joints due to difference in coefficients of thermal expansion.

(b) The design and construction shall be proper and substantial for effective and safe operation aboard ship.

(c) The workmanship shall be first class and free from any imperfections of manufacture affecting appearance or serviceability of the gun.

(d) The gun, when loaded and fired in accordance with the manufacturer's instructions, shall be capable of propelling through relatively still air, the service projectile with service line attached, for a distance of not less than 75 m (250 ft.) with deviation from the target not to exceed 4.5 m (15 ft.) either side.

**§ 160.031-4 Equipment for shoulder gun type line-throwing appliance.**

(a) Ten service projectiles, each machined from steel or bronze, weighing about 225 g (8 oz.), and having a shank of sufficient length to project slightly beyond the muzzle, with an eye at the upper end for securing the service line.

(b) Four service lines, each not less than 180 m (600 ft.) in length, of 1.5 mm (1/16-in.) or more in diameter, woven or braided nylon, very flexible, and having a breaking strength of not less than 625 N (140 lb.), or equivalent. Each line shall be one continuous length without splice, knot, or other weakening features and shall be made up or coiled in such way as to render it ready at all times for immediate use. The end of the line intended to be attached to projectile shall have securely attached thereto a substantial tag bearing a permanent legend indicating its purpose, and the other end of the line shall be tagged in the same manner to prevent delay in securing proper and immediate action with the equipment. The line shall be coiled or reeled in such manner that when all the line leaves the canister it automatically becomes unattached and free from the canister and the gun. The line canister shall be secured by clamps or brackets below the barrel of the gun.

(c) One auxiliary line consisting of at least 150 m (500 ft.) of 7.5 mm (3 in.) circumference manila complying with federal specification T-R-605.

(d) Twenty-five cartridges of the caliber and loading specified in the instructions furnished by the manufacturer of the gun. The cartridges shall be blank with waterproof paper wad.

(e) One cleaning rod with brush.

(f) One can of oil suitable for cleaning the gun and preserving the finish of the metal parts.

(g) Twelve wiping patches of a size suitable for cleaning the bore.

(h) One set of instructions including a list of the equipment furnished with the gun, the proper caliber and loading of the cartridges to be used in firing the gun, information as to the proper maintenance of the gun and equipment, and directions for loading and firing in service use shall be permanently engraved in plastic and mounted conspicuously in the case or box required by § 160.031-4(i).

(i) A suitable case or box, properly compartmented for stowage of the appliance and auxiliary equipment, is required for stowage on merchant vessels. The auxiliary line need not be stowed in the case.

**§ 160.031-5 Approval and production tests.**

(a) *Approval test.* An independent laboratory accepted by the Commandant under § 159.010 of this Chapter must test an appliance in

accordance with the operational test in paragraph (c) of this section.

(b) *Production inspections and tests.* Production inspections and tests of each appliance must be conducted under the procedures in § 159.007 of this Chapter. Each appliance which fails the inspections and tests must not be represented as meeting this Subpart or as being approved by the Coast Guard.

(1) *Inspections and tests by the manufacturer.* The manufacturer's quality control procedures must include the inspection of appliances during production as well as inspection of finished appliances to determine that the appliances are being produced in accordance with the approved plans. Each appliance must be tested in accordance with paragraph (c) of this section except that the projectile may be fired without a service line attached, and the distance and deviation do not have to be measured.

(2) *Inspections and test by an independent laboratory.* An independent laboratory accepted by the Commandant under § 159.010 of this Chapter must inspect and test one appliance at least once each year. The inspection must determine that the appliances are being produced in accordance with the approved plans. The test must be in accordance with paragraph (c) of this section.

(c) *Operational test.* The operational test must be conducted as follows:

(1) Three rounds must be fired by the gun, at least one of which must be with a service line attached to a projectile.

(2) The projectile must be fired first by aiming it down an open course, and measuring the distance and deviation of the projectile.

(3) After the projectile is fired, the other two rounds must be fired.

(4) The distance and deviation of the projectile must be in accordance with § 160.031-3(d) the gun must fire each round properly and the gun must not be fractured or damaged by the test.

### § 160.031-6 Marking.

(a) *Gun.* The gun shall be permanently and legibly marked on the barrel with the manufacturer's model or type designation of the gun, the serial number for the gun, the official Coast Guard approval number, and the name of the manufacturer. The gun stock shall have recessed in it a brass or other corrosion-restistant plate showing legible maintenance instructions for the care of the gun and its parts to prevent corrosion. After the proof test, the gun barrel shall be marked with the letters "P.T." and the name or mark of the company.

(b) *Projectile.* Projectiles shall be permanently and legibly marked with the name of the manufacturer.

(c) *Line and container.* The end of a service line intended to be attached to the projectile shall have securely attached thereto a substantial tag bearing a permanent legend indicating its purpose, and the other end of the line shall be tagged in the same manner to prevent delay in securing proper and immediate action with the equipment. The container of new service lines shall bear the name of the manufacturer, date of manufacture, and a statement to the effect that in all respects the line meets the requirements of this subpart for service lines. Line canisters and reels shall bear the name of the manufacturer.

### § 160.031-7 Procedure for approval.

(a) Shoulder gun line throwing appliances are approved by the Coast Guard under the procedures in Subpart 159.005 of this Chapter.

### § 160.031-9 Recognized independent laboratories.

(a) The following independent laboratories have been accepted by the Commandant for conducting the approval and production tests required in this Subpart:

(1) (Reserved).

(b) Revised copies of this list may be obtained from Commandant (G-MMT-3/TP12), U.S. Coast Guard Headquarters, Washington, D.C. 20593.

7. By revising Subpart 160.036 of Part 160 to read as follows:

## Subpart 160.036—Hand-Held Rocket-Propelled Parachute Red Flare Distress Signals

Sec.

160.036-1 Incorporation by reference.
160.036-2 Type.
160.036-3 Materials, workmanship, construction and performance requirements.
160.036-4 Approval and production tests.
160.036-5 Marking.
160.036-6 Container.
160.036-7 Procedure for approval.
160.036-9 Recognized independent laboratories.

Authority: 46 U.S.C. 481, 49 U.S.C. 1655(b)(1), 49 CFR 1.46(b).

### § 160.036-1 Incorporation by reference.

(a) The following is incorporated by reference into this subpart:

(1) "The Universal Color Language" and "The Color Names Dictionary" in *Color: Universal Language and Dictionary of Names,* National Bureau of Standards Special Publication 440, December 1976.

(b) NBS Special Publication 440 may be obtained by ordering from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (Order by SD Catalog No. C13.10:440).

(c) Approval to incorporate by reference the material listed in this section was obtained from the director of the Federal Register on November 1, 1979. The material is on file in the Federal Register library.

### § 160.036-2 Type.

(a) Handheld rocket-propelled parachute red flare distress signals specified by this subpart shall be of one type which shall consist essentially of a completely self-contained device which can be fired from the hand to provide a rocket-propelled parachute red flare distress signal.

### § 160.036-3 Materials, workmanship, construction and performance requirements.

(a) *Materials.* The materials used in handheld rocket-propelled parachute red flare distress signals shall conform strictly to the specifications and drawings submitted by the manufacturer and approved by the Commandant. In general, all exposed parts shall be corrosion-resistant or properly protected against corrosion.

(b) *Workmanship.* Handheld rocket-propelled parachute red flare distress signals shall be of first class workmanship and shall be free from imperfections of manufacture affecting their appearance or that may affect their serviceability.

(c) *Construction.* The exterior case of the cartridge shall be made of a suitable metal and shall protect against the entrance of moisture. The construction shall be such that the parachute and pyrotechnic candle will be expelled at approximately the maximum altitude reached.

(d) *Performance.* Signals shall meet all of the inspection and test requirements contained in § 160.036-4.

### § 160.036-4 Approval and production tests.

(a) *Approval tests.* The manufacturer must produce a lot of at least 100 signals from which samples must be taken for testing for approval under § 160.036-7. The approval tests are the operational tests and technical tests in paragraphs (c) and (d) of this section. The approval tests must be conducted by an independent laboratory accepted by the Commandant under § 159.010 of this Chapter.

(b) *Production inspections and tests.* Production inspections and tests of each lot of signals produced must be conducted under the procedures in § 159.007 of this Chapter. Signals from a rejected lot must not be represented as

meeting this Subpart or as being approved by the Coast Guard. If the manufacturer identifies the cause of the rejection of a lot of signals, the signals in the lot may be reworked by the manufacturer to correct the problem. Samples from the rejected lot must be retested in order to be accepted. Records shall be kept of the reasons for rejection, the reworking performed on the rejected lot, and the results of the second test.

(1) *Lot size.* For the purposes of sampling the production of signals, a lot must consist of not more than 30,000 signals. Lots must be numbered serially by the manufacturer. A new lot must be started with:

(i) any change in construction details,

(ii) any changes in sources of raw materials, or

(iii) the start of production on a new production line or on a previously discontinued production line.

(2) *Inspections and tests by the manufacturer.* The manufacturer's quality control procedures must include inspection of materials entering into construction of the signals and inspection of the finished signals, to determine that signals are being produced in accordance with the approved plans. Samples from each lot must be tested in accordance with the operational tests in paragraph (c) of this section.

(3) *Inspections and test by an independent laboratory.* An independent laboratory accepted by the Commandant under § 159.010 of this Chapter must perform or supervise the inspections and tests under paragraph (b)(2) of this section at least 4 times a year, unless the number of lots produced in a year is less than four. The inspections and tests must occur at least once during each quarterly period, unless no lots are produced during this period. If less than four lots are produced, the laboratory must perform or supervise the inspection and testing of each lot. In addition, the laboratory must perform or supervise the technical tests in paragraph (d) of this section at least once for every ten lots of signals produced, except that the number of technical tests must be at least one but not more than four per year. If a lot of signals tested by the independent laboratory is rejected, the laboratory must perform or supervise the inspections and tests of the reworked lot and the next lot of signals produced. The tests of each reworked lot and the next lot produced must not be counted for the purpose of meeting the requirement for the annual number of inspections and tests performed or supervised by the independent laboratory.

(c) *Operational tests.* Each lot of signals must be sampled and tested as follows:

(1) *Sampling procedure and accept/reject criteria.* A sample of signals must be selected at random from the lot. The size of the sample must be the individual sample size in Table 160.036–4(c)(1) corresponding to the lot size. Each signal in the sample is tested as prescribed in the test procedure in paragraph (c)(2) of this section. Each signal that has a defect listed in the table of defects (Table 160.036–4(c)(2)) is assigned a score (failure percent) in accordance with that table. In the case of multiple defects, only the score having the highest numerical value is assigned to that signal. If the sum of all the failure percents (cumulative failure percent) for the number of units in the sample is less than or equal to the accept criterion, the lot is accepted. If this sum is equal to or more than the reject criterion the lot is rejected. If the cumulative failure percent falls between the accept and reject criteria, another sample is selected from the production lot and the operational tests are repeated. The cumulative failure percent of each sample tested is added to that of the previous samples to obtain the cumulative failure percent for all the signals tested (cumulative sample size). Additional samples are tested and the tests repeated until either the accept or reject criterion for the cumulative sample size is met. If any signal in the sample explodes when fired or ignites in a way that could burn or otherwise injure the person firing it, the lot is rejected without further testing. (This procedure is diagrammed in figure 160.036–4(c)).

(2) *Test procedure.* Each sample signal (specimen) must be tested as follows:

(i) *Conditioning of test specimens—water resistence.* Immerse specimen horizontally with uppermost portion of the signal approximately 25 mm (1 in.) below the surface of the water for a period of 24 hours.

(ii) *Firing and operating characteristics.* Signals shall fire and operate satisfactorily when the manufacturer's directions are followed. The parachute and pyrotechnic candle shall be ejected at approximately the maximum altitude reached by the projectile case. The parachute shall open and properly suspend the pyrotechnic candle without fouling. The pyrotechnic candle shall burn with uniform intensity and without damaging the parachute, shrouds, or leader line.

(iii) *Altitude.* The altitude reached by a signal is considered to be the height at which the parachute and pyrotechnic candle are ejected from the projectile case, as determined by visual observation against an object of known height, such as a tower or balloon, or by triangulation from two or more points of observation, or by other method satisfactory to the Commandant. The altitude reached shall be not less than 150 m (500 ft.).

(iv) *Rate of descent.* The rate of descent of a signal is considered to be the calculated average rate obtained by dividing the altitude by the time of descent to the surface. The rate of descent shall not exceed 4.5 m (15 ft.) per second.

(v) *Burning time.* The burning time of the pyrotechnic candle shall be obtained by stop watch measurement from the time a distinct, sustained flame is emitted until it ceases. The burning time shall be not less than 30 seconds.

**Table 160.036–4(c)(1).—*Accept and reject criteria for operational test lots***

| Lot size | Individual sample size | Sample | Cumulative sample size | Accept [1] | Reject [1] |
|---|---|---|---|---|---|
| 280 or less | 8 | First | 8 | ([2]) | 400 |
| | | Second | 16 | 100 | 500 |
| | | Third | 24 | 200 | 600 |
| | | Fourth | 32 | 300 | 700 |
| | | Fifth | 40 | 500 | 800 |
| | | Sixth | 48 | 700 | 900 |
| | | Seventh | 56 | 950 | 951 |
| 281 to 500 | 13 | First | 13 | 0 | 400 |
| | | Second | 26 | 100 | 600 |
| | | Third | 39 | 300 | 800 |
| | | Fourth | 52 | 500 | 1,000 |
| | | Fifth | 65 | 700 | 1,100 |
| | | Sixth | 78 | 1,000 | 1,200 |
| | | Seventh | 91 | 1,350 | 1,351 |
| 501 to 1,200 | 20 | First | 20 | 0 | 500 |
| | | Second | 40 | 300 | 800 |
| | | Third | 60 | 600 | 1,000 |
| | | Fourth | 80 | 800 | 1,300 |
| | | Fifth | 100 | 1,100 | 1,500 |
| | | Sixth | 120 | 1,400 | 1,700 |
| | | Seventh | 140 | 1,850 | 1,851 |
| 1,201 to 3,200 | 32 | First | 32 | 100 | 700 |
| | | Second | 64 | 400 | 1,000 |
| | | Third | 96 | 800 | 1,300 |
| | | Fourth | 128 | 1,200 | 1,700 |
| | | Fifth | 160 | 1,700 | 2,000 |
| | | Sixth | 192 | 2,100 | 2,300 |
| | | Seventh | 224 | 2,550 | 2,551 |
| More than 3,201 | 50 | First | 50 | 200 | 900 |
| | | Second | 100 | 700 | 1,400 |
| | | Third | 150 | 1,300 | 1,900 |
| | | Fourth | 200 | 1,900 | 2,500 |
| | | Fifth | 250 | 2,500 | 2,900 |
| | | Sixth | 300 | 3,100 | 3,300 |
| | | Seventh | 350 | 3,750 | 3,751 |

[1] Cumulative failure percent.

[2] Lot may not be accepted. Next sample must be tested.

Table 160.036-4(c)(2)

| Kind of defect | Percentage of failure |
|---|---|
| a. Failure to fire | 100 |
| b. Failure to eject projectile contents | 100 |
| c. Failure to ignite pyrotechnic candle | 100 |
| d. Failure of parachute to open completely | 75 |
| e. Complete carrying away or destruction of parachute | 75 |
| f. Altitude less than 70 pct of that required | 100 |
| g. Altitude less than 70 pct but less than 80 pct of that required | 75 |
| h. Altitude at least 80 pct but less than 90 pct of that required | 50 |
| i. Altitude at least 90 pct but less than 100 pct of that required | 25 |
| j. Average rate of descent greater than four times maximum permitted | 100 |
| k. Average rate of descent less than 4 but greater than 3 times maximum permitted | 75 |
| l. Average rate of descent less than 3 but greater than 2 times maximum permitted | 50 |
| m. Average rate of descent less than twice but greater than maximum permitted | 25 |
| n. Burning time less than 70 pct of that required | 100 |
| o. Burning time at least 70 pct but less than 80 pct of that required | 75 |
| p. Burning time at least 80 pct but less than 90 pct of that required | 50 |
| q. Burning time at least 90 pct but less than 100 pct of that required | 25 |

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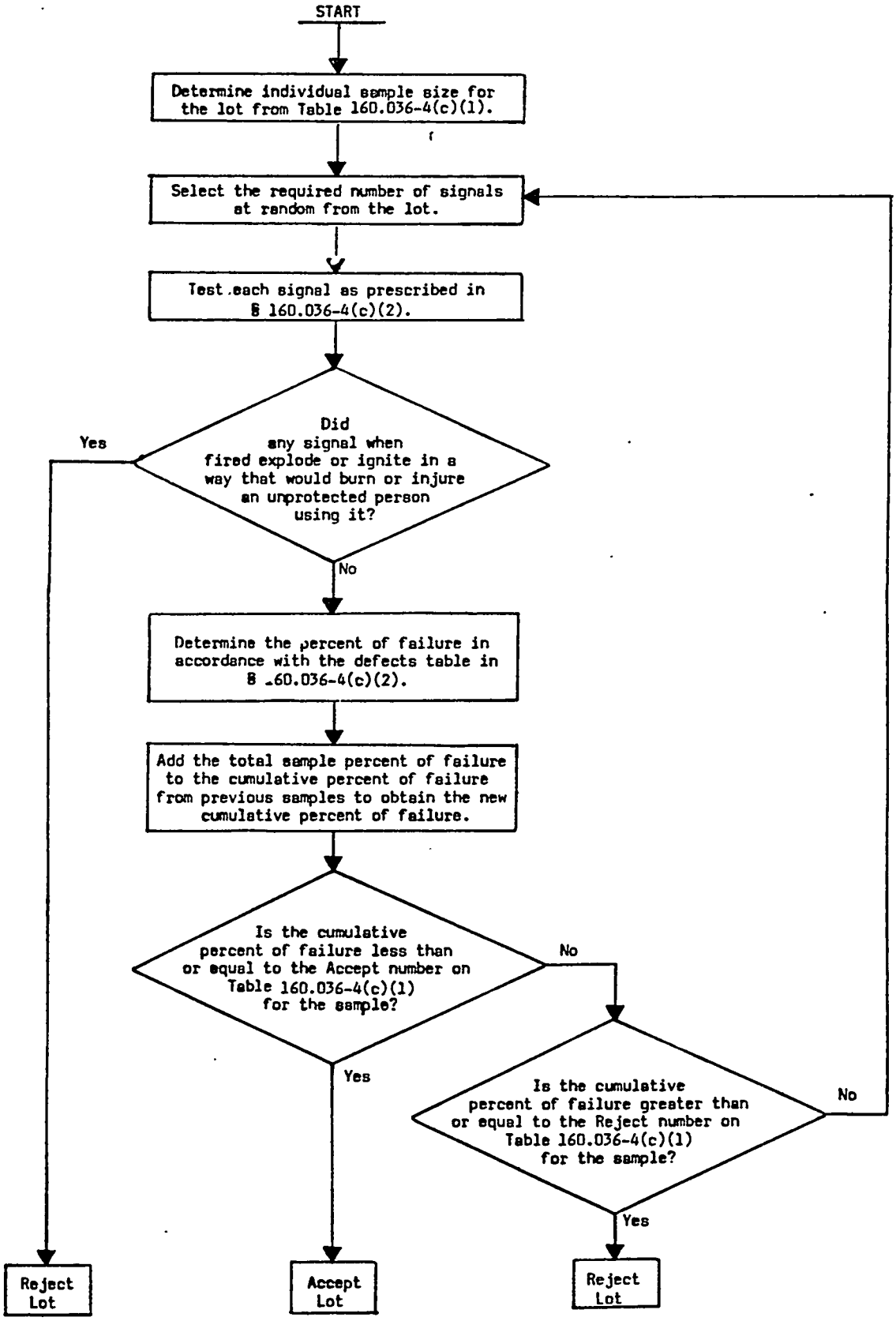


Figure 160.036-4(c). Operational test procedure.

(d) *Technical tests.* Three signals must be subjected to each of the following tests. Two of the three signals must pass each test in order for the lot of signals to be accepted.

(1) *Luminous intensity.* The luminous intensity of each pyrotechnic candle tested shall be measured by a visual photometer or equivalent photometric device while the specimen is supported in a horizontal position and the photometer is at right angles to the axis of the specimen. Visual luminous intensity readings shall be observed and recorded at approximately 5-second intervals during the burning of the specimen. The minimum photometric distance shall be 3 m (10 ft.). Recording photometers shall have a chart speed of at least 10 cm (4 in.) per minute. The luminous intensity of the specimen shall be computed as the arithmetical average of the readings recorded. The average luminous intensity of a specimen shall be not less than 20,000 candela.

(2) *Elevated temperature, humidity, and storage.* Place specimen in a thermostatically controlled even-temperature oven held at 75° C. with not less than 90 percent relative humidity for 72 hours. Remove specimen and store at room temperature (20° to 25° C.) with approximately 65 percent relative humidity for ten days. If for any reason it is not possible to operate the oven continuously for the 72-hour period, it may be operated at the required temperature and humidity for 8 hours out of each 24 during the 72-hour conditioning period. (Total of 24 hours on and 48 hours off.) The signal shall not ignite or decompose during this conditioning. The signal shall fire and operate satisfactorily following this conditioning.

(3) *Spontaneous ignition.* Place the specimen in a thermostatically controlled even-temperature oven held at 75° C. with not more than 10% relative humidity for 48 consecutive hours. The signal shall not ignite or undergo marked decomposition.

(4) *Chromaticity.* The color of the burning signal must be vivid red as defined by Sections 13 and 14 of the "Color Names Dictionary." Two identical test plates of white cardboard about 30 cm x 60 cm (12" x 24") are used. Except for a negligible amount of stray daylight, the first test plate is illuminated by light from the specimen placed at a distance of about 1.5 m (5 ft.). The second test plate is illuminated only by light from an incandescent lamp operated at a color temperature close to 2,848° K at a distance of about 30 cm (1 ft.). The first plate is viewed directly, the second through combinations of Lovibond red, yellow, and blue glasses selected so as to approximate a chromaticity match. By separating the test plates by a wide unilluminated area (subtending at the observer about 45°), it is possible to make accurate determinations of chromaticity in terms of the 1931 CIE Standard Observer and Coordinate System, in spite of fluctuations in luminous intensity of the specimen by factors as high as 2 or 3. The CIE coordinates are converted to the Munsell notation which is cross-referenced to the color name in Section 13 of the "Color Names Dictionary" (see the discussion in Section 10 of "The Universal Color Language").

### § 160.036-5 Marking.

(a) *General.* Each hand-held rocket-propelled parachute red flare distress signal shall be legibly marked or labeled as follows:

(Company brand or style designation) Hand-Held Rocket-Propelled Parachute Red Flare Distress Signal—20,000 candela—30 seconds burning time. Use Only When Aircraft or Vessel Is Sighted. Directions—(In numbered paragraphs, simply worded instructions for firing the device). Service Life Expiration Date (date to be inserted by manufacturer) (Month and year manufactured) (Lot No. ——) Manufactured by (Name and address of manufacturer) U.S. Coast Guard Approval No. ——.

(b) *Marking of expiration date.* The expiration date must be not more than 42 months from the date of manufacture.

(c) *Other marking.*

(1) On each hand-held rocket propelled parachute red flare distress signal there shall be die-stamped in figures not less than 3 mm (⅛ in.) high, on the signal, numbers indicating the month and year of manufacture, thus: "6-54" indicating June, 1954.

(2) The pyrotechnic candle shall be legibly marked with the month and year of manufacture.

(3) In addition to any other marking place on the smallest packing carton or box containing signals, each carton or box shall be plainly and permanently marked to show the service life expiration date, date of manufacture, and lot number.

(4) The largest carton or box in which the manufacturer ships signals must be marked with the following or equivalent words: "Keep under cover in a dry place."

Note.—Compliance with the labeling requirements of this section does not relieve the manufacturer of the responsibility of complying with the label requirements of 15 U.S.C. 1263, the Federal Hazardous Substances Act.

### § 160.036-6 Container.

(a) *General.* The container for storing the signals on lifeboats and liferafts is not required to be of a special design or be approved by the Coast Guard. The container must meet the requirements in Subpart 160.021 (§ 160.021-6) except that the wording on the container must be:

Hand-Held Rocket-Propelled Parachute Red Flare Distress Signals

### § 160.036-7 Procedure for approval.

(a) Signals are approved by the Coast Guard under the procedures in Subpart 159.005 of this Chapter.

### § 160.036-9 Recognized independent laboratories.

(a) The following independent laboratories have been accepted by the Commandant for conducting the approval and production tests required in this Subpart:

(1) (Reserved).

(b) Revised copies of this list may be obtained from Commandant (G-MMT-3/TP12), U.S. Coast Guard Headquarters, Washington, D.C. 20593.

8. By revising Subpart 160.037 of Part 160 to read as follows:

## Subpart 160.037—Hand Orange Smoke Distress Signals

Sec.

160.037-1 Incorporations by reference.
160.037-2 Type.
160.037-3 Materials, workmanship, construction, and performance requirements.
160.037-4 Approval and production tests.
160.037-5 Labeling and marking.
160.037-6 Container.
160.037-7 Procedure for approval.
160.037-9 Recognized independent laboratories.

Authority: 46 U.S.C. 481, 49 U.S.C. 1655(b)(1), 49 CFR 1.46(b).

### § 160.037-1 Incorporations by reference.

(a) The following are incorporated by reference into this subpart:

(1) "The Color Names Dictionary" in *Color: Universal Language and Dictionary of Names,* National Bureau of Standards Special Publication 440, December 1976.

(2) "Development of a Laboratory Test for Evaluation of the Effectiveness of Smoke Signals," National Bureau of Standards Report 4792, July 1956.

(b) NBS Special Publication 440 may be obtained by ordering from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (Order by SD Catalog No. C13.10:440).

(c) NBS Report 4792 may be obtained from the Commandant (G-MMT-3/TP12), U.S. Coast Guard Washington, D.C. 20593.

(d) Approval to incorporate by reference the materials listed in this section was obtained from the Director of the Federal Register on November 1 and 29, 1979. The materials are on file in the Federal Register library.

**§ 160.037-2 Type.**

(a) Hand orange smoke distress signals specified by this subpart shall be one type which shall consist essentially of a wooden handle to which is attached a tubular casing having a sealing plug at the handle end, the casing being filled with a smoke producing composition and fuse with button of ignition material at the top, and a removable cap having a friction striking material on its top which may be exposed for use by pulling a tear strip. The signal is ignited by scraping the friction striker on top of the cap against the igniter button on top of the body of the signal. Alternate arrangements which conform to the performance requirements of this specification will be given special consideration.

**§ 160.037-3 Materials, workmanship, construction, and performance requirements.**

(a) *Materials.* The materials shall conform strictly to the specifications and drawings submitted by the manufacturer and approved by the Commandant. The color of the tube shall be orange. The combustible materials shall be of such nature as will not deteriorate during long storage, nor when subjected to frigid or tropical climates, or both.

(b) *Workmanship.* Hand orange smoke distress signals shall be of first class workmanship and shall be free from imperfections of manufacture affecting their appearance or that may affect their serviceability. Moisture proof coatings shall be applied uniformly and shall be free from pinholes or other visible defects which would impair their usefulness.

(c) *Construction.* The casing shall be fitted and secured to the handle with not less than a 25 mm (1 in.) overlap and shall be attached to the handle in such a manner that failure of the joint will not occur during tests, ignition, or operation. The plug shall be securely affixed in the casing to separate the smoke composition from the wooden handle. The smoke composition shall be thoroughly mixed and be uniformly compresssed throughout to preclude variations of density which may adversely affect uniformity of its smoke emitting characteristics. The cap shall have a lap fit of not less than 25 mm (1 in.) over the end of the casing and smoke composition to entirely and securely protect the exposed surface of the igniter button and end of smoke composition and casing, and shall have an inner shoulder so constructed that it is mechanically impossible for the inner surface of the cap to come in contact with the igniter button. The cap shall be securely attached to the casing in such manner as to preclude its accidental detachment. The cap shall be provided on its top with a friction striking material which shall, by a pull of the tear strip, be entirely exposed for striking the friction igniter button. The igniter button shall be non-water soluble or be protected from moisture by a coating of some waterproof substance, and shall be raised or exposed in such manner as to provide positive ignition by the friction striker. The igniter button shall be firmly secured in or on the top of the smoke composition; the arrangement shall be such that the ignition will be transmitted to the smoke producing composition. The assembled signal, consisting of tear strip, cap, casing, and handle, shall be sealed and treated to protect the signal from deterioration by moisture. The protective waterproof coating shall be applied so none adheres to the friction striking surface. Special consideration will be given to alternate waterproofing of the signal by means of a water-resistant coating on the signal plus packaging in a sealed plastic waterproof bag satisfactory to the Commandant.

(d) *Performance.* Signals shall meet all the inspection and test requirements contained in § 160.037-4.

**§ 160.037-4 Approval and production tests.**

(a) *Approval tests.* The manufacturer must produce a lot of at least 100 signals from which samples must be taken for testing for approval under § 160.037-7. The approval tests are the operational tests and technical tests in paragraphs (c) and (d) of this section. The approval tests must be conducted by an independent laboratory accepted by the Commandant under § 159.010 of this Chapter.

(b) *Production inspections and tests.* Production inspections and tests of each lot of signals produced must be conducted under the procedures in § 159.007 of this Chapter. Signals from a rejected lot must not be represented as meeting this Subpart or as being approved by the Coast Guard. If the manufacturer identifies the cause of the rejection of a lot of signals, the signals in the lot may be reworked by the manufacturer to correct the problem. Samples from the rejected lot must be retested in order to be accepted. Records shall be kept of the reasons for rejection, the reworking performed on the rejected lot, and the results of the second test.

(1) *Lot size.* For the purposes of sampling the production of signals, a lot must consist of not more than 30,000 signals. Lots must be numbered serially by the manufacturer. A new lot must be started with:

(i) any change in construction details,

(ii) any change in sources of raw materials, or

(iii) the start of production on a new production line or on a previously discontinued production line.

(2) *Inspections and tests by the manufacturer.* The manufacturer's quality control procedures must include inspection of materials entering into construction of the signals and inspection of the finished signals, to determine that signals are being produced in accordance with the approved plans. Samples from each lot must be tested in accordance with the operational tests in paragraph (c) of this section.

(3) *Inspections and tests by an independent laboratory.* An independent laboratory accepted by the Commandant under § 159.010 of this Chapter must perform or supervise the inspections and tests under paragraph (b)(2) of this section at least 4 times a year, unless the number of lots produced in a year is less than four. The inspections and tests must occur at least once during each quarterly period, unless no lots are produced during this period. If less than four lots are produced, the laboratory must perform or supervise the inspection and testing of each lot. In addition, the laboratory must perform or supervise the technical tests in paragraph (d) of this section at least once for every ten lots of signals produced, except that the number of technical tests must be at least one but not more than four per year. If a lot of signals tested by the independent laboratory is rejected, the laboratory must perform or supervise the inspections and tests of the reworked lot and the next lot of signals produced. The tests of each reworked lot and the next lot produced must not be counted for the purpose of meeting the requirement for the annual number of inspections and tests performed or supervised by the independent laboratory.

(c) *Operational tests.* Each lot of signals must be sampled and tested as follows:

(1) *Sampling procedure and accept/reject criteria.* A sample of signals must be selected at random from the lot. The size of the sample must be the individual sample size in Table 160.037-4(c)(1) corresponding to the lot size.

Each signal in the sample is tested as prescribed in the test procedure in paragraph (c)(2) of this section. Each signal that has a defect listed in the table of defeats (Table 160.037–4(c)(2)) is assigned a score (failure percent) in accordance with that table. In the case of multiple defects, only the score having the highest numerical value is assigned to that signal. If the sum of all the failure percents (cumulative failure percent) for the number of units in the sample is less than or equal to the accept criterion, the lot is accepted. If the sum is equal to or more than the reject criterion the lot is rejected. If the cumulative failure percent falls between the accept and reject criteria, another sample is selected from the production lot and the operational tests are repeated. The cumulative failure percent of each sample tested is added to that of the previous samples to obtain the cumulative failure percent for all the signals tested (cumulative sample size). Additional samples are tested and the tests repeated until either the accept or reject criterion for the cumulative sample size is met. If any signal in the sample explodes when fired, or ignites in a way that could burn or otherwise injure the person firing it, the lot is rejected without further testing. (This procedure is diagrammed in figure 160.037–4(c)).

(2) *Test procedure.* Each sample signal (specimen) must be tested as follows:

(i) *Conditioning of test specimens—water resistance.* Immerse specimen horizontally with uppermost portion of the signal approximately 25 mm (1 in.) below the surface of the water for a period of 24 hours. If the signal is protected by alternate waterproofing consisting of a water-resistant coating on the signal plus packaging in a sealed plastic waterproof bag, the 24-hour water immersion conditioning will be conducted while the signal is in the sealed plastic waterproof bag and will be followed by an additional immersion of the bare signal (i.e., after removal from the bag) 25 mm (1 in.) below the surface of the water for a period of 10 minutes.

(ii) *Waterproofing of igniter button.* Remove the cap from the test specimen. Place head of specimen without cap about 25 mm (1 in.) under the surface of water for approximately 5 minutes. Remove specimen from the water and wipe dry.

(iii) *Smoke emitting time.* Ignite specimen according to directions printed on the signal. The smoke emitting time of a specimen shall be obtained by stop watch measurements from the time of distinct, sustained smoke emission until it ceases. The watch shall be stopped during periods of flame emission. The smoke emitting time for a specimen shall be not less than 50 seconds.

(iv) *Ignition and smoke emitting characteristics.* Test specimens shall ignite and emit smoke properly when the directions on the signal are followed. Test specimens shall not ignite explosively in a manner that might be dangerous to the user or persons close by. The plug separating the smoke producing composition from the handle shall in no case allow flame or hot gases to pass through it or between it and the casing in such manner as might burn the hand while holding the signal by the handle.

Table 160.037–4(c)(1).—*Accept and reject criteria for operational test lots*

| Lot size | Individual sample size | Sample | Cumulative sample size | Accept[1] | Reject[1] |
|---|---|---|---|---|---|
| 280 or less | 8 | First | 8 | (2) | 400 |
| | | Second | 16 | 100 | 500 |
| | | Third | 24 | 200 | 600 |
| | | Fourth | 32 | 300 | 700 |
| | | Fifth | 40 | 500 | 800 |
| | | Sixth | 48 | 700 | 900 |
| | | Seventh | 56 | 950 | 951 |
| 281 to 500 | 13 | First | 13 | 0 | 400 |
| | | Second | 26 | 100 | 600 |
| | | Third | 39 | 300 | 800 |
| | | Fourth | 52 | 500 | 1,000 |
| | | Fifth | 65 | 700 | 1,100 |
| | | Sixth | 78 | 1,000 | 1,200 |
| | | Seventh | 91 | 1,350 | 1,351 |
| 501 to 1,200 | 20 | First | 20 | 0 | 500 |
| | | Second | 40 | 300 | 800 |
| | | Third | 60 | 600 | 1,000 |
| | | Fourth | 80 | 800 | 1,300 |
| | | Fifth | 100 | 1,100 | 1,500 |
| | | Sixth | 120 | 1,400 | 1,700 |
| | | Seventh | 140 | 1,850 | 1,851 |
| 1,201 to 3,200 | 32 | First | 32 | 100 | 700 |
| | | Second | 64 | 400 | 1,000 |
| | | Third | 96 | 800 | 1,300 |
| | | Fourth | 128 | 1,200 | 1,700 |
| | | Fifth | 160 | 1,700 | 2,000 |
| | | Sixth | 192 | 2,100 | 2,300 |
| | | Seventh | 224 | 2,550 | 2,551 |
| More than 3,201 | 50 | First | 50 | 200 | 900 |
| | | Second | 100 | 700 | 1,400 |
| | | Third | 150 | 1,300 | 1,900 |
| | | Fourth | 200 | 1,900 | 2,500 |
| | | Fifth | 250 | 2,500 | 2,900 |
| | | Sixth | 300 | 3,100 | 3,300 |
| | | Seventh | 350 | 3,750 | 3,751 |

[1] Cumulative failure percent.
[2] Lot may not be accepted. Next sample must be tested.

Table 160.037–4(c)(2)

| Kind of defects | Percentage of failure |
|---|---|
| a. Failure to ignite | 100 |
| b. Ignites or burns dangerously | 50 |
| c. Non-uniform smoke-emitting rate | 50 |
| d. Smoke-emitting time less than 70 pct of specified time | 100 |
| e. Smoke-emitting time at least 70 pct but less than 80 pct of specified time | 75 |
| f. Smoke-emitting time at least 80 pct but less than 90 pct of specified time | 50 |
| g. Smoke-emitting time at least 90 pct but less than 100 pct of specified time | 25 |

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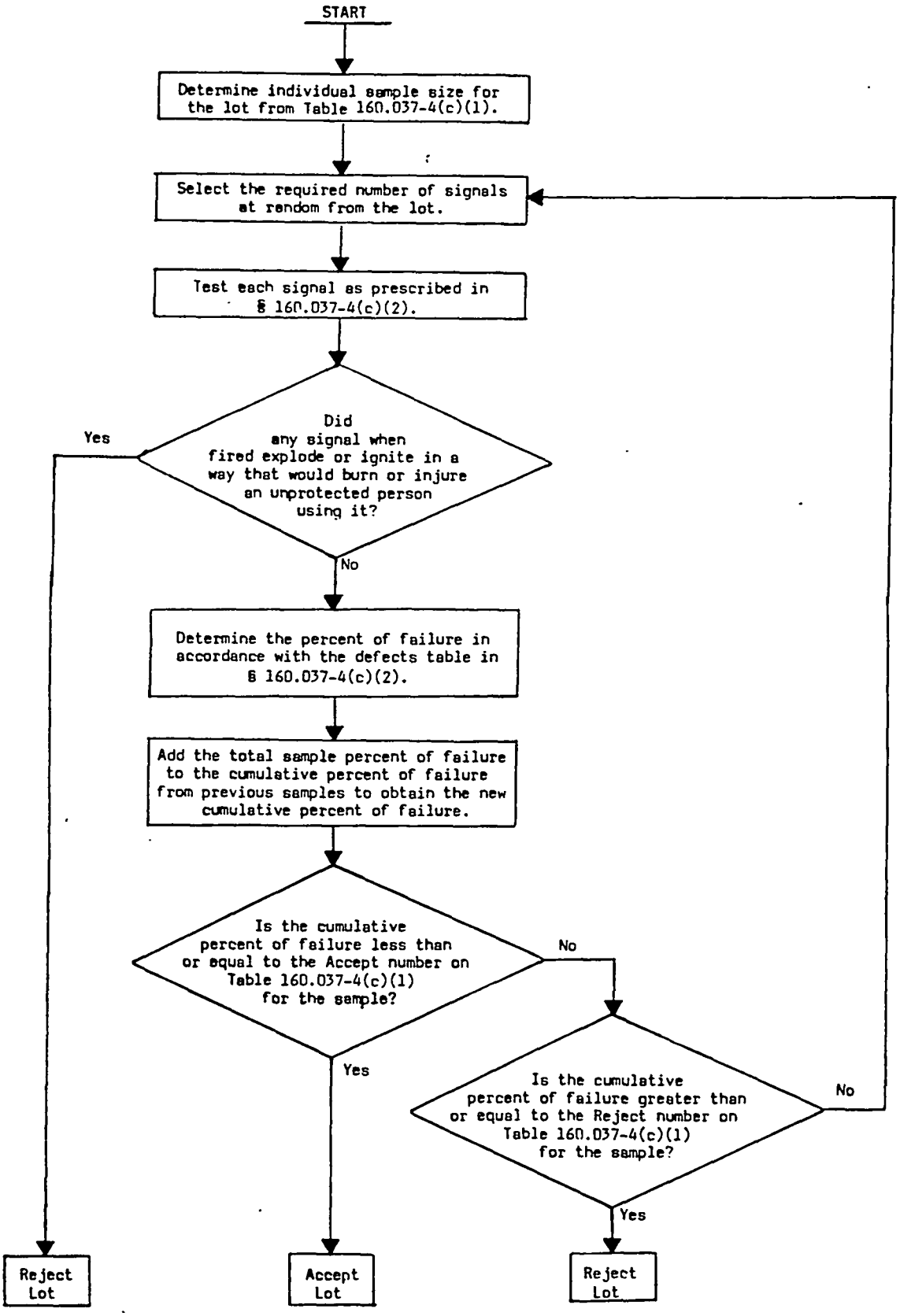


Figure 160.037-4(c). Operational test procedure.

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(d) *Technical tests.* Three signals must be subjected to each of the following tests. Two of the three signals must pass each test in order for the lot of signals to be accepted.

(1) *Underwater smoke emission.* Condition each sample in accordance with paragraph (c)(2)(i) of this section. Ignite specimen and let it burn about 15 seconds in air. Submerge the burning signal in water in a vertical position with head down. Obtain underwater smoke emission time by stop watch measurements from time of submersion until smoke emission ceases. The test specimen shall burn underwater not less than 10 seconds when subjected to this test.

(2) *Bending strength.* Place the specimen on supports 15 cm (6 in.) apart. Attach a weight of 35 kg (77 lb.) to a length of wire. Hang the weight from the supported signal by looping the wire around the signal approximately equidistant from the two points of support. Let the weight hang approximately 5 minutes. The test specimen shall not deflect more than 7 mm (¼ in.), nor shall the joint between the casing and the handle fail when subjected to this test.

(3) *Tensile strength.* Place the specimen in a chuck firmly holding it about 13 mm (½ in.) below the cap. Attach a weight of 35 kg (77 lb.) to a length of wire. Hang the weight from the supported signal by looping the wire through a hole bored perpendicular to and through the axis of the handle. Let the weight hang approximately 5 minutes. The test specimen shall not show noticeable distortion, nor shall the joint between the casing and handle fail, when subjected to this test.

(4) *Elevated temperature, humidity and storage.* Place specimen in a thermostatically controlled even-temperature oven held at 75°C. with not less than 90 percent relative humidity for 72 hours. Remove specimen and store at room temperature (20° to 25°C.) with approximately 65 percent relative humidity for 10 days. If for any reason it is not possible to operate the oven continuously for the 72-hour period, it may be operated at the required temperature and humidity for 8 hours out of each 24 during the 72-hour conditioning period. (Total of 24 hours on and 48 hours off.) The signal shall not ignite or decompose during this conditioning. The signal shall ignite and operate satisfactorily following this conditioning.

(5) *Spontaneous ignition.* Place the specimen in a thermostatically controlled even-temperature oven held at 75°C. with not more than 10% relative humidity for 48 consecutive hours. The signal shall not ignite or undergo marked decomposition.

(6) *Susceptibility to explosion.* Remove smoke composition from signal and punch a small hole in the composition. Insert a No. 6 commercial blasting cap. Ignite the cap. The test specimen shall not explode or ignite.

(7) *Color of smoke.* Ignite specimen in the open air in daytime according to the directions printed on the signal, and determine the smoke color by direct visual comparison of the unshadowed portions of the smoke with a color chart held so as to receive the same daylight illumination as the unshadowed portions of the smoke. The color of the smoke must be orange as defined by Sections 13 and 14 of the "Color Names Dictionary" (colors 34–39 and 48–54).

(8) *Volume and density of smoke.* The test specimen shall show less than 70 percent transmission for not less than 30 seconds when measured with apparatus having a light path of 19 cm (7½ in.), an optical system aperture of +3.7 degrees, and an entrance air flow of 18.4m³ per minute (650 cu. ft. per minute), such apparatus to be as described in National Bureau of Standards Report No. 4792.

### § 160.037-5 Labeling and marking.

(a) *Labeling.* Each hand orange smoke distress signal shall bear a label securely affixed thereto, showing in clear, indelible black lettering on an orange background, the following wording and information:

(Company brand or style designation)

Hand Orange Smoke Distress Signal

For daytime use—50 seconds burning time

Use Only When Aircraft or Vessel is Sighted

Directions—Pull tape over top of cap. Remove cap and ignite flare by rubbing scratch surface on top of cap sharply across igniter button on head of signal.

Caution—Stand with back to wind and point away from body when igniting or signal is burning.

Service Life Expiration Date (Month and year to be inserted by manufacturer) (Month and year manufactured) (Lot No. ——). Manufactured by (Name and address of manufacturer). U.S. Coast Guard Approval No. ——.

(b) *Marking of expiration date.* The expiration date must not be more than 42 months from the date of manufacture.

(c) *Other marking.* (1) There shall be die-stamped, in the side of the wooden handle in figures not less than 3 mm (⅛ in.) high, numbers indicating the month and year of manufacture, thus: "6–54" indicating June, 1954.

(2) In addition to any other marking place on the smallest packing carton or box containing hand orange smoke distress signals such cartons or boxes shall be plainly and permanently marked to show the service life expiration date, date of manufacture, and lot number.

(3) The largest carton or box in which the manufacturer ships signals must be marked with the following or equivalent words: "Keep under cover in a dry place."

Note.—Compliance with the labeling requirements of this section does not relieve the manufacturer of the responsibility of complying with the label requirements of 15 U.S.C. 1263, the Federal Hazardous Substances Act.

### § 160.037-6 Container.

(a) *General.* The container for storing the signals on lifeboats and liferafts is not required to be of a special design or be approved by the Coast Guard. The container must meet the requirements in Subpart 160.021 (§ 160.021-6) except that the wording on the container must be: "Hand Orange Smoke Distress Signals."

### § 160.037-7 Procedure for approval.

(a) Signals are approved by the Coast Guard under the procedures in Subpart 159.005 of this Chapter.

### § 160.037-9 Recognized independent laboratories.

(a) The following independent laboratories have been accepted by the Commandant for conducting the approval and production tests required in this Subpart:

(1) (Reserved).

(b) Revised copies of this list may be obtained from Commandant (G-MMT-3/TP12), U.S. Coast Guard Headquarters, Washington, D.C. 20593.

9. By revising Subpart 160.040 of Part 160 to read as follows:

## Subpart 160.040—Line-Throwing Appliance, Impluse-Projected Rocket Type (and Equipment)

Sec.
160.040-1 Incorporations by reference.
160.040-2 Type and size.
160.040-3 Materials, construction, workmanship, and performance requirements.
160.040-4 Equipment for impulse projected rocket type line-throwing appliance.
160.040-5 Approval and production tests.
160.040-6 Marking and labeling.
160.040-7 Procedure for approval.
160.040-9 Recognized independent laboratories.

Authority: 46 U.S.C. 481, 49 U.S.C. 1655(b)(1), 49 CFR 1.46(b).

**§ 160.040-1 Incorporations by reference.**

(a) The following military specifications are incorporated by reference into this subpart:

(1) MIL-R-23139 B, 16 August 1965—Rocket Motors, Surface Launched, Development and Qualification Requirements for.

(2) MIL-R-45505 A, 2 April 1971—Line Throwing Apparatuses, Rocket and Projectile Units.

(b) The military specifications may be obtained from Customer Service, Naval Publications and Forms Center, 5801 Tabor Avenue, Philadelphia, PA 19120 (tel: (215) 697-2000). These specifications are also on file in the Federal Register library.

(c) Approval to incorporate by reference the materials listed in this section was obtained from the Director of the Federal Register on September 24, 1979.

**§ 160.040-2 Type and size.**

(a) Impulse-projected rocket type line-throwing appliances required by this subpart shall be of a type consisting essentially of a pistol or launcher, which can be hand held and hand directed, or suitably supported and hand directed.

(b) Impulse-projected rocket type line-throwing appliances shall weigh (complete with one rocket, bridle, and leader) not to exceed 16 kg (35 lb.) and shall be of a size easily manageable by one person.

(c) Alternate arrangements which meet the performance requirements of this subpart will be given special consideration. Line-throwing appliances meeting the requirements of MIL-L-45505 Type I will be considered as meeting the requirements of this subpart subject to approval of the Commandant.

**§ 160-040-3 Materials, construction, workmanship, and performance requirements.**

(a) *Materials.* All materials used in the construction of impulse-projected rocket type line-throwing appliances and equipment shall be of good quality suitable for the purpose intended, and shall conform ot this subpart and to the specifications submitted by the manufacturer and approved by the Commandant. The choice of materials, when there is no specific requirement, shall be such that maximum safety to operating personnel will be maintained, and that resistance to corrosion by salt water or spray, shock, temperature change, and wear will be obtained. The use of dissimilar materials in combination shall be avoided wherever possible, but when such contacts are necessary, provision shall be made to prevent such deleterious effects as galvanic corrosion, freezing or buckling of moving parts, and loosening or tightening of joints due to differences in coefficients of thermal expansion.

(b) *Construction.* The design and construction shall be such as to obtain effective and safe operation aboard vessels at sea.

(c) *Workmanship.* Impulse-projected rocket type line-throwing appliances shall be of first class workmanship and shall be free from imperfections of manufacture affecting their appearance or that may affect their serviceability.

(d) *Performance.* When the rocket is fired from the appliance in accordance with the manufacturer's instructions, it shall be capable of passing the tests specified by § 160.040-5(c).

**§ 160.040-4 Equipment for impulse-projected rocket type line-throwing appliance.**

(a) Four rocket projectiles, each complete with bridle and leader of fire-resistant materials. Two of the projectiles shall be of the buoyant type.

(b) Not less than 4 primer-ejector cartridges which fit the chamber of the pistol, gun, or launcher.

(c) Four service lines, each 4 mm (5/32 in.) minimum diameter with a minimum breaking strenght of at least 2,250 N (500 lb.), and in one continual length not less than that specified in the approval of the appliance carried, without splice, knot, or other retarding or weaking features. The length of each service line will be assigned in the approval of the appliance as a round number approximately one-third in excess of the average distance the line is carried in the tests required by § 160.040-7(c). The line shall be of either natural or synthetic fibers suitable for marine usage. The end of the line intended to be attached to the projectile shall have securely attached thereto a substantial tag bearing a permanent legend indicating its purpose, and the other end of the line shall be tagged in the same manner to prevent delay in securing proper and immediate action with the equipment. Each line shall be coiled, faked, or reeled in its own faking box or reel in such manner that when all the line leaves the container, it shall automatically become unattached and free from the container. The faking box or reel shall be big enough for the line. The reel type container shall consist of a reel upon which the line may be readily coiled and a canister or container into which the line may be placed that affords a fair lead through which the line may pay out. The reel must be so designed as to permit easy withdrawal after the line has been coiled. Containers of new lines shall bear the name of the manufacturer, date of manufacture, and a statement to the effect that in all respects the line meets the requirements of this specification.

(d) (Reserved).

(e) One cleaning rod with wire brush of non-ferrous metal, prongs arranged in a spiral of sufficient rigidity and size to clean the bore.

(f) One can of oil suitable for cleaning and preserving the appliance.

(g) Twelve flannel wiping patches of sufficient size to cover the brush and suitable for wiping the bore clean.

(h) One set of instructions including a list of the equipment furnished with the appliance, information as to the proper maintenance of the appliance and equipment, and directions for loading and firing the appliance in service use shall be permanently engraved in plastic and mounted conspicuously in the case or box required by paragraph (i) of this section.

(i) A suitable case or box, properly compartmented for stowage of the appliance and auxiliary equipment, is required for stowage on merchant vessels. The service line and auxiliary line need not be stowed in the case.

**§ 160.040-5 Approval and production tests.**

(a) *Approval tests.* An independent laboratory accepted by the Commandant under § 159.010 of this Chapter must perform or supervise the performance tests in paragraph (c) of this section.

(b) *Production inspections and tests.* Production inspections and tests must be conducted under the procedures in § 159.007 of this Chapter. Each appliance or lot of rockets which fails the inspections and tests must not be represented as meeting this Subpart or as being approved by the Coast Guard.

(1) *Inspections and tests by the manufacturer.* The manufacturer's quality control procedures must include the inspection of appliances during production as well as inspection of finished appliances, to determine that the appliances are being produced in accordance with the approved plans. The performance tests in paragraph (c) of this section must be performed by the manufacturer.

(2) *Inspections and tests by an independent laboratory.* An independent laboratory accepted by the Commandant under § 159.010 of this Chapter must inspect and test appliances and rockets at least once each year. The inspection must determine that the appliances and rockets are being produced in accordance with the appropriate plans.

The tests must be in accordance with paragraph (c) of this section.

(c) *Performance tests.*—(1) *Appliances.* Each appliance shall be tested by firing three rounds. These rounds may be regular rockets or buoyant type rockets carrying regular service lines, as provided in subparagraph (2) of this paragraph or may be dummy projectiles, of the same size and weight as the regular rocket projectile, expelled into an earthen bank or other resisting medium from a reasonable distance. At least one of the rounds shall be fired using a primer-ejector cartridge loaded with a charge double the normal charge; the other rounds may be fired using regular primer-ejector cartridges. After the firing tests have been completed, each appliance shall be fired twice using the regular primer-ejector cartridges only, for the purposes of demonstrating that the appliance is still in operating condition. The entire assembly of the appliance shall then be examined. Results of the test firing and the physical examination shall show none of the following: Failure to eject cartridge, failure to close breech, trigger malfunction, safety lock failure to function, breech catch malfunction, broken spring, broken handgrips, cracked barrel or discharge chamber, firing pin or plunger broken, distorted or excessively worn or loose breech. A single misfire is acceptable if a second cartridge fires on repeated test. Misfire of both shall be cause for rejection of the appliance. More than one loose screw shall be cause for rejection. If an appliance exhibits a single loose screw, it may be retightened.

(2) *Rockets.* The rocket shall utilize a solid fuel propellant which shall function in accordance with all applicable requirements of MIL-R-23139. The use of black powder for the rocket motor is not acceptable. The ignition of the rocket motor shall occur at such a distance from the appliance so as not to spew flame, hot gaseous exhaust, or hot particles of propellant in such a manner as to create a hazard to personnel or the vessel. The rocket shall have a service line carrier assembly permanently attached and made of material, or suitably protected, to withstand the heat from the rocket motor's exhaust. From each 200 rockets manufactured, not less than three must be selected to be tested by firing with service line attached. The rockets selected will, over a period of time, include representative samples of both the regular and buoyant type rockets, except that the approval test must include both types. The line shall be carried, under conditions of reasonably still atmosphere, a minimum of 230 m (750 ft.), without breaking or fouling the line, and the rocket shall alight not more than 15 m (50 ft.) from either side of the target line. In no case shall a test rocket be fired without a line attached. After a buoyant type rocket is fired, it shall demonstrate its ability to float in water for not less than 2 hours. Failure to meet any of the test requirements, nose cone cracks, rupture in flight, erratic flight, or unusual burning rate, shall be cause for rejection of rockets produced until suitable correction has been made. If rockets selected from this lot are used for the tests required in paragraph (c)(1) of this section this may be accepted as meeting the requirements of this paragraph.

(3) *Primer-ejector cartridges.* Inasmuch as primer-ejector cartridges are used for the tests required by subparagraphs (1) and (2) of this paragraph, additional tests of primer-ejector cartridges will be made only when deemed advisable by the independent laboratory. Misfiring or failure of any kind shall be cause for rejection of cartridges produced until suitable correction has been made.

### § 160.040-6 Marking and labeling.

(a) The appliance shall be permanently and legibly marked by die-stamping or raised letters with the model designation of the appliance, the manufacturer's serial number for the appliance, the official Coast Guard approval number, and the name of the manufacturer. The rocket-projectiles shall be legibly marked with the name of the manufacturer, the model designation, the official Coast Guard approval number, and month and year manufactured. Primer-ejector cartridges shall be permanently and legibly marked with the name of the manufacturer, and the model designation, the official Coast Guard approval number, and the month and year manufactured.

(b) The containers of new service lines shall bear the name of the manufacturer, date of manufacture, and a statement to the effect that in all respects the line meets the requirements of this subpart for service lines. Line faking boxes and reels shall bear the name of the manufacturer.

Note.—Compliance with the labeling requirements of this section does not relieve the manufacturer of the responsibility of complying with the label requirements of 15 USC 1263, the Federal Hazardous Substances Act.

### § 160.040-7 Procedure for approval.

(a) Rocket type line-throwing appliances are approved by the Coast Guard under the procedures in Subpart 159.005 of this Chapter.

### § 160.040-9 Recognized independent laboratories.

(a) The following independent laboratories have been accepted by the Commandant for conducting the approval and production tests required in this Subpart:

(1) (Reserved).

(b) Revised copies of this list may be obtained from Commandant (G-MMT-3/TP12), U.S. Coast Guard Headquarters, Washington, D.C. 20593.

10. By revising Subpart 160.057 of Part 160 to read as follows:

## Subpart 160.057—Floating Orange Smoke Distress Signals (15 Minutes)

Sec.

160.057-1 Incorporations by reference.
160.057-2 Type.
160.057-3 Materials, workmanship, construction, and performance requirements.
160.057-4 Approval and production tests.
160.057-5 Marking.
160.057-7 Procedure for approval.
160.057-9 Recognized independent laboratories.

Authority: 46 U.S.C. 481, 49 U.S.C. 1655(b)(1), 49 CFR 1.46(b).

### § 160.057-1 Incorporations by reference.

(a) The following are incorporated by reference into this subpart:

(1) "The Color Names Dictionary" in *Color: Universal Language and Dictionary of Names,* National Bureau of Standards Special Publication 440, December 1976.

(2) "Development of a Laboratory Test for Evaluation of the Effectiveness of Smoke Signals," National Bureau of Standards Report 4792, July 1956.

(b) NBS Special Publication 440 may be obtained by ordering from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (Order by SD Catalog No. C13.10:440).

(c) NBS Report 4792 may be obtained from the Commandant (G-MMT-3/TP12), U.S. Coast Guard, Washington, D.C. 20593.

(d) Approval to incorporate by reference the materials listed in this section was obtined from the Director of the Federal Register on November 1 and 29, 1979. The materials are on file in the Federal Register library.

### § 160.057-2 Type

(a) Floating orange. smoke distress signals specified by this subpart shall be of one type which shall consist essentially of an outer container, ballast,

an air chamber, an inner container, the smoke producing composition, and an igniter mechanism. Alternate arrangements which conform to the performance requirements of this specification will be given special consideration.

**§ 160.057-3 Materials, workmanship, construction, and performance requirements.**

(a) *Materials.* The materials shall conform strictly to the specifications and drawings submitted by the manufacturer and approved by the Commandant. Metal for containers shall be not less than 0.5 mm (0.020 in.) in thickness. Other dimensions or materials may be considered upon special request when presented with supporting data. Igniter systems shall be of corrosion-resistant metal. The combustible material shall be of such nature that it will not deteriorate during long storage, nor when subjected to frigid or tropical climates, or both.

(b) *Workmanship.* Floating orange smoke distress signals shall be of first class workmanship and shall be free from imperfections of manufacture affecting their appearance or that may affect their serviceability.

(c) *Construction.* The outer container shall be cylindrical and of a size suitable for intended use. All sheet metal seams should be hook jointed and soldered. The whole container shall be covered with two coats of waterproof paint or other equivalent protection system. The igniter mechanism shall operate and provide ignition of the signal automatically when the ring life buoy to which it is attached is thrown overboard.

(d) *Performance.* Signals shall meet all the inspection and test requirements contained in § 160.057-4.

**§ 160.057-4 Approval and production tests.**

(a) *Approval tests.* The manufacturer must produce a lot of at least 20 signals from which samples must be taken for testing for approval under § 160.057-7. The approval tests are the operational tests and technical tests in paragraphs (c) and (d) of this section. The approval tests must be conducted by an independent laboratory accepted by the Commandant under § 159.010 of this Chapter.

(b) *Production inspections and tests.* Production inspections and tests of each lot of signals produced must be conducted under the procedures in § 159.007 of this Chapter. Signals from a rejected lot must not be represented as meeting this Subpart or as being approved by the Coast Guard. If the manufacturer identifies the cause of the rejection of a lot of signals, the signals in the lot may be reworked by the manufacturer to correct the problem. Samples from the rejected lot must be retested in order to be accepted. Records shall be kept of the reasons for rejection, the reworking performed on the rejected lot, and the results of the second test.

(1) *Lot size.* For the purposes of sampling the production of signals, a lot must consist of not more than 1,200 signals. Lots must be numbered serially by the manufacturer. A new lot must be started with: (i) any change in construction details, (ii) any change in sources of raw materials, or (iii) the start of production on a new production line or on a previously discontinued production line.

(2) *Inspections and tests by the manufacturer.* The manufacturer's quality control procedures must include inspection of materials entering into construction of the signals and inspection of the finished signals, to determine that signals are being produced in accordance with the approved plans. Samples from each lot must be tested in accordance with the operational tests in paragraph (c) of this section.

(3) *Inspections and tests by an independent laboratory.* An independent laboratory accepted by the Commandant under § 159.010 of this Chapter must perform or supervise the inspections and tests under paragraph (b)(2) of this section at least 4 times a year, unless the number of lots produced in a year is less than four. The inspections and tests must occur at least once during each quarterly period, unless no lots are produced during that period. If less than four lots are produced, the laboratory must perform or supervise the inspection and testing of each lot. In addition, the laboratory must perform or supervise the technical tests in paragraph (d) of this section at least once for every ten lots of signals produced, except that the number of technical tests must be at least one but not more than four per year. If a lot of signals tested by the independent laboratory is rejected, the laboratory must perform or supervise the inspections and tests of the reworked lot and the next lot of signals produced. The tests of each reworked lot and the next lot produced must not be counted for the purpose of meeting the requirement for the annual number of inspections and tests performed or supervised by the independent laboratory.

(c) *Operational tests.* Each lot of signals must be sampled and tested as follows:

(1) *Sampling procedure and accept/reject criteria.* A sample of signals must be selected at random from the lot. The size of the sample must be the individual sample size in Table 160.057-4(c)(1) corresponding to the lot size. Each signal in the sample is tested as prescribed in the test procedure in paragraph (c)(2) of this section. Each signal that has a defect listed in the table of defects (Table 160.057-4(c)(2)) is assigned a score (failure percent) in accordance with that table. In the case of multiple defects, only the score having the highest numerical value is assigned to that signal If the sum of all the failure percents (cumulative failure percent) for the number of units in the sample is less than or equal to the accept criterion, the lot is accepted. If this sum is equal to or more than the reject criterion the lot is rejected.

If the cumulative failure percent falls between the accept and reject criteria, another sample is selected from the production lot and the operational tests are repeated. The cumulative failure percent of each sample tested is added to that of the previous samples to obtain the cumulative failure percent for all the signals tested (cumulative sample size). Additional samples are tested and the tests repeated until either the accept or reject criterion for the cumulative sample size is met. If any signal in the sample explodes when fired, or ignites in a way that could burn or otherwise injure the person firing it, the lot is rejected without further testing. (This procedure is diagrammed in figure 160.057-4(c)).

(2) *Test procedure.* Each sample signal (specimen) must be tested as follows:

(i) *Conditioning of test specimens—water resistance.* Immerse specimen horizontally with uppermost portion of the signal approximately 25 mm (1 in.) below the surface of the water for a period of 24 hours.

(ii) *Smoke emitting time.* Ignite specimen according to the directions printed on the signal and place signal in tub or barrel of water. The smoke emitting time of a specimen shall be obtained by stop watch measurements from the time of distinct, sustained smoke emission until it ceases. There shall be no flame emission during the entire smoke emitting time of the signal. The smoke emitting time for a specimen shall not be less than 15 minutes. When the tests are performed or supervised by an independent laboratory, this test shall be conducted with approximately 6 mm (¼ in.) of gasoline covering the water in the tub or barrel. The gasoline vapors shall not ignite during the entire smoke emitting time of the signal.

(iii) *Ignition and smoke emitting characteristics.* Test specimens shall ignite and emit smoke properly when the directions on the signal are followed. Test specimens shall not ignite explosively in a manner that might be dangerous to the user or persons close by. Test specimens shall emit smoke at a uniform rate while floating in calm to rough water. Signals should be so constructed that water submerging the signal in moderately heavy seas will not cause it to become inoperable.

Table 160.057-4(c)(1).—*Accept and reject criteria for operational test lots.*

| Lot size | Individual sample size | Sample | Cumulative sample size | Accept [1] | Reject [1] |
|---|---|---|---|---|---|
| 150 or less | 2 | First | 2 | (2) | 200 |
| | | Second | 4 | (2) | 200 |
| | | Third | 6 | 0 | 200 |
| | | Fourth | 8 | 0 | 300 |
| | | Fifth | 10 | 100 | 300 |
| | | Sixth | 12 | 100 | 300 |
| | | Seventh | 14 | 299 | 300 |
| 151 to 500 | 3 | First | 3 | (2) | 200 |
| | | Second | 6 | 0 | 300 |
| | | Third | 9 | 0 | 300 |
| | | Fourth | 12 | 100 | 400 |
| | | Fifth | 15 | 200 | 400 |
| | | Sixth | 18 | 300 | 500 |
| | | Seventh | 21 | 499 | 500 |
| more than 501 | 5 | First | 5 | (2) | 300 |
| | | Second | 10 | 0 | 300 |
| | | Third | 15 | 100 | 400 |
| | | Fourth | 20 | 200 | 500 |
| | | Fifth | 25 | 300 | 600 |
| | | Sixth | 30 | 400 | 600 |
| | | Seventh | 35 | 699 | 700 |

[1] Cumulative failure percent.
[2] Lot may not be accepted. Next sample must be tested.

Table 160.057-4(c)(2)

| Kind of defects | Percentage of failures |
|---|---|
| a. Failure to ignite | 100 |
| b. Ignites or burns dangerously | 100 |
| c. Nonuniform smoke emitting rate | 50 |
| d. Smoke-emitting time less than 70 percent of specified time | 100 |
| e. Smoke-emitting time at least 70 percent but less than 80 percent of specified time | 75 |
| f. Smoke-emitting time at least 80 percent but less than 90 percent of specified time | 50 |
| g. Smoke-emitting time at least 90 percent but less than 100 percent of specified time | 25 |

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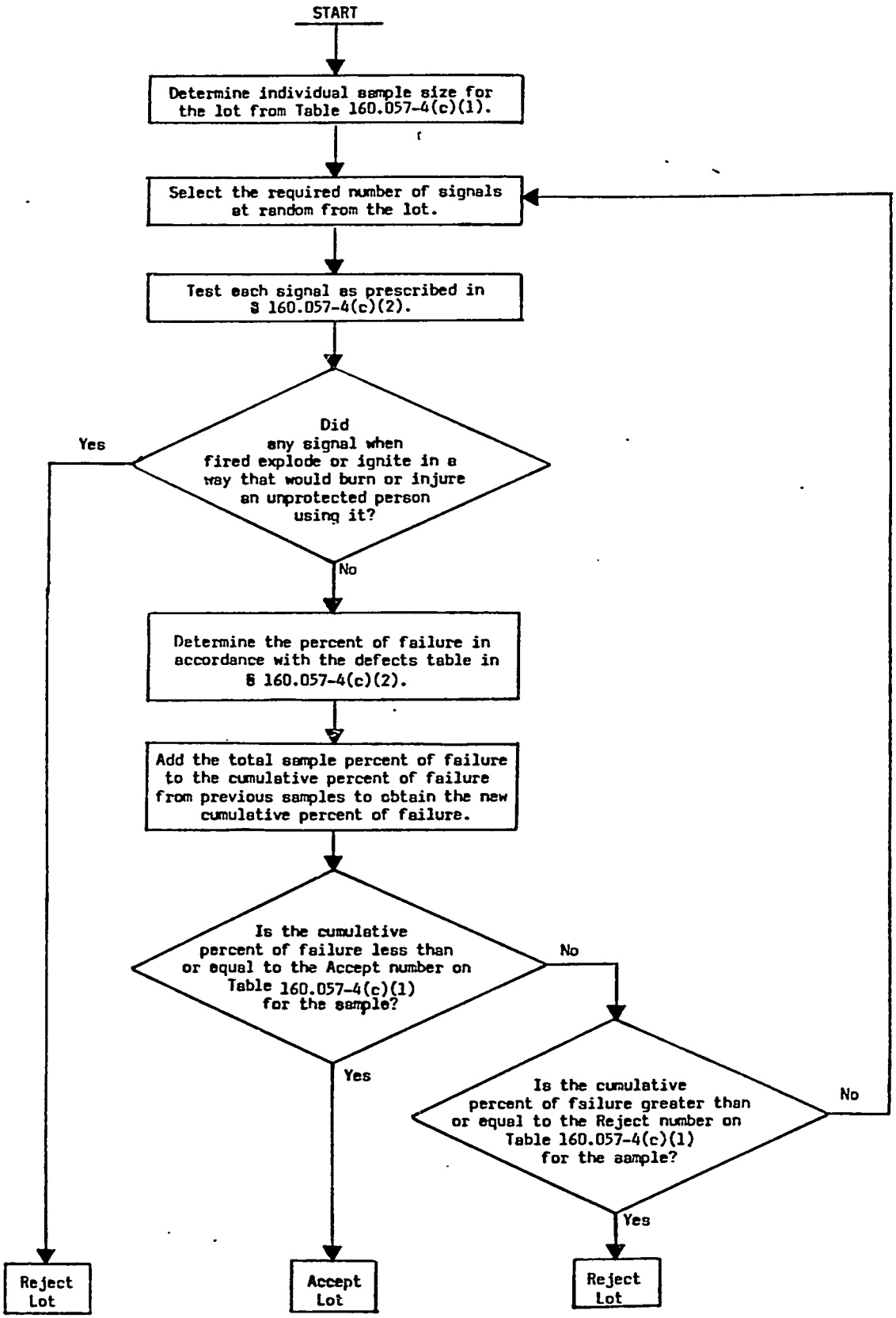


Figure 160.057-4(c). Operational test procedure.

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(d) *Technical tests.* One signal must be subjected to each of the following tests. Each signal must pass the test in order for the lot of signals to be accepted.

(1) *Drop test.* One signal must be attached to a ring life buoy and arranged to be ignited by the dropping buoy in the same manner as it would be when used on a vessel. The signal and buoy must be mounted at least 27 m (90 ft.) above the surface of a body of water. The buoy is released and must cause the signal to ignite and fall to the water with the buoy. The signal must remain afloat and emit smoke at least 15 minutes.

(2) *Wave test.* A signal shall be tested in a manner simulating its use at sea. The signal shall be ignited and thrown overboard under conditions where waves are at least 30 cm (1 ft.) high. The smoke emitting time must be for the full 15 minutes and the signal shall float in such a manner that it shall function properly during this test. The signal shall be attached to a ring life buoy in accordance with the manufacturer's instructions.

(3) *Underwater smoke emission.* Condition the signal in accordance with paragraph (c)(2)(i) of this section. Ignite specimen and let it burn about 15 seconds in air. Submerge the burning signal in water in a vertical position with head down. Obtain underwater smoke emission time by stop watch measurements from time of submersion until smoke emission ceases. The test specimen shall emit smoke under water not less than 30 seconds when subjected to this test.

(4) *Elevated Temperature, Humidity and Storage.* Place specimen in a thermostatically controlled even-temperature oven held at 75°C. with not less than 90 percent relative humidity for 72 hours. Remove specimen and store at room temperature (20° to 25°C.) with approximately 65 percent relative humidity for 10 days. If for any reason it is not possible to operate the oven continuously for the 72-hour period, it may be operated at the required temperature and humidity for 8 hours out of each 24 during the 72-hour conditioning period. (Total of 24 hours on and 48 hours off.) The signal shall not ignite or decompose during this conditioning. The signal shall ignite and operate satisfactorily following this conditioning.

(5) *Spontaneous ignition.* Place the specimen in a thermostatically controlled even-temperature oven held at 75°C. with not more than 10% relative humidity for 48 consecutive hours. The signal must not ignite or undergo marked decomposition.

(6) *Susceptibility to explosion.* Remove smoke composition from signal and punch a small hole in the composition. Insert a No. 6 commercial blasting cap. Ignite the cap. The test specimen shall not explode or ignite.

(7) *Corrosion resistance.* Expose the complete specimen with cover secured hand-tight to a finely divided spray of 20 percent by weight sodium chloride solution at a temperature between 32°C and 38°C (90°F and 100°F) for 100 hours. The container and cap must not be corroded in any fashion that would impair their proper functioning.

(8) *Color of smoke.* Ignite specimen in the open air in daytime according to the directions printed on the signal, and determine the smoke color by direct visual comparison of the unshadowed portions of the smoke with a color chart held so as to receive the same daylight illumination as the unshadowed portions of the smoke. The color of the smoke must be orange as defined by Sections 13 and 14 of the "Color Names Dictionary" (colors 34–39 and 48–54).

(9) *Volume and density of smoke.* The test specimen shall show less than 70 percent transmission for not less than 12 minutes when measured with apparatus having a light path of 19 cm (7½ in.), an optical system aperture of +3.7 degrees, and an entrance air flow of 18.4m $^3$ per minute (650 cu. ft. per minute), such apparatus to be as described in National Bureau of Standards Report No. 4792.

**§ 160.057-5 Marking.**

(a) *Directions for use.* Each floating orange smoke distress signal shall be plainly and indelibly marked in black lettering not less than 3 mm (⅛ in.) high "Approved for daytime use only", and in black lettering not less than 5 mm (3/16 in.) high with the word "Directions". Immediately below shall be similarly marked in black lettering not less than 3 mm (⅛ in.) high in numbered paragraphs, and in simple and easily understood wording, instructions to be followed to make the device operative. Pasted-on labels are not acceptable.

(b) *Other markings.* (1) There shall be embossed or die-stamped, in the outer container in figures not less than 5 mm (3/16 in.) high, numbers, indicating the month and year of manufacture, thus: "6–54" indicating June 1954. The outer container shall also be plainly and indelibly marked with the commercial designation of the signal, the words "Floating Orange Smoke Distress Signal (15 minutes)", name and address of the manufacturer, the Coast Guard Approval No., the service life expiration date (month and year to be entered by the manufacturer), the month and year of manufacture and the lot number.

(2) In addition to any other marking placed on the smallest packing carton or box containing floating orange smoke distress signals, such cartons or boxes shall be plainly and indelibly marked to show the service life expiration date, the month and year of manufacture, and the lot number.

(3) The largest carton or box in which the manufacturer ships signals must be marked with the following or equivalent words: "Keep under cover in a dry place."

(c) *Marking of expiration date.* The expiration date must be not more than 42 months from the date of manufacture.

Note.—Compliance with the labeling requirements of this section does not relieve the manufacturer of the responsibility of complying with the label requirements of 15 USC 1263, the Federal Hazardous Substances Act.

**§ 160.057-7 Procedure for approval.**

(a) Signals are approved by the Coast Guard under the procedures in Subpart 159.005 of this Chapter.

**§ 160.057-9 Recognized independent laboratories.**

(a) The following independent laboratories have been accepted by the Commandant for conducting the approval and production tests required in this Subpart:

(1) (Reserved).

(b) Revised copies of this list may be obtained from Commandant (G-MMT-3/TP12), U.S. Coast Guard Headquarters, Washington, D.C. 20593.

(46 USC 481, 49 USC 1655(b)(1), 49 CFR 1.46(b))

Dated: December 4, 1979.

J. B. Hayes,

*Admiral, U.S. Coast Guard Commandant.*

[FR Doc. 79-38271 Filed 12-14-79; 8:45 am]

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## FEDERAL COMMUNICATIONS COMMISSION

### 47 CFR Part 83

[PR Docket No. 79-139; RM-2916; FCC 79-786]

### Stations on Shipboard in the Maritime Services; Exempting Certain Vessels Operating in Vessel Traffic Service (VTS) Areas from the Requirement To Maintain a Listening Watch on VHF Channel 16 (156.800 MHz)

**AGENCY:** Federal Communications Commission.

**ACTION:** Final rule.

**SUMMARY:** Amendment of rules to exempt vessels subject to the Bridge-to-

Bridge Radiotelephone Act and participating in a U.S. Coast Guard Vessel Traffic Services (VTS) system from the requirement to maintain a listening watch on VHF Channel 16 (156.800 MHz). This action responds to a petition for rulemaking filed by the Central Committee on Telecommunications of the American Petroleum Institute. The intent is to eliminate the necessity for vessels to maintain listening watches on more than two VHF frequencies.

**EFFECTIVE DATE:** January 21, 1980.

**ADDRESSES:** Federal Communications Commission, Washington, D.C. 20554.

**FOR FURTHER INFORMATION CONTACT:** Robert H. McNamara, Private Radio Bureau, (202) 632-7175.

**SUPPLEMENTARY INFORMATION:**

In the matter of amendment of § 83.224 of the rules to exempt certain vessels operating in Vessel Traffic Service (VTS) areas from the requirement to maintain a listening watch on VHF Channel 16 (156.800 MHz). Report and Order (proceeding terminated).

Adopted: December 4, 1979.

Released: December 12, 1979.

By the Commission:

1. By this action, we are exempting vessels which are subject to the Vessel Bridge-to-Bridge Radiotelephone Act *and* which are also participating in a U.S. Coast Guard Vessel Traffic Service system, from the requirement to maintain an efficient listening watch on the frequency 156.800 MHz (VHF Channel 16). Our purpose in this proceeding is to reduce the number of frequencies *required* to be monitored by a ship to a maximum of two.

## Background

### *A. Watch Requirements*

2. Many ships participating in U.S. Coast Guard Vessel Traffic Service (VTS) systems [1] are required to maintain a listening watch on three marine VHF channels. These frequencies are (1) the VHF distress, safety and calling frequency, (2) the vessel bridge-to-bridge frequency, and (3) the designated VTS frequency. The bases for these requirements are indicated in the following three paragraphs.

3. Section 83.224 of the Commission's rules requires that a ship station licensed to operate in the VHF frequency band 156–162 MHz maintain an efficient listening watch on the frequency 156.800 MHz (Channel 16) during its hours of service. Channel 16 is the national and international distress, safety and calling frequency for VHF radio-telephone stations in the Maritime Mobile Service. However, this watch is not required (1) where the station is operated with only single or dual channel equipment for bridge-to-bridge requirements (discussed below), or (2) for tugs and towing vessels of less than 1600 gross tons when operating in a VTS area and maintaining a watch on the VTS frequency and the vessel's "house frequency." [2]

4. The Vessel Bridge-to-Bridge Radiotelephone Act [3] enacted to provide a positive means for operators of approaching vessels to communicate their intentions by a radiotelephone conveniently located at the operator's navigation station. The Act requires that, among other things, certain vessels, dredges and floating platforms be equipped with a radiotelephone capable of operation from the navigational bridge on a frequency or frequencies in the marine VHF band designated by the Commission.[4] Further, the Act [5] requires that a listening watch be maintained on the designated frequency.[6]

5. As part of a program to implement the provisions of the "Ports and Waterways Safety Act of 1972" (Pub. L. 92–340, 86 Stat. 424, 33 U.S.C. 1221) the Coast Guard is establishing VTS systems for a number of the largest and busiest port areas in the United States.[7] These systems, as indicated above, are vessel movement reporting systems designed to prevent collisions and groundings and protect the invironment from damage or loss. At the Coast Guard's request, the Commission amended its rules to make up to three frequencies available for exclusive use for VTS purposes within the designated VTS radio protection areas.[8]

### *B. Petition*

6. The Central Committee on Telecommunications of the American Petroleum Institute (API) filed a petition for rulemaking (RM–2916) which requested the Commission to amend Section 83.224 of the rules. Essentially, API asked that an exemption to the VHF Channel 16 (156.800 MHz) listening watch requirement be provided for ship stations on board vessels operating in Coast Guard VTS areas when monitoring the designated VTS frequency.

7. The American Institute of Merchant Shipping (AIMS), filed a statement of support of API's petition. The Pacific Merchant Shipping Association filed a "petition for rulemaking" joining API's petition. The American Waterways Operators, Inc. (AWO) also submitted a statement supporting API's petition. Further, AWO indicated that the rule amendment sought by API is similar to the relief sought by AWO in its Petition for Reconsideration filed in Docket No. 20683. The substantive distinction between the two petitions is that AWO's seeks an exemption only for tug and tow boats of less than 1600 gross tons.

8. Fundamentally, API gave three reasons for the requested rule amendment. First, the combined force of statutory and regulatory requirements has resulted in many vessels being required to maintain a simultaneous aural watch on three frequencies when navigating in a USCG designated VTS area. API submitted that requirements for a listening watch on three frequencies imposes a nearly inhuman burden on the two individuals normally found on the bridge and may even create an unsafe condition. Second, it pointed out that the Coast Guard has indicated that it will respond to all distress and safety communications on Channel 16 in VTS areas. Thus, it argued, the safety aspects of the Channel 16 watch are provided by the Coast Guard. Finally, API stated that the capability "of receiving a call on Channel 16 for the exchange of public correspondence" has little priority when a vessel is operating in a VTS area and monitoring the bridge-to-bridge frequency as well. API concluded that number of VHF channels required to be monitored must be reduced to a maximum of two and that the Channel 16 watch requirement should be eliminated for vessels operating in a

[1] U.S. Coast Guard VTS systems are, in essence, vessel movement reporting systems designed to prevent damage to or loss of vessels, bridges or other structures in U.S. navigable waters. Additionally, these navigable waters and associated natural resources are sought to be protected from environmental harm resulting from such incidents.

[2] Tug and tow boats by the nature of their operations usually find it necessary to guard a company working frequency. This frequency often is assigned to a limited coast station operated by the company and utilized for operational and business messages.

[3] Pub. L. 92–63, 85 Stat. 165, 33 U.S.C. 1201 et seq.

[4] 33 U.S.C. 1203.

[5] 33 U.S.C. 1204

[6] In the Report and Order in Docket No. 19343 (adopted May 24, 1972, 37 FR 11245, 35 FCC 2d 154) the Commission set aside Channel 13 (156.65 MHz) for bridge-to-bridge communications. (Recently, Channel 67 was designated as the bridge-to-bridge frequency in the southern Louisiana section of the Mississippi River System. Report and Order, Gen Docket No. 78–310, adopted May 1, 1979, FCC 79–275, 44 FR 29073.)

[7] The Coast Guard is in various stages of implementing VTS systems in the port areas of Houston, New Orleans, New York, San Francisco, Seattle and Valdez (Alaska).

[8] Report and Order, Docket No. 20444, adopted December 2, 1975, 40 F.R. 57673, 56 FCC 2d 1089.

VTS system and monitoring the VTS channel.

*C. NPRM*

9. In response to this petition we issued a Notice of Proposed Rule Making[9] proposing to amend Section 83.224 of the rules substantially as requested to exempt vessels from the requirement to maintain a watch on Channel 16 when an efficient watch is maintained on *both* the bridge-to-bridge frequency and a separate VTS frequency.

10. As noted in the NPRM, in the past the Commission had generally resisted the relaxation of the Channel 16 listening watch. This was based on three factors. First, the elimination of the Channel 16 watch in VTS areas would result in the loss of the capability for other ships or shore facilities to contact vessels participating in a VTS system for other than navigational purposes. Second, Channel 16 represented the only frequency that is monitored by all VHF equipped vessel, i.e., large commercial ships and thousands of small recreational boats alike. Third, in that the Coast Guard was in the early stages of implementing the various VTS systems when the issue of relaxing the Channel 16 watch was initially raised, we felt it was premature to eliminate the watch on the VHF distress, safety and calling frequency in the VTS areas.

11. However, after consultations with industry and the Coast Guard as operational experience with VTS systems was being gained, we felt that the concept of three simultaneous listening watches was untenable. In addition, it appeared that for ships participating in VTS systems dropping the watch on either the bridge-to-bridge or VTS frequency was less desirable than eliminating the Channel 16 watch. Bridge-to-bridge communications capabilities are generally considered essential for safety purposes. Further, the Coast Guard has found that eliminating the continuous watch on the VTS channel in favor of a watch on Channel 16 does not satisfy VTS performance requirements.

12. Additionally, the Coast Guard stated that it will, on request and subject to operational consideration, notify ships participating in a VTS system of important non-navigational calls from other stations as well as provide distress and safety coverage on Channel 16.[10] This would prevent ships from being totally isolated from the rest of the maritime communications system while operating in a VTS area. This latter problem had originally caused serious reservations regarding the relaxation of the Channel 16 watch.

13. In the NPRM we also granted API's petition for a temporary waiver of the Channel 16 watch for ships operating in VTS areas under the conditions of the proposed rule. Further, we noted that with the loss of the universality of the Channel 16 watch, recreational boaters who wish to retain the capability to communicate with large ships in a VTS area could equip their radio station with the bridge-to-bridge frequency.

*Comments*

14. Comments were filed by (1) the Council of American—Flag Ship Operators (CASO) a national association representing six major companies which own and operate 151 vessels; (2) the American Institute of Merchant Shipping (AIMS) representing 28 member companies which own and operate over 200 U.S. flag oil and chemical tankers and liquified gas carriers; (3) the American Waterways Operators, Inc. (AWO) representing the barge and towing industry; and (4) the Central Committee on Telecommunications of the American Petroleum Institute (API) which is composed of 40 U.S. petroleum and gas companies many of which operate substantial fleets of tankers and/or tugs and barges. We note that API was the original petitioner in this proceeding. Also AIMS and AWO filed statements supporting its petition for rulemaking. No reply comments were received.

15. All four of the commenters strongly supported the proposed amendment. AIMS and API urged prompt adoption of the proposal and applauded the grant of the requested temporary waiver. AWO additionally noted that although our suggestion that recreational boat operators may wish to obtain the capability to communicate on the bridge-to-bridge frequency was appropriate, we should be aware of the potential for abuse and be prepared to take responsive enforcement action if misuse develops.

*Discussion*

16. As AWO indicates, there is some potential for abuse if large numbers of recreational boaters acquire bridge-to-bridge communications capabilities. As AWO also notes, it is appropriate that recreational boaters be advised that the bridge-to-bridge channel will be the only means in VTS areas to directly contact large vessels nearby (for example, when in danger of a collision). This matter was also discussed with the Coast Guard prior to the initiation of this rulemaking proceeding. It was felt that significant misuse of the channel was unlikely. However, if a pattern of misuse does develop, we will undertake a responsive educational and enforcement effort.

17. In that the other comments only indicated support for the proposal as described in the NPRM, we will not reiterate our rationale for proposing the rule change.

18. As a related matter, we wish to note that our action in this proceeding, in effect, will grant the relief requested by AWO in its Petition for Reconsideration filed in Docket No. 20683 (see paragraph 7 above). Therefore, in a separate document we will dismiss AWO's petition as moot.

*Commission Action*

19. For the reasons indicated above and considering the favorable comments received, we are amending, as proposed, Section 83.224(b) of the Commission's rules to exempt vessels which are subject to the Bridge-to-Bridge Radiotelephone Act and participating in a Coast Guard VTS system from the requirement to maintain a watch on 156.800 MHz (Channel 16) when an efficient watch is maintained on *both* the bridge-to-bridge frequency and a separate VTS frequency.

20. Regarding questions on the matters covered in this document contact Robert McNamara, (202) 623-7175.

21. Accordingly, it is ordered, That, under the authority contained in Sections 4(i) and 303(r) of the Communications Act of 1934, as amended, the Commission's rules are amended as set forth in the attached Appendix, effective January 21, 1980.

22. It is further ordered, That this proceeding is terminated.

Federal Communications Commission.

(Secs. 4, 303, 48 Stat., as amended, 1066, 1082; 47 U.S.C. 154, 303.)

William J. Tricarico,

*Secretary.*

Appendix

Part 83 Chapter I of Title 47 of the Code of Federal Regulations is amended as follows:

## Part 83—Stations on Shipboard in the Maritime Service

In § 83.224, paragraph (b) is amended to read as follows:

### § 83.224 Watch on 156.8 MHz.

* * * * *

(b) For vessels subject to the Bridge-to-Bridge Radiotelephone Act and participating in a Vessel Traffic Service

[9] Notice of Proposed Rule Making, PR Docket No. 79-139 (RM 2916), adopted June 7, 1979, 44 FR 36082, FCC 79-335.

[10] The Coast Guard further indicates it will *not* relay routine business and personal calls received on Channel 16.

(VTS) system as required or recommended by the U.S. Coast Guard, when an efficient listening watch is maintained on *both* the bridge-to-bridge frequency and a separate assigned VTS frequency.

* * * * *

[FR Doc. 79-38549 Filed 12-14-79; 8:45 am]
BILLING CODE 6712-01-M

## 47 CFR Part 87

**[PR Docket No. 79-186; FCC 79-791]**

## Aviation Services; Clarifying the Use of Certain Frequencies by Aircraft for the Control of Airport Lights

**AGENCY:** Federal Communications Commission.

**ACTION:** Final Rule.

**SUMMARY:** Amendment of the rules to permit aircraft to transmit brief keyed RF signals (momentarily depressing the microphone push-to-talk button) for the control of airport lights only on an authorized frequency which is assigned to an aeronautical radio station located at the particular airport. As a result of a number of informal inquiries, this action is being taken to avoid the possible interference and inconvenience which would result where aircraft use a frequency assigned to a station at one airport to activate runway lights at another airport.

**EFFECTIVE DATE:** January 21, 1980.

**ADDRESSES:** Federal Communications Commission, Washington, D.C. 20554.

**FOR FURTHER INFORMATION CONTACT:** Robert H. McNamara, Private Radio Bureau; (202) 632-7175.

**SUPPLEMENTARY INFORMATION:**

In the Matter of amendment of § 87.183 of the rules to clarify the use of certain frequencies by aircraft for the control of airport lights. Report and order (Proceeding Terminated).

Adopted: December 4, 1979.

Released: December 12, 1979.

By the Commission:

1. By this action we are limiting the frequencies which aircraft may use for the transmission of brief keyed RF signals for the control of airport lights. Our purpose in this proceeding is to require that the frequency utilized by aircraft for the activation of airport lighting systems also be assigned to an aeronautical station located at the concerned airport.

### Background

2. Section 87.183(cc) of the rules makes available to aircraft operators a number of aeronautical frequencies for the control of airport lighting.[1] Aircraft may transmit brief RF signals (i.e., momentarily depressing the microphone "push-to-talk" button) on these frequencies to turn on the airport lights, provided that harmful interference is not caused to voice communications. Thus, aircraft approaching an uncontrolled or unmanned airfield at night or in poor weather conditions, may activate the airport lights on an as needed basis. Usually these radio controlled systems will operate for approximately 15 minutes after activation. By employing these lighting systems an airport may remain open at night without the expense of leaving the airport lights on for extended periods of time or having a person monitor a radio frequency for requests to activate the lights. These radio controlled runway lighting systems are becoming increasingly popular with the aviation community. The FAA and many individual airport operators are installing such systems at various uncontrolled airfields as well as airfields with part-time control towers.

3. Although § 87.183(cc) of the rules presently limits aircraft use of air traffic control (ATC) frequencies for activation of airport lights to a frequency assigned to a facility at the given airport, no such limitation applies to the other available frequencies. Recently we have received a number of informal inquiries as to the feasibility of using an aeronautical advisory frequency or an aviation instructional frequency other than one assigned to a station at the airfield in question for activation of an airport lighting system. We have been discouraging such practices even though there is no prohibition of such frequency utilization.

4. The problem with aircraft utilizing a frequency not assigned to a station on that particular airport, is that the brief RF signals (microphone clicks) occur on a frequency which, in many areas, is assigned at a neighboring airport. thus the 3 to 7 microphone clicks used by most of the subject lighting systems may interfere with and annoy those using another airport. The avoidance of these microphone clicks appears to be the primary reason why an airport operator selects a frequency not assigned at his airfield. Additionally, such frequency usage increases the potential for aircraft to activate the lighting systems of nearby airports as well as that of the intended airport.

5. Another disadvantage in employing a frequency not assigned to the particular airport is that the pilot must switch to a frequency other than that normally monitored when approaching or departing the airport. FAA as a standard practice recommends that approaching and departing aircraft monitor the appropriate radio facility when within 15 miles of the airport. This aural alertness is considered to enhance safety of flight. It would seem reasonable that aircraft utilize the frequency customarily monitored in the vicinity of a given airport to operate the airport's lights, or at a minimum use another frequency assigned at the airport in order to avoid interfering with or merely annoying those using another airport.

6. Therefore, we issued a Notice of Proposed Rule Making [2] proposing to amend the rules to permit aircraft stations to transmit brief keyed RF signals for the control of airport lights only on one of the authorized frequencies which is also assigned to a station at the concerned airport. In rare situations where an airport is without air-ground communications facilities utilizing any of the available frequencies, the use of one of the three available aviation instructional frequencies for system activation was proposed.

### Comments

7. Comments were received from the National Business Aircraft Association (NBAA) representing more than 2000 member companies operating business aircraft, and the Aircraft Owners and Pilots Association (AOPA) representing more than 230,000 aircraft owners and pilots. No reply comments were filed.

8. Both NBAA and AOPA concurred with the proposed rulemaking. NBAA specifically based its concurrence on the potential enhancement of airport safety and the lessened possibility of aircraft operators accidently activating the lighting of neighboring airports. No other points for discussion were raised.

[1] Essentially, air traffic control frequencies, aeronautical advisory frequencies and aviation instructional frequencies may be used for control of airport lights by aircraft. Air traffic control frequencies are utilized for communications between aircraft and Federal Aviation Administration (FAA) facilities relating to the safe, orderly and expeditious movement of air traffic.

Aeronautical advisory frequencies provide for communications between private aircraft and non-government ground facilities (aeronautical advisory stations, also called unicoms) primarily concerning runway conditions, weather information, types of fuel available and on a secondary basis communications pertaining to efficient portal-to-portal transit, such as requests for ground transportation and food.

Aviation instructional frequencies are used for communications between aircraft and non-Government ground stations (aviation instructional stations) for the necessities of pilot training, and coordination of soaring and ballooning activities.

[2] PR Docket No. 79-186, adopted July 24, 1979, FCC 79-458, 44 FR 47118.

Commission Action

9. For the reasons indicated above and considering the favorable comments received, we are amending Section 83.183 of the rules as proposed. Aircraft stations will be permitted to transmit brief keyed RF signals for the control of airports lights only on specified frequencies which are also assigned to aeronautical stations located at the concerned airport. An ancilliary editorial change in Section 87.201 is also being made.

10. Regarding question on matters covered in this document contact Robert McNamara, (202) 632-7175.

11. Accordingly, IT IS ORDERED, That, under the authority contained in Sections 4(i) and 303(r) of the Communications Act of 1934, as amended, the Commission's rules ARE AMENDED as set forth in the attached Appendix, effective January 21, 1980.

12. IT IS FURTHER ORDERED, That this proceeding is terminated.

Federal Communications Commission.

(Secs. 4, 303, 48 Stat., as amended, 1066, 1082; 47 U.S.C. 154, 303.)

William J. Tricarico,

*Secretary.*

Appendix

Part 87 of Chapter I of Title 47 of the Code of Federal Regulations is amended as follows:

## PART 87—AVIATION SERVICES

1. In Section 87.183 paragraph (cc) is amended to read as follows:

**§ 87.183 Frequencies available.**

* * * * *

(cc) Brief keyed RF signals (keying the transmitter by momentarily depressing the microphone "push-to-talk" button without voice or audio tone transmission) may be transmitted from aircraft for the control of airport lights on the frequencies specified below, provided the frequency is assigned to a station at the airport and no harmful interference is caused to voice communications:

(1) Any air traffic control frequency listed in § 87.183(i);

(2) Any air traffic control frequency or aeronautical advisory frequency listed in § 87.201 (b) or (c); and

(3) Any aviation instructional frequency (121.95, 123.3 and 123.5 MHz) listed in § 87.341.

In the event that no station utilizing any of the available frequencies is located at the concerned airport, aircraft may use one of the aviation instructional frequencies for the control of airport lights.

**§ 87.201 [Amended]**

2. The last paragraph in § 87.201(c), beginning with "In addition * * *," is deleted.

[FR Doc. 79-38542 Filed 12-14-79; 8:45 am]

BILLING CODE 6712-01-M

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## 47 CFR Part 97

[FCC 79-794]

## Deletion of Permit Requirement for Canadian Amateurs Operating in the United States

**AGENCY:** Federal Communications Commission.

**ACTION:** Order.

**SUMMARY:** The Commission authorized Canadian amateurs to operate their amateur stations in the United States without requiring an operating permit issued by the United States. The 1952 treaty which established the U.S.-Canadian amateur reciprocal arrangement gives each country the option to require or not require such a permit. The Commission took this action in order to simplify licensing requirements in the Amateur Radio Service.

**EFFECTIVE DATE:** January 21, 1980.

**ADDRESSES:** Federal Communications Commission, Washington, D.C. 20554.

**FOR FURTHER INFORMATION CONTACT:** Maurice J. DePont, Private Radio Bureau, (202) 254-6884.

**SUPPLEMENTARY INFORMATION:**

Adopted: December 4, 1979.

Released: December 12, 1979.

1. Since 1952, the United States and Canada have by treaty allowed amateurs of each country to operate their amateur radio stations in the other country under a special reciprocal permit procedure. (See TIAS No. 2508). The Commission has received a letter from Canadian officials seeking to modify the reciprocal arrangement to allow amateurs to operate their stations in the other country without requiring an operating permit. The treaty which governs the U.S.-Canadian reciprocal agreement, TIAS 2508, states in part, "Each visiting amateur *may* (emphasis ours) be required to register and receive a permit before operating any amateur station licensed by his government." It is therefore in the discretion of each country to forego the requirement of a permit.

2. We agree with the Canadian government that deletion of the permit requirement would be in the best interests of both countries. Often, amateur operators planning vacations abroad do not allow enough time for processing their permit application. Permits represent an unnecessary formality. The ostensible purpose for having a permit system is to maintain a data base on visting amateur operators to facilitate investigation of rule violations. However, the data on Canadian licensees will be available to us by consulting Canada's licensee lists. Enforcement efforts will not be affected by the deletion of the permit requirement since the number of rule violations committed by Canadian amateur licensees, operating in the United States, has been extremely small. Further, deletion of the permit requirement would be in keeping with the Commission's policy of deregulation and simplification of licensing procedures in the Amateur Radio Service. By this Order, we are deleting the requirement that Canadian amateur licensees obtain a permit before operating in the United States. A letter, by Direction of the Commission, will be sent to the administration in Canada and will constitute a working arrangement with Canada to recognize a similar privilege for American amateur licensees to operate in Canada.

3. In view of the foregoing, the Commission finds that amendment of Part 97 to allow Canadian Amateur licensees to operate without a permit is in the public interest, convenience and necessity. The specific rule amendments are set forth below. Authority for these amendments is contained in Sections 4(i) and 303 of the Communications Act of 1934, as amended, and Article III of TIAS 2508, Convention Between the United States of America and Canada Relating to the Operation by Citizens of Either Country of Certain Radio Equipment or Stations in the Other Country. Since the rule changes herein ordered serve the public interest by relieving an existing restriction, and further, since public comments, we believe, would be unlikely, we are dispensing with the prior notice and public procedure provisions of the Administrative Procedure Act as unnecessary, 5 U.S.C. 553(b). The effective date of the rule changes herein ordered is January 21, 1980, so that elimination of Amateur Reciprocal Permits will occur simultaneously in both the United States and Canada.

4. Accordingly, it is ordered, that Part 97 of the Commission's Rules is amended, effective January 21, 1980, as set forth below.

5. For further information on these rule changes contact Maurice J. DePont, (202) 254-6884.

(Secs. 4, 303, 48 Stat., as amended, 1066, 1082; 47 U.S.C. 154, 303.)

Federal Communications Commission.

William J. Tricarico,

*Secretary.*

Part 97 of Chapter I of Title 47 of the Code of Federal Regulations is amended, as follows:

1. In § 97.40, paragraph (a) is amended as follows:

**§ 97.40 Station license required.**

(a) No transmitting station shall be operated in the amateur radio service without being licensed by the Federal Communications Commission, except that an amateur radio station licensed by the Government of Canada may, in accordance with § 97.41, be operated in the United States without the prior approval of the Commission.

* * * * *

2. Section 97.41 is redesignated § 97.42, and a new § 97.41 is added, as follows:

**§ 97.41 Operation of Canadian Amateur Stations in the United States.**

(a) An amateur radio station licensed by the Government of Canada may be operated in the United States without the prior approval of the Federal Communications Commission.

(b) Operation of a Canadian amateur station in the United States must comply with all of the following:

(1) The terms of the Convention Between the United States and Canada (TIAS No. 2508) Relating to the Operation by Citizens of Either Country of Certain Radio Equipment or Stations in the Other Country. (See Appendix 4 to Part 97.)

(2) The operating terms and conditions of the amateur station license issued by the Government of Canada.

(3) The provisions of Subparts A through E of Part 97.

(4) Any further conditions the Commission may impose upon the privilege of operating in the United States.

(c) At any time the Commission may, in its discretion, modify, suspend, or cancel the privilege of any Canadian licensee operating an amateur radio station in the United States.

3. Sections 97.42 and 97.43 are redesignated §§ 97.43 and 97.44, respectively, and redesignated § 97.43 is revised to read as follows:

**§ 97.43 Mailing address furnished by licensee.**

Each application shall set forth and each licensee shall furnish the Commission with an address in the United States to be used by the Commission in serving documents or directing correspondence to that licensee. Unless any licensee advises the Commission to the contrary, the address contained in the licensee's most recent application will be used by the Commission for this purpose.

[FR Doc. 79-38561 Filed 12-14-79; 8:45 am]

BILLING CODE 6712-01-M

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## 47 CFR Part 97

**[RM-2490; RM-2666; FCC 79-792]**

## Amateur Radio Service; Amending Rules Concerning Availability of Operator License

**AGENCY:** Federal Communications Commission.

**ACTION:** Memorandum Opinion and Order.

**SUMMARY:** The Commission grants a petition to allow an amateur radio operator to use a photocopy of an amateur license, while operating an amateur station. This action amends § 97.82 of the Amateur Radio Service, of the Commission's Rules and Reguations.

**EFFECTIVE DATE:** December 21, 1979.

**ADDRESSES:** Federal Communications Commission, Washington, D.C. 20554.

**FOR FURTHER INFORMATION CONTACT:** Private Radio Bureau, Personal Radio Branch, Attorney Roy C. Howell, (202) 254-6884.

Adopted: December 4, 1979.

Released: December 12, 1979.

1. The Commission has under consideration two petitions requesting amendment of § 97.82 and § 97.83. The first petition, RM-2490, was filed on November 25, 1974 by Mr. Ronald K. Long. Subsequently, on March 1, 1976, Mr. Robert L. Bingham petitioned in RM-2666 for an identical amendment to the Amateur Radio Rules.

2. Petitioners' request that the rules be amended to remove the requirement of having only the original amateur radio operators' license (pursuant to § 97.82), and station license (pursuant to § 97.83) in the possession of the control operator of an amateur radio station. Petitioners' argument for amendment of § 97.83 to allow station operators to have a photocopy of their station license in their possession, while operating an amateur radio station, is moot; and, the reason is because § 97.83 presently allows this practice, i.e.

> The original license of each amateur station or a photocopy thereof shall be posted in a conspicuous place in the room occupied by the licensed operator while the station is being operated at a fixed location or shall be kept in his personal possession.

3. Petitioner, Mr. Robert L. Bingham, asserts that § 97.82 in its present form lacks any contemporary administrative justification, insofar as technological advancements have made this rule obsolete. According to petitioner (Mr. Bingham) § 97.82 was enacted during an era when portable or mobile radio operation was very minimum; and, therefore, amateur radio stations were generally at a fixed location. However, today with the advent of hand held portable units, transistorized mobile equipment, and the small QRP transceivers have made amateur radio operation away from a fixed location very easy.

Thus, as stated by petitioner (Mr. Bingham).

> The idea of hanging the license up on the wall above the station equipment is no longer the proper way to do it if you are one of those who practice one of these three types of operations away from home.

4. Petitioner, Mr. Ronald K. Long, argues that § 97.82 is unduly restrictive; and, with the widely increasing mobile operation of amateur radio stations, § 97.82 effectively requires that the original license be carried in the personal wallet or purse where it may easily become damaged or lost. Hence § 97.82 causes great inconvenience to the amateur radio operator while operating a portable amateur radio station. The only filed comment (filed by Mr. Philip A. Litchfield) likewise asserts that § 97.82 is unreasonably restrictive. The comment states,

> Continual carrying of the original soon makes the original illegible, subject to mutilation and possible loss, and thus requiring replacement of same.

5. The Commission finds merit in petitioners' proposals to amend § 97.82. The administrative intent of § 97.82 is to provide the Enforcement Division of the Field Operations Bureau ready availability of the amateur operators' license to aid enforcement purposes. The ready availability interest of § 97.82 is satisifed if amateur radio operators produce a photocopy of their original license to an enforcement official. The Commission fully understands and agrees with petitioners, that with the incidence of portable and mobile radio station operations, the requirement of an amateur radio operator to carry the original license may result in unnecessary damage or loss to the document during the five year life of the license.

6. Since no party would be adversely affected by the rule changes, and adverse public comments would be unlikely, we are dispensing with prior notice and public procedure provisions of the administrative Procedure Act as unnecessary, 5 U.S.C. 553(b). In view of the foregoing, it is ordered, effective

December 21, 1979, that Part 97 of the Commission's Rules and Regulations is amended as shown below. Authority for this action is pursuant to Section 4(i) and 303 of the Communications Act of 1934, as amended. Further information about this action by the Commission may be obtained by contacting Roy C. Howell, Personal Radio Branch, Private Radio Bureau, FCC, 2025 M Street, NW., Washington, D.C. 20554, (202) 254–6884.

(Secs. 4, 303, 48 stat., as amended, 1066, 1082; 47 U.S.C. 154, 303)

Federal Communications Commission.

William Tricarico,

*Secretary.*

Part 97 of Chapter I of Title 47 of the Code of the Federal Regulations is amended as follows:

1. Section 97.82 is amended to read as follows:

§ 97.82 Availability of operator license.

Each amateur radio operator must have the original or a photocopy of his or her operator license in his or her personal possession when serving as the control operator of an amateur radio station. The original license shall be available for inspection by any authorized Government official upon request made by an authorized representative of the Commission, except when such license has been filed with application for modification or renewal thereof, or has been mutilated, lost or destroyed, and request has been made for a duplicate license in accordance with § 97.57.

[FR Doc. 79-38562 Filed 12-14-79; 8:45 am]

BILLING CODE 6712-01-M

## DEPARTMENT OF TRANSPORTATION

## Federal Railroad Administration

## 49 CFR Part 231

[Docket No. SA-3, Notice No. 5]

## Railroad Safety Appliance Standards; Removal of Roof Running Boards From Box and Other House Cars

**AGENCY:** Federal Railroad Administration (FRA), Department of Transportation (DOT).

**ACTION:** Extension of compliance date.

**SUMMARY:** This notice amends § 231.1 of the Railroad Safety Appliance Standards to allow railroads three additional years to complete required removal of roof running boards from all freight cars. FRA has determined that this action will not adversely affect the safety of railroad employees and is necessary to avoid imposing an undue burden on railroads and shippers. This action is being taken in response to a petition submitted by the Association of American Railroads (AAR).

**EFFECTIVE DATE:** The amendment to Part 231 set forth in this document is effective December 17, 1979.

**FOR FURTHER INFORMATION CONTACT:** Principal Program Person: Rolf Mowatt-Larssen (RRS-20), Office of Standards and Procedures, Federal Railroad Administration, Washington, D.C. 20590. Telephone 202–426–0924. Principal Attorney: Lawrence I. Wagner (RCC-30), Office of Chief Counsel, Federal Railroad Administration, Washington, D.C. 20590. Telephone 202–426–8836.

**SUPPLEMENTARY INFORMATION**

### Background

In response to a petition filed by the Association of American Railroads (AAR), the Federal Railroad Administration (FRA) is extending for three years, to December 31, 1982, the period allowed for the completion of the removal of roof running boards and related changes in the safety appliances on box and other house cars.

The period for completion of these tasks is prescribed in a note to § 231.1 (49 CFR 231.1) of the Safety Appliance Standards. The note now requires that these tasks be completed by December 31, 1979. The freight cars that must be so modified are box and other house cars, such as refrigerator cars and covered hopper cars, which were constructed on or before April 1, 1966 or were under construction on that date and were placed in service prior to October 1, 1966. The modifications required by this provision are intended to bring these freight cars into conformity with the provisions of § 231.27 or § 231.28 (49 CFR 231.27, 231.28).

On July 17, 1979, the AAR advised that there will be almost 60,000 unmodified cars in service at the end of 1979. This represents approximately eight percent of the 714,000 cars requiring modification when this program began. The present financial and operating conditions of the railroads, including the high demand for the affected cars in revenue service, are cited by AAR as reasons for granting of a three year extension. AAR also notes that since carrier operating rules prohibit employees from riding or walking upon the roof of any moving freight car, the safety of operating personnel will not be jeopardized by this extension of time. The requested three year extension will in AAR's view provide sufficient time to complete the modification program and prevent the adverse impact on freight car supply which would otherwise occur.

FRA has independently assessed the AAR petition and concludes that a three year extension is warranted. In 1966, when this regulatory provision was initially adopted, the national freight fleet numbered approximately 1,826,000 cars. A sizable portion of that fleet, approximately 714,000 cars, required modification pursuant to this provision in order to remain in service. About 60,000 of these cars still require modification if they are to remain in service. In view of the efforts of the railroads to modify this equipment to comply with Section 231.27 or Section 231.28, FRA believes that sufficient progress has been made to permit an additional three year period for the completion of this modification program.

Other factors influencing FRA's decision are the recognition that it becomes increasingly more difficult for railroads to locate unmodified cars as their numbers decrease and that many of the remaining cars will be retired or rebuilt within the three year extension period.

Although the modification effort has taken much longer than previously anticipated, FRA does not have any accident data which suggests that the extension would in any way jeopardize safety. A review of the accident data for the last seven years, the period between January 1971 and December 1977, does not link unmodified roof running boards with any accidents involving on duty railroad employees.

### Economic Impact

FRA has determined that this amendment does not contain a significant regulatory proposal. Therefore, a regulatory analysis under Executive Order 12044 is not required (E. O. 12044, 43 FR 12661, March 24, 1978).

In addition, FRA has evaluated this amendment in accordance with the Department of Transportation's Regulatory Policies and Procedures (44 FR 11034, February 26, 1979). Since this amendment merely provides additional time to accomplish a required modification program, it will not alter in any significant fashion the costs or benefits associated with the existing regulatory provision. Therefore, the FRA has determined that this amendment will have such a minimal regulatory impact that further evaluation of this regulation is not necessary.

### Environmental Impact

On March 16, 1979, the FRA published (44 FR 16062) revised procedures for insuring full consideration of the environmental impacts of FRA actions

as required by the National Environmental Policy Act ("NEPA", 42 U.S.C. 4321 *et seq.*), the Department of Transportation Act ("DOT Act", 49 U.S.C. 1651 *et seq.*), other environmental statutes, Executive orders, and DOT Order 5610.113.

These FRA procedures require that an "environmental assessment" be performed prior to all major FRA actions. The procedures contain a provision that enumerates seven criteria which, if met, demonstrate that a particular action is not a "major" action for environmental purposes. These criteria involve diverse factors, including environmental controversiality; the availability of adequate relocation housing; the possible inconsistency of the action with Federal, State, or local law; the possible adverse impact on natural, cultural, recreational, or scenic environments; the use of properties covered by section 4(f) of the DOT Act; and the possible increase in traffic congestion. This amendment meets the seven criteria that establish an action as a non-major action. Accordingly, the FRA has determined that the amendment of Part 231, Safety Appliance Standards, does not constitute a major FRA action requiring an environmental assessment.

FRA is issuing this amendment without prior public notice under the specific authority contained in the Administrative Procedure Act (5 U.S.C. 553(b)(3)(B). This amendment, which becomes effective immediately upon publication in the **Federal Register**, imposes no additional regulatory burden and is being accomplished solely to respond to the problem being encountered by various railroads in completing the modification program within the time constraint of the existing regulatory provision. Based on the available data, this amendment will not serve to impair the safety of railroad employees or the general public. Accordingly, FRA has determined that prior notice and public proceedings are unnecessary.

## Final Rule

In consideration of the foregoing, Part 231 of Title 49 of the Code of Federal Regulations is amended by substituting "December 31, 1982" for "December 31, 1979" in the note to Section 231.1 as follows:

### § 231.1 Box and other house cars.

* * * * *

Note.—After December 31, 1982, cars of this type built on or before April 1, 1966, or under construction prior to that date and placed in service before October 1, 1966, must be equipped as nearly as possible with the same complement of safety appliances, depending upon type, as specified in § 231.27 for box and other house cars without roof hatches, or in § 231.28 for box and other house cars with roof hatches. Cars built after April 1, 1966, or under construction prior thereto and placed in service after October 1, 1966, must be equipped, depending upon type, as specified in § 231.27 for box and other house cars without roof hatches, or in § 231.28 for box and other house cars with roof hatches.

Authority: Safety Appliance Acts, 45 U.S.C. 2, 4, 6, 8, 10, 11–16, as amended, 49 U.S.C. 1655(e); and Section 1.49(n) of the Regulations of the Office of the Secretary of Transportation, 49 CFR 1.49(n).

Issued in Washington, D.C. on December 10, 1979.

John M. Sullivan,

*Administrator.*

[FR Doc. 79-38437 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-06-M

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## National Highway Traffic Safety Administration

[Docket No. 79-01; Notice 4]

## 49 CFR Part 571

## Federal Motor Vehicle Safety Standards; New Pneumatic Tires for Passenger Cars

**AGENCY:** National Highway Traffic Safety Administration (NHTSA), Department of Transportation.

**ACTION:** Final rule.

**SUMMARY:** Pursuant to petitions by the Rubber Manufacturers Association (RMA) and the European Tyre and Rim Technical Organisation (ETRTO), this notice amends Federal Motor Vehicle Safety Standard No. 109, *New Pneumatic Tires—Passenger Cars,* by adding certain tire size designations to Appendix A of that standard. This amendment permits the introduction into interstate commerce of the new tire sizes.

**EFFECTIVE DATE:** January 16, 1980, if objections are not received before that date.

**ADDRESSES:** Comments should refer to Docket No. 79-01 and be submitted to Docket Section, Room 5108, 400 Seventh Street, S.W., Washington, D.C. 20590. (Docket hours 8 a.m. to 4 p.m.)

**FOR FURTHER INFORMATION CONTACT:** John Diehl, Office of Automotive Ratings, National Highway Traffic Safety Administration, 400 Seventh Street, S.W., Washington, D.C. 20590. (202-426-1714)

**SUPPLEMENTARY INFORMATION:** According to agency practice, the National Highway Traffic Safety Administration (NHTSA) responds to petitions for adding new tire sizes to Table I of Appendix A of Standard No. 109 by quarterly issuing final rules under an abbreviated rulemaking procedure for expediting such routine amendments. Guidelines for this procedure were published at 33 FR 14964; October 5, 1968, and amended at 36 FR 8298; May 4, 1971; 36 FR 13601; July 22, 1971; and 39 FR 28980; August 13, 1974. These guidelines provide that these final rules become effective 30 days after their date of publication if no comments objecting to them are received by NHTSA during this 30 day period. If objections are received, regular rulemaking procedures for issuing and amending motor vehicle safety standards are initiated.

On July 9, 1979, RMA petitioned for the addition of a new tire size to an existing table with Table I of Appendix A of Standard No. 109. RMA also petitioned on September 14, September 18, and September 20 for the addition of three other tire sizes to existing tables in Table I. ETRTO petitioned for the addition of two new tire sizes to existing tables on July 16, 1979. The bases for accepting or denying requests to add new tire size designations are set forth in the introductory guidelines to Appendix A. Briefly, the tests are the appropriateness of the information submitted for inclusion in the tire tables, and the appropriateness of the requested location within the tables of the requested tire sizes. The six new tire size designations requested to be added to Standard No. 109 appear to meet these criteria. Accordingly, the RMA and ETRTO petitions are granted, and six new tire sizes are added to Table I of Appendix A of the Standard pursuant to the abbreviated rulemaking procedure.

In consideration of the foregoing, 49 CFR § 571.109 is amended as specified below, subject to the 30 day comment period outlined above:

### § 571.109 New pneumatic tires—passenger cars [Appendix amended].

In Tables I-R, I-S, I-KK, I-LL, and I-WW, the following new tire size designations and corresponding values are added:

BILLING CODE 4910-59-M

TABLE I - R

TIRE LOAD RATINGS, TEST RIMS, MINIMUM SIZE FACTORS, AND SECTION WIDTHS FOR "60 SERIES" RADIAL PLY TIRES

| Tire size 1/ designation | MAXIMUM TIRE LOADS, (pounds) at various cold inflation pressures (psi) | | | | | | | | | | | | | Test rim width (inches) | Minimum size factor (inches) | Section width 2/ (inches) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 16 | 18 | 20 | 22 | 24 | 26 | 28 | 30 | 32 | 34 | 36 | 38 | 40 | | | |
| CR60-14 | 840 | 890 | 950 | 1000 | 1050 | 1100 | 1140 | 1190 | 1230 | 1270 | 1320 | 1360 | 1400 | 6 | 32.10 | 8.45 |

1/ The letters 'H,' 'S,' or 'V' may be included in any specified tire size designation adjacent to the 'R.'

2/ Actual section and overall width shall not exceed the specified section width by more than 7 percent.

TABLE I - S

TIRE LOAD RATINGS, TEST RIMS, MINIMUM SIZE FACTORS, AND SECTION WIDTHS FOR "60 SERIES" RADIAL PLY TIRES

| Tire size 1/ designation | MAXIMUM TIRE LOADS, (pounds) at various cold inflation pressures (psi) | | | | | | | | | | | | | Test rim width (inches) | Minimum size factor (inches) | Section width 2/ (inches) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 16 | 18 | 20 | 22 | 24 | 26 | 28 | 30 | 32 | 34 | 36 | 38 | 40 | | | |
| 225/60R13 | 870 | 930 | 985 | 1040 | 1090 | 1140 | 1190 | 1235 | 1280 | 1325 | 1365 | 1410 | 1450 | 6 1/2 | 32.02 | 8.98 |
| 225/60R14 | 925 | 985 | 1045 | 1105 | 1160 | 1210 | 1260 | 1310 | 1360 | 1405 | 1450 | 1495 | 1540 | 6 1/2 | 33.02 | 8.98 |

1/ The letters "H," "S," or "V" may be included in any specified tire size designation adjacent to the "R."

2/ Actual section width and overall width shall not exceed the specified section width by more than 7 percent.

TABLE I - LL

TIRE LOAD RATING, TEST RIMS, MINIMUM SIZE FACTORS AND SECTION WIDTHS FOR T-TYPE SERIES 60 PSI

| Tire size 1/ designation | | | | | | | | | | Test rim width (inches) | Minimum size factor (inches) | Section 2/ width (inches) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| T155/90D16 | | | | | 60 psi / 2335 | | | | | 4 | 32.68 | 6.18 |

1/ The letters "D" for diagonal and "B" for bias belted may be used in place of the "R."

2/ Actual section width and overall width shall not exceed the specified width by more than the amount specified in S4.2.2.2.

TABLE I - KK

TIRE LOAD RATING, TEST RIMS, MINIMUM SIZE FACTORS AND SECTION WIDTHS FOR 'P/60' SERIES ISO TYPE TIRES

| Tire size 1/ designation | Maximum tire loads (kilograms) at various cold inflation pressures (kPa) | | | | | | | | | Test rim width (inches) | Minimum size factor (mm) | Section 2/ width (mm) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 120 | 140 | 160 | 180 | 200 | 220 | 240 | 260 | 280 | | | |
| P195/60R14 | 365 | 395 | 420 | 445 | 470 | 495 | 515 | 540 | 560 | 5 | 773 | 196 |

1/ The letters "D" for diagonal and "B" for bias belted may be used in place of the "R."

2/ Actual section width and overall width shall not exceed the specified width by more than the amount specified in S4.2.2.2.

TABLE I - WW

TIRE LOAD RATING, TEST RIMS, MINIMUM SIZE FACTORS AND SECTION WIDTHS FOR 'P/65' SERIES ISO TYPE TIRES

| Tire size 1/ designation | Maximum tire loads (kilograms) at various cold inflation pressures (kPa) | | | | | | | | | Test rim width (inches) | Minimum size factor (mm) | Section 2/ width (mm) |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 120 | 140 | 160 | 180 | 200 | 220 | 240 | 260 | 280 | | | |
| P185/65R14 | 360 | 390 | 415 | 440 | 465 | 485 | 510 | 530 | 550 | 5 | 767 | 184 |

1/ The letters "D" for diagonal and "B" for bias belted may be used in place of the "R."

2/ Actual section width and overall width shall not exceed the specified width by more than the amount specified in S4.2.2.2.

BILLING CODE 4910-59-C

Interested persons are invited to submit comments on these additions. Comments must be limited so as not to exceed 15 pages in length. Necessary attachments may be appended without regard to the 15 page limit. This limitation is intended to encourage commenters to detail their primary comments in a concise fashion. Those persons desiring to be notified upon receipt of their comments in the rules docket should enclose a self-addressed, stamped postcard in the envelope with their comments. Upon receiving the comments, the docket supervisor will return the postcard by mail.

The agency has reviewed the impacts of this rule, and determined that permitting the introduction of the tire sizes will benefit those manufacturers desiring to produce the sizes and will have no effect on those manufacturers who do not. The public will be minimally affected by this rule. Accordingly, NHTSA has determined that this is not a significant regulation within the meaning of Executive Order 12044.

The program official and attorney principally responsible for the development of this rule are John Diehl and Stephen Kratzke, respectively.

Authority: Secs. 103, 119, 201, and 202, Pub. L. 89-593, 80 Stat. 718 (15 U.S.C. 1392, 1407, 1421, and 1422); delegations of authority at 49 CFR 1.50 and 49 CFR 501.8.

Issued on December 7, 1979.

Michael M. Finkelstein,

*Associate Administrator for Rulemaking.*

[FR Doc. 79-38438 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-59-M

## INTERSTATE COMMERCE COMMISSION

### 49 CFR Part 1121

[Ex Parte No. 274 (Sub-No. 4)]

### Abandonment Procedures for Bankrupt Railroads

**AGENCY:** Interstate Commerce Commission.

**ACTION:** Final rule.

**SUMMARY:** These regulations set out special procedures to be followed by bankrupt railroads proposing to abandon a line of railroad. These regulations are being adopted so that the Commission will have sufficient information available to prepare a report for the bankruptcy court required by 11 U.S.C. 1170 and sections 5 and 17 of the Milwaukee Railroad Restructuring Act, Pub. L. No. 96-101 (1979).

**EFFECTIVE DATE:** December 17, 1979.

**FOR FURTHER INFORMATION CONTACT:** Michael Erenberg (202) 275-7245.

**SUPPLEMENTARY INFORMATION:** On November 6, 1978, Congress enacted the Bankruptcy Law Revision Act, Pub. L. No. 95-598 (1978), to amend Title 11 of the United States Code dealing with bankruptcies. In amending the Bankruptcy Act, Congress altered the procedures for a bankrupt railroad to abandon a line of railroad.

Under former section 77(c)(6) of the old Bankruptcy Act, a railroad was required to comply with the provisions of 49 U.S.C. 10903 *et seq.*, before it could abandon a line. Additionally, the bankruptcy judge could only authorize the abandonment of a line of railroad after approval and authorization by the Commission. *See* former section 77(o) of the Bankruptcy Act. This procedure has been drastically altered by 11 U.S.C. 1170.

The Commission's role under 11 U.S.C. 1170 is essentially that of an advisor. The trustee of the bankrupt railroad is required to initiate an appropriate application for abandonment with the Commission. The Bankruptcy court may then fix a time within which the Commission shall report to the bankruptcy court on the abandonment application. See 11 U.S.C. 1170(b). Hence, the Commission's role has been altered from that of adjudicator to that of consultant to the bankruptcy court.

On November 4, 1979, the Milwaukee Railroad Restructuring Act, Pub. L. No. 96-101 (1979) became law. Its purpose, as pertinent, is to provide for the orderly restructuring of the Milwaukee Railroad, and for the protection of the employees of that railroad. Section 5(a)(1) of the Milwaukee Railroad Restructuring Act (MRR) provided that upon the occurrences of an event specified in MRR, the bankruptcy court may authorize the abandonment of lines of the Milwaukee Railroad pursuant to 11 U.S.C. 1170. In the event of a proposed Milwaukee Railroad abandonment, the Commission's responsibilities are the same as under the Bankruptcy Act.

Under section 17(a) of the MRR, the bankruptcy court may authorize the abandonment of lines of railroad pursuant to 11 U.S.C. 1170 for any case pending under section 77 of the Bankruptcy Act on the date of enactment of the MRR. Again, the Commission's responsibility is to prepare a report for the bankruptcy court. However, under the MRR, the Commission report must be prepared in such a time as the appropriate bankruptcy court might prescribe. For example, the Milwaukee bankruptcy court has indicated that it will seek Commission advice on no more than 120 days notice.

Because we have a responsibility to prepare reports for the bankruptcy court on proposed abandonments, we are developing these special procedures to be followed by bankrupt railroads proposing abandonment. These procedures will be codified as Subpart F of 49 CFR Part 1121. These procedures draw heavily from our regular abandonment procedures. However, there are some key differences which we have incorporated in order to perform better our function under 11 U.S.C 1170.

Since we are operating under 11 U.S.C. 1170, and not 49 U.S.C. 10903 et seq., we will not require bankrupt railroads filing for abandonment to comply with the requirements of prefiling system diagram map notice, and publication and posting of notice. Additionally, since we no longer have authority to consider offers of financial assistance to continue rail service or public use of right-of-way, we will not require evidence on those two issues.

We have modified the information which is required in a normal abandonment application. This information is drawn from 49 CFR 1121.32. We have reduced this information so that it will apply to the current condition of a bankrupt railroad. The time for which financial information is required has been reduced, and the bankrupt railroad will be required to file sworn statements in support of its proposal.

In order to obtain a balanced view of the proposed abandonment, we are giving parties an opportunity to comment on the proposed abandonment. They will have 30 days from the date we receive an application to file their comments in the form of sworn statements. *Any* comments which are not in this format or which are not timely filed will not be considered.

Section 19 of the MRR exempted transactions under its provisions from the National Environmental Policy Act. Therefore, for applications filed pursuant to the MRR, that is filed by railroads that were bankrupt on or before November 4, 1979, we will not require the filing of any environmental information.

Based on the information supplied, we shall prepare a report for the appropriate bankruptcy court. We do not intend to hold hearings in any abandonment case involving a bankrupt railroad. That is within the jurisdiction of the bankruptcy court.

We are adopting these procedures as final rules. The deadlines designated by

the MRR do not afford us sufficient time to request comments on these procedures.

The MRR requires that abandonment requests by bankrupt railroads be considered under the procedures of 11 U.S.C. § 1170. That section requires the filing of an "appropriate application" with the Commission. As section 1170 does not require the Commission to provide notice or hearing prior to determining the contents of an "appropriate application", we need not provide such notice and hearing except to the extent required by the Administrative Procedure Act (APA) or due process.

Our adoption of these procedures without public proceedings comports both with the APA and with the fundamental concepts of due process. Section 553(b)(B) of the APA establishes the following exemption from the general notice and comment requirements of the rulemaking process:

*5 U.S.C. 553: Rule Making*—(b) * * * Except when notice or hearing is required by statute, this subsection does not apply * * * (B) when the agency for good cause finds (and incorporates the finding and a brief statement of the reasons therefor in the rules issued) that notice and public procedure thereon are impracticable, unnecessary, or contrary to the public interest.

Under section 17(a) of the MRR, the bankruptcy court may impose deadlines on the Commission. By an order served November 21, 1979, the Milwaukee bankruptcy court indicated that it wanted reports in some cases by January 10, 1980; in other cases by March 1, 1980; and in newly filed cases, no later than 120 days after filing. It is impracticable for us to request public comments prior to determining the contents of an "appropriate application", when such an application can be filed imminently.

The procedures contained in this notice are a distillation of the ICC's existing abandonment regulations. See *Abandonment of Railroad Lines and Discontinuance of Service,* 49 CFR Part 1121 (1978). We have reduced the information required to that which is necessary to prepare a report to the bankruptcy court under 11 U.S.C. 1170. In adopting these procedures, we have used our expertise in the area of rail abandonments and railroad reorganization, and we have considered our responsibilities under the MRR and 11 U.S.C. 1170. Since these abandonment procedures are based on our existing regulations, public proceedings are unnecessary and would only delay our ability to implement urgently needed procedures for handling abandonment requests filed pursuant to the MRR and 11 U.S.C. 1170.

Additionally, adoption of these procedures would not be contrary to the public interest since the public has already fully commented on our existing abandonment regulations (see *Abandonment of R. Lines & Discontinuance of Serv.,* 354 I.C.C. 129 (1976)) and since the MRR represents a clear Congressional response to the difficulties plaguing bankrupt rail carriers.

Accordingly, we are making these procedures effective immediately. In normal circumstances, we would delay the effectiveness of such procedures for 30 days pursuant to 5 U.S.C. 553(d). However, in view of the pending rail situation in the midwest and the Congressional intent behind the MRR, there is good cause here to make these procedures effective immediately. *See* 5 U.S.C. 553(d)(3).

These regulations are issued under the authority of 49 U.S.C. 10903 et seq., 11 U.S.C. 1170, and sections 5 and 17 of Pub. L. No. 96–101.

The attached appendix contains the procedures to be followed by a bankrupt railroad seeking abandonment.

*We find:*

(1) For good cause found, notice and public procedure thereon are impracticable, unnecessary, and contrary to the public interest.

(2) This action will not significantly affect either the quality of the human environment or conservation of energy resources.

Decided: December 3, 1979.

By the Commission, Chairman O'Neal, Vice Chairman Stafford, Commissioners Gresham, Clapp, Christian, Trantum, Gaskins, and Alexis. Chairman O'Neal absent and not participating.

Agatha L. Mergenovich,

*Secretary.*

## Appendix

## PART 1121—ABANDONMENT OF RAILROAD LINES AND DISCONTINUANCE OF SERVICE

Accordingly, Part 1121 is amended as follows:

Subpart E is reserved as follows:

### Subpart E—[Reserved]

Subpart F is added to read as follows:

### Subpart F—Abandonment Procedures for Bankrupt Railroads

Sec.
1121.60 Filing and service requirements.
1121.61 Contents of the application.
1121.62 Responses to the application.
1121.63 Report of the Commission.

Authority: 49 U.S.C. 10903 et seq., 11 U.S.C. 1170, and sections 5 and 17 of Public Law No. 96–101.

### Subpart F—Abandonment Procedures for Bankrupt Railroads

#### § 1121.60 Filing and Service Requirements.

(a) The application for abandonment shall be filed with the Commission at the same time the proposal to abandon is presented to the Bankruptcy Court.

(b) An original and six copies of the application, typewritten or printed on paper approximately 8½ inches by 11 inches with 1½ inch left margin shall be filed with the Secretary of the Interstate Commerce Commission, Washington, D.C. 20423. The original shall bear the date and signature of the officer or other person authorized to file the application, and shall be complete in itself. The signature may be stamped or typed and the notarial seal may be omitted on the copies. A check or money order payable to the Interstate Commerce Commission must also be submitted to cover the applicable filing fee.

(c) Service: Concurrent with the filing of an application with the Commission, a copy of the application shall be served on all parties entitled to receive notice under 49 CFR 1121.30.

#### § 1121.61 Contents of the Application.

Applications filed by bankrupt railroads concerning the abandonment of railroad lines or the discontinuance of rail service shall contain the following information and each paragraph (a) through (i) of this section shall be attested to by a person having personal knowledge of the matters contained therein:

(a) *General.* (1) Exact name of applicant.

(2) Whether applicant is a common carrier by railroad subject to the Interstate Commerce Act.

(3) Whether the carrier which owns or operates the line of railroad to be abandoned or over which service is to be discontinued is a part of any railroad system.

(4) Relief sought (abandonment of line or discontinuance of service).

(5) Detailed map of the subject line on a sheet not larger than 8 x 10½ inches, drawn to scale, and with the scale shown thereon. The map must show, in clear relief, the exact location of the rail line to be abandoned or over which service is to be discontinued and its relation to other rail lines in the area, highways, water routes, and population centers.

(6) Detailed statement of reasons for filing application.

(7) Name, title, address, and telephone number of the representative of applicant to whom correspondence should be sent.

(8) A statement that a response to the application may be submitted to the Commission within 30 days, and must conform to 49 CFR 1121.62.

(9) Certificate of service.

(b) *Condition of properties.* (1) The present physical condition of the line including any operating restrictions and estimate of deferred maintenance and rehabilitation costs (e.g., number of ties that need replacing, miles of rail that need replacing and/or new ballast, bridge repairs or replacement needed, and estimated labor expenses necessary to upgrade the line to minimum Federal Railroad Administration Class I safety standards). The bases for the estimates shall be stated with particularity, and workpapers shall be made available upon request of the Commission or any interested persons.

(2) Statement whether the line, or any portion of line, could be operated profitably if necessary deferred maintenance and rehabilitation were performed.

(c) *Service provided.* Describe service performed on the line during the most recent full calendar year for which information is available, and that part of the current year for which information is available. This should include: (1) Number of trains operated and their frequency; (2) Miles of track operated (include main line and all railroad-owned sidings); (3) Average number of locomotive units operated; (4) Carload commodity group tonnage on the line; (5) Overhead or bridge traffic by carload commodity group tonnage (include detailed information on overhead or bridge traffic to be retained by the carrier); (6) Average crew size; (7) Level of maintenance; (8) Any important changes in train service undertaken in the 5 calendar years immediately preceding the filing of the application; and (9) Reasons for decline in traffic, if any, in the best judgment of applicant.

(d) *Revenue and cost data.* (1) Computation of the revenues attributable, avoidable costs and reasonable return on value for the line to be abandoned for the most recent full calendar year (to the extent such branch level data is available), in accordance with the methodology prescribed in § 1121.46, as Exhibit 1.

(2) If the line to be abandoned or over which service is to be discontinued is less than the entire mileage owned or operated by the carrier, a detailed statement showing the effect of the proposed abandonment or discontinuance on its net railway operatting income for the calendar year immediately preceding the filing of the application and for that part of the current year for which information is available.

(3) If the line to be abandoned or over which service to be discontinued is operated as a part of a system under common control and management, a detailed statement showing the effect of the proposed abandonment or discontinuance on the net railway operating income of the other individual members of the system for the calendar year immediately preceding the filing of the application and for that part of the current year for which information is available.

(e) *Service area.* (1) The name and population (identify source and date of figures) of each community in which a station on the line is located.

(2) Identification of significant users, as defined in § 1121.11(m), by name, address, principal commodity, and by tonnage and/or carloads for that part of the current year and the previous calendar year for which information is available.

(3) Detailed description of the alternate sources of transportation service (rail, motor, water, air) available, including a detailed description and nature of operations, and the highway network in the proximate area.

(4) Statement of efforts which have been made to continue service through solicitation of additional traffic, and the sale or subsidy of the line and the results of those efforts.

(f) *Environmental and energy impact.* The applicant shall submit as a part of its abandonment or discontinuance application full and complete information with regard to the environmental impact of the proposed abandonment or discontinuance in compliance with 49 CFR 1106 and 1108.12 (b) and (c). If certain information required by the environmental regulations duplicates wholly or in part information required elsewhere in an abandonment or discontinuance application, the environmental information requirements may be met by a direct and specific reference to the location of the required information elsewhere in the abandonment or discontinuance application. Environment information should not be submitted for those cases covered by the Milwaukee Railroad Restructuring Act, Pub. L. No. 96-101 (1979).

(g) *Passenger service.* If passenger service is provided on the line, submit a statement of whether appropriate steps have been taken for discontinuance pursuant to 49 U.S.C. 10908 and 10909.

(h) All testimony considered necessary to support the proposal shall be filed with the application in the form of verified statements.

(i) *Verification.* The original application shall be executed and verified in the form set forth below by an officer of the carrier having knowledge of the facts and matters relied upon.

Verification

State of _____ ss. County of _____

_____ (Name of affiant) makes oath and says that he is the _____ (Title of Affiant) of the _____ (Name of applicant) applicant herein: that he has been authorized by the applicant (or as appropriate, a court) to verify and file with the Interstate Commerce Commission the foregoing application in AB- _____ (Sub-No. _____); that he has carefully examined all of the statements in the application as well as the exhibits attached thereto and made a part thereof; that he has knowledge of the facts and matters relied upon in the application; and that all representations set forth therein are true and correct to the best of his knowledge, information, and belief.

_____

(Signature)

Subscribed and sworn to before me _____ in and for the State and County above named, this _____ day of _____, 19—.

_____

My commission expires

_____

§ 1121.62 Responses to the application.

(a) *Filing.* The original and six copies of responses to the application shall be filed with the Commission within 30 days of the filing of the application. A copy of each response shall be concurrently served on the carrier and Bankruptcy Court. A certificate of service shall accompany the response.

b. *Verification.* Each response shall be verified.

State of _____ ss. County of _____

_____ (Name of affiant) makes oath and says that he has been authorized to verify and file with the Interstate Commerce Commission the foregoing response in AB- _____ (Sub-No. _____), that he has carefully examined all of the statements in the response; that he has knowledge of the facts and matters relied upon; and that all representations set forth are true and correct to the best of his knowledge, information, and belief.

_____

(Signature)

Subscribed and sworn to before me _____ in and for the State and County above named, this _____ day of _____, 19—.

_____

My commission expires

_____

(c) *Warning.* The Commission will not consider untimely, unserved, or unverified responses.

**§ 1121.63 Report of the Commission.**

The Commission, or designee thereof, shall prepare a report for the Bankruptcy Court within the time allotted by the Court pursuant to 11 U.S.C. 1170. The Commission report shall rely on the application and responses.

[FR Doc. 79-38511 Filed 12-14-79, 8:45 am]

BILLING CODE 7035-01-M

## DEPARTMENT OF COMMERCE

## National Oceanic and Atmospheric Administration

## 50 CFR Part 652

## Atlantic Surf Clam and Ocean Quahog Fisheries; Closure of Surf Clam Fishing Area

**AGENCY:** National Oceanic and Atmospheric Administration/Commerce.

**ACTION:** Final rulemaking.

**SUMMARY:** This document provides notice of the closure of an area of the fishery conservation zone (FCZ) offshore of Ocean City, Maryland to surf clam fishing because of the predominance of small (less than 4½ inches) surf clams. The area being closed is approximately 25 square miles. It is located between six and ten nautical miles directly offshore of Ocean City, Maryland.

This action is taken based on reports of commercial fishermen and scientific researchers which indicate that the surf clams in this area are generally under 4½ inches. Therefore, the area falls within the criteria governing closure.

**EFFECTIVE DATE:** December 15, 1979.

**FOR FURTHER INFORMATION CONTACT:** Allen E. Peterson, Jr., Regional Director, Northeast Region, National Marine Fisheries Service, 14 Elm Street, Gloucester, Massachusetts 01930, Telephone: (617) 281-3600.

**SUPPLEMENTARY INFORMATION:** Regulations implementing the fishery management plan for the Atlantic surf clam and ocean quahog fisheries contain provisions for the closure of areas which contain beds of small surf clams. Section 652.8(b) allows the Regional Director to close an area to surf clam fishing if he determines (based on logbook entries, processors' reports, survey cruises, or other information) that the area contains surf clams of which 60 percent or more are smaller than 4½ inches in size and not more than 15 percent are larger than 5½ inches in size.

Since the beginning of this year, numerous fishermen and processors of surf clams have indicated that large numbers of small surf clams were present in areas offshore of Ocean City, Maryland. A special study was conducted in August and September to locate and define the area where small clams predominate. The study delineated an area within which the surf clam size distribution meets the criteria for closure under provisions of § 652.8 of the regulations. According to the study, a weighted average of 88 percent of the surf clams within the area are under 4½ inches. Therefore, the area meets the criteria for closure.

On November 1, 1979, a public hearing was held in Ocean City, Maryland to determine the social and economic effects of the proposed closure. Those in attendance strongly supported the need for closure of the area. It appears that, while the area has yielded significant harvests of surf clams recently, no harvesting activity has been undertaken in the area for the last several months. Therefore, the social and economic impact of closing the area is expected to be negligible.

The area being closed is approximately 25 square miles. It is located between six and ten nautical miles offshore of Ocean City, Maryland, and is defined as follows: Beginning at a point at 74°57′ W. longitude and 38°17′ N. latitude; thence northeasterly in a straight line to 74°51′ W. longitude and 38°20.5′ N. latitude; thence southeasterly in a straight line to 74°48.5′ W. longitude and 38°′19′ N. latitude; thence southwesterly in a straight line to 74°51′ W. longitude and 38°12.5′ N. latitude; thence northwesterly in a straight line to 74°57′ W. longitude and 38°17′ N. latitude, the point of beginning.

The corners of the area are also *approximated* by loran "C" bearings. Overlay on National Ocean Survey chart 12211. The bearings are, respectively, 52540–70430; 52470–70420; 52470–70435; 52540–70465. Fishermen are cautioned that these loran "C" bearings are provided for their convenience only; the legally closed area which will be enforced is that area described by the latitude and longitude coordinates above.

Surveys of the closed area will be conducted periodically to monitor the growth of the surf clams. Based upon the data of the surveys, the Regional Director will determine when the area may be reopened to fishing.

Signed at Washington, D.C., this 12th day of December, 1979.

**Winfred H. Meibohm,**

*Executive Director, National Marine Fisheries Service.*

[FR Doc. 79-38690 Filed 12-13-79, 2:22 pm]

BILLING CODE 3510-22-M

# Proposed Rules

Federal Register
Vol. 44, No. 243
Monday, December 17, 1979

This section of the FEDERAL REGISTER contains notices to the public of the proposed issuance of rules and regulations. The purpose of these notices is to give interested persons an opportunity to participate in the rule making prior to the adoption of the final rules.

## DEPARTMENT OF TRANSPORTATION

### Federal Aviation Administration

### 14 CFR Part 39

[Docket No. 19842]

### Airworthiness Directives; British Aerospace, Aircraft Group (Formerly British Aircraft Corp.) Model BAC 1-11 200 and 400 Series Airplanes

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Notice of proposed rule making.

**SUMMARY:** This notice proposes to adopt an Airworthiness Directive (AD) that would require inspection for cracks or corrosion and repair as necessary of the lower fuselage skin in the area covered by the forward and rear underwing fairings on British Aerospace, Aircraft Group, Model BAC 1-11 200 and 400 series airplanes. This AD is needed to prevent cracks which could result in cabin depressurization and is required to protect the structural integrity of the pressure vessel.

**DATES:** Comments must be received on or before February 15, 1980.

**ADDRESSES:** Comments on this proposal may be mailed in duplicate to: Federal Aviation Administration, Office of the Chief Counsel, Attn: Rules Docket (AGC-24) Docket No. 19842, 800 Independence Avenue, S.W., Washington, D.C. 20591, or delivered in duplicate to: Room 916, 800 Independence Avenue, S.W., Washington, D.C. 20591.

Comments delivered must be marked: Docket No. 19842. Comments may be inspected at Room 916 between 8:30 a.m. and 5:00 p.m. The applicable service bulletin may be obtained from: British Aerospace, Inc., Box 17414, Dulles International Airport, Washington, D.C. 20041.

A copy of the service bulletin is contained in the Rules Docket, Room 916, 800 Independence Avenue, S.W., Washington, D.C. 20591.

**FOR FURTHER INFORMATION CONTACT:** D. C. Jacobsen, Chief, Aircraft Certification Staff, AEU-100, Europe, Africa and Middle East Region, Federal Aviation Administration, c/o American Embassy, Brussels, Belgium, Telephone: 513.38.30, or C. Christie, Chief, Technical Standards Branch, AWS-110, Federal Aviation Administration, 800 Independence Avenue., S.W., Washington, D.C. 20591, Telephone: 202-426-8374.

**SUPPLEMENTARY INFORMATION:** Interested persons are invited to participate in the making of the proposed rule by submitting such written data, views, or arguments as they may desire. Communications should identify the regulatory docket number and be submitted in duplicate to the address specified above. All communications received on or before the closing date for comments will be considered by the Administrator before taking action upon the proposed rule. The proposals contained in this notice may be changed in the light of comments received. All comments will be available, both before and after the closing date for comments, in the Rules Docket for examination by interested persons. A report summarizing each FAA-public contact, concerned with the substance of the proposed AD, will be filed in the Rules Docket.

There has been a report of a crack in the forward fuselage skin of a British Aerospace, Aircraft Group, Model BAC 1-11 200 series airplane which, if left undetected and unrepaired, could result in lowering the structural integrity of the pressure vessel to a hazardous level and possible cabin depressurization. Since this condition is likely to exist or develop on other airplanes of the same type design, the proposed AD would require repetitive inspection of the fuselage structure for cracks and corrosion and rework or repair as necessary on Model BAC 1-11 200 and 400 series airplanes.

### The Proposed Amendment

Accordingly, the Federal Aviation Administration proposes to amend § 39.13 of Part 39 of the Federal Aviation Regulations (14 CFR 39.13) by adding the following new Airworthiness Directive:

*British Aerospace, Aircraft Group* (formerly British Aircraft Corporation). Applies to Model BAC 1-11 200 and 400 series airplanes, certificated in all categories.

Compliance is required as indicated unless already accomplished.

To detect cracking and corrosion and to prevent structural failure of the fuselage pressure vessel with the resultant cabin depressurization, accomplish the following:

(a) Within the next 12 months after the effective date of this AD, unless already accomplished within the last 2 years, and thereafter at intervals not to exceed 3 years from the last inspection, visually inspect for corrosion and cracks the interior of the lower fuselage skin at stations 416-456 between stringers 32 (LH) and 32 (RH) and the interior of the lower fuselage skin at stations 630-690 between stringers 32 (LH) and 32 (RH), and ensure that drain paths in these areas are unobstructed, in accordance with paragraphs 2.1.1 and 2.1.2 of British Aerospace Alert Service Bulletin 53-A-PM5632, dated August 18, 1978 (hereinafter referred to as the Service Bulletin), or an FAA-approved equivalent.

(b) On an airplane which has a long range fuel tank or a water injection tank installed, remove any such tanks to perform the inspections required by paragraph (a) of this AD. In addition, an airplane may not be considered to have been previously inspected in accordance with paragraphs 2.1.1 and 2.1.2 of the Service Bulletin or an FAA-approved equivalent, unless the inspection was made with these tanks removed.

(c) If cracks or corrosion are found during any inspection required by this AD, before further flight, rework or repair in accordance with Structural Repair Manual, Chapters 53-01-0 or 53-02-0 as appropriate, or an equivalent approved by the Chief, Aircraft Certification Staff, AEU-100, Europe, Africa, and Middle East Region, Brussels, Belgium, and continue the repetitive inspections at the intervals specified in paragraph (a) of this AD.

(Secs. 313(a), 601, and 603, Federal Aviation Act of 1958, as amended (49 U.S.C. 1354(a), 1421, and 1423); sec. 6(c), Department of Transportation Act (49 U.S.C. 1655(c); 14 CFR 11.89))

Note.—The Federal Aviation Administration has determined that this document involves a proposed regulation which is not considered significant under Executive Order 12044, as implemented by Department of Transportation Regulatory Policies and Procedures (44 FR 11034; February 26, 1979). A copy of the evaluation prepared for this action is contained in the regulatory docket. A copy of it may be obtained by writing to C. Christie, Chief, Technical Standards Branch, AWS-110, Federal Aviation Administration, 800 Independence Avenue, S.W., Washington, D.C. 20591.

Issued in Washington, D.C., on December 10, 1979.

M. C. Beard,

*Director of Airworthiness.*

[FR Doc. 79-38485 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-13-M

## 14 CFR Part 71

**[Airspace Docket No. 79-SO-73]**

## Alteration of VOR Federal Airway

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Notice of proposed rulemaking.

**SUMMARY:** This notice proposes to alter VOR Federal Airway V-7 between Montgomery, Ala., and Vulcan, Ala. The realignment would improve traffic flow between Montgomery and Birmingham, Ala., terminal areas and reduce controller workload.

**DATES:** Comments must be received on or before January 16, 1980.

**ADDRESSES:** Send comments on the proposal in triplicate to: Director, FAA Southern Region, Attention: Chief, Air Traffic Division, Docket No. 79-SO-73, Federal Aviation Administration, P.O. Box 20636, Atlanta, Ga. 30320.

The official docket may be examined at the following location: FAA Office of the Chief Counsel, Rules Docket (AGC-24), Room 916, 800 Independence Avenue, SW., Washington, D.C. 20591.

An informal docket may be examined at the office of the Regional Air Traffic Division.

**FOR FURTHER INFORMATION CONTACT:** Mr. Lewis W. Still, Airspace Regulations Branch (ATT-230), Airspace and Air Traffic Rules Division, Air Traffic Service, Federal Aviation Administration, 800 Independence Avenue, SW., Washington, D.C. 20591; telephone: (202) 426-8525.

**SUPPLEMENTARY INFORMATION:**

### Comments Invited

Interested persons may participate in the proposed rulemaking by submitting such written data, views or arguments as they may desire. Communications should identify the airspace docket number and be submitted in triplicate to the Director, Southern Region, Attention: Chief, Air Traffic Division, Federal Aviation Administration, P.O. Box 20636, Atlanta, Ga. 30320. All communications received on or before January 16, 1980, will be considered before action is taken on the proposed amendment. The proposal contained in this notice may be changed in the light of comments received. All comments submitted will be available, both before and after the closing date for comments, in the Rules Docket for examination by interested persons.

### Availability of NPRM

Any person may obtain a copy of this notice of proposed rulemaking (NPRM) by submitting a request to the Federal Aviation Administration, Office of Public Affairs, Attention: Public Information Center, APA-430, 800 Independence Avenue, SW., Washington, D.C. 20591, or by calling (202) 426-8058. Communications must identify the docket number of this NPRM. Persons interested in being placed on a mailing list for future NPRMs should also request a copy of Advisory Circular No. 11-2 which describes the application procedures.

### The Proposal

The FAA is considering an amendment to Part 71 of the Federal Aviation Regulations (14 CFR Part 71) that would alter VOR Federal Airway V-7, in the vicinity of Montgomery, Ala., by realigning V-7 from Montgomery direct to Vulcan, Ala. Presently, Federal Airway V-7 is aligned from Montgomery to Vulcan via a west dogleg. This dogleg segment is also codesignated as Federal Airway V-115. The realignment of Federal Airway V-7 will designate an airway in an area where aircraft are normally vectored thereby reducing controller workload. Also, traffic flow in the Montgomery and Birmingham, Ala., terminals would be improved because of additional flexibility. Subpart C of Part 71 was republished in the **Federal Register** on January 2, 1979, (44 FR 307).

### The Proposed Amendment

Accordingly, pursuant to the authority delegated to me, the Federal Aviation Administration proposes to amend Section 71.123 of Part 71 of the Federal Aviation Regulations (14 CFR Part 71) as republished (44 FR 307) as follows:

Under V-7, "Montgomery; INT Montgomery 323° and Vulcan, Ala., 177° radials; Vulcan;" is deleted and "Montgomery; Vulcan, Ala.;" is substituted therefor.

Note.—The FAA has determined that this document involves a proposed regulation which is not significant under Executive Order 12044, as implemented by DOT Regulatory Policies and Procedures (44 FR 11034; February 26, 1979). Since this regulatory action involves an established body of technical requirements for which frequent and routine amendments are necessary to keep them operationally current and promote safe flight operations, the anticipated impact is so minimal that this action does not warrant preparation of a regulatolry evaluation and a comment period of less than 45 days is appropriate.

Issued in Washington, D.C., on December 7, 1979.

B. Keith Potts,

*Acting Chief, Airspace and Air Traffic Rules Division.*

[FR Doc. 79-38303 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-13-M

## 14 CFR Part 71

**[Airspace Docket No. 79-GL-61]**

## Proposed Designation of Transition Area

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Notice of Proposed Rule Making.

**SUMMARY:** The nature of this federal action is to designate controlled airspace near Rushford, Minnesota to accommodate a new Very High Frequency Omnidirectional Range (VOR—A) instrument approach into Rushford, Municipal Airport, Rushford, Minnesota established on the basis of a request from the Rushford Airport officials to provide that facility with instrument approach capability. The intended effect of this action is to insure segregation of the aircraft using this approach procedure in instrument weather conditions and other aircraft operating under visual conditions.

**EFFECTIVE DATE:** Comments must be received on or before January 7, 1980.

**ADDRESSES:** Send comments on the proposal to FAA Office of Regional Counsel, AGL-7, Attention: Rules Docket Clerk, Docket No. 79-CL-61, 2300 East Devon Avenue, Des Plaines, Illinois 60018.

A public docket will be available for examination by interested persons in the Office of the Regional Counsel, Federal Aviation Administration, 2300 East Devon Avenue, Des Plaines, Illinois 60018.

**FOR FURTHER INFORMATION CONTACT:** Doyle W. Hegland, Airspace and Procedures Branch, Air Traffic Division, AGL-530, FAA, Great Lakes Region, 2300 East Devon Avenue, Des Plaines, Illinois 60018, Telephone (312) 694-4500, Extension 456.

**SUPPLEMENTARY INFORMATION:** The floor of the controlled airspace in this area will be lowered from 1200' above ground to 700' above ground. The development of the proposed instrument procedures necessitates the FAA to lower the floor of the controlled airspace to insure that the procedure will be contained within controlled airspace. The minimum descent altitude for this procedure may be established below the floor of the

700-foot controlled airspace. In addition, aeronautical maps and charts will reflect the area of the instrument procedure which will enable other aircraft to circumnavigate the area in order to comply with applicable visual flight rule requirements.

Comments Invited

Interested persons may participate in the proposed rulemaking by submitting such written data, views or arguments as they may desire. Communications should be submitted in triplicate to Regional Counsel, AGL-7, Great Lakes Region, Rules Docket No. 79-CL-61, Federal Aviation Administration, 2300 East Devon Avenue, Des Plaines, Illinois 60018. All communications received on or before January 7, 1980, will be considered before action is taken on the proposed amendment. The proposal contained in this notice may be changed in the light of comments received. All comments submitted will be available, both before and after the closing date for comments, in the Rules Docket for examination by interested persons.

Availability of NPRM

Any person may obtain a copy of this notice of proposed rulemaking (NPRM) by submitting a request to the Federal Aviation Administration, Office of Public Affairs, Attention: Public Information Center, APA-430, 800 Independence Avenue, S.W., Washington, D.C. 20591, or by calling (202) 426-8058. Communications must identify the notice number of this NPRM. Persons interested in being placed on a mailing list for future NPRMs should also request a copy of Advisory Circular No. 11-2 which describes the application procedures.

The Proposal

The FAA is considering an amendment to Subpart G of Part 71 of the Federal Aviation Regulations (14 CFR Part 71) to establish a 700-foot controlled airspace transition area near Rushford, Minnesota. Subpart G of Part 71 was republished in the Federal Register on January 2, 1979 (44 FR 442).

The Proposed Amendment

Accordingly, the FAA proposes to amend Subsection 71.181 of Part 71 of the Federal Aviation Regulations as follows:

In § 71.181 (44 FR 442) the following transition area is added:

Rushford, Minn.

That airspace extending upward from 700 feet above the surface within a 6.5 mile radius of the Rushford Municipal Airport, Rushford, MN, (latitude 43°49'15" N, longitude 91°49'45" W) and 2.5 miles each side of the 242° true bearing from the Nodine, MN VORTAC (latitude 43°54'45" N, longitude 91°28'03" W) extending from the 6.5 mile radius area out to 7.0 miles.

This amendment is proposed under the authority of Section 307(a), Federal Aviation Act of 1958 (49 U.S.C. 1348(a)); Sec. 6(c), Department of Transportation Act (49 U.S.C. 1655(c)); Sec. 11.61 of the Federal Aviation Regulations (14 C.F.R. 11.61).

Note.—The Federal Aviation Administration has determined that this document involves a regulation which is not significant under Executive Order 12044, as implemented by Department of Transportation Regulatory Policies and Procedures (44 FR 11034; February 26, 1979). A copy of the draft evaluation prepared for this document is contained in the docket. A copy of it may be obtained by writing to the Federal Aviation Administration, Attention: Rules Docket Clerk (AGL-7), Docket No. 79-GL-61, 2300 East Devon Avenue, Des Plaines, Illinois.

Issued in Des Plaines, Illinois, on December 7, 1979.

Wayne J. Barlow,

*Director, Great Lakes Region.*

[FR Doc. 79-38304 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-13-M

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## 14 CFR Part 71

[Airspace Docket No. 79-GL-60]

## Proposed Designation of Transition Area

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Notice of Proposed Rule Making.

**SUMMARY:** The nature of this federal action is to designate controlled airspace near Jackson, Ohio to accommodate a new instrument approach into James Rhodes Airport, Jackson, Ohio established on the basis of a request from the James Rhodes Airport officials to provide that facility with instrument approach capability. The intended effect of this action is to insure segregation of the aircraft using this approach procedure in instrument weather conditions and other aircraft operating under visual conditions.

**DATES:** Comments must be received on or before January 14, 1980.

**ADDRESSES:** Send comments on the proposal to FAA Office of Regional Counsel, AGL-7, Attention: Rules Docket Clerk, Docket No. 79-GL-60, 2300 East Devon Avenue, Des Plaines, Illinois 60018.

A public docket will be availale for examination by interested persons in the Office of the Regional Counsel, Federal Aviation Administration, 2300 East Devon Avenue, Des Plaines, Illinois 60018.

**FOR FURTHER INFORMATION CONTACT:** Doyle W. Hegland, Airspace and Procedures Branch, Air Traffic Division, AGL-530, FAA, Great Lakes Region, 2300 East Devon Avenue, Des Plaines, Illinois 60018, Telephone (312) 694-4500, Extenison 456.

**SUPPLEMENTARY INFORMATION:** The floor of the controlled airspace in this area will be lowered from 1200' above ground to 700' above ground. The development of the proposed instrument procedures necessitates the FAA to lower the floor of the controlled airspace to insure that the procedure will be contained within controlled airspace. The minimum descent altitude for this procedure may be established below the floor of the 700 foot controlled airspace. In addition, aeronautical maps and charts will reflect the area of the instrument procedure which will enable other aircraft to circumnavigate the area in order to comply with applicable visual flight rule requirements.

Comments Invited

Interested persons may participate in the proposed rulemaking by submitting such written data, views or arguments as they may desire. Communications should be submitted in triplicate to Regional Counsel, AGL-7, Great Lakes Region, Rules Docket No. 79-GL-60, Federal Aviation Administration, 2300 East Devon Avenue, Des Plaines, Illinois 60018. All communications received on or before January 14, 1980, will be considered before action is taken on the proposed amendment. The proposal contained in this notice may be changed in the light of comments received. All comments submitted will be available, both before and after the closing date for comments, in the Rules Docket for examination by interested persons.

Availability of NPRM

Any person may obtain a copy of this notice of proposed rulemaking (NPRM) by submitting a request to the Federal Aviation Administration, Office of Public Affairs, Attention: Public Information Center, APA-430, 800 Independence Avenue, S.W., Washington, D.C. 20591, or by calling (202) 426-8058. Communications must identify the notice number of this NPRM. Persons interested in being placed on a mailing list for future NRPMs should also request a copy of Advisory Circular No. 11-2 which describes the application procedures.

### The Proposal

The FAA is considering an amendment to Subpart G of Part 71 of the Federal Aviation Regulations (14 CFR Part 71) to establish a 700-foot controlled airspace transition area near Jackson, Ohio. Subpart G of Part 71 was republished in the **Federal Register** on January 2, 1979 (44 FR 442).

### The Proposed Amendment

Accordingly, the FAA proposes to amend Subsection 71.181 of Part 71 of the Federal Aviation Regulations as follows:

In § 71.181 (44 FR 442) the following transition area is added:

**Jackson, Ohio**

That airspace extending upward from 700 feet above the surface within a seven mile radius of the James Rhodes Airport, Jaskson, Ohio (latitude 3858'47" N, longitude 8234'41" W).

This amendment is proposed under the authority of Section 307(a), Federal Aviation Act of 1958 (49 U.S.C. 1348(a)); Sec. 6(c), Department of Transportation Act (49 U.S.C. 1655(c)); Sec. 11.61 of the Federal Aviation Regulations (14 CFR 11.61).

Note.—The Federal Aviation Administration has determined that this document involves a regulation which is not significant under Executive Order 12044, as implemented by Department of Transportation Regulatory Policies and Procedures (44 FR 11034; February 26, 1979). A copy of the draft evaluation prepared for this document is contained in the docket. A copy of it may be obtained by writing to the Federal Aviation Administration, Attention: Rules Docket Clerk (AGL-7), Docket No. 79-GL-60, 2300 East Devon Avenue, Des Plaines, Illinois.

Issued in Des Plaines, Illinois, on November 28, 1979.

**Wayne J. Barlow,**

*Director, Great Lakes Region.*

[FR Doc. 79-38305 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-13-M

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## 14 CFR Part 71

**[Airspace Docket No. 79-GL-58]**

## Revocation of VOR Federal Airways

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Notice of proposed rulemaking.

**SUMMARY:** This notice proposes to revoke several airways in the vicinity of Carleton, Mich. These routes are rarely utilized and therefore should not be retained. Also, revocation of these airway segments will reduce chart clutter.

**DATES:** Comments must be received on or before January 16, 1980.

**ADDRESSES:** Send comments on the proposal in triplicate to: Director, FAA Great Lakes Region, Attention: Chief, Air Traffic Division, Docket No. 79-GL-58, Federal Aviation Administration, 2300 East Devon, Des Plaines, Ill. 60018.

The official docket may be examined at the following location: FAA office of the Chief Counsel, Rules Docket (AGC-24), Room 916, 800 Independence Avenue, SW., Washington, D.C. 20591.

An informal docket may be examined at the office of the Regional Air Traffic Division.

**FOR FURTHER INFORMATION CONTACT:** Mr. Lewis W. Still, Airspace Regulations Branch (AAT-230), Airspace and Air Traffic Rules Division, Air Traffic Service, Federal Aviation Administration, 800 Independence Avenue, SW., Washington, D.C. 20591; telephone: (202) 426-8525.

**SUPPLEMENTARY INFORMATION:**

### Comments invited

Interested persons may participate in the proposed rulemaking by submitting such written data, views or arguments as they may desire. Communications should identify the airspace docket number and be submitted in triplicate to the Director, Great Lakes Region, Attention: Chief, Air Traffic Division, Federal Aviation Administration, 2300 East Devon, Des Plaines, Ill. 60018. All communications received on or before January 16, 1980, will be considered before action is taken on the proposed amendment. The proposal contained in this notice may be changed in the light of comments received. All comments submitted will be available, before and after the closing date for comments, in the Rules Docket for examination by interested persons.

### Availability of NPRM

Any person may obtain a copy of this notice of proposed rulemaking (NPRM) by submitting a request to the Federal Aviation Administration, Office of Public Affairs, Attention: Public Information Center, APA-430, 800 Independence Avenue, SW., Washington, D.C. 20591, or by calling (202) 426-8058. Communications must identify the docket number of this NPRM. Persons interested in being placed on a mailing list for future NPRMs should also request a copy of Advisory Circular No. 11-2 which describes the application procedures.

### The Proposal

The FAA is considering an amendment to Subpart C of Part 71 of the Federal Aviation Regulations (14 CFR Part 71) that would revoke V-47, V-297 and V-493 segments in the vicinity of Carleton, Mich. These airway segments are not being utilized and therefore should be revoked. This action would improve flight planning, and reduce controller workload and chart clutter.

### The Proposed Amendment

Accordingly, pursuant to the authority delegated to me, the Federal Aviation Administration proposes to amend § 71.123 of Part 71 of the Federal Aviation Regulations (14 CFR Part 71) as republished (44 FR 307) as follows:

Under V-47

"Waterville, Ohio; INT Waterville 353° and Salem, Mich., 197° radials; Salem; to the INT Salem 021° and Flint, Mich., 088° radials." is deleted and "to Waterville, Ohio." is substituted therefor.

Under V-297

"Carleton; INT Carleton 334° and Saginaw, Mich., 182° radials; Saginaw; INT Saginaw 353°" is deleted and "to Carleton. From Saginaw; INT Saginaw 353°" is substituted therefor.

Under V—493

"Carleton, Mich.; INT Carleton 334° and Mt. Pleasant, Mich., 142° radials; to Mt. Pleasant." is deleted and "to Carleton, Mich." is substituted therefor.

(Secs. 307(a) and 313(a), Federal Aviation Act of 1958 (49 U.S.C. 1348(a) and 1354(a)); Sec. 6(c), Department of Transportation Act (49 U.S.C. 1655(c)); and 14 CFR 11.65.)

Note.—The FAA has determined that this document involves a proposed regulation which is not significant under Executive Order 12044, as implemented by DOT Regulatory Policies and Procedures (44 FR 11034; February 26, 1979). Since this regulatory action involves an established body of technical requirements for which frequent and routine amendments are necessary to keep them operationally current and promote safe flight operations, the anticipated impact is so minimal that this action does not warrant preparation of a regulatory evaluation and a comment period of less than 45 days is appropriate.

Issued in Washington, D.C. on December 7, 1979.

**B. Keith Potts,**

*Acting Chief, Airspace and Air Traffic Rules Division.*

[FR Doc. 79-38306 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-13-M

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## 14 CFR Part 71

**[Airspace Docket No. 18605/79-AWE-17]**

## Proposed Group II Terminal Control Area—San Diego, Calif.

*Correction*

In FR Doc. 79-37485, published at page 70181, on Thursday, December 6, 1979 make the following corrections:

1. On page 70186, in the first column, in the second line of paragraph 1, under *Primary Airports*, "(Lat. 23°. . ." should be corrected to read "(Lat. 32°. . .";

2. On page 70187, after the signature, the File Line should be added to read "[FR Doc. 79-37485; Filed 12-5-79; 8:45 am]".

BILLING CODE 1505-01-M

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## 14 CFR Part 71

[Airspace Docket No. 79-RM-30]

## Alteration of Transition Areas

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Notice of Proposed Rulemaking.

**SUMMARY:** This Notice of Proposed Rulemaking (NPRM) proposes to alter the 700' and 1,200' transition areas at Glasgow, Montana, to provide controlled airspace for aircraft executing the new instrument landing system (ILS) runway 28 standard instrument approach procedure developed for the Valley Industrial Airpark, Glasgow, Montana (formerly Glasgow Air Force Base).

**DATES:** Comments must be received on or before January 14, 1980.

**ADDRESSES:** Send comments on the proposal to: Chief, Air Traffic Division, Attn: ARM-500, Federal Aviation Administration, 10455 East 25th Avenue, Aurora, Colorado 80010.

A public docket will be available for examination by interested persons in the office of the Regional Counsel, Federal Aviation Administration, 10455 East 25th Avenue, Aurora, Colorado 80010.

**FOR FURTHER INFORMATION CONTACT:** Pruett Helm, Airspace and Procedures Specialist, Operations, Procedures and Airspace Branch (ARM-530), Air Traffic Division, Federal Aviation Administration, Rocky Mountain Region, 10455 East 25th Avenue, Aurora, Colorado 80010; telephone (303) 837-3937.

**SUPPLEMENTARY INFORMATION:**

### Comments Invited

Interested persons may participate in the proposed rulemaking by submitting such written data, views, or arguments as they may desire. Communications should be submitted in triplicate to the Chief, Air Traffic Division, Federal Aviation Administration, 10455 East 25th Avenue, Aurora, Colorado 80010. All communications received will be considered before action is taken on the proposed amendment. No public hearing is contemplated at this time, but arrangements for informal conferences with Federal Aviation Administration officials may be made by contacting the Regional Air Traffic Division Chief. Any data, views, or arguments presented during such conferences must also be submitted in writing in accordance with this notice in order to become part of the record for consideration. The proposal contained in this notice may be changed in the light of comments received.

### Availability of NPRM

Any person may obtain a copy of this Notice of Proposed Rulemaking (NPRM) by submitting a request to the Federal Aviation Administration, Office of Public Affairs, Attention: Public Information Center, APA-430, 800 Independence Avenue, SW., Washington, D.C. 20591, or by calling (202) 426-8058. Communications must identify the notice number of this NPRM. Persons interested in being placed on a mailing list for future NPRM's should also request a copy of Advisory Circular No. 11-2 which describes the application procedure.

### The Proposal

The Federal Aviation Administration (FAA) is considering an amendment to subpart G of Part 71 of the Federal Aviation Regulations (14 CFR Part 71) to alter the 700' and 1,200' transition areas at Glasgow, Montana. This proposal is necessary to provide controlled airspace for aircraft executing the new instrument landing system (ILS) runway 28 standard instrument approach procedure developed for the Valley Industrial Airpark, Glasgow, Montana. Accordingly, the FAA proposes to amend subpart G of Part 71 of the Federal Aviation Regulations (14 CFR Part 71) as follows:

By amending § 71.181 so as to alter the following transition areas to read:

Glasgow, Mont.

That airspace extending upward from 700' above the surface within 9 miles each side of the Glasgow VORTAC (latitude 48°12'55" N., longitude 106°37'30" W.) 016°/196° radials extending from the VOR 9 miles southwest and 24.5 miles northeast, and that airspace extending upward from 1,200' above the surface starting at latitude 48°40'00" N., longitude 106°00'00" W.; to latitude 48°32'00" N., longitude 105°50'00" W.; to latitude 48°03'00" N., longitude 105°50'00" W.; to latitude 48°05'00" N., longitude 106°10'00" W.; to latitude 47°54'00" N., longitude 106°22'30" W.; to latitude 48°16'00" N., longitude 107°07'00" W.; to latitude 48°40'00" N., longitude 107°07'00" W., thence, to point of beginning, excluding that area designated as the Wolf Point, Montana 1,200' transition area.

### Drafting Information

The principal authors of this document are Pruett Helm, Air Traffic Division, and Daniel J. Peterson, Office of the Regional Counsel, Rocky Mountain Region.

This amendment is proposed under authority of section 307(a) of the Federal Aviation Act of 1958, as amended, (49 U.S.C 1348(a)), and of section 6(c) of the Department of Transportation Act (49 U.S.C. 1655(c)).

Note.—The FAA has determined that this document involves a proposed regulation which is not significant under Executive Order 12044, as implemented by DOT Regulatory Policies and Procedures (44 FR 11034; February 26, 1979). Since this regulatory action involves an established body of technical requirements for which frequent and routine amendments are necessary to keep them operationally current and promote safe flight operations, the anticipated impact is so minimal that this action does not warrant preparation of a regulatory evaluation, and a comment period of less than 45 days is appropriate.

Issued in Aurora, Colo., on December 12, 1979.

M. M. Martin,

*Director, Rocky Mountain Region.*

[FR Doc. 79-38704 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-13-M

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## 14 CFR Part 71

[Airspace Docket No. 79-NW-13]

## Proposed Designation of Transition Area; Burns, Oreg.

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Notice of Proposed Rule Making. (NPRM)

**SUMMARY:** This notice proposes to establish a 700' and 1200' Transition Area at Burns, Oregon, to provide controlled airspace for aircraft executing the new NDB Runway 29 and the new VOR Runway 29 Standard Instrument Approach procedures developed for the Burns Municipal Airport, Burns, Oregon.

**DATES:** Comments must be received on or before January 20, 1980.

**ADDRESSES:** Send comments on the proposal to: Chief, Operations, Procedures and Airspace Branch, Federal Aviation Administration, Northwest Region, FAA Building, Boeing Field, Seattle, Washington 98108.

The official docket may be examined at the following location: Office of the Regional Counsel, Federal Aviation Administration, Northwest Region, FAA Building, Boeing Field, Seattle, Washington, 98108.

**FOR FURTHER INFORMATION CONTACT:** Robert L. Brown, Airspace Specialist, Operations, Procedures and Airspace Branch, (ANW-534), Air Traffic Division, Federal Aviation Administration, Northwest Region, FAA Building, Boeing Field, Seattle, Washington 98108; telephone (206) 767-2610.

**SUPPLEMENTARY INFORMATION:**

### Comment Invited

Interested persons may participate in the proposed rule making by submitting such written data, views, or arguments as they may desire. Communications should identify the airspace docket number and be submitted to the Chief, Operations, Procedures and Airspace Branch, Federal Aviation Administration, Northwest Region, FAA Building, Boeing Field, Seattle, Washington 98108. All communications received on or before January 20, 1980, will be considered before action is taken on the proposed amendment. The proposal contained in this notice may be changed in light of the comments received. All comments received will be available, before and after the closing dates for comments, in the official docket for examination by interested persons.

### Availability of NPRM

Any person may obtain a copy of this Notice of Proposed Rule Making by submitting a request to the Federal Aviation Administration, Chief, Operations, Procedures and Airspace Branch, ANW-530, Northwest Region, FAA Building, Boeing Field, Seattle, Washington 98108 or by calling (206) 767-2610. Communications must identify the notice number of this NPRM. Persons interested in being placed on a mailing list for future NPRMs should also request a copy of Advisory Circular No. 11-2 which describes the application procedure.

### The Proposal

The Federal Aviation Administration (FAA) is considering an amendment to Subpart G of Part 71 of the Federal Aviation Regulations (14 CFR Part 71) to designate a 700' and 1200' Transition Area at Burns, Oregon. This proposal is necessary to provide controlled airspace for aircraft executing the new NDB and VOR standard instrument approach procedures for Burns, Oregon.

Accordingly, the FAA proposes to amend Subpart G of Part 71 of the Federal Aviation Regulations (14 CFR Part 71) as follows:

By amending § 71.181 so as to designate the following transition areas to read:

**Burns, Oreg.**

That airspace extending upward from 700 feet above the surface within 12.5 miles northeast and 11.5 miles southwest of the 141° true and 321° true radials of the Wildhorse VOR, (Burns, Oregon) extending from 11 miles southeast to 10.5 miles northwest of the VOR; and that airspace extending upward from 1200 feet above the surface within 12.5 miles northeast and 11.5 miles southwest of the northeast and 11.5 miles southwest of the 141° true and 321° true radials of the Wildhorse VOR, (Burns, Oregon) extending from 23 miles southeast to 10.5 miles northwest of the VOR.

### Drafting Information

The principal authors of this document are Robert L. Brown, Air Traffic Division, and Hays V. Hettinger, Regional Counsel, Northwest Region. This amendment is proposed under authority of Section 307(a) of the Federal Aviation Act of 1958, as amended, (49 U.S.C. 1348(a)), and of Section 6(c) of the Department of Transportation Act (49 U.S.C. 1655(c)).

Note.—The FAA has determined that this document involves a proposed regulation which is not considered to be significant under the procedures and criteria prescribed by Executive Order 12044 and as implemented by Department of Transportation Regulatory Policies and Procedures (44 FR 11034; February 26, 1979). Since this regulatory action involves an established body of technical requirements for which frequent and routine amendments are necessary to keep them operationally current and promote safe flight operations, the anticipated impact is so minimal that this action does not warrant preparation of a regulatory evaluation, and a comment period of less than 45 days is appropriate.

Issued in Seattle, Washington, on December 7, 1979.

C. B. Walk, Jr.,

*Director.*

[FR Doc. 79-38556 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-13-M

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## 14 CFR Part 71

**[Airspace Docket No. 18605/79-APC-1]**

## Proposed Group II Terminal Control Area, Honolulu, Hawaii

**AGENCY:** Federal Aviation Administration (FAA), DOT.

**ACTION:** Notice of proposed rulemaking.

**SUMMARY:** As part of a comprehensive program announced on December 27, 1978, in the FAA Administrator's Plan for Enhanced Safety of Flight Operations in the National Airspace System, the FAA proposes to establish a Group II Terminal Control Area (TCA) at Honolulu, Hawaii. Operation in the proposed TCA would be subject to the operating and equipment rules for operation in Group II TCAs specified in § 91.90(b) of Part 91 of the Federal Aviation Regulations. This includes, among other rules, the requirement to have an operable VOR, TACAN receiver, two-way radio, and a transponder to operate in the TCA. An altitude encoder would not be required. This action is intended to increase the capability of the Air Traffic Control (ATC) system to separate all aircraft in the terminal airspace around the Honolulu International Airport, Honolulu, Hawaii. It is based on data indicating that a high percentage of near midair collisions reported to the FAA in terminal areas involves visual flight rules (VFR) aircraft that are not required to be under ATC control. The objective of this proposal is to substantially increase safety while accommodating the legitimate concerns of airspace users.

**DATES:** Comments must be received on or before March 17, 1980.

**ADDRESSES:** Send comments on the proposal in triplicate to: Director, FAA Pacific-Asia Region, Attention: Chief, Air Traffic Division, Docket No. 18605/79-APC-1, Federal Aviation Administration; P.O. Box 50109, Honolulu, Hawaii 96850.

The docket for this action may be examined at the office of the Regional Air Traffic Division, Room 7123, 300 Ala Moana Boulevard, Honolulu, Hawaii 96850, or at the FAA, Office of the Chief Counsel, Rules Docket (AGC-24), Room 916, 800 Independence Avenue, SW., Washington, D.C. 20591.

**FOR FURTHER INFORMATION CONTACT:** Robert C. Bishop, Operations, Airspace and Procedures Branch (APC-530), Air Traffic Division, Federal Aviation Administration, P.O. Box 50109, Honolulu, Hawaii 96850; telephone: (808) 546-8346.

**SUPPLEMENTARY INFORMATION:**

### Comments Invited

Interested persons are invited to participate in the proposed rulemaking by submitting such written data, views, or arguments as they may desire. Communications should identify the regulatory docket number and be submitted in triplicate to the Director, Pacific-Asia Region, Attention: Chief, Air Traffic Division, Federal Aviation Administration, P.O. Box 50109, Honolulu, Hawaii 96850. All communications received on or before March 17, 1980, will be considered before action is taken on the proposed amendment. The proposal contained in this notice may be changed in the light of comments received. All comments

submitted will be available, both before and after the closing date for comments, in the FAA Regional and Headquarters Rules Dockets for examination by interested persons.

Commenters wishing to have the FAA acknowledge receipt of their comments submitted in response to this notice shall submit with those comments a self-addressed, stamped postcard on which the following statement is made: "Comments to Docket Number 18605/79-APC-1." The postcard will be date/time stamped and returned to the commenter.

## Availability of NPRM

Any person may obtain a copy of this notice of proposed rulemaking (NPRM) by submitting a request to the Federal Aviation Administration, Office of Public Affairs, Attention: Public Information Center, APA-430, 800 Independence Avenue, SW., Washington, D.C. 20591, or by calling (202) 426-8058. Communications must identify the docket number of this NPRM. Persons interested in being placed on a mailing list for future NPRMs should also request a copy of Advisory Circular No. 11-2 which describes the application procedures.

## Prior Public Participation

The proposal contained in this notice was preceded with broad and helpful public participation with the FAA in considering the development of an airspace description for a TCA that is responsive to the need to increase safety and to the needs of both transient and local aircraft operators who might be affected. An extensive publicity effort was made to invite all interested persons to participate in the meeting. In addition to published notices, notice was given through mailing of notices to hundreds of persons believed to have an interest in the proposal, through posting of notices in airports, and through press, radio, and TV coverage. As a result of the meeting, adjustments to TCA configurations were made and are reflected in the configuration proposed in this notice. An additional opportunity for public participation is provided by this notice to ensure full consideration of public concerns at every stage of the rulemaking process. Based on the public participation and other available data, several locations that were included among the 44 candidates for new TCAs have been dropped from further consideration. Other locations may be dropped later if commensurate levels of safety can be sustained without TCA designations or operational requirements do not justify such designations.

## Background: The Need for Increased Positive Control in Terminal Airspace

The takeoff and landing phases of flight result in the concentration of inflight aircraft in a relatively limited volume of airspace surrounding an airport. The number of aircraft per unit volume of airspace at a specific instant of time is a function of the number of aircraft using that airport and its proximity to one or more adjacent airports that share or abut that airspace. As air traffic activity at an airport increases, the need for increasingly precise control of aircraft and protection of airspace from unknown aircraft becomes essential for continued safe operations. The FAA has developed a spectrum of air traffic procedures which, when coupled with precision navigational aids, airport surveillance radar facilities, automated radar data processing capability, and a highly skilled workforce, forms a comprehensive system to provide safe and efficient flight operations at all controlled airports.

The scope of services range from simple suggested airport traffic flows at lowest density airports, to terminal control areas at the busiest airports which provide positive controlled airspace. Within the latter, all aircraft are subject to specific operating rules and avoinics equipment requirements.

The FAA is proposing to take action to extend or enhance the application of these proven control techniques and hardware subsystems to more airports to assure greater protection of air traffic in the airspace regions most commonly used by passenger-carrying aircraft.

An analysis of the need for extending the ability of ATC to separate visual flight rules (VFR) aircraft and instrument flight rules (IFR) aircraft in terminal airspace is contained in the Administrator's Plan for Enhanced Safety which announced FAA's intent to propose, for public comment, establishment of 44 new Group II TCAs, and the vertical and lateral enlargement of the 21 previously established TCAs. This proposal to establish a Group II TCA at the Honolulu International Airport is in accordance with that plan.

## Near Midair Collisions in Terminal Airspace

The FAA experience since the establishment of mandatory TCAs and voluntary Terminal Radar Service Areas indicates that, in terminal airspace, ATC control of VFR aircraft reduces the potential for hazardous traffic conflicts. A comparison of periods before and after the establishment of terminal control areas and terminal radar service areas is instructive. In 1968, the FAA conducted an extensive study of near midair collision hazard in U.S. airspace. The results of this study were published in the "Near Midair Collision Report of 1968," July, 1969. A major portion of the report was devoted to the collision potential in terminal airspace. For the year 1968 (which preceded the establishment of terminal control areas), the report concluded that, for the airports now served by terminal control areas, there were 271 incidents reported as "hazardous" to flight. In response to that study, since 1970, 21 terminal control areas were established. For the fiscal years 1975, 1976, and 1977, there were a total of 64 reported near midair collisions (NMACs) in these terminal control areas. For comparison purposes, this translates into an average of approximately 20 reported incidents per year, under TCA requirements, in contrast with the 271 incidents for the year 1968. These figures are not conclusive indicators of the absolute numbers of incidents, but are viewed as pointing toward the critical relationship between the absence of control of all aircraft and the likelihood of hazardous traffic conflicts in terminal airspace. As a result of public comments, in response to Notice No. 78-19 (44 FR 1322, January 4, 1979), questioning the adequacy of FAA's near midair collision information, a comprehensive review of that information has been undertaken.

The mix of controlled and uncontrolled aircraft in the Honolulu terminal area is much less than that surrounding many major mainland U.S. airport locations because of the absence of satellite reliever airports generating other activity. There are two military fields nearby that impact the Honolulu terminal area, plus another airport which does not have any based aircraft but is used by general aviation for landing practice. These are Wheeler AFB, Barbers Point NAS, and Ford Island ALF, respectively. The high passenger loads (discussed below) and the mix of various type aircraft using the airspace in and around the Honolulu International Airport make it highly desirable to add the assurance that the flight paths of air carrier aircraft using this airport are contained within airspace regulated to be free of uncontrolled flights.

## The "Highest Degree" of Air Transportation Safety

The near midair collision statistics cited above indicate that, for all classes of users of terminal airspace, the furnishing of separation service by ATC, in addition to the duty of pilots to see and avoid each other, can result in a

higher level of air traffic safety. For the millions of air carrier passengers who enter and leave the major air terminals each year, the Congress has directed that the highest feasible degree of safety be achieved. The FAA believes that the continued presence of a "mix" of ATC controlled aircraft and uncontrolled VFR aircraft can interfere unnecessarily with this high safety objective.

The congressional mandate is clear with respect to the high level of safety intended for passengers in air transportation. Section 601 of the Federal Aviation Act of 1958 requires that the FAA give full consideration to the duty resting on air carriers to perform their services with the "highest possible degree of safety in the public interest * * *" This Congressional concern for air transportation, as a distinct class to be protected, was restated in the Airline Deregulation Act of 1978 (Pub. L. 95-504, October 24, 1978) which amended Section 102 of the Federal Aviation Act of 1958 to emphasize the "dedication of the Congress to the furtherance of the highest degree of safety in air transportation and air commerce, and the maintenance of the safety vigilance that has evolved within air transportation and air commerce and has come to be expected by the traveling and shipping public" (49 U.S.C. 1302(a)). The Airline Deregulation Act of 1978 also directed the Secretary of Transportation ("Secretary") to complete a thorough review of the safety regulations applicable to air carriers in order to ensure that "all classes of air carriers are providing the highest possible level of safe, reliable air transportation to all the communities served by those air carriers." The Administrator is directed to respond to the Secretary's review by promulgating regulations that may be needed to "maintain the highest standard of safe, reliable air transportation in the United States." The "high standard of safety in air transportation" is also stressed in relation to annual reports to be submitted to the Congress by the Secretary beginning not later than January 31, 1980, (new Section 107 of the Federal Aviation Act of 1958, as amended by the Airline Deregulation Act of 1978). The orderly and extensive expansion of positive controlled airspace, including the proposal in this notice, would ensure that the system-wide capability of the FAA to assure separation protection for air carrier passengers remains commensurate with the encouragement and growth of a vigorous, safe and efficient air transportation system under the new Act.

### Building on Past Programs

While the TCA action described herein is proposed as part of the Administrator's Plan for Enhanced Safety, it follows, and is a logical extension of, programs that first gained momentum in 1962. That year, initiating many years of pilot participation in terminal radar service programs, such a program was established at Atlanta to solve communications workload problems and assist in aircraft sequencing. This was followed by a similar program at Merced Air Force Base, California, in 1965. This service was gradually extended until 1970, when the National Terminal Radar Program signalled a major expansion of ATC separation service following the 1968 New Midair Collision Report (discussed below). Beginning with the TRSA at Nashville, a total of 86 nonregulatory Terminal Radar Service Areas (TRSAs) covering 105 airports were established under that program, the last being the Peoria TRSA in 1978. The safety enhancement program includes the proposed addition of 80 new TRSAs in phases ending in 1983.

In addition to these nonregulatory programs, the 1970 National Radar Program initiated the regulatory development of TCAs, also in response to the 1968 Near Midair Collision Report. The TCA concept, as a regulatory means of providing positive control in terminal airspace, was added to the Federal Aviation Regulations in Amendments 71-6 and 91-78, which were published in the **Federal Register** (35 FR 7782) on May 21, 1970, to be effective on June 25 of that year. Those amendments, which defined the nature and operational aspects of TCAs, followed extensive public comment in response to Notice No. 69-41, issued on September 30, 1969, (34 FR 15252); 22 public meetings; and a supplemental notice of proposed rulemaking (Notice No. 69-41B) issued on March 11, 1970, (35 FR 4519). That regulatory history led to the issuance of § 71.12 of Part 71 of the Federal Aviation Regulations, under which TCAs are issued, and § 91.90 of Part 91 of the Federal Aviation Regulations, which describes the equipment and operating rules for participating in a TCA. The TCA action proposed in this notice is issued under § 71.12 and incorporates, without changing, the provisions of § 91.90. While the safety enhancement plan identified 44 new locations for possible Group II TCAs, the legal basis for, and description of, the TCA concept was established under these 1970 amendments to Parts 71 and 91. That regulatory concept would not be changed by this notice. It is noted that the 44 locations were only proposals. Each site is being evaluated on its own merits. In fact, the FAA's analysis to date has led to dropping the following cities from the original list—Des Moines, Iowa; El Paso, Texas; Jacksonville, Florida; Lihue, Hawaii; Salt Lake City, Utah; and Tucson, Arizona. The evaluation is continuing with the very real possibility that other cities may be dropped, even before the issuance of a notice of proposed rulemaking.

### National Benefits

The Plan for Enhanced Safety contains an analysis of the safety increases, in terms of passengers protected, that are expected to result from the establishement of 44 new TCAs originally under consideration. Six of those proposed sites are no longer under consideration at this time. However, if all of those TCAs were established the orignial analysis indicates that the percentage of air carrier enplaned passengers protected by mandatory ATC separation, compared with the 21 TCAs in existence in January 1978, would rise from 62% to 87%. In addition, those TCAs would expand the protected commuter passenger enplanements from 38.5% to 49.7% (in the contiguous 48 states). While those figures have been reduced because of the reduction of the number of candidate sites, the increased protection at the remaining locations is still substantial. This is during a period in which substantial increases in total enplanements are forecast for both classes of air transportation, with annual air carrier and commuter air carrier enplanements expected to exceed 418 million and 14 million, respectively, by 1989.

Parallel increases are also expected for general aviation. For this large and expanding class, the numbers of aircraft, and the total operations, are forecast to increase by more than 60% between 1977 and 1989. In addition, manufacturing trends indicate that increasing proportions of the general aviation fleet are being purchased with equipment intended for operation in the busy terminal airspace in which the "mix" of controlled and uncontrolled aircraft has been identified as a common factor in reported near midair collisions.

For all classes of airspace user, therefore, the FAA believes that the extensive expansion of TCAs would significantly increase the ability of ATC to provide an effective, additional margin of safety to that furnished by the pilot's duty to see and avoid other aircraft.

Local Benefits

The establishment of a Group II TCA, as proposed in this notice would make a meaningful contribution to the system-wide increase in safety. In fiscal year 1978, there were over 5½ million air carrier passenger enplanements at Honolulu International Airport. This represented 2.24% of the national emplaned passengers, and more than each of the existing or other proposed Group II TCA locations except Denver, Colorado. In the same period there were over 365 thousand total airport operations at Honolulu. In the next five years, these counts are forecast to reach over 8½ million passengers and 445 thousand operations according to the Terminal Area Forecast issued by the FAA in June 1978.

Economic Impacts

The FAA is committed to ensuring that the costs of establishing the Honolulu, Hawaii, TCA are considered before final regulatory decisions are made. Since these costs may affect other TCA proposals announced in the Plan for Enhanced Safety, a comprehensive economic assessment, covering the entire program as described in that plan, was made available to attendees at an informal airspace meeting held at the Honolulu International Airport on March 7, 1979, and is in the Regional and Washington dockets for public comment. The assessment includes system-wide assumptions concerning the impact of all 44 proposed TCAs, including the Honolulu, Hawaii, TCA proposal. Since six of the original sites are no longer under current consideration, the cost impact system-wide is even less but the underlying assumptions are still valid as applied to the remaining candidate sites. A detailed addendum to the broad national study has been prepared. This addendum is appended to the national assessment and is also in the Regional and Washington dockets. To assist in this determination, public comment on these economic assessments is invited.

Environmental Impacts

In a manner similar to that described above for the national and local economic assessments, an environmental assessment has been prepared, which addresses the overall national environmental effect of the 44 proposed TCAs. This assessment addresses the aircraft noise, aircraft emissions, and fuel consumption impacts of the program as a whole, and concludes that these impacts would not significantly affect the quality of the human environment. This national assessment was also made available at the March 7, 1979, informal airspace meeting and is in the Regional and Washington dockets. In addition, like the economic study, this program-wide assessment has been supplemented with an environmental assessment, prepared by the Regional office, responding to the site-specific impacts of the Honolulu, Hawaii, TCA proposal. This local assessment is in both dockets for public comments. The local supplement will assist the Administrator in evaluating local and national environmental impacts before decisions are made concerning the proposed TCA. Public comment on these environmental assessments is invited.

Airspace Outside the United States

As part of this proposal relates to the navigable airspace outside the United States, this notice is submitted in consonance with the International Civil Aviation Organization (ICAO) International Standards and Recommended Practices.

Applicability of International Standards and Recommended Practices by the Air Traffic Service, FAA, in areas outside domestic airspace of the United States, is governed by Article 12 of and Annex 11 to the Convention on International Civil Aviation, which pertain to the establishment of air navigational facilities and services necessary to promote the safe, orderly, and expeditious flow of civil air traffic. Their purpose is to ensure that civil flying on international air routes is carried out under uniform conditons designed to improve the safety and efficiency of air operations.

The International Standards and Recommended Practices in Annex 11 apply in those parts of the airspace under the jurisdiction of a contracting State, derived from ICAO, wherein air traffic services are provided and also whenever a contracting State accepts the responsibility of providing air traffic services over high seas or in airspace of undetermined sovereignty. A contracting State accepting such responsibility may apply the International Standards and Recommended Practices to civil aircraft in a manner consistent with that adopted for airspace under its domestic jurisdiction.

In accordance with Article 3 of the Convention on International Civil Aviation, Chicago, 1944, State aircraft are exempt from the provisions of Annex 11 and its Standards and Recommended Practices. As a contracting State, the United States agreed by Article 3(d) that its State aircraft will be operated in international airspace with due regard for the safety of civil aircraft.

Since this action involves, in part, the designation of navigable airspace outside the United States, the Administrator has consulted with the Secretary of State and the Secretary of Defense in accordance with the provisions of Executive Order 10854.

The Proposed Terminal Control Area

The airspace description for the proposed TCA action in this notice was developed by the FAA Pacific-Asia Region in consultation with affected users to minimize the potential impact of the proposal. On March 7, 1979, an informal airspace meeting open to the public was held at the Honolulu International Airport to obtain public participation in the development of an airspace description responsive to the needs of both transient and local users who might be affected. Sixty-five persons attended the meeting. A report describing this meeting has been placed in the Regional and Washington dockets for public review. Public comment is invited on FAA's proposed disposition of comments and options discussed at the informal airspace meeting. There was both support and opposition expressed about the FAA's intention to propose a TCA at Honolulu. The rationale for the proposal to establish additionnal TCAs has been discussed previously in this notice. This TCA is proposed in order to limit the presence of uncontrolled aircraft in that airspace around the Honolulu International Airport in which the transport of passengers by air carriers is involved, thereby reducing the potential of a midair collision between aircraft.

The FAA is considering the establishment of the proposed TCA under Part 71. The TCA is described in detail below, but in general terms would lie in the southern half of a 32 mile circle centered on the Honolulu International Airport, would be divided into 10 subdivisions identified as Areas A through J, and would extend vertically up to 9,000 feet MSL with the base altitudes of the various subdividions increasing outward from the airport from the surface up to 5,000 feet MSL. The design is configured to contain the flight paths of large turbine powered aircraft operating from the Honolulu International Airport, plus enlarging some additional areas (Areas I and J) to provide added separation to other users close to the airport. No VFR corridor through the proposed TCA is provided. Since the TCA is only proposed to cover slightly over 180° of area south of the airport, flight over most of the island is unaffected by the TCA. A considerable

number of VFR air tour aircraft overfly Oahu each afternoon en route to Kauai. These aircraft are expected, weather permitting, to normally pass beneath Area F at 4,500 feet or lower, north of Areas A, C and J and over or north of Area I. Other aircraft overflying the area would use these same areas or request approval to transit the TCA. Concern was expressed about potential delays due to traffic, whether sufficient controller staffing would exist to compensate for any increase of activity, and whether adequate controller equipment was provided. Any delays that might occur because of a TCA would be insignificant. Almost all aircraft using the Honolulu Airport and transiting the area are currently being provided the same IFR and VFR Stage III service as would be provided in the TCA. As traffic density increases in the future the potential for added delay could exist. Controller staffing and equipment are adequate to provide the necessary level of service.

Several changes have been made already to the proposed airspace configuraton as a result of comments submitted. (1) Instead of centering the TCA using the coordinates of the airport surveillance radar (ASR), the ILS Runway 4R DME site is used for all radii except that the control zone boundary is used in Area I, and ranges from the Honolulu VORTAC are used in Areas G and H. This will allow added navaid capability to determine some TCA boundaries. Otherwise pilots will be expected to correlate their position visually or to plot their position from other navaids or landmarks. (2) The airspace in the Barbers Point NAS area has been redefined. The previous Area G has been reduced to delete airspace south of the ILS Runway 8L localizer not normally used by Honolulu arrivals. A new Area H is also included that deletes airspace previously proposed that does not contain the IFR approach procedures to Honolulu. This reduces the impact on Barbers Point VFR airport activity. (3) Area D has been extended to contain ALCOR DME fix to ensure all the approach segments are contained in the TCA. (4) The initial and intermediate approach segments on all but the NDB Runway 8L procedures would be raised to contain them within the TCA. These altitudes are not unreasonable and do allow sufficient distance for jet aircraft to descend, slow and stablize prior to final descent. The TCA floor altitudes were selected simultaneously and in conjunction with selecting amended approach segment altitudes. (5) The floor altitude south of Diamond Head has been lowered from 1,500 feet to 1,000 feet to contain the Stage III arrival procedure to Runways 4 within TCA airspace. This area has been combined with the area over the Ala Wai Heliport which was raised from 500 feet to 1,000 feet because jet aircraft would be above that altitude in that area. This combined area is now labeled Area J. (6) The northwest boundary of Area F has been relocated so that the flight paths of arrivals ove BAMBO Intersection are clearly contined within the TCA.

The following are proposed responses to recommendations made that the FAA proposes not to adopt: (1) It was stated that the TCA should not contain airspace used by hang gliders. This suggestion would be rejected because hang glider operations would not involve aircraft operating from the Honolulu Airport. (2) It was requested the ceiling of Area I (previously identified as Area H) be lowered to 2,500 feet to allow earlier exiting of the TCA. This is not being proposed because of the communications requirement in the airport traffic area for other aircraft operating in the area at or below 3,000 feet. To keep pilot procedural requirements as uncomplicated as possible, it is simpler to contain the airport traffic area northeast of the airport within the TCA. (3) Suggested vertical buffers of flight paths are not provided. Pilots of aircraft operating beneath the TCA could expect that aircraft in the TCA may be at a floor altitude. In most cases, however, these aircraft will be climbing or descending and would more likely be closer to the floor altitude on the boundary of an area closer to the airport. (4) It was stated that heavily loaded jet departures may not be able to remain at or above the floor altitudes nor to exit out the top of the TCA (for those flights at or above 9,000 feet). Observation of aircraft performance has verified that these aircraft are able to remain within the TCA. If an aircraft that is required to operate at or above the designated floor of the TCA is unable to make a sufficient rate of climb, the pilot would be expected to request authorization from ATC to operate at a lower altitude or extend the flight path a sufficient distance to reach the altitudes. It is expected this need would rarely arise. (5) It was suggested that the proposed floor altitude of Area F is too high for departures of heavy aircraft climbing during trade wind conditions and for BAMBO arrivals during Kona conditions. In both conditions sufficient flight path distance is available. A minimum of 21 flying miles would exist to Area F from takeoff on Runway 8R flying the Standard Instrument Departure (SID) routes. For the Runway 26L arrival, aircraft are normally vectored south of BAMBO, around Koko Head and then to the airport. The shortest distance would be 30 flying miles to the runway; however, a slightly longer route length is normal. (6) For the same reasons, the suggestion to relocate the boundary between Areas E and F to the Koko Head VORTAC 111°T(100°M) radial is not being proposed. Leaving altitudes below 5,000 feet available for other VFR use also provided airspace for known overflights that are expected to transit the area outside the TCA, i.e., under Area F and north and over the remaining areas. (7) It was stated that the floor of Area D was too high to conduct an approach from ALCOR to Runway 8L and 4R and that Area G should be expanded to allow earlier descent for a stabilized approach. For the ILS Runway 8L procedures, the glide slope interception altitude would be raised 100 feet to use a cardinal altitude that will correspond to Area D. The normal flight path and altitudes from ALCOR on vector to Runways 4 would be at or above 3,000 feet until clear of the Barbers Point airport traffic area. The nonradar altitudes have been amended to be contained in the TCA. Area G and the new Area H are proposed to contain the ILS and VOR procedures to Runway 8L and 8R. The original calculations of altitude and range data have been corrected in the current proposal. These areas are designated so the flight paths and altitudes of the large turbine powered aircraft are contained in the TCA and provide the least possible impact on airport activity. (8) Airways and standard terminal arrival route (STAR) minimum en route altitudes (MEAs) have not been entirely contained in the proposed TCA nor is that the normal practice. SIDs, descent profiles and IFR approach procedures are contained in the TCA proposal. (9) An opinion was expressed that the TCA would compress air carrier flight procedures into the smallest airspace possible because the initial and intermediate approach segment altitudes were being raised rather than designating the TCA to contain the altitudes previously published. The previous altitudes were based on absolute minimum altitudes considering obstructions and navaid reception. The new altitudes proposed are more realistic in terms of actual need and use and still provide adequate transition from the en route to approach phase of flight. With regard to the narrowness of the proposed Areas G and H, the noise abatement procedures, minimum radar

vectoring altitudes and VFR traffic activity in the Barbers Point traffic pattern area south of that airport preclude a normal radar turn on to the ILS below 3,000 feet. Therefore, establishing these two areas as proposed would not adversely affect aircraft making an approach to Runway 8L. This configuration also responds to a need expressed by the U.S. Navy, which operates Barbers Point and its control tower.

FAR 91.90(a)(ii) requires that, unless otherwise authorized by ATC, a large turbine powered airplane operating to or from a primary airport shall operate at or above the designated floors while within the lateral limits of the TCA. It is the FAA's intention, through the design of the TCA, that aircraft enter and exit through the ceiling except when approaching at, or requesting to exit at, a lower altitude. Rate of climb used for planning purposes considers a worst case condition of 300 feet per mile. This same rate is used in planning descent profiles. The design also is intended to fully contain the IFR procedures used by large turbine powered aircraft arriving and departing the primary airport. These guidelines have been followed except that an aircraft flying the Coral SID and using the standard climb rate would exit the TCA at 8,100 feet. This is not considered a significant deviation since the top altitude of 9,000 feet was selected to contain overflights north of this area transiting the island chain to Kauai. As previously stated, public comment is invited on FAA's proposed disposition of those comments and suggestions.

The proposed TCA would be established as a Group II TCA; therefore, the requirements of § 91.90(b) would apply to operations within the TCA. This includes ATC authorization to enter the TCA, two-way radio communications within the TCA, and the requirement that large turbine engine powered airplanes remain at or above the designated floors of the TCA segments while operating to or from the primary airport within the TCA. Aircraft operating within the TCA would be required to be equipped with a VOR or TACAN receiver (except for helicopters), two-way radio, and a transponder. Section 91.90(b) should be reviewed for the details of these provisions.

## The Proposed Amendment

Accordingly, pursuant to the authority delegated to me, the Federal Aviation Administration proposes to amend § 71.401(b) of Part 71 of the Federal Aviation Regulations (14 CFR Part 71) as republished (44 FR 660) by adding a new Group II Terminal Control Area to read as follows:

## Subpart K—Terminal Control Areas

### § 71.401 Designation.

* * * * *

(b) Group II, Terminal Control Areas:

* * * * *

**Honolulu, Hawaii, Terminal Control Area**

*Primary Airport*

Honolulu International Airport (Lat. 21° 19' 20" N., Long. 157° 55' 27" W.) Boundaries.

*Area A.* That airspace extending upward from the surface to and including 9,000 feet MSL within an area bounded by a line beginning at the Honolulu ILS Runway 4R DME (Lat. 21° 20' 01" N., Long. 157° 54' 23" W.), thence via a bearing 105°T (094°M) to the 4-mile DME point, thence direct to a point bearing 145°T (134°M) and 4.5 miles from the ILS Runway 4R DME, thence via a 145°T (134°M) bearing to and clockwise via the 7.5-mile radius arc of the ILS Runway 4R DME to and along the Honolulu VORTAC (Lat. 21° 19' 41" N., Long. 158° 01' 56" W.) 179°T (168°M) and 359°T (348°M) radials to and eastbound along a line 0.5-miles north of and parallel to the ILS Runway 8L localizer course to a point 1.5-miles west of the ILS Runway 4R DME, thence direct to the point of beginning.

*Area B.* That airspace extending upward from 1,500 feet MSL to and including 9,000 feet MSL between 7.5-miles and 15-miles of the ILS Runway 4R DME and between the Honolulu VORTAC 134°T (123°M) radial clockwise to a line 1.5-miles northwest of and parallel to the ILS Runway 4R localizer course, excluding Area A.

*Area C.* That airspace extending upward from 2,000 feet MSL to and including 9,000 feet MSL between 15-miles and 22-miles of the ILS Runway 4R DME and between the Koko Head VORTAC (Lat. 21° 16' 06" N., Long. 157° 42' 21" W.) 111°T (100°M) radial clockwise to a line 1.5-miles northwest of and parallel to the ILS Runway 4R localizer course.

*Area D.* That airspace extending upward from 3,000 feet MSL to and including 9,000 feet MSL that is within 22-miles of the ILS Runway 4R DME south of a line 0.5-miles north of and parallel to the Honolulu VORTAC 293°T (282°M) radial, north of a line 1.5-miles northwest of and parallel to the ILS Runway 4R localizer course, and west of the Honolulu VORTAC 179°T (168°M) and 359°T (348°M) radials, excluding Areas G and H.

*Area E.* That airspace extending upward from 4,000 feet MSL to and including 9,000 feet MSL within a 32-mile radius of the ILS Runway 4R DME extending from the Honolulu VORTAC 119°T (108°M) radial clockwise to Lat. 20° 49' 00" N., Long. 157° 46' 35" W., to Lat. 20° 52' 00" N., Long. 157° 50' 00" W., to Lat. 20° 48' 20" N., Long. 157° 50' 00" W., thence clockwise via a 32-mile radius of the ILS Runway 4R DME to Lat. 20° 51' 30" N., Long. 158° 10' 00" W., to Lat. 21° 00' 00" N., Long. 158° 10' 00" W., to Lat. 21° 00' 00" N., Long. 158° 18' 00" W., to Lat. 20° 59' 02" N., Long. 158° 19' 58" W., thence clockwise via a 32-mile radius of the ILS Runway 4R DME to a line 0.5-miles north of and parallel to the Honolulu VORTAC 293°T (282°M) radial, excluding Areas A, B, C, D, G and H.

*Area F.* That airspace extending upward from 5,000 feet MSL to and including 9,000 feet MSL bounded by a line 0.5-miles northwest of and parallel to the Koko Head VORTAC 050°T (039°M) radial beginning at the Koko Head 291°T (380°M) radial and extending to Lat. 21°25'15" N., thence via a southeast-bound line tracking 152°T (141°M) to and along the 32-mile radius arc of the ILS Runway 4R DME to and along the Honolulu VORTAC 119°T (108°M) radial to a point 22-miles from the ILS Runway 4R DME, thence direct to the point of beginning, excluding Areas C and J.

*Area G.* That airspace extending upward from 1,600 feet MSL to and including 9,000 feet MSL within an area bounded by lines 0.5-miles parallel to and on both sides of the ILS Runway 8L localizer course, on the east by the Honolulu VORTAC 179°T (168°M) and 359°T (348°M) radials and on the west by the 2-mile radius arc from the Honolulu VORTAC.

*Area H.* That airspace extending upward from 2,200 feet MSL to and including 9,000 feet MSL within an area bounded by lines 0.5-miles parallel to and on both sides of the ILS Runway 8L localizer course, on the east by the 2-mile radius arc from the Honolulu VORTAC and on the west by an arc 9-miles west of the Honolulu VORTAC.

*Area I.* That airspace extending upward from the surface to and including 3,000 feet MSL that is within the Honolulu, Hawaii, control zone east of Long. 157° 56' 00" W., excluding Area A.

*Area J.* That airspace extending upward from 1,000 feet MSL to and including 9,000 feet MSL between 4-miles and 15-miles of the ILS Runway 4R DME and between the Koko Head VORTAC 111°T (100°M) and 291°T (280°M) radials clockwise to the Honolulu VORTAC 134°T (123°M) radial, excluding Area A.

(Secs. 307, 313(a), and 1110, Federal Aviation Act of 1958 (49 U.S.C. 1348, 1354(a), and 1510); Executive Order 10854 (24 FR 9565); sec. 6(c), Department of Transportation Act (49 U.S.C. 1655(c)); and 14 CFR 11.65)

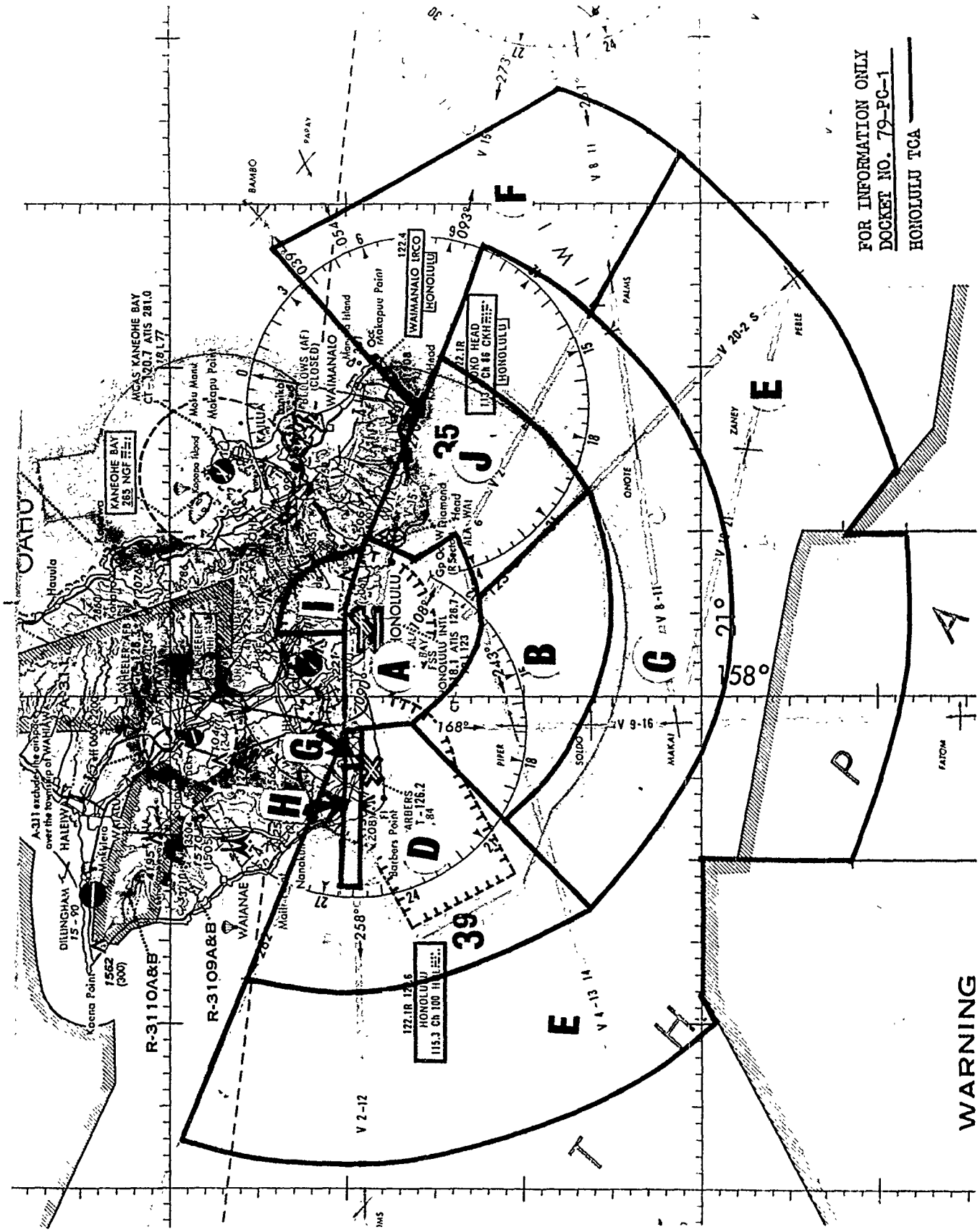
Note.—The FAA has determined that this document involves a proposed regulation which is not significant under Executive Order 12044, as implemented by DOT Regulatory Policies and Procedures (44 FR 11034; February 26, 1979). However, establishment of this terminal control area in concert with the proposed establishment or alteration of many other terminal control areas has been determined to be significant. Therefore, this action is included in the draft evaluation prepared in conjunction with that comprehensive action. Copies of the evaluation are in the Washington and Regional dockets, and may be obtained by contacting the person identified above under the caption "For Further Information Contact * * *"

Issued in Washington, D.C., on December 12, 1979.

R. J. Van Vuren,

*Acting Director, Air Traffic Service.*

BILLING CODE 4910-13-M




[FR Doc. 79-38551 Filed 12-14-79; 8:45 am]
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## CONSUMER PRODUCT SAFETY COMMISSION

### 16 CFR Ch. II

### Consumer Products Containing Asbestos; Extension of Comment Period on Advance Notice of Proposed Rulemaking

**AGENCY:** Consumer Product Safety Commission.

**ACTION:** Extension of comment period.

**SUMMARY:** The Commission extends the time for submission of comments and information on the Commission's Advance Notice of Proposed Rulemaking on Consumer Products Containing Asbestos from December 17, 1979 until February 18, 1980. The Commission is taking this action at the request of several interested parties who indicate that they are unable to prepare comments by the December 17 deadline.

**DATE:** Comments and information are due on or before February 18, 1980. Comments received after this date will be considered only to the extent practicable.

**ADDRESS:** Comments and information should be sent, preferably in five copies, to Office of the Secretary, Consumer Product Safety Commission, Washington, D.C. 20207, and should refer to "Asbestos." Received comments and other relevant information may be examined in copies obtained from Office of the Secretary, 1111 18th Street, N.W., 3rd Floor, Washington, D.C. 20207 during business hours Monday through Friday.

**FOR FURTHER INFORMATION CONTACT:** Francine Shacter, Program Manager, Office of Program Management, Consumer Product Safety Commission, Washington, D.C. 20207, telephone (301) 492-6557. For information concerning financial compensation for public participation in this investigation, contact Catherine Bolger, Office of the Secretary at the above address, telephone (202) 254-6241.

**SUPPLEMENTARY INFORMATION:** On October 17, 1979 the Commission published in the Federal Register (44 FR 60057) an Advance Notice of Proposed Rulemaking (ANPRM) concerning consumer products containing asbestos. At the same time the Environmental Protection Agency (EPA) published an ANPRM concerning human exposure to asbestos from many sources (44 FR 60061). The two agencies announced their plan that all investigations on asbestos and any possible resulting regulations would be coordinated, compatible, and nonduplicative to the extent possible.

In its ANPRM, the Commission stated that consumer exposure to asbestos from consumer products may present an unreasonable risk of injury from cancer and respiratory disease and that some consumer products containing asbestos may present a substantial product hazard. In order to have the best possible information available to it as it makes regulatory decisions concerning asbestos, the Commission solicited in the notice general information on the use of asbestos in consumer products. The notice also described the Commission's proposed regulatory approach to asbestos and asked for public comment on the approach. The notice specified that comments and information should be submitted on or before December 17, 1979.

On November 21, 1979 the Commission received a request from the Asbestos Information Association/North America (AIA/NA) that the Commission extend the comment deadline in the ANPRM for 120 days or in the alternative, for 60 days initially, to discuss possible problems in responding to the ANPRM. The primary reason for the AIA/NA request was that the Association needed additional time to compile the information on many different product lines which is requested in the CPSC ANPRM. After receipt of the AIA/NA letter, the Commission received four other similar requests for extensions of the comment period. The John-Manville Corporation requested a 120 day extensions; the General Electric Company and the Armstrong Cork Company asked for 90 day extensions and the Sears, Roebuck and Company requested a 30 day extension.

The Commission is aware that EPA has receive a number of requests for extension of the December 17 comment deadline announced in its ANPRM. Elsewhere in this issue of the Federal Register EPA is extending this deadline by two months.

In an effort to obtain the best possible information from the public on asbestos in consumer products and to continue to coordinate Commission asbestos activities with those of EPA, the Commission has decided to extend the comment period on its ANPRM for two months until February 18, 1980. The Commission believes this extension should provide commenters with sufficient time to respond to the questions raised in the Commission's ANPRM.

In conclusion, comments on the ANPRM concerning consumer products containing asbestos are due by February 18, 1980. As explained in the ANPRM, the Commission will make available financial compensation for reasonable expenses incurred in furnishing comments for groups or individuals who might otherwise not have the means to furnish comments in this matter. Interested individuals or groups should promptly contact the Office of the Secretary concerning financial compensation. Requests for confidentiality of comments and information submitted will be handled in accordance with section 6(a)(2) of the CPSA (15 U.S.C. 2055(a)), the Freedom of Information Act as amended (5 U.S.C. 552), and the Commission's regulations under that act. (16 CFR Part 1015, February 22, 1977).

Dated: December 11, 1979.

Sadye E. Dunn,

*Consumer Product Safety Commission.*

[FR Doc. 79-38688 Filed 12-14-79; 8:45 am]

BILLING CODE 6355-01-M

## DEPARTMENT OF ENERGY

### Federal Energy Regulatory Commission

### 18 CFR Parts 280 and 284

[Docket No. RM80-11]

### Statement of Policy on Distributor Access to Outer Continental Shelf Gas; Extension of Time

December 7, 1979.

**AGENCY:** Federal Energy Regulatory Commission.

**ACTION:** Notice of Extension of Time.

**SUMMARY:** The date for filing comments on the proposed rulemaking and the date for the public hearing are extended pursuant to a request by the Interstate Natural Gas Association of America.

**DATES:** Comments due on or before January 7, 1980; Requests to participate in the public hearing due on or before December 31, 1979; Public hearing rescheduled to January 7, 1980.

**ADDRESS:** FERC, 825 North Capitol Street, NE., Washington, D.C. 20426.

**FOR FURTHER INFORMATION CONTACT:** Kenneth F. Plumb, Secretary, (202) 357-8400.

Kenneth F. Plumb,

*Secretary.*

[FR Doc. 79-38488 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

**DEPARTMENT OF THE TREASURY**

**Customs Service**

**19 CFR Part 6**

## Applicability to Aircraft of Customs Laws and Regulations Applicable to Vessels

**AGENCY:** U.S. Customs Service, Department of the Treasury.

**ACTION:** Proposed rule.

**SUMMARY:** Aircraft arriving from contiguous foreign territory currently are subject to Customs laws and regulations applicable to *vehicles* arriving from contiguous foreign territory. Aircraft arriving from any other (non-contiguous) foreign territory are subject to Customs laws and regulations applicable to *vessels* arriving from non-contiguous foreign territory. Because of this difference in treatment, aircraft arriving from contiguous foreign territory are not subject to the same administrative and enforcement provisions as aircraft arriving from non-contiguous foreign territory.

This document proposes to amend the Customs Regulations to provide that aircraft arriving from any foreign territory and the persons and merchandise, including baggage, carried on the aircraft shall be subject to the *vessel* laws and regulations enforced and administered by Customs.

**DATES:** Comments must be received on or before February 15, 1980.

**ADDRESS:** Comments (preferably in triplicate) should be addressed to the Commissioner of Customs, Attention: Regulations and Research Division, U.S. Customs Service, 1301 Constitution Avenue, N.W., Room 2335, Washington, D.C. 20229.

**FOR FURTHER INFORMATION CONTACT:** Stuart P. Seidel, Office of the Chief Counsel, U.S. Customs Service, 1301 Constitution Avenue, N.W. Washington, D.C. 20229 (202–566–5476).

**SUPPLEMENTARY INFORMATION:**

### Background

Section 6.10, Customs Regulations (19 CFR 6.10), currently differentiates between aircraft arriving from contiguous foreign territory and those arriving from any other (non-contiguous) foreign territory. Aircraft arriving from contiguous foreign territory are subject to the Customs laws and regulations applicable to vehicles ariving from contiguous foreign territory. Aircraft arriving from any other (non-contiguous) foreign territory are subject to the Customs laws and regulations applicable to vessels arriving from non-contiguous foreign territory.

Customs has determined that for purposes of entry, aircraft arriving from contiguous and non-contiguous foreign territory are in fact treated the same. However, because of the wording of § 6.10, aircraft arriving from contiguous foreign territory are not subject to the same administrative and enforcement provisions as aircraft arriving from noncontiguous foreign territory. For example, section 3 of the Anti-Smuggling Act of 1935 (19 U.S.C. 1703) provides for the seizure and forfeiture of vessels built, purchased, or fitted out for the purpose of being employed to defraud the revenue or to smuggle merchandise into the United States or into the territory of a foreign government (providing the foreign government has reciprocal provisions with respect to the laws of the United States). That section further provides that the fact that the vessel has become subject to pursuit as provided in 19 U.S.C. 1581, or fails to display lights as required by law, shall be *prima facie* evidence that the vessel is being employed to defraud the revenue of the United States.

Under 49 U.S.C. 1509, the Secretary of the Treasury is authorized to apply to civil aircraft the laws and regulations relating to the administration of the Customs laws and to the entry and clearance of vessels, to such extent as the Secretary deems necessary. Furthermore, 49 U.S.C. 1474 establishes a $500 penalty for each violation of such regulations and, in the case of a violation by the owner or person in command, the penalty is a lien against the aircraft which may be enforced by summary seizure or a libel *in rem.* In addition, any aircraft used in connection with any violtaion of the Customs laws or regulations made applicable to aircraft shall be liable to seizure and forfeiture as provided for in the Customs laws.

Based on these statutes, the provisions of the Anti-Smuggling Act, particularly those sections relating to seizure of vessels fitted out for smuggling or not displaying lights (19 U.S.C. 1703), may be made applicable to aircraft, regardless of the origin of the flight. An aircraft thus could be seized under 19 U.S.C. 1703 for having been employed to defraud the revenue or to smuggle merchandise. Operating without lights would constitute a statutory presumption of such violation. However, because of the wording of section 6.10, 19 U.S.C. 1703 applies only to aircraft arriving from non-contiguous foreign territories. Customs is not aware of any reason for the different treatment applicable to aircraft arriving from contiguous and non-contiguous foreign territory which is provided for by section 6.10.

The inability to apply the provisions of 19 U.S.C. 1703 to aircraft arriving from contiguous foreign territory has hampered Customs enforcement efforts on the United States-Mexico border. Customs officers have documented an increasing number of aircraft crossing the border under cover of darkness to avoid detection and apprehension. All aircraft are required to display navigation lights after sunset and before sunrise by the Federal Aviation Administration regulations (14 CFR 91.73). Numerous instances of aircraft flying without navigation lights have been detected by Customs officers along the border and many aircraft have been found with seats removed or other wise altered or fitted out for smuggling. Therefore, it is believed that many of these "smuggler" aircraft could be detected and apprehended if the appropriate Customs laws were applied. Accordingly, it is proposed to amend section 6.10 to provide for the application to aircraft arriving or having arrived from *any* foreign territory of all enforcement and administrative provisions administered by Customs which are applicable to vessels arriving or having arrived from a foreign port or place.

### Authority

This amendment is proposed under the authority of R.S. 251, as amended, and sections 624, 644, 46 Stat. 759, 761, (19 U.S.C. 66, 1624, 1644, 49 U.S.C. 1474, 1509 (b) and (c)).

### Comments

Before adopting this proposal, consideration will be given to any written comments, submitted timely to the Commissioner of Customs. Comments submitted will be available for public inspection in accordance with section 103.8(b), Customs Regulations (19 CFR 103.8(b)), during regular business hours at the Regulations and Research Division, Headquarters, U.S. Customs Service, 1301 Constitution Avenue, N.W. Room 2335, Washington, D.C. 20229.

### Inapplicability of E.O. 12044

This document is not subject to the Treasury Department directive (43 FR 52120) implementing Executive Order 12044, "Improving Government Regulations", because the proposal was in process before May 22, 1978, the effective date of the directive.

### Drafting Information

The principal author of this document was Leonard L. Rosenberg, Office of Regulations and Rulings, U.S. Customs Service. However, personnel from other Customs offices participated in its development.

### Proposed Amendment to the Regulations

It is proposed to amend section 6.10, Customs Regulations (19 CFR 6.10), to read as follows:

**§ 6.10 General provisions.**

Except as otherwise provided for in this part, and insofar as such laws and regulations are applicable, aircraft arriving or having arrived from any foreign port or place and the persons and merchandise, including baggage, carried thereon, shall be subject to the laws and regulations applicable to vessels arriving or having arrived from any foreign port or place, to the extent that such laws and regulations are administered by the Customs Service.

R. E. Chasen,

*Commissioner of Customs.*

Approved: November 13, 1979.

Richard J. Davis,

*Assistant Secretary of the Treasury.*

[FR Doc. 79-38538 Filed 12-14-79; 8:45 am]

BILLING CODE 4810-22-M

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## LIBRARY OF CONGRESS

## Copyright Office

## 37 CFR Part 201

[Docket RM 79-4]

## General Provisions; Compulsory License for Cable Systems

**AGENCY:** Library of Congress, Copyright Office.

**ACTION:** Advance notice of proposed regulations.

**SUMMARY:** This notice is issued to advise the public that the Copyright Office of the Library of Congress proposes to adopt certain technical and clarifying amendments to its revised regulations implementing portions of section 111 of the Copyright Act of 1976, title 17 U.S.C. That section prescribes conditions under which cable systems may obtain a compulsory license to retransmit copyrighted works, including the filing of Statements of Account. The proposed amendments would revise certain regulatory requirements concerning the filing of Statements of Account.

**DATE:** Written comments should be received on or before January 21, 1980.

**ADDRESSES:** Ten copies of written comments should be addressed, if sent by mail, to: Office of the General Counsel, U.S. Copyright Office, Library of Congress, Caller No. 2999, Arlington, Virginia 22202.

If delivered by hand, the copies should be brought to: Office of the General Counsel, Room 519, Crystal Mall Building No. 2, 1921 Jefferson Davis Highway, Arlington, Virginia.

**FOR FURTHER INFORMATION CONTACT:** Dorothy Schrader, General Counsel, U.S. Copyright Office, Library of Congress, Washington, D.C. 20559, (703) 557-8731.

**SUPPLEMENTARY INFORMATION:** Section 111(c) of the Copyright Act of 1976 (Act of October 19, 1976, 90 Stat. 2541) establishes a compulsory licensing system under which cable systems may make secondary transmissions of copyrighted works. The compulsory license is subject to various conditions, including requirements that the cable system comply with provisions regarding deposit of Statements of Account under section 111(d)(2).

On June 27, 1978, the Copyright Office published in the Federal Register (43 FR 27827) amendments to its regulations (37 CFR 201.17) governing the form, content, and filing of Statements of Account. Further experience with these regulations has led us to propose certain clarifying and technical amendments, as follows:

1. *Date or dates of receipt.* When Statements of Account, royalty fee payments, or other related documents or payments are received in the Copyright Office, the Licensing Division of the Copyright Office checks whether they contain obvious errors or omissions. However, the Licensing Division does not examine the documents or payments for all possible errors or omissions. For example, on Forms CS/SA-2 and CS/SA-3, we will check to make sure that the same "gross receipts" figure is given in spaces K and L, and we will check the accuracy or the arithmetic laid out in space L. However, although there should be some rough correspondence between the amount of "gross receipts" given in space K and the result of multiplying the number of subscribers and the amounts of rates given in space E, it is not our practice to compute totals in space E and compare the result with space K. This is because the information in the two spaces reflect different time periods (space E calls for figures as of the last day of the accounting period and space K calls for gross receipts for the entire accounting period) and also because the figure in space K may vary depending on whether the cable system's accounting is done on an accural or cash basis.

The present regulations concerning deposit of royalty fees and filing of Statements of Account (37 CFR 201.17(c)(2)) provide for a "date of acceptance by the Copyright Office" and authorize the Office to require correction of errors or omissions before the documents will be "accepted." The text of the relevant paragraph reads as follows:

> (2) The date of acceptacne by the Copyright Office will be the date when both a proper Statement of Account and appropriate royalty fee are received in the Copyright Office. The Copyright Office will advise cable systems of errors or omissions appearing on the face of documents submitted to it, and will require that any such obvious errors or omissions be corrected before the documents will be accepted. However, acceptance and filing of any document by the Copyright Office shall establish only the fact and date thereof; such acceptance and filing shall in no case be considered a determination that the document was, in fact, properly prepared or that all of the requirements to qualify for a compulsory license have been satisfied.

Consistent with this provision, the boxes in the upper right hand corner of the three Statement of Account forms (CS/SA-1, 2, and 3) call for two dates to be added by the Copyright Office under the headings "Application Received" and "Accepted."

Since statutory deadlines are involved, and since there could be serious consequences for late filing, it is important that the form reflect the exact date when the royalty fee was deposited and the Statement of Account was received in the Copyright Office. There will necessarily be a time lag between receipt and examination—and, since the bulk of filings are made just before the deadline, it may be days or weeks before the Office determines whether errors or omissions exist that require correction or whether an additional royalty fee must be deposited. If, following letters, phone calls, or personal visits, changes are made in the information on the Statement or an additional fee is deposited, the date when the additional information or money was received should also be reflected on the form.

At the same time, having spaces for two dates on the form, the way the headings of those two spaces are worded, and the language in the regulations about "acceptance," have led to various misunderstandings. We believe that nothing on the form as finally placed on record should in any way suggest either that (1) the filing date, with its statutory consequences, has anything to do with the date the Copyright Office examines and finally

processes the document; or (2) that the Office has sought to verify the information given and, by placing it on record, has given it some sort of official imprimatur or evidentiary weight. To remove any possible ambiguity on these points, we are proposing the following changes:

(1) The headings of the two boxes on the forms will be changed to read: "Deposit and Statement Received" and "Additional Deposit and/or Information Received." To avoid the expense of reprinting the forms for this purpose, the present printed headings will be changed by hand at the time of examination.

(2) The date given in the box headed "Deposit and Statement Received" will be the date when the fee and form are physically received in the Copyright Office. If there are no errors or omissions requiring changes on the form or deposit of additional money, this is the only date that will appear in the boxes on the form.

(3) If an additional deposit is made or if there are changes in the information on the form as the result of communications between the Copyright Office and the cable system, the date that additional deposit or information was actually received in the Office will be added to the box headed "Additional Deposit and/or Information Received."

(4) The regulations will be amended to reflect this practice and to delete any reference to "acceptance."

Under the proposed amendment the Licensing Division will continue to examine the Statements of Account and royalty fee payments for errors and omissions, and will continue to require correction of obvious errors or omissions before placing the Statement in the completed record of Statements of Account. If additional fees or information are received, the Statement of Account will reflect both the original date of receipt and the later date of receipt of the additional material. However, the regulations will continue to make clear that placing the documents in the completed records of the Copyright Office does not imply any determination that the statutory requirements of section 111 have been met, and will add that the statement of a date or dates of receipt on the form reflect actual receipt in the Copyright Office, and are not intended to be taken as a legal determination by the Copyright Office that the statutory deadlines have or have not been met.

2. *Time limitations.* Under section 111(d) of the Act, the Copyright Office has issued regulations setting forth certain time limitations in connection with the filing by cable system owners of the Statements of Account and royalty fees, 37 CFR 201.17(c)(1). For the first semiannual accounting period in a particular year (January 1 through June 30), the Statement and fee should be deposited between July 1 and August 29 of that year; for the second semiannual accounting period in a particular year (July 1 through December 31), the Statement and fee should be deposited between January 1 and March 1 of the next succeeding year.

We are proposing to add a new subparagraph (3) to § 201.17(c) to clarify the relationship of these filing periods to our handling of Statements and fees. The first part of the subparagraph states that Statements of Account and fees will not be accepted before the end of the accounting period they purport to cover; for example, a Statement covering the accounting period of January 1, 1980 through June 30, 1980, will not be accepted before July 1, 1980. The second part states the general rule that we will not inquire into the timeliness of Statements and fees filed after the end of the accounting period, and makes clear that we will not refuse to accept late filings. As indicated above, the form will give the actual date or dates of receipt, without characterizing that information in any other way. It must be emphasized, however, that our action in such cases cannot be interpreted as relieving the compulsory licensee of any statutory obligations or of the consequences of a late filing, and will only have whatever effect a court may determine.

3. *Distant signal equivalent values.* Paragraph (f) of section 111 of the Copyright Act sets forth the definition of "distant signal equivalent," and this definition is incorporated by reference in the Copyright Office regulations. This definition provides that, in four specified exceptions, the ordinary distant signal equivalent value of a distant television station can be reduced in accordance with certain special formulas. Stated generally, these four exceptions cover certain cases of : (1) Part-time specialty programming; (2) late-night programming; (3) part-time carriage because of lack of activated channel capacity; and (4) live non-network programming substituted for programs deleted at the option of the cable system. Space G of Statement of Account Forms CS/SA-2 and CS/SA-3 requires identification of the basis on which cable systems carried distant stations during the accounting period, and Space I requires logging of substitute carriage. The DSE Schedule attached to Form CS/SA-3 is then used by those systems whose semiannual gross receipts for secondary transmissions total $160,000 or more in calculating their total number of distant signal equivalents. This schedule carefully follows the formulas set out in the statute in allowing reduction of distant signal equivalents on the bases specified in paragraph (f) of section 111.

In the course of examining Statements of Account covering the first three accounting periods, we have come across several Statements where the effort had been made to reduce distant signal equivalents on some basis other than those specifically addressed in the DSE Schedule. We have also received inquiries as to whether apportionment, or pro-rata adjustment of DSE values might be possible in cases other than those in the DSE Schedule. Situations raising these questions include the following:

- A distant signal is either added or deleted during an accounting period;
- The market position of a station changes during an accounting period, with the result that the station's signals become "may carry" rather than "must carry" (or vice versa);
- A signal is carried full-time for part of an accounting period, and on a part-time, late-night, specialty, or substituted basis during another part of the accounting period;
- During an accounting period, a signal changes its "type of station" status from a network station or a noncommercial educational station to an independent station (or vice versa); or
- For some reason, such as grandfathering, one part of a cable system receives more distant secondary transmissions than other parts of the same system.

None of the provisions of the Copyright Act allowing for the adjustment of the DSE of a station is broad enough to cover any of these situations, nor is there any indication in the Act or its legislative history that adjustments going beyond the language of section 111(f) were contemplated or might be permissible. Accordingly, we are proposing to add a new subparagraph (3) to § 201.17(f) of the regulations to eliminate any doubt concerning this matter. (The existing subparagraph (3) would be renumbered and amended, as discussed in the next section of this notice.)

4. *Computation of distant signal equivalents.* Subparagraph (3) of § 201.17(f) allows cable systems to "round off to the third decimal point" in computing DSE's. During our examining process, we have come across several Statements where, when rounding off a

fourth decimal point of 5 (for example, .3575), the owner rounded off to the lower of the two possible third decimal points (for example, .357 rather than .358). Although our regulation does not expressly cover the point we believe that, if the cable system chooses to round off in this situation, it should use the higher of the two possible third decimal points. We therefore propose to amend § 201.17(f) to clarify this position.

5. *Corrections, supplemental payments, and refunds.* As already discussed earlier in this notice, where the Copyright Office notes an obvious mistake in a Statement of Account or fee, it will notify the cable system owner and seek to get the error corrected. There have also been cases where, after the normal examining process has been completed, cable system owners themselves discovered their errors and requested corrections of Statements of Account, acceptance of supplemental royalty payments, or refunds of amounts paid. Although the Copyright Act does not expressly deal with these situations, we have concluded that it is within our authority and it would be reasonable, and beneficial to the accuracy of our records, to allow corrections, supplemental payments, and refunds to be made in limited cases and under certain conditions.

We are proposing to add a new paragraph (i) to § 201.17 of the regulations to deal with these cases. Paragraph (i)(1) specifies that corrections, supplemental payments, or refunds should be allowed in three situations: (1) Where incorrect or incomplete information was submitted; (2) where the royalty fee was miscalculated; or (3) where, in a special situation that existed only during the January 1–June 30, 1978 accounting period, the royalty fee was underpaid because the cable operator failed to compute royalties attributable to carriage of late-night, part-time, or specialty programming between January 1, 1978, and February 9, 1978. Confusion on the part of some cable system owners concerning the computation of the royalty fee in the latter case resulted from a provision in our regulations exempting cable systems from including in their Statements of Account the dates and hours of such carriage during that limited period. That exemption applied only to the requirements of paragraph (e)(9)(vi) of § 201.17 concerning the filing of information. The Copyright Office, of course, had no authority to relieve cable systems from their royalty obligations for such carriage, and had no intention of doing so.

New paragraph (i)(2) makes clear that corrections and supplemental payments will be accepted, and refunds will be issued, only on the basis of changes that took place during the accounting period in question. Changes occurring after the last day of that period would be relevant only to the next accounting period. Of course, this provision is not intended to relieve cable system owners from filing a "Notice of Change of Identity or Signal Carriage Complement" under § 201.11 of our regulations when such a Notice is required.

New paragraph (i)(3) of § 201.17 establishes the conditions under which corrections, supplemental payments, and refunds will be made in those cases where they are appropriate. These conditions are designed to give cable systems owners enough time to discover and advise the Copyright Office of errors, while also safeguarding the interests of copyright owners in obtaining accurate information and the full compensation due them for the use of their works by compulsory licensees. Paragraph (i)(3)(i)(B) requires that a request for a refund be made "before the expiration of 60 days from the end of the Statement of Account filing period provided for in paragraph (c)(1) of this section or by April 15, 1980, whichever is later." There are several good reasons for placing a rather short and strict time limit on requests for refunds: to enable the Copyright Office to fulfill its statutory obligation promptly to transfer royalty payments to the Treasury for investment in interest-bearing securities; to provide detailed accounting to the Copyright Royalty Tribunal; to assure that copyright owners will derive the intended benefits of prompt transfers and investment; and to prevent the Copyright Royalty Tribunal from being hampered in distributing the accumulated fees and interest to copyright owners.

New paragraph (i)(3)(iv)(A) requires the cable system to submit a check or money order payable to the Register of Copyrights in the amount of $15 where a correction is submitted, a supplemental royalty fee is deposited, or a refund is sought under paragraphs (i)(1)(i) and (ii) of § 201.17. This filing fee is to cover our administrative expenses and is authorized under section 708(a)(11) of the Copyright Act; since the error was the fault of the cable owner, we do not feel that the processing costs involved in correcting our records and accounts should be deducted either from the royalties owing to copyright owners or from the general operating funds of the Office. (A special exception is made in paragraph (i)(3)(iv)(A): no filing fee is required where a supplemental payment is made under paragraph (i)(1)(iii), covering the period January 1, 1978–February 9, 1978.)

With respect to the form of the payment of royalty fees, paragraph 10 of the supplementary information accompanying our final regulations as issued on June 27, 1978 (43 FR 27829) stated:

> Copyright royalty fees are due on the dates specified in the regulations, and, after deducting administrative costs of the Copyright Office, are to be invested by the Department of the Treasury in "interest-bearing United States securities for later distribution with interest" to copyright owners. Copyright owners are thus entitled to interest earned on royalty fees from the earliest date on which purchase of the securities can be accomplished. In order to assure that none of this interest is lost to copyright owners because of payment by a check drawn on an account with insufficient funds, and also to assure that no administrative costs are incurred in handling bad checks, we are requiring in § 201.17(h) that all copyright royalty fee payments be made by certified check, cashier's check, or money order.

Despite some continuing complaints about this requirement, we believe that, as an accounting matter, we are obliged to obtain royalty fees in a form immediately payable upon receipt—that is, certified check, cashier's check, or money order. Under new paragraph (i)(3)(iv)(B), this requirement will also apply to supplemental payments made under the new procedure to correct an underpayment. However, since the same accounting considerations do not apply to the $15 filing fee, we would accept personal or company checks payable to the Register of Copyrights for payment of this fee, and this is made clear in paragraph (i)(3)(iv)(A).

The statute does not itself provide specifically for amendments or supplemental payments, and it does make proper and timely filing a condition of the compulsory license. For this reason, new paragraph (i)(4) also states that "the filing of a correction or supplemental payment shall have only such effect as may be attributed to it by a court of competent jurisdiction."

In consideration of the foregoing, it is proposed to amend Part 201 of 37 CFR Chapter II, in the manner set forth below.

**§ 201.17 Statements of account covering compulsory licenses for secondary transmissions by cable systems. [Amended]**

1. By revising § 201.17(c)(2) (as adopted on June 27, 1978) to read as follows:

* * * * *

(c) ***

(1) ***

(2) Upon receiving a Statement of Account and royalty fee, the Copyright Office will make an official record of the actual date when such Statement and fee were physically received in the Copyright Office. Thereafter, the Office will examine the Statement and fee for obvious errors or omissions appearing on the face of the documents, and will require that any such obvious errors or omissions be corrected before final processing of the documents is completed. If, as the result of communications between the Copyright Office and the cable system, an additional fee is deposited or changes or additions are made in the Statement of Account, the date that additional deposit or information was actually received in the Office will be added to the official record of the case. However, completion by the Copywright Office of the final processing of a Statement of Account and royalty fee deposit shall establish only the fact of such completion and the date or dates of receipt shown in the official record. It shall in no case be considered a determination that the Statement of Account was, in fact, properly prepared and accurate, that the correct amount of the royalty fee had been deposited, that the statutory time limits for filing had been met, or that any other requirements to qualify for a compulsory license have been satisfied.

* * * * *

2. By adding a new subparagraph (3) to § 201.17(c) to read as follows:

* * * * *

(3) Statements of Account and royalty fees received before the end of the particular accounting period they purport to cover will not be processed by the Copyright Office. Statements of Account and royalty fees received after the filing deadlines of August 29 or March 1, respectively, will be accepted for whatever legal effect they may have, if any.

* * * * *

3. By adopting, after subparagraph (2) of § 201.17(f) (as adopted on June 27, 1978), a new subparagraph (3) to read as follows:

* * * * *

(f) ***

(1) ***

(2) ***

(3) In computing the DSE of a primary transmitter in a particular case, the cable system may make no prorated adjustments other than those specified as permissible "exceptions and limitations" in the definition of "distant signal equivalent" in the fifth paragraph of section 111(f) of title 17 of the United States Code, as amended by Pub. L. 94–553. The four prorated adjustments, as prescribed in the fourth and fifth sentences of said definition, are permitted under certain conditions where:

(i) A station is carried pursuant to the late-night programming rules of the Federal Communications Commission;

(ii) A station is carried pursuant to the specialty programming rules of the Federal Communications Commission;

(iii) A station is carried on a part-time basis where full-time carriage is not possible because the cable system lacks the activated channel capacity to retransmit on a full-time basis all signals which it is authorized to carry; and

(iv) A station is carried on a "substitute" basis under rules, regulations, or authorizations of the Federal Communications Commission in effect on October 19, 1976.

* * * * *

4. By deleting subparagraph (3) of § 201.17(f) (as adopted on June 27, 1978), and by adding a new subparagraph (4), to read as follows:

* * * * *

(4) In computing a DSE, a cable system may round off to the third decimal point. If a DSE is rounded off in any case in a Statement of Account, it must be rounded off throughout the Statement. Where a cable system has chosen to round off, and the fourth decimal point for a particular DSE value would, without rounding off, have been 1, 2, 3, or 4, the third decimal point remains unchanged; if, in such a case, the fourth decimal point would, without rounding off, be 5, 6, 7, 8, or 9, the third decimal point must be rounded off to the next higher number.

* * * * *

5. By adding a new paragraph (i) to § 201.17 to read as follows:

(i) *Corrections, supplemental payments, and refunds.* (1) Upon compliance with the procedures and within the time limits set forth in paragraph (i)(3) of this section, corrections to Statements of Account will be placed on record, supplemental royalty fee payments will be received for deposit, or refunds will be issued, in the following cases:

(i) Where, with respect to the accounting period covered by a Statement of Account, any of the information given in the Statement filed in the Copyright Office is incorrect or incomplete;

(ii) Where for any reason except that mentioned in paragraph (i)(1)(iii) of this section, calculation of the royalty fee payable for a particular accounting period was incorrect, and the amount deposited in the Copyright Office for that period was either too high or too low; or

(iii) Where, for the semiannual accounting period of January 1, 1978, through June 30, 1978, the total royalty fee deposited was incorrect because the cable operator failed to compute royalties attributable to carriage of latenight, specialty, or part-time programming between January 1, 1978, and February 9, 1978.

(2) Corrections to Statements of Account will not be placed on record, supplemental royalty fee payments will not be received for deposit, and refunds will not be issued, where the information in the Statements of Account, the royalty fee calculations, or the payments were correct as of the date on which the accounting period ended, but changes (for example, addition or deletion of a distant signal) took place later.

(3) Requests that corrections to a Statement of Account be placed on record, that fee payments be accepted, or requests for the issuance of refunds, shall be made only in the cases mentioned in paragraph (i)(1) of this section. Such requests shall be addressed to the Licensing Division of the Copyright Office, and shall meet the following conditions:

(i) The request must be in writing, must clearly identify its purpose, and, in the case of a request for a refund, must be received in the Copyright Office before the expiration of 60 days from the last day of the applicable Statement of Account filing period, as provided for in paragraph (c)(1) of this section, or before April 15, 1980, whichever is later. A request made by telephone or by telegraphic or similar unsigned communication, will be considered to meet this requirement if it clearly identifies the basis of the request, if it is received in the Copyright Office within the required 60-day period, and if a written request meeting all the conditions of this paragraph (i)(3) is also received in the Copyright Office within 14 days after the end of such 60-day period;

(ii) The Statement of Account to which the request pertains must be sufficiently identified in the request (by inclusion of the name of the owner of the cable system, the community or communities served, and the accounting period in question) so that it can be readily located in the records of the Copyright Office;

(iii) The request must contain a clear statement of the facts on which it is based, in accordance with the following requirements:

(A) In the case of a request filed under paragraph (i)(1)(i) of this section, where the information given in the Statement of Account is incorrect or incomplete, the request must clearly identify the erroneous or incomplete information and provide the correct or additional information;

(B) In the case of a request filed under paragraph (i)(1)(ii) of this section, where the royalty fee was miscalculated and the amount deposited in the Copyright Office was either too high or too low, the request must be accompanied by an affidavit under the official seal of any officer authorized to administer oaths within the United States, or a statement in accordance with section 1746 of title 18 of the United States Code, made and signed in accordance with paragraph (e)(14) of this section. The affidavit or statement shall describe the reasons why the royalty fee was improperly calculated and include a detailed analysis of the proper royalty calculations;

(C) In the case of a request filed under paragraph (i)(1)(iii) of this section, the request shall be identified as "Transitional and Supplemental Royalty Fee Payment" and include a detailed analysis of the proper royalty calculations;

(iv)(A) All requests filed under this paragraph (i) (except those filed under paragraph (1)(iii) of this paragraph) must be accompanied by a filing fee in the amount of $15 for each Statement of Account involved. Payment of this fee may be in the form of a personal or company check, or of a certified check, cashier's check or money order, payable to: Register of Copyrights. No request will be processed until the appropriate filing fees are received.

(B) All requests that supplement royalty fee payment be received for deposit under this paragraph (i), must be accompanied by a remittance in the full amount of such fee. Payment of the supplemental royalty fee must be in the form of a certified check, cashier's check or money order, payable to: Register of Copyrights. No such request will be processed until acceptable remittance in the full amount of the supplemental royalty fee has been received.

(v) All requests submitted under this paragraph (i) must be signed by the cable system owner named in the Statement of Account, or the duly authorized agent of the owner, in accordance with paragraph (e)(14) of this section.

(4) Following final processing, all requests submitted under this paragraph (i) will be filed with the original Statement of Account in the records of the Copyright Office. Nothing contained in this paragraph shall be considered to relieve cable systems from their full obligations under title 17 of the United States Code, and the filing of a correction or supplemental payment shall have only such effect as may be attributed to it by a court of competent jurisdiction.

(17 U.S.C. 111, 702, 708)

Dated: December 10, 1979.

Barbara Ringer,

*Register of Copyrights.*

Approved:

Daniel J. Boorstin,

*The Librarian of Congress.*

[FR Doc. 79-38539 Filed 12-14-79; 8:45 am]

BILLING CODE 1410-03-M

## ENVIRONMENTAL PROTECTION AGENCY

### 40 CFR Part 763

[OPTS-61005A; FRL 1377-5]

### Commercial and Industrial Use of Asbestos Fibers; Extension of Comment Period and Announcement of Additional Control Option

**AGENCY:** Office of Pesticides and Toxic Substances, Environmental Protection Agency (EPA, or the Agency).

**ACTION:** Extension of Comment Period for Advance Notice of Proposed Rulemaking (ANPRM) and Announcement of Additional Control Option.

**SUMMARY:** EPA extends the comment period on the Commercial and Industrial Use of Asbestos Fiber ANPRM to February to February 18, 1980. The extension is granted to accommodate industry requests and to provide additional time to comment on the ANPRM. The Agency also announces an additional control option under consideration.

**DATE:** All comments should be received by the Record Clerk by February 18, 1980.

**ADDRESS:** All comments should be sent to Mrs. Joni T. Repasch, Record Clerk, Office of Pesticides and Toxic Substances (TS-793), U.S. Environmental Protection Agency, 401 M Street, SW., Washington, D.C. 20460.

Comments should include the docket number OPTS-61005A. Comments received on this Notice will be available for reviewing and copying from 9:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays, in Room 447 East Tower, EPA Headquarters, 401 M Street, SW., Washington, D.C.

**FOR FURTHER INFORMATION CONTACT:** Industry Assistance Office, Office of Pesticides and Toxic Substances (TS-799), Environmental Protection Agency, 401 M Street, SW., Washington, D.C. 20460, Phone: 800-424-9065 (In Washington, D.C., call 544-1404).

**SUPPLEMENTARY INFORMATION:** On October 17, 1979 (44 FR 60061), EPA issued an ANPRM on the Commercial and Industrial Use of Asbestos Fibers. The comment period expires December 17, 1979. EPA has received requests from the Asbestos Information Association/North America, Johns-Manville Corporation, Armstrong Cork Company, the American Paper Institute, Inc., the National Electrical Manufacturers Association, the Resilient Floor Covering Institute, and the Asbestos Cement Pipe Producers Association for extension of the comment period on the asbestos use ANPRM. The extension requests range from 30 to 120 days. Industry representatives are seeking these extensions because they believe that the information requested by EPA is complex, extensive, and not readily available.

EPA has developed an additional regulatory control option since publication of the ANPRM. The comment period deadline has been extended to February 18, 1980, to provide more time for industry to produce the information requested and also to allow for public review of the additional regulatory control option. Submission of information during the ANPRM comment period will insure that the Agency will consider that information in proposing the asbestos regulation. In proposing a rule, however, EPA will consider all relevant information to the extent possible, even if that information is submitted after the close of the comment period.

Should EPA's evaluation of human health risks and economic impacts determine that all but essential uses of asbestos present unreasonable risk, a possible regulatory strategy may be to ban the manufacture, processing, distribution in commerce, and import of asbestos for all nonessential asbestos uses at some fixed date in the future. EPA is seeking comment on this overall regulatory approach and on an appropriate date for instituting a general use ban. Effective dates presently under evaluation range from 1985 to 1995.

EPA anticipates providing an opportunity for essential use exemptions should a total asbestos ban be instituted. The exemption criteria may be based on factors such as established benefits, limited public health risks, commercial availability of substitutes, and significant economic impact if the use is banned. Persons seeking

exemptions would be asked to submit the following types of information with their exemption applications: (a) The asbestos use or product's contribution to public health, safety, and energy conservation; (b) Fiber emissions and human exposure during processing, normal use, and disposal; (c) Availability, performance characteristics, and relative health risks of substitutes; (d) Contribution of the asbestos product or use to local or national economy and small business; (e) Test data on emissions associated with the asbestos use and; (f) Data on substitute investigations.

There are also a variety of ways to process exemptions. In a single step exemption process, all requests for exemptions would be received at one time immediately prior to the ban's effective date. In a multiple step process, persons seeking an exemption would submit their requests four or five years before the ban becomes effective. EPA would screen these applications for award of conditional exemptions. Persons holding conditional exemptions could request actual exemptions immediately before the ban is implemented, assuming reasonable substitutes were still unavilable or the economic impact of transition was still excessive.

EPA would grant the essential use exemptions for some specified time, perhaps two to four years. These exemptions would have to be renewed upon expiration. All other uses would be prohibited. EPA's preliminary analysis indicates that a multiple step exemption process may be more appropriate since it would encourage substitute research, streamline the actual exemption process, and provide an early indication for those companies that will not continue producing asbestos products at the time of the ban. EPA is seeking comments on appropriate exemption criteria and procedures should a ban on all nonessential asbestos uses be established.

Industry is expected to continue to process asbestos fibers and produce many asbestos-containing products from now through the time an asbestos ban is implemented. These uses and articles will present continued exposure risks to users for many years. To eliminate some of this risk, EPA is considering a labeling requirement on all future asbestos fiber packaging and asbestos-containing articles. The labels would provice information on asbestos content, form, and associated health risks. The labels would also warn users to avoid exposure to fibers wherever possible.

EPA also anticipates that information beyond that supplied in response to the ANPRM will be needed to support Agency rulemaking and exemption decisions. This information would help EPA evaluate present exposure to asbestos, potential impacts on industry, the development of substitute materials, and the health risks from substitutes. Therefore, EPA may promulgate reporting rules under Section 8(a) and 8(d) of the Toxic Substances Control Act (TSCA). EPA is seeking comments on the appropriate scope of the reporting rules, who should report, and the schedule for reporting this information.

EPA would consider sponsoring or initiating a program to help determine the technical acceptability of substitutes. This program and the reporting rules would help ensure continuing research efforts and track industry progress toward commercially acceptable nonasbestos substitutes.

Dated: December 11, 1979.

**Edwin H. Clark II,**

*Acting Assistant Administrator for Pesticides and Toxic Substances.*

[FR Doc. 79-38689 Filed 12-14-79; 8:45 am]

BILLING CODE 6560-01-M

## DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

### Health Care Financing Administration

### 42 CFR Part 460

### Professional Standards Review; Redesignation of PSRO Areas in California

**AGENCY:** Health Care Financing Administration (HCFA), HEW.

**ACTION:** Proposed rule.

**SUMMARY:** This proposed rule would redesignate PSRO areas in California in order to combine PSRO Areas XIX and XXIII. The redesignation will result in a more effective coordination with Medicare/Medicaid fiscal agents and in a higher degree of congruence with the Health Service Area (HSA) designations. In addition, the redesignation will facilitate initiation of PSRO activity in the currently uncovered area of Los Angeles, California which is now designated as Area XIX.

**DATES:** Consideration will be given to written comments or suggestions received on or before February 15, 1980.

**ADDRESSES:** Address comments to: Administrator, Health Care Financing Administration, Department of Health, Education, and Welfare, P.O. Box 17082, Baltimore, Maryland 21235. In commenting, please refer to File Code HSQ-67-P. Comments will be available for public inspection beginning approximately two weeks after publication, in Room 5220 of the Department's offices at 330 C Street, S.W., Washington, D.C. on Monday through Friday of each week, from 8:30 a.m. to 5:00 p.m. (202) 245-0365.

**FOR FURTHER INFORMATION CONTACT:** Tony Culotta, (301) 594-4272.

**SUPPLEMENTARY INFORMATION:** On March 18, 1974, regulations were published in the **Federal Register** (39 FR 10204), which were amended on November 29, 1978 (43 FR 55936), designating 28 PSRO areas within California. The purpose of this present proposal is to redesignate PSRO areas so that the cities and postal zones of Los Angeles County previously designated as PSRO Ares XIX are transferred to PSRO Area XXIII which consists of a group of cities in Los Angeles County.

**Redesignation of Area XXIII**

Guidelines for the redesignation of PSRO areas (42 CFR 460.2) provide that we may revise area designations when we determine it is necessary and that we may consider the coordination with existing health service areas and the coordination with Medicare/Medicaid fiscal agents in our redesignation decisions. The local health service area covers all of Los Angeles County. Therefore, any consolidation of PSRO areas within Los Angeles County diminishes problems of coordination, data sharing and other health planning efforts for the Los Angeles County health service area. The Medicare/Medicaid fiscal agents covering the Los Angeles County area currently must relate to eight different PSRO areas resulting in considerable duplication of effort. This is particularly true since there is considerable overlap of medical practice patterns and service areas across PSRO area boundaries. Any consolidation would result in more efficient coordination for these fiscal agents.

Area XIX has never had a conditional PSRO and the contract with the planning organization which had formed in the area expired on March 30, 1979, so there is currently no PSRO in Area XIX. The redesignation would facilitate the administering of the PSRO program by allowing the PSRO organization in Area XXIII to assume responsibility for the hospitals in the currently designated Area XIX where no PSRO exists, and the Area XXIII PSRO would be capable of rapidly implementing PSRO activity in these hospitals.

Clarification of Permanent Boundaries of Area XXIII Areas XVIII through XXV are designated by city, community, and

postal zone boundaries which were in effect in 1974 and these boundaries remain fixed regardless of subsequent changes in postal zones or communities. A detailed description of the boundaries for the proposed California Area XXIII is included below. In order to avoid confusion from renumbering PSRO areas in California, there will be no area designated as PSRO Area XIX.

The precise boundaries proposed for Area XXIII in accordance with the 1974 city, community, and postal zone boundaries are as follows:

Beginning at the Pacific Ocean at its intersection with the southern side of the Marina Del Rey Channel, thence running northeasterly along the City of Los Angeles side of the City of Los Angeles/Marina Del Rey Channel to its intersection with the unincorporated Los Angeles County border; then following south along the City of Los Angeles side of the City of Los Angeles and unincorporated Los Angeles County border to its intersection with Centinela Avenue; then southeasterly along the southern side of Centinela Avenue to its intersection with La Cienega Blvd.; then north along the eastern side of La Cienega Blvd. to its intersection with the northwest most point of the City of Los Angeles/City of Inglewood border; then east and southeasterly along the City of Inglewood side of the City of Inglewood/City of Los Angeles border to its intersection with the unincorporated Los Angeles County border; then south along the City of Inglewood side of the City of Inglewood/unincorporated Los Angeles County border to its intersection with the City of Hawthorne border; then running east and south along the City of Hawthorne side of the side of the City of Hawthorne/unincorporated Los Angeles County border to its intersection with El Segundo Blvd.; then easterly along the southern side of El Segundo Blvd. to its intersection with Vermont Avenue; then south along the western side of Vermont Avenue to its intersection with Rosecrans Avenue; then easterly along the southern side of Rosecrans Avenue to its intersection with Central Avenue; then north along the eastern side of Central Avenue to its intersection with El Segundo Blvd.; then east along the southern side of El Segundo Blvd. to its intersection with Mona Blvd.; then north on the eastern side of Mona Blvd. to its intersection with Imperial Highway; then east on the southern side of Imperial Highway to its intersection with Alameda Street; then north on the eastern side of Alameda Street to its intersection with Slauson Avenue; then east along the City of Huntington Park side of the City of Huntington Park/City of Vernon border to its intersection with the unincorporated Los Angeles County border; then east and north along the City of Huntington Park side of the City of Huntington Park/unincorporated Los Angeles County border to its intersection with the City of Vernon border; then following the City of Huntington Park side of the City of Huntington Park/City of Vernon border to its intersection with the City of Maywood border; then north along the City of Maywood side of the City of Maywood/City of Vernon border to its intersection with Slauson Avenue; then easterly along the southern side of Slauson Avenue to its intersection with Long Beach Freeway (State Highway 7); then south along the western side of Long Beach Freeway to its intersection with the City of Bell Gardens/City of Commerce border; then easterly along the City of Bell Gardens side of the City of Bell Gardens/City of Commerce border to its intersection with the City of Downey border; then following the City of Downey/City of Commerce border to its intersection with the City of Pico Rivera border; then following the City of Downey side of the City of Downey/City of Pico Rivera border to its intersection with the San Gabriel River; then south along the western side of the San Gabriel River to its intersection with the City of Norwalk/City of Bellflower/City of Cerritos border; then east along the City of Cerritos side of the City of Cerritos/City of Norwalk border to its intersection with the unincorporated Los Angeles County/City of Norwalk border then following the unincorporated Los Angeles County side of the unincorporated Los Angeles County/City of Norwalk border to its intersection with the City of Cerritos border; then following the City of Cerritos side of the City of Cerritos/City of Norwalk border to its intersection with the City of Artesia border; then following the City of Artesia side of the City of Artesia/City of Norwalk border to its intersection with the City of Cerritos border; then following the City of Cerritos side of the City of Cerritos/City of Norwalk border to its intersection with the City of Sante Fe Springs border; then following the City of Cerritos side of the City of Cerritos/City of Sante Fe Springs border to its intersection with the City of La Mirada border; then following the City of Cerritos side of the City of Cerritos/City of La Mirada border to its intersection with the City of Buena Park border; then following the City of Cerritos side of the City of Cerritos/City of Buena Park border to its intersection with the City of La Palma border; then generally southwesterly along the City of Cerritos side of the City of Cerritos/City of La Palma border to its intersection with the unincorporated Orange County border; then following the City of Cerritos side of the City of Cerritos/unincorporated Orange County border to its intersection with the City of La Palma border; then following generally south along the Los Angeles County side of the Los Angeles County/Orange County border to its intersection with the Pacific Ocean, the point of beginning. The Island of Catalina is also within the area.

42 CFR 460.7 is amended to read as follows:

§ 460.7 California.

Twenty-seven Professional Standards Review Organization areas are designated in California. Areas XVIII through XXV are designated by city, community, and postal zone boundaries as in effect in 1974. All other areas are designated by counties. The boundaries for PSRO Areas XVIII through XXV will remain fixed, unless specifically revised through rulemaking, even though the 1974 boundaries for postal zones or other community areas may change. Therefore, detailed specifications of these PSRO areas have also been prepared and are available upon request from HCFA.

* * * * *

Area XIX (Consolidated with Area XXIII).

* * * * *

Area XXIII

| | |
|---|---|
| Gardena | El Segundo |
| Hermosa Beach | Hawthorne |
| Lomita | Inglewood |
| Manhattan Beach | Lawndale |
| Palos Verdes | Lennox |
| Redondo Beach | Avalon |
| Compton | Dominquez |
| Downey | Hawaiian Gardens |
| Home Gardens | Lakewood |
| Huntington Park | Long Beach |
| Lynwood | Los Alamitos |
| Maywood | Terminal Island |
| Paramount | Wilmington |
| South Gate | Harbor City |
| Rolling Hills | Palos Verdes Estates |
| Torrance | Palos Verdes Peninsula |
| Artesia | San Pedro |
| Bell | Los Angeles |
| Bellflower | Postal Zones: |
| Bell Gardens | 90009 |
| Willowbrook | 90045 |

* * * * *

(Sections 1102 and 1152 of the Social Security Act (42 U.S.C. 1302 and 1320c–1))

Dated: November 6, 1979.

Leonard D. Schaeffer,

*Administrator, Health Care Financing Administration.*

Approved: December 8, 1979.

Patricia Roberts Harris,

*Secretary.*

[FR Doc. 79-38487 Filed 12-14-79; 8:45 am]

BILLING CODE 4110-35-M

## FEDERAL EMERGENCY MANAGEMENT AGENCY

### 44 CFR Part 67

[Docket No. FEMA-5752]

### National Flood Insurance Program Proposed Zone Designations for the County of Frederick, Md.

**AGENCY:** Federal Insurance Administration, FEMA.

**ACTION:** Proposed Rule.

**SUMMARY:** Technical information or comments are solicited on the proposed zone designations described below.

The proposed zone designations are the basis for the flood plain management measures that the community is required to either adopt or show evidence of being already in effect in order to qualify or remain qualified for participation in the National Flood Insurance Program (NFIP).

**DATES:** The period for comment will be ninety days following the second publication of this proposed rule in the newspaper of local circulation in the above-named community.

**ADDRESSES:** Maps and other information showing the detailed outlines of the flood-prone areas and the proposed zone designations are available for review at Winchester Hall, East Church Street, Frederick, Maryland.

Send comments to: Mrs. Mary G. Williams, President, Board of County Commissioners, Winchester Hall, East Church Street, Frederick, MD 21701.

**FOR FURTHER INFORMATION CONTACT:** Mr. Robert G. Chappell, Acting Assistant Administrator, Program Implementation & Engineering Office, National Flood Insurance Program, 451 Seventh Street, SW., Washington, D.C. 20410. (202) 755-6570 or toll free line (800) 424-8872.

**SUPPLEMENTARY INFORMATION:** The Federal Insurance Administrator gives notice of the proposed zone designations for the County of Frederick, Maryland, in accordance with Section 110 of the Flood Disaster Protection Act of 1973 (Pub. L. 93-234), 87 Stat. 980, which added Section 1363 to the National Flood Insurance Act of 1968 (Title XIII of the Housing and Urban Development Act of 1968 (Pub. L. 90-448)), 42 U.S.C. 4001-4128, and 44 CFR 67.4(a) (presently appearing at its former Section 24 CFR 1917.4(a)).

Zone designations and base (100-year) flood elevations, together with the flood plain management measures required by Section 60.3 of the program regulations, are the minimum that are required. They should not be construed to mean the community must change any existing ordinances that are more stringent in their flood plain management requirements. The community may at any time enact stricter requirements on its own, or pursuant to policies established by other Federal, State, or regional entities. The proposed zone designations will also be used to calculate the appropriate flood insurance premium rates for new buildings and their contents and for the second layer of insurance on existing buildings and their contents.

The areas with proposed approximate A zone designation are:

| Flood source | Approximate length of new zone A (feet) |
|---|---|
| Tuscarora Creek Tributary No. 12 | 4,000 |
| Tuscarora Creek Tributary No. 11 | 13,200 |
| Point of Rocks Tributary No. 10 | 14,100 |
| Broad Run | 41,500 |
| Bennett Creek | [1] 19,000 |
| Fahrney Branch | 20,000 |
| Knoxville Tributary No. 1 | 6,000 |
| Catoctin Creek | [2] 5,500 |
| Catoctin Creek Tributaries: | |
| Little Catoctin Creek | 10,500 |
| Little Catoctin Creek Tributary No. 3 | 4,000 |
| Little Catoctin Creek Tributary No. 4 | 6,500 |
| Sigler Road Tributary No. 6 | 6,500 |
| Horine Road Tributary No. 5 | 6,000 |
| State Route 180 Tributary | 7,500 |
| Bussard Road Tributary No. 9 | 11,000 |
| Roy Shafer Road Tributary | 8,000 |
| Poffenberger Road Tributary | 11,500 |
| Remsburg Road Tributary | 7,500 |
| Broad Run Tributary: | |
| Huffer Road Tributary | 4,900 |

[1] From Big Woods Road to county line.

[2] Between Broad Run Road and Carol Boyer Road.

(National Flood Insurance Act of 1968 (Title XIII of Housing and Urban Development Act of 1968), effective January 28, 1969 (33 FR 17804, November 28, 1968), as amended; (42 U.S.C. 4001-4128); Executive Order 12127, 44 FR 19367; and delegation of authority to Federal Insurance Administrator, 44 FR 20963)

Issued: November 19, 1979.

Gloria M. Jimenez,

*Federal Insurance Administrator.*

[FR Doc. 79-38483 Filed 12-14-79; 8:45 am]

BILLING CODE 6718-03-M

## FEDERAL COMMUNICATIONS COMMISSION

### 47 CFR Parts 0, 61, and 63

[CC Docket No. 79-252]

### Rates for Competitive Common Carrier Services and Facilities Authorizations Therefor; Correction

**AGENCY:** Federal Communications Commission.

**ACTION:** Erratum.

**SUMMARY:** The Notice of Inquiry and Proposed Rulemaking in the Matter of Policy and Rules concerning rates for competitive common carrier services and facilities authorizations (CC Docket No. 79-252, released November 2, 1979) 44 FR 67445 has been corrected. Paragraph 22 has been corrected to include Eastern Microwave as a carrier which provides domestic satellite service by combining its own earth stations with satellite capacity obtained from underlying carriers. Footnote 36 has been corrected to note that Eastern Microwave has been authorized to carry, in addition to the signals noted, WOR-TV, New York, and the late-night programming of WCVB-TV, Boston.

**DATES:** Comments on Part VII due February 1, 1980 and Replies due March 14, 1980; Comments on Part XI due February 29, 1980, and Replies due March 21, 1980.

**ADDRESSES:** Federal Communications Commission, Washington, D.C. 20554.

**FOR FURTHER INFORMATION CONTACT:** Jim Keegan, Common Carrier Bureau, (202) 632-7695.

[44 FR 67445]

Released: December 4, 1979.

In the matter of: Policy and rules concerning rates for competitive common carrier services and facilities authorizations therefor, CC Docket No. 79-252.

1. A Notice of Inquiry and Proposed Rulemaking in this proceeding was released on November 2, 1979 (FCC 79-599).

2. Paragraph 22, fifth (5th) sentence is corrected to read as follows:

* * * Examples include American Satellite Corporation, which has its own transmit and receive earth stations but leases transponder space from WU, Southern Satellite Systems, Inc., United Video, Inc., and Eastern Microwave, Inc., which transmit distant television signals to cable television systems via satellite facilities of RCA Americom.

3. Footnote 36 is corrected to read as follows:

[36] *See Southern Satellite Systems, Inc.* 62 F.C.C. 2d 153 (1976); *United Video, Inc., et al.,*

69 F.C.C. 2d 1629 (1978). Also, temporary authority to carry station KTVU, San Francisco was recently granted to Satellite Communications Systems, Inc., and ASN, Inc. has been granted authority to carry the signals of WGN-TV, Chicago, KTTV-TV, Los Angeles and WOR-TV, New York. Eastern Microwave, Inc. has been authorized to carry WOR-TV, New York, WSBK-TV, Boston, Massachusetts and the late night programming of WCBS-TV, New York, and WCVB-TV, Boston.

Federal Communications Commission.

William J. Tricarico,

*Secretary.*

[FR Doc. 79-38541 Filed 12-14-79; 8:45 am]

BILLING CODE 6712-01-M

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## 47 CFR Part 73

**[BC Docket No. 79-321; RM-3442]**

## FM Broadcast Station in Marana, Ariz.; Proposed Changes in Table of Assignments

**AGENCY:** Federal Communications Commission.

**ACTION:** Notice of Proposed Rule Making.

**SUMMARY:** Action taken herein proposes the assignment of a first Class A FM channel to Marana, Arizona, in response to a petition filed by Steven Russell and Thomas Curley. The proposed channel could be used to provide a first local aural broadcast service to the community.

**DATES:** Comments must be filed on or before February 4, 1980, and reply comments on or before February 25, 1980.

**ADDRESSES:** Federal Communications Commission, Washington, D.C. 20554.

**FOR FURTHER INFORMATION CONTACT:** Mildred B. Nesterak, Broadcast Bureau, (202) 632-7792.

**SUPPLEMENTARY INFORMATION:**

Adopted: December 4, 1979.

Released: December 6, 1979.

1. *Petitioner, Proposal, Comments:* (a) A petition for rule making [1] was filed by Steven Russell and Thomas Curley ("petitioners"), proposing the assignment of Channel 252A to Marana, Arizona, as that community's first FM assignment.

(b) The channel can be assigned to Marana in compliance with the minimum distance separation requirements.

(c) Petitioners state they will file an application for use of the channel, if assigned.

2. *Community Data:* (a) *Location:* Marana, in Pima County, is located approximately 40 kilometers (25 miles) northwest of Tucson.

(b) *Population:* Marana—1,982 [2]; Pima County—351,667.[3]

(c) *Local Aural Broadcast Service:* There is no local aural broadcast service in Marana.

3. *Economic Considerations:* Petitioners state that the economy of Marana is based on agriculture and copper mining. They add that retail and service establishments also provide employment to a substantial number of the local population. Petitioners note that Marana is the headquarters of the Marana School District which has an enrollment of 3,000 students. They state that Marana is served by a weekly newspaper.

4. An initial review of the petition suggests that there may be a need for a first local aural broadcast service in Marana. The proposal is being advanced for the purpose of determining whether such an assignment is warranted. Marana is not listed in the 1970 Census which lists all incorporated communities and unincorporated communities having a population of at least 1,000. Petitioners claim that the present population of Marana is 1,982 but do not indicate the source from which this figure was obtained. It is requested that this information be furnished in comments.

5. Since Marana is located within 320 kilometers (199 miles) of the U.S.-Mexico border, Mexican concurrence to the proposal must be obtained.

6. In order to consider the possibility of assigning an FM channel to Marana, the Commission proposes to amend the FM Table of Assignments (§ 73.202(b) of the Commission's Rules), as it pertains to Marana, Arizona:

*City and Channel No.*

Marana, Ariz.; Present:—; Proposed: 252A.

7. Authority to institute rule making proceedings, showings required, cut-off procedures, and filing requirements are contained in the attached Appendix and are incorporated by reference herein. Note: A showing of continuing interest is required by paragraph 2 of the Appendix before a channel will be assigned.

8. Interested parties may file comments on or before February 4, 1980, and reply comments on or before February 25, 1980.

9. For further information concerning this proceeding, contact Mildred B. Nesterak, Broadcast Bureau, (202) 632-7792. However, members of the public should note that from the time a notice of proposed rule making is issued until the matter is no longer subject to Commission consideration or court review, all *ex parte* contacts are prohibited in Commission proceedings, such as this one, which involve channel assignments. An *ex parte* contact is a message (spoken or written) concerning the merits of a pending rule making other than comments officially filed at the Commission or oral presentation required by the Commission.

Federal Communications Commission.

Henry L. Baumann,

*Acting Chief, Policy and Rules Division, Broadcast Bureau.*

## Appendix

1. Pursuant to authority found in Sections 4(i), 5(d)(1), 303(g) and (r), and 307(b) of the Communications Act of 1934, as amended, and § 0.281(b)(6) of the Commission's Rules, it is proposed to amend the FM Table of Assignments, § 73.202(b) of the Commission's Rules and Regulations, as set forth in the *Notice of Proposed Rule Making* to which this Appendix is attached.

2. *Showings required.* Comments are invited on the proposal(s) discussed in the Notice of Proposed Rule Making to which this Appendix is attached. Proponent(s) will be expected to answer whatever questions are presented in initial comments. The proponent of a proposed assignment is also expected to file comments even if it only resubmits or incorporates by reference its former pleadings. It should also restate its present intention to apply for the channel if it is assigned, and, if authorized, to build the station promptly. Failure to file may lead to denial of the request.

3. *Cut-off procedures.* The following procedures will govern the consideration of filings in this proceeding.

(a) Counterproposals advanced in this proceeding itself will be considered, if advanced in initial comments, so that parties may comment on them in reply comments. They will not be considered if advanced in reply comments. (See § 1.420(d) of Commission Rules.)

(b) With respect to petitions for rule making which conflict with the proposal(s) in this Notice, they will be considered as comments in the proceeding, and Public Notice to this effect will be given as long as they are filed before the date for filing initial comments herein. If they are filed later than that, they will not be considered in

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[1] Public Notice of the petition was given on August 17, 1979, Report No. 1188.

[2] There is no population figure listed for Marana in the 1970 U.S. Census. Petitioners claim that the present population of the community is 1,982.

[3] Population figure taken from the 1970 U.S. Census.

connection with the decision in this docket.

4. *Comments and reply comments; service.* Pursuant to applicable procedures set out in §§ 1.415 and 1.420 of the Commission's Rules and Regulations, interested parties may file comments and reply comments on or before the dates set forth in the *Notice of Proposed Rule Making* to which this Appendix is attached. All submissions by parties to this proceeding or persons acting on behalf of such parties must be made in written comments, reply comments, or other appropriate pleadings. Comments shall be served on the petitoner by the person filing the comments. Reply comments shall be served on the person(s) who filed comments to which the reply is directed. Such comments and reply comments shall be accompanied by a certificate of service. (See § 1.420(a), (b) and (c) of the Commission Rules.)

5. *Number of copies.* In accordance with the provisions of § 1.420 of the Commission's Rules and Regulations, an original and four copies of all comments, reply comments, pleadings, briefs, or other documents shall be furnished the Commission.

6. *Public inspection of filings.* All filings made in this proceeding will be available for examination by interested parties during regular business hours in the Commission's Public Reference Room at its headquarters, 1919 M Street, N.W., Washington, D.C.

[FR Doc. 79-38560 Filed 12-14-79; 8:45 am]
BILLING CODE 6712-01-M

## INTERSTATE COMMERCE COMMISSION

### 49 CFR Parts 1300, 1303, 1304, 1306, 1307, 1308, 1310, and 1312

**[Ex Parte No. 370]**

### Tariff Improvement

**AGENCY:** Interstate Commerce Commission.

**ACTION:** Extension of time for filing public comments in this notice of proposed rulemaking.

**SUMMARY:** By this notice the Commission is extending the time for filing comments in the tariff improvement proceeding by 45 days. The extension is being granted in response to requests filed by interested persons.

**DATES:** Comments in this proceeding are due on or before January 31, 1980.

**ADDRESS:** Send comments and 10 copies, if possible, to: Secretary, Interstate Commerce Commission, Room 5356, Washington, DC 20423.

**FOR FURTHER INFORMATION CONTACT:** Martin E. Foley, (202) 275-7348.

**SUPPLEMENTARY INFORMATION:** Petitions seeking an extension of the time period for filing comments in this proceeding published at 44 FR 60122, October 18, 1979 have been received by the Commission. The petitioners seek extensions ranging from 30 to 90 days. The prior due date for comments was December 17, 1979.

The petitioners feel that the original 60-day comment period allowed in this proceeding is insufficient for the formulation of their comments. Specifically, the petitioners offer the following as reasons for an extension:

1. A report concerning the greater use of electronic technology in tariff related areas is expected to be submitted to the Board of Directors of the Transportation Data Coordinating Committee by the end of December. Time is needed to review this report and include its findings in comments to be filed in this proceeding.

2. A meeting of the Freight Forwarders Conference is scheduled for December 11, 1979. A comment due date of December 17 would not allow for the preparation of comprehensive comments which would reflect the precise position of the Conference in this proceeding.

A 90-day extension would be excessive and does not appear to be warranted. However, an extension of 45 days does appear to be appropriate.

The time for filing comments in this proceeding is extended 45 days. Comments are now due on or before January 31, 1980.

Decided: December 11, 1979.

By the Commission, Chairman O'Neal.

Agatha L. Mergenovich,

*Secretary.*

[FR Doc. 79-38781 Filed 12-14-79; 8:45 am]
BILLING CODE 7035-01-M

**DEPARTMENT OF THE INTERIOR**

**Fish and Wildlife Service**

**50 CFR Part 17**

## Endangered and Threatened Wildlife and Plants; Reproposal of Critical Habitat for the Plymouth Red-Bellied Turtle; Additional Public Meeting and Hearing, and Reopening of the Comment Period

**AGENCY:** Fish and Wildlife Service, Interior.

**ACTION:** Reopening of the comment period; notice of public meeting and hearing.

**SUMMARY:** The public comment period on the Service's reproposal of Critical Habitat for the Plymouth red-bellied turtle, *Chrysemys rubriventis bangsi*, is hereby reopened between January 10, 1980 and February 13, 1980. In addition, a public meeting and hearing will be held on this reproposal. The date, time, and place of the meeting and hearing are set forth below.

**DATES:** The Service will consider all comments on this reproposal received between January 10, 1980 and February 13, 1980. The public meeting will be held on Tuesday, January 15, 1980, from 7 to 9 p.m. and the hearing from 7 to 9 p.m. on Tuesday, January 29, 1980.

**ADDRESS:** Both the public meeting and hearing will take place at the Myles Standish Room, 2nd floor of the Plymouth Memorial Hall, 83 Court Street, Plymouth, Massachusetts.

**FOR FURTHER INFORMATION CONTACT:** For further information on the reproposal of Critical Habitat or the meeting and hearing, contact Mr. John L. Spinks, Jr., Chief, Office of Endangered Species, U.S. Fish and Wildlife Service, Washington, D.C. 20240 (703/235-2771) or the Endangered Species Staff, U.S. Fish and Wildlife Service, One Gateway Center, Suite 700, Newton Corner, Massachusetts 02158 (617-965-5100, ext. 316).

**SUPPLEMENTARY INFORMATION:** In the Federal Register of September 13, 1979, (44 FR 53422-4) the Service reproposed Critical Habitat for the Plymouth red-bellied turtle. In that document there was an announcement that a public meeting and hearing relative to that reproposal would be held on Wednesday, October 17, 1979. The meeting and hearing were held as scheduled. During the public hearing and the comment period which closed November 16, 1979, a number of requests from the public for an additional meeting and hearing were made. In the interest of insuring full public participation in the Critical Habitat designation process, the Service had decided to hold an additional meeting and hearing at the time and place specified above.

Accordingly, the comment period on the Service's proposal of September 13, 1979 (44 FR 53422-4) regarding the Plymouth red-bellied turtle is hereby opened between January 10, 1980 and February 13, 1980.

A public meeting and hearing on this proposal will be held as set forth above. All comments and statements presented at this meeting and hearing will be made part of the public record on this species and will be considered before any final decisions are made concerning the proposal.

Dated: December 7, 1979.

Robert S. Cook,

*Acting Director, Fish and Wildlife Service*

[FR Doc. 79-38504 Filed 12-14-79; 8:45 am]

BILLING CODE 4310-55-M

# Notices

Federal Register
Vol. 44, No. 243
Monday, December 17, 1979

This section of the FEDERAL REGISTER contains documents other than rules or proposed rules that are applicable to the public. Notices of hearings and investigations, committee meetings, agency decisions and rulings, delegations of authority, filing of petitions and applications and agency statements of organization and functions are examples of documents appearing in this section.

## DEPARTMENT OF AGRICULTURE

### Farmers Home Administration

### Business and Industrial Loans; Insured Loan Interest Rates

**AGENCY:** Farmers Home Administration, USDA.

**ACTION:** Notice.

**SUMMARY:** Notice is hereby given by the Farmers Home Administration that the current rate of interest for insured business and industrial loans, established pursuant to 7 CFR § 1980.423(b) is as follows: a. Insured loans to private entrepreneurs will be at the rate of eleven and five-eighths percent (11⅝%). This rate will remain in effect until a change is published in the Federal Register.

**EFFECTIVE DATE:** December 17, 1979.

**FOR FURTHER INFORMATION CONTACT:** Mr. LaVerne A. Isenberg, Room 6338, Farmers Home Administration, USDA, Washington, D.C. 20250. Phone: 202-447-2852.

Dated: November 30, 1979.

Gordon Cavanaugh,

*Administrator, Farmers Home Administration.*

[FR Doc. 79-38298 Filed 12-14-79; 8:45 am]
BILLING CODE 3410-07-M

## CIVIL AERONAUTICS BOARD

**[Docket No. 37157; Order 79-12-39]**

### Compagnie Nationale Air France (Air France) and Scandinavian Airlines System (SAS); Order Suspending and Investigating Tariffs

Adopted by the Civil Aeronautics Board at its office in Washington, D.C. on the 26th day of November, 1979; Transatlantic arbitrary fare increase proposed by Compagnie Nationale Air France Scandinavian Airlines System.

By tariff increases filed November 9, 1979, for effect December 9, 1979, Compagnie Nationale Air France (Air France) and Scandinavian Airlines System (SAS) propose an approximate 20 percent increase in their arbitrary fares, used to construct through international fares between U.S. interior points and transatlantic points over the New York gateway.[1] These carriers contend the increases are necessary to offset U.S. domestic fare increases which have been approved by the Board and are now effective in domestic tariffs.

We have decided to suspend those proposed increases that would apply to construction of through normal economy fares for those U.S. interior cities currently receiving nonstop services to France and Denmark.

Our policy objective for several years has been to seek an international fares situation in which competitive forces operate, with minimal intervention by governments, to provide consumers with as many price/quality options as possible. This can only be achieved by injecting more competition into the market. We have authorized a number of U.S. and foreign carriers to provide new direct transatlantic services not only from the traditional New York gateway but also from interior points not traditionally considered gateways. To illustrate, new direct transatlantic services are now in place between Dallas-Fort Worth and Houston, on the one hand, and Belgium, Germany, France, the Netherlands and the United Kingdom, on the other, as well as between Atlanta and Belgium, France and the United Kingdom.

Against this background, we must now question whether traditional methods of constructing through international fares from interior U.S. points, as typified in the proposal before us, now operate to the best interests of the traveling public. We acknowledge that in the past, use of an arbitrary (or proportional) fare has produced a through fare that often is lower than that produced under a strict combination of fares principle; however, this has usually been in cases where either the most direct routing is via the New York gateway or the fare from the nearest U.S. point with direct international service is itself constructed by use of an arbitrary fare. But with the fundamental changes now occurring in transatlantic service patterns, there is every indication that this proposal, by limiting construction to the New York gateway, has the effect of charging many interior point passengers excessive prices as illustrated below.

The two carriers offer nonstop transatlantic services between Chicago, Houston, and Los Angeles, on one hand, and Paris, on the other; and between Chicago, Seattle, and Los Angeles, on one hand, and Copenhagen, on the other. Yet despite the availability of such nonstop services, normal economy fares from these points are still constructed over New York by means of arbitrary fares. As a consequence, under the proposed increases, a nonstop passenger traveling from Chicago, Houston, or Los Angeles to Paris would pay a per mile fare 5 to 13 percent greater than his New York counterpart. Similarly, a nonstop passenger traveling from Chicago, Los Angeles, or Seattle to Copenhagen would pay a per mile fare that ranges from 15 to 23 percent greater.

Moreover, there is every indication the present construction techniques unduly penalize off-line, interior point normal economy fare passengers as well. Were fares to interior points receiving nonstop services established at levels equal to the fare per mile paid at New York,[2] these off-line passengers would benefit from the lowest combination of sector fares over the nearest gateway. For example, a normal economy passenger from Omaha, traveling to Paris and paying a one-way fare equal to the sum of the local fare to Chicago and a Chicago-Paris fare established in accordance with the above principle, would pay a total fare $16 less than that resulting from the traditional construction over New York. A similar passenger traveling from St. Louis to Copenhagen and paying a one-way fare established in the same manner would pay $21 less.

In view of these circumstances, we believe the present system of arbitrary fares is due for reform. These fares, we believe, should reflect the realities of the marketplace, taking into consideration direct services to interior cities, and not limit construction to a single traditional

[1] Tariff C.A.B. No. 71, Supplement No. 47, Air Tariffs Corporation, Agent.

[2] A generous assumption, actually, since pricing theory holds that per mile fares should vary inversely with distance over the range of a given aircraft type.

gateway. Several carriers have already filed such fares in a few transatlantic markets. Delta and Sabena have proportional fares on file for service over Atlanta; Braniff, for service over Dallas-Fort Worth; and British Caledonian, for service over Houston. We are encouraged by this trend which offers lower fares for interior U.S. point traffic. We urge all carriers who offer nonstop services to interior U.S. cities to file point-to-point fares for those cities receiving such service, and if competitive circumstances dictate, proportional fares for use in constructing through fares from other interior points over the nearest point receiving direct service. Meanwhile, because the present proposal has the effect of charging passengers from interior U.S. points receiving nonstop service to France and Denmark excessive fares, we will suspend, pending investigation, the proposed arbitraries insofar as they are used to construct normal economy fares for Air France between Chicago, Houston and Los Angeles, on the one hand, and Paris, on the other; and for SAS, between Chicago, Seattle, and Los Angeles, on the one hand, and Copenhagen, on the other.

Accordingly, pursuant to sections 102, 204(a), 403, 801 and 1002(j) of the Federal Aviation Act, as amended:

1. We shall institute an investigation to determine whether the fares and provisions set forth in Appendix A hereof, and rules and regulations or practices affecting such fares and provisions, are or will be unreasonable, unjustly discriminatory, unduly preferential, unduly prejudicial or otherwise unlawful; and if we find them to be unlawful, to act appropriately to prevent the use of such fares, provisions or rules, regulations, or practices;

2. Pending hearing and decision by the Board, we hereby suspend the tariff provisions specified in Appendix A and defer their use from December 9, 1979, to and including December 8, 1980, unless otherwise ordered by the Board, and shall permit no changes to be made therein during the period of suspension except by order or special permission of the Board;

3. We shall submit this order to the President[3] and it shall become effective on December 9, 1979, and

4. We shall file copies of this order in the aforesaid tariffs and serve them on Compagnie Nationale Air France and Scandinavian Airlines System.

We shall publish this order in the Federal Register.

By the Civil Aeronautics Board.

Phyllis T. Kaylor,

*Secretary.*

Appendix A.—Transatlantic Passenger Fares Tariff No. A-1, C.A.B. No. 71, Issued by Air Tariffs Corp., Agent

*In Supplement No. 47:*

1. On Page 4: The $106.00 Normal Economy Class (Y) Arbitrary between *Chicago,* Ill., and New York, N.Y., insofar as said arbitrary would apply to construct through fares:
   a. to/from Paris, France, for Compagnie Nationale Air France;
   b. to/from Copenhagen, Denmark, for Scandinavian Airlines System;
2. On Page 8: The $164.00 Normal Economy Class (Y) Arbitrary between *Houston,* Texas, and New York, New York, insofar as said arbitrary would apply to construct through fares to/from Paris, France, for Compagnie Nationale Air France;
3. On Page 10: The $267.00 Normal Economy Class (Y) Arbitrary between *Los Angeles,* California, and New York, N.Y., insofar as said arbitrary would apply to construct through fares:
   a. to/from Paris, France, for Compagnie National Air France;
   b. to/from Copenhagen, Denmark, for Scandinavian Airlines System;
4. On Page 17: The $214.00 Normal Economy Class (Y) Arbitrary between *Seattle,* Washington, and New York, N.Y., insofar as said arbitrary would apply to construct through fares to/from Copenhagen, Denmark, for Scandinavian Airlines System.

[FR Doc. 79-38565 Filed 12-14-79; 8:45 am]
BILLING CODE 6320-01-M

[3]We submitted this order to the President on November 27, 1979.

## Western Airlines, Inc; Applications for Certificates of Public Convenience and Necessity and Foreign Air Carrier Permits Filed Under Subpart Q of the Board's Procedural Regulations

Notice is hereby given that, during the week ended December 7, 1979 CAB has received the applications listed below, which requested the issuance, amendment, or renewal of certificates of public convenience and necessity or foreign air carrier permits under Subpart Q of 14 CFR Part 302.

Answers to foreign permit applications are due 28 days after the application is filed. Answers to certificate applications requesting restriction removal are due with 14 days of the filing of the application. Answers to conforming applications in a restriction removal proceeding are due 28 days after the filing of the original application. Answers to certificate applications (other than restriction removals) are due 28 days after the filing of the application. Answers to conforming applications or those filed in conjunction with a motion to modify scope are due within 42 days after the original application was filed. If you are in doubt as to the type of application which has been filed, contact the applicant, the Bureau of Pricing and Domestic Aviation (in interstate and overseas cases) or the Bureau of International Aviation (in foreign air transportation cases).

Subpart Q Applications

| Date filed | Docket No. | Description |
|---|---|---|
| Dec. 4, 1979 | 37202 | Western Air Lines, Inc., 6060 Avion Drive, Los Angeles, California 90045. Application of Western Air Lines, Inc., under Subpart Q of the Board's Procedural Regulations, pursuant to Section 401 of the Act, requests amendment of its certificate of public convenience and necessity for Route 19 so as to authorize Western to engage in nonstop air transportation between Miami, Florida, and Las Vegas, Nevada, by deletion of that city pair from the list of restricted markets in Appendix A to Western's certificate issued by Order 79-8-81, August 15, 1979. Answers may be filed by December 18, 1979. |
| Dec. 4, 1979 | 37203 | Western Air Lines, Inc., 6060 Avion Drive, Los Angeles, California 90045. Application of Western Air Lines, Inc., under Subpart Q of the Board's Procedural Regulations, pursuant to Section 401 of the Act, requests amendment of its certificate of public convenience and necessity for Route 19 so as to authorize Western to engage in nonstop air transportation between Miami, Florida, and San Antonio, Texas, by deletion of that city pair from the list of restricted markets in Appendix A to Western's certificate issued by Order 79-8-81, August 15, 1979. Answers may be filed by December 18, 1979. |
| Dec. 4, 1979 | 37204 | Western Air Lines, Inc., 6060 Avion Drive, Los Angeles, California 90045. Application of Western Air Lines, Inc., under Subpart Q of the Board's Procedural Regulations, pursuant to Section 401 of the Act, requests amendment of its certificate of public convenience and necessity for Route 19 so as to authorize Western to engage in nonstop air transportation between Orlando, Florida, and Los Angeles, California, by deletion of that city pair from the list of restricted markets in Appendix A to Western's certificate issued by Order 79-8-81, August 15, 1979. Answers may be filed by December 18, 1979. |
| Dec. 4, 1979 | 37205 | Western Air Lines, Inc., 6060 Avion Drive, Los Angeles, California 90045. Application of Western Air Lines, Inc., under Subpart Q of the Board's Procedural Regulations, pursuant to Section 401 of the Act, requests amendment of its certificate of public convenience and necessity for Route 19 so as to authorize Western to engage in nonstop air transportation between Miami, Florida, and Phoenix, Arizona, by deletion of that city pair from the list of restricted markets in Appendix A to Western's certificate issued by Order 79-8-81, August 15, 1979. Answers may be filed by December 18, 1979. |

**Subpart Q Applications**—Continued

| Date filed | Docket No. | Description |
|---|---|---|
| Nov. 30, 1979 | 37061 | Air Midwest, Inc., c/o Nathaniel P. Breed, Jr., Shaw, Pittman, Potts & Trowbridge, 1800 M Street, N.W., Washington, D.C. 20036.<br>Amendment No. 1 to the Application of Air Midwest, Inc., pursuant to Section 401(g) of the Act and Subpart Q of the Board's Procedural Regulations, Air Midwest hereby applied for amendment of its certificate of public convenience and necessity for Route 175 in the following respect:<br>To redesignate the terminal point "Kansas City, Mo." to read "Kansas City, Mo. (to be served through Kansas City International Airport)".<br>Air Midwest requests that the foregoing relief be processed by show-cause procedures, and requests final action by January 15, 1980.<br>Conforming applications and answers are due December 28, 1979. |
| Dec. 4, 1979 | 37209 | TTI Travel, Inc., c/o Howard S. Boros, Boros & Garofalo, 1120 Connecticut Avenue, N.W., Suite 460, Bender Building, Washington, D.C. 20036.<br>Application of TTI Travel, Inc., pursuant to Section 302. 1750(a)(4) of the Board's Procedural Regulations and pursuant to Section 402 of the Act requesting a foreign indirect air carrier permit for authority to engage in the indirect air transportation of passengers, as provided for in the Board's rules and regulations, between any point in the United States and any point outside thereof.<br>Answers may be filed by January 2, 1980. |
| Dec. 7, 1979 | 37237 | National Airlines, Inc., P.O. Box 592055, Airport Mail Facility, Miami, Florida 33159.<br>Application of National Airlines, Inc., under Subpart Q and Section 401 of the Act requests a certificate of public convenience and necessity authorizing it to engage in nonstop scheduled air transportation of persons, property, and mail on a permissive basis in the following markets:<br>"Between the terminal point San Diego, CA., and the terminal point San Francisco, CA."<br>Conforming Applications and Answers are due January 3, 1980. |
| Dec. 7, 1979 | 37238 | National Airlines, Inc., P.O. Box 592055, Airport Mail Facility, Miami, Florida 33159.<br>Application of National Airlines, Inc., under Subpart Q and Section 401 of the Act requests a certificate of public convenience and necessity authorizing it to engage in nonstop scheduled air transportation of persons, property, and mail on a permissive basis in the following markets:<br>"Between the terminal point Minneapolis, MN., and the terminal points Tampa, Orlando, Miami, and Ft. Lauderdale, FL."<br>Conforming Applications and Answers are due January 3, 1980. |
| Dec. 7, 1979 | 37239 | National Airlines, Inc., P.O. Box 592055, Airport Mail Facility, Miami, Florida 33159.<br>Application of National Airlines, Inc., under Subpart Q and Section 401 of the Act requests a certificate of public convenience and necessity authorizing it to engage in nonstop scheduled air transportation of persons, property, and mail on a permissive basis in the following markets:<br>"Between the terminal point Milwaukee, WI., and the terminal points New York (LaGuardia Airport), NY, New York (Kennedy Airport) NY, and Newark, NJ."<br>Conforming Applications and Answers are due January 3, 1980. |
| Dec. 7, 1979 | 37240 | National Airlines, Inc., P.O. Box 592055, Airport Mail Facility, Miami, Florida 33159.<br>Application of National Airlines, Inc., under Subpart Q and Section 401 of the Act requests a certificate of public convenience and necessity authorizing it to engage in nonstop scheduled air transportation of persons, property, and mail on a permissive basis in the following markets:<br>"Between the terminal point Denver, CO., and the terminal points Houston, TX., New York, NY. (JFK & LGA), Portland, OR., and Seattle, WA."<br>Conforming Applications and Answers are due January 3, 1980. |
| Dec. 7, 1979 | 37241 | National Airlines, Inc., P.O. Box 592055, Airport Mail Facility, Miami, Florida 33159.<br>Application of National Airlines, Inc., under Subpart Q and Section 401 of the Act requests a certificate of public convenience and necessity authorizing it to engage in nonstop scheduled air transportation of persons, property, and mail on a permissive basis in the following markets:<br>"Between the terminal point Portland, OR., and the terminal points Los Angeles, CA., and San Fancisco, CA."<br>Conforming Applications and Answers are due January 3, 1980. |

**Phillis T. Kaylor,**
*Secretary.*

[FR Doc. 79-38566 Filed 12-14-79; 8:45 am]

BILLING CODE 6320-01-M

## DEPARTMENT OF COMMERCE

### Travel Service

### Travel Advisory Board; Meeting

On December 4, 1979, notice was given in the **Federal Register** (44 FR, Page 69706), that the Travel Advisory Board would meet on January 3, 1980. Notice is hereby given that the Travel Advisory Board meeting will begin at 1:00 p.m. in Room 1858 of the Main Commerce Building, 14th Street and Constitution Avenue NW., Washington, D.C. 20230.

Establishing in July 1968, the Travel Advisory Board consists of senior representatives of 15 U.S. travel industry segments who are appointed by the Secretary of Commerce.

Members advise the Secretary of Commerce and Assistant Secretary of Commerce for Tourism on policies and programs designed to accomplish the purposes of the International Travel Act of 1961, as amended, and the Act of July 19, 1940, as amended.

Agenda items are as follows:

1. U.S. Customs presentation—"we can help each other."
2. Restructuring of the TAB in FY '81.
3. Department Orgranization Order 25-1, dated November 4, 1979.
A. Headquarters functions
B. Overseas programs
4. Market Research
5. 2nd General Assembly and 11th & 12th sessions of the Executive Council of the World Tourism Organization
U.S.-U.S.S.R. statistical discussions
6. Tourism Group—U.S. Mexico Consultative Mechanism
7. Report on DATO/ESSTO/Travel Outlook Forum meetings.
8. Trade reorganization of Department of Commerce—Transfer of Commercial Offices from State Department to Commerce
9. New business

A limited number of seats will be available to observers from the public and the press. The public will be permitted to file written statements with the Committee before or after the meeting. To the extent time is available, the presentation of oral statements will be allowed.

Sue Barbour, Travel Advisory Board liaison Officer of the United States Travel Service, Room 1858, U.S. Department of Commerce, Washington, D.C., 20230, (telephone (202) 377-4904) will respond to public requests for information about the meeting.

Lee J. Wells,

*Acting Deputy Assistant Secretary for Tourism.*

[FR Doc. 79-38505 Filed 12-14-79; 8:45 am]

BILLING CODE 3510-11-M

## COMMITTEE FOR THE IMPLEMENTATION OF TEXTILE AGREEMENTS

### Announcing Import Levels for Certain Cotton, Wool and Man-Made Fiber Textile Products From the Socialist Republic of Romania Effective January 1, 1980

December 12, 1979.

**AGENCY:** Committee for the Implementation of Textile Agreements.

**ACTION:** Establishing import levels for certain cotton, wool and man-made fiber textile products imported from Romania during the twelve-month period beginning on January 1, 1980.

**SUMMARY:** The Bilateral Cotton Textile Agreement of January 6 and 25, 1978, as amended, and the Bilateral Wool and Man-Made Fiber Textile Agreement of June 17, 1977, as amended, between the Governments of the United States and the Socialist Republic of Romania establish specific levels of restraint for certain wool and man-made fiber textile products in Categories 443, 643/644 and 645/646. The bilateral agreements also provide consultation levels for certain categories of cotton, wool and man-made fiber textile products, such as Categories 335, 338, 435/444, 634, and 647, which are not subject to specific limits and which may be increased during the year upon agreement between the two governments. In the letter published below the Chairman of the Committee for the Implementation of Textile Agreements directs the Commissioner of Customs, in accordance with the terms of the bilateral agreements, to prohibit, during the twelve-month period beginning on January 1, 1980 and extending through December 31, 1980, entry into the United States for consumption, or withdrawal from warehouse for consumption, of cotton, wool and man-made fiber textile products in Categories 335, 338, 435/444, 443, 634, 643/644, 645/646 and 647 in excess of the designated levels.

(A detailed description of the textile categories in terms of T.S.U.S.A. numbers was published in the Federal Register on January 4, 1978 (43 FR 884), as amended on January 25, 1978 (43 FR 3421), March 3, 1978 (43 FR 8828), June 22, 1978 (43 FR 26773), September 5, 1978 (43 FR 39408), January 2, 1979 (44 FR 94), March 22, 1979 (44 FR 17545), and April 12, 1979 (44 FR 21843).)

This letter and the actions taken pursuant to it are not designed to implement all of the provisions of the bilateral agreements, but are designed to assist only in the implementation of certain of their provisions.

**EFFECTIVE DATE:** January 1, 1980.

**FOR FURTHER INFORMATION CONTACT:** Shirley Hargrove, Trade and Industry Assistant, Office of Textiles, U.S. Department of Commerce, Washington, D.C. 20230 (202/377-5423).

Arthur Garel,

*Acting Chairman, Committee for the Implementation of Textile Agreements.*

December 12, 1979.

Committee for the Implementation of Textile Agreements

Commissioner of Customs, Department of the Treasury, Washington, D.C. 20229.

Dear Mr. Commissioner: Under the terms of the Arrangement Regarding International Trade in Textiles done at Geneva on December 20, 1973, as extended on December 15, 1977; pursuant to the Bilateral Cotton Textile Agreement of January 6 and 25, 1978, as amended, and the Bilateral Wool and Man-Made Fiber Textile Agreement of June 17, 1977, as amended, between the Governments of the United States and the Socialist Republic of Romania; and in accordance with the provisions of Executive Order 11651 of March 3, 1972, as amended by Executive Order 11951 of January 6, 1977, you are directed to prohibit, effective on January 1, 1980 and for the twelve-month period extending through December 31, 1980, entry into the United States for consumption and withdrawal from warehouse for consumption of cotton, wool and man-made fiber textile products in Categories 335, 338 435/444, 443, 634, 643/644, 645/646 and 647, produced or manufactured in Romania, in excess of the following level of restraint:

*Category and 12-Month Level of Restraint*

335—36,320 dozen.
338—256,000 dozen of which not more than 97,222 dozen shall be in T.S.U.S.A. numbers 380.0028, 380.0029, 380.0651 and 380.0652.
435/444—6,944 dozen.
443—7,483 dozen.
634—53,269 dozen of which not more than 16,949 dozen shall be in T.S.U.S.A. numbers 376.5609, 380.0445, 380.5168, 380.8410, 380.8416, 380.8417, and 791.7471; and not more than 36,320 dozen shall be in T.S.U.S.A. numbers 380.0405, 380.8101, 380.8109, 380.8111, and 791.7460.
643/644 pt.[1]—22,611 dozen.
643/644 pt.[2]—2,083 dozen.
645/646—149,457 dozen.
647—39,326 dozen.

In carrying out this directive, entries of cotton, wool and man-made fiber textile products in the foregoing categories, except Categories 335 and 647, produced or manufactured in the Socialist Republic of Romania, which have been exported to the United States prior to January 1, 1980, shall, to the extent of any unfilled balances, be charged against the levels of restraint established for such goods during the twelve-month period beginning on January 1, 1979 and extending through December 31, 1979. In the event the levels of restraint established for that period have been exhausted by previous entries such goods shall be subject to the levels set forth in this letter.

Cotton and man-made fiber textile products in Categories 335 and 647 which have been exported to the United States prior to January 1, 1980 shall not be subject to this directive.

Cotton and man-made fiber textile products in Categories 335 and 647 which have been released from the custody of the U.S. Customs Service under the provisions of 19 U.S.C. 1448(b) or 1484(a)(1)(A) prior to the effective date of this directive shall not be denied entry under this directive.

The levels of restraint set forth above are subject to adjustment according to the provisions of the bilateral agreements, as amended, between the Governments of the United States and the Socialist Republic of Romania, which provide, in part, that: (1) certain wool and man-made fiber textile products that are subject to specific limits may be exceeded within the applicable group limits by designated percentages to account for flexibility; (2) consultation levels may be increased upon agreement between the two governments; and (3) administrative arrangements or adjustments may be made to

[1] In Category 643/644, only T.S.U.S.A. numbers 380.0464, 380.5176, 380.8451, 380.8452, 382.0478, 382.4282, and 382.8187.

[2] In Category 643/644, all T.S.U.S.A. numbers in the category except those listed in footnote 1.

resolve minor problems arising in the implementation of the agreements. Any appropriate future adjustments under the foregoing provision of the bilateral agreements will be made to you by letter.

A detailed description of the textile categories in terms of T.S.U.S.A. numbers was published in the Federal Register on January 4, 1978 (43 FR 884), as amended on January 25, 1978 (43 FR 3421), March 3, 1978 (43 FR 8828), June 22, 1978 (43 FR 26773), September 5, 1978 (43 FR 39408), January 2, 1979 (44 FR 94), March 22, 1979 (44 FR 17545), and April 12, 1979 (44 FR 21843).

In carrying out the above directions, entry into the United States for consumption shall be construed to include entry for consumption into the Commonwealth of Puerto Rico.

The actions taken with respect to the Government of the Socialist Republic of Romania and with respect to imports of cotton, wool and man-made fiber textile products from Romania have been determined by the Committee for the Implementation of Textile Agreements to involve foreign affairs functions of the United States. Therefore, the directions to the Commissioner of Customs, which are necessary for the implementation of such actions, fall within the foreign affairs exception to the rule-making provisions of 5 U.S.C. 553. This letter will be published in the Federal Register.

Sincerely,

Arthur Garel,

*Acting Chairman, Committee for the Implementation of Textile Agreements.*

[FR Doc. 79-38588 Filed 12-14-79; 8:45 am]

BILLING CODE 3510-25-M

## DEPARTMENT OF ENERGY

### Compliance With the National Environmental Policy Act; Intent To Prepare Environmental Impact Statement (EIS)

**AGENCY:** Department of Energy.

**ACTION:** Notice of intent to prepare environmental impact statement.

**SUMMARY:** The Department of Energy (DOE) announces its intent to prepare an EIS evaluating the impact of its proposed Prohibition Order for Units 4 and 5 of the Lovett Generating Station. These electric powerplants, located in Tompkins Cove, New York, are owned and operated by Orange and Rockland Utilities, Inc., headquartered in Pearl River, New York. The Prohibition Order if finalized would prohibit the burning of petroleum or natural gas in these units. This EIS will be prepared in accordance with Section 102(2)(c) of the National Environmental Policy Act (NEPA).

All interested agencies, organizations, or persons wishing to submit comments or suggestions for consideration in connection with the preparation of the EIS are invited to do so.

DOE desires to have the benefit of the public's views as to the scope of the EIS and the significant environmental issues which it should address. Such comments may be expressed in writing or at a meeting which will be held for this purpose on January 11, 1980, in Room 305 A-B-C, at 26 Federal Plaza, New York, New York. The meeting is scheduled to begin at 10:00 a.m. and may continue until 5:00 p.m. If public interest warrants, the meeting will extend into the evening hours.

In order for DOE to better gauge public interest in this EIS, those planning to attend the meeting and present information should contact Mr. Steven E. Ferguson, Chief, Environmental Analysis Branch, Office of Fuels Conversion, Economic Regulatory Administration, Department of Energy, 2000 M Street, N.W., Room 3322-D, Washington, D.C. 20461, telephone (202) 634-6523.

Upon completion of the Draft EIS, its availability will be announced in the Federal Register, at which time comments will be solicited.

Written comments should be transmitted to Steven E. Ferguson (address above), by February 1, 1980.

For general information on the EIS process, contact: Robert J. Stern, Acting Director, Division of NEPA Affairs, Department of Energy, 100 Independence Avenue, S.W., Washington, D.C. 20585, (202) 252-4600.

**SUPPLEMENTARY INFORMATION:** On October 29, 1979, ERA published a proposed Prohibition Order for Units 4 (197 MW) and 5 (202 MW) of the Lovett Generating Station, in the Federal Register (44 FR 61989). The order, if finalized, would prohibit the two units from burning natural gas or petroleum as their primary energy source. The proposed Prohibition Order was based on ERA's finding that these powerplants have or previously had the technical capability to use an alternate fuel (coal) as a primary energy source. This finding was based on the information that the powerplants were designed and constructed to burn coal as a primary energy source and burned coal during 1969 and part of 1974.

*Environmental Impact Statement*

An EIS will be prepared in order to conduct a comprehensive analysis of the environmental impacts of ERA's action in issuing a final order prohibiting Units 4 and 5 at the Lovett Generating Station from burning natural gas or petroleum as primary fuels. This analysis will discuss the environmental consequences of the proposal and alternatives including the environmental impacts of burning coal or other alternative fuels as primary fuels. Among the impacts to be discussed are air quality, water quality, solid waste generation and disposal, and transportation and storage of fuel, as well as other impacts determined to be potentially significant during the public comment process. In addition, the EIS will evaluate methods of meeting the requirement of the Clean Air Act, Federal Water Pollution Control Act, Resource Conservation and Recovery Act, and other relevant environmental statutes.

*Scoping Meeting*

DOE desires to know what the public considers to be the major environmental issues associated with prohibiting Lovett Units 4 and 5 from burning natural gas or petroleum as their primary energy source. The meeting on January 11, 1980, will be held to receive comments on the structure of the EIS, anticipated energy/environmental problems, actions that might be taken to address them, and reasonable alternatives which should be considered.

If possible, those planning to present information at the meeting should notifiy Mr. Ferguson. Participants are encouraged to submit to Mr. Ferguson, in advance, their intent to participate and copies of any written material. However, public participation is encouaged even without the advance submission of written material. All comments or suggestions made at the meeting will be carefully considered, as well as written material submitted until February 1, 1980. Attendees at the meeting will be asked to register.

Questions regarding the meeting should be addressed to Mr. Ferguson.

Issued in Washington, D.C., December 13, 1979.

Ruth C. Clusen,

*Assistant Secretary for Environment.*

[FR Doc. 79-38778 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

### Compliance With the National Environmental Policy Act; Intent To Prepare Environmental Impact Statement (EIS)

**AGENCY:** Department of Energy.

**ACTION:** Notice of intent to prepare environmental impact statements.

**SUMMARY:** The Department of Energy (DOE) announces its intent to prepare two EISs evaluating the impact of its Proposed Prohibition Orders for the Arthur Kill (units 20 and 30) and the Ravenswood (units 30N and 30S) Generating Stations. Arthur Kill is

located on Staten Island, New York City; Ravenswood is located in Queens, New York City, and both are owned and operated by the Consolidated Edison Company of New York. The Prohibition Orders, if finalized, would prohibit the burning of petroleum or natural gas in these units. One EIS will be prepared for each generating station with cumulative impacts addressed in each document, where appropriate. These EISs will be prepared in accordance with Section 102(2)(c) of the National Environmental Policy Act (NEPA).

All interested agencies, organizations, and persons wishing to submit comments or suggestions for consideration in connection with the preparation of this EIS are invited to do so.

DOE desires to have the benefit of the public's views as to the scope of the EISs and the significant environmental issues which each should address. Such comments may be expressed in writing and/or at a meeting which will be held for this purpose on January 10, 1980, in Room 305 A-B-C at the Federal Building, 26 Federal Plaza, New York, New York. The meeting is scheduled to begin at 9 a.m. and may continue until 4 p.m. If the public interest warrants, the meeting will extend into the evening hours.

In order for DOE to better gauge public interest in these EISs, those planning to attend the meeting and present information should contact Mr. Steven E. Ferguson, Chief, Environmental Analysis Branch, Office of Fuels Conversion, Economic Regulatory Administration, Department of Energy, 2000 M Street, N.W., Room 3322, Washington, D.C. 20461, telephone (202) 634-6523. Upon completion of each draft EIS, its availability will be announced in the Federal Register.

Written comments should be transmitted to Steven E. Ferguson (address above) by February 1, 1980.

For general information on the EIS process, contact: Robert J. Stern, Acting Director, Divison of NEPA Affairs, Office of the Assistant Secretary for Environment, Department of Energy, 1000 Independence Avenue, S.W., Washington, D.C. 20585, (202) 252-4600.

**SUPPLEMENTARY INFORMATION:** On August 29, 1979, ERA published proposed Prohibition Orders for both the Ravenswood Generating Station (powerplants 30 N with 464 MW, and 30 S with 464 MW) and the Arthur Kill Generating Station (powerplants 20 with 335 MW, and 30 with 491 MW) in the Federal Register. (44 FR 50638, and 44 FR 50636, respectively). The orders, if finalized, would prohibit these units from burning natural gas or petroleum as their primary energy source. The proposed prohibition orders were based on ERA findings that these powerplants have, or previously had, the technical capability to use an alternate fuel (coal) at their primary energy source. These findings were based on the information that the powerplants were designed and constructed to burn coal as a primary energy source and burned coal during 1971.

*Environmental Impact Statement*

The EIS will present a comprehensive analysis of the environmental impact of ERA's proposed action to issue a final order prohibiting Arthur Kill Units 20 and 30 and Ravenswood Units 30N and 30S from burning natural gas or petroleum as primary fuels. These analyses will discuss the environmental consequences of the proposal and alternatives, including the environmental impacts of burning coal or other fuels as primary fuels. Among the impacts to be discussed are air quality, water quality, solid waste generation and disposal, and transportation and storage of fuel, as well as other impacts determined to be potentially significant during the public comment process. In addition, the EIS will evaluate methods of meeting the requirements of the Clearn Air Act, Federal Water Pollution Control Act, Resource Conservation and Recovery Act, and other relevant environmental statutes.

*Scoping Meeting*

DOE desires to know what the public considers to be the major environmental issues associated with prohibiting Arthur Kill Units 20 and 30 and Ravenswood Units 30N and 30S from burning natural gas or petroleum as their primary energy source. The meeting on January 10, 1980, will be held to receive comments on the structure of the EISs, anticipated energy/environmental problems, actions that might be taken to address them, and reasonable alternatives which should be considered.

If possible, those planning to present information at the meeting should notify Mr. Ferguson. Participants are encouraged to submit to Mr. Ferguson, in advance, their intent to participate, and copies of any written material. However, public participation is encouraged even without the advance submission of written material. All comments or suggestions made at the meeting will be carefully considered in the preparation of the draft EIS, as well written material submitted until February 1, 1980. Attendees at the meeting will be asked to register.

Questions regarding the meeting should be addressed to Mr. Ferguson.

Issued in Washinton, D.C., December 13, 1979.

Ruth C. Clusen,

*Assistant Secretary for Environment.*

[FR Doc. 79-38780 Filed 12-14-79; 8:45 am]
BILLING CODE 6450-01-M

## Economic Regulatory Administration

## Beacon Oil Co.; Consent Order

**AGENCY:** Economic Regulatory Administration, Department of Energy.

**ACTION:** Notice of action taken on Consent Order.

**SUMMARY:** Pursuant to 10 CFR 205.199J, the Economic Regulatory Administration (ERA) of the Department of Energy (DOE) hereby gives notice of final action taken on a Consent Order. Under the terms of 10 CFR 205.199J(c), no Consent Order involving sums in excess of $500,000 shall become effective until ERA publishes notice of its execution and solicits and considers public comments with respect to its terms.

On October 12, 1979, ERA published notice of a Proposed Consent Order which was executed by the Office of Enforcement of the ERA and Beacon Oil Company (44 FR 58950). With that notice, and in accordance with 10 CFR 205.199J, ERA invited interested persons to comment on the Proposed Consent Order. Also in that notice, interested persons who believe that they have a claim to all or a portion of certain refund amounts, as described in the notice, were instructed to provide written notification to ERA.

Approximately ninety-five persons submitted written notifications of claim; five of those notifications contained comments on the terms, conditions, or procedural aspects of the Consent Order. All five persons commenting stated a preference that refund amounts due them be made in the form of lump-sum cash payments, rather than in the form of payments that could extend over a period of time of up to eighteen months in length. ERA, while appreciative of this preference, must, however, also consider the need for Beacon to continue its business functions in an orderly fashion. A

remedial program occurring over a period of time approximately equal in length to the time over which Beacon received the refundable dollar amounts reconciles these two conflicting objectives.

ERA has concluded that the Consent Order as executed on September 10, 1979 between ERA and Beacon is an appropriate resolution of the compliance proceedings described in the notice published October 12, 1979, and hereby gives notice that the Consent Order shall become effective as proposed, without modification, on December 17, 1979.

Issued in Washington, D.C., November 28, 1979.

**Robert D. Gerring,**

*Director, Program Operations Division, Economic Regulatory Administration.*

[FR Doc. 79-38489 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

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**[ERA Docket No. 79-CERT-102]**

## Consolidated Edison Co. of New York, Inc.; Certification of Eligible Use of Natural Gas To Displace Fuel Oil

Consolidated Edison Company of New York, Inc. (Con Ed) filed an application for certification of an eligible use of natural gas to displace fuel oil at its Astoria, East River, Narrows, Ravenswood, Waterside, and 60th Street steam and electric generating facilities in New York City with the Administrator of the Economic Regulatory Administration (ERA) pursuant to 10 CFR Part 595 on October 5, 1979. Notice of that application was published in the **Federal Register** (44 FR 65431, November 13, 1979) and an opportunity for public comment was provided for a period of ten (10) calendar days from the date of publication (December 27, 1979). No comments were received.

The ERA has carefully reviewed Con Ed's application in accordance with 10 CFR Part 595 and the policy considerations expressed in the Final Rulemaking Regarding Procedures for Certification of the Use of Natural Gas to Displace Fuel Oil (44 FR 47920, August 16, 1979). The ERA has determined that Con Ed's application satisfies the criteria enumerated in 10 CFR Part 595, and, therefore, has granted the certification and transmitted that certification to the Federal Energy Regulatory Commission. A copy of the transmittal letter and the actual certification are appended to this notice.

Issued in Washington, D.C., on December 7, 1979.

**Doris J. Dewton,**

*Assistant Administrator, Office of Petroleum Operations, Economic Regulatory Administration.*

**Appendix I**

December 11, 1979.

Mr. Kenneth F. Plumb,

*Secretary, Federal Energy Regulatory Commission, 825 North Capitol Street, N.E., Washington, D.C. 20426.*

Re: ERA Certification of Eligible Use, ERA Docket No. 79-CERT-102, Consolidated Edison Company of New York, Inc.

Dear Mr. Plumb: Pursuant to the provisions of 10 CFR Part 595, I am hereby transmitting to the Commission the enclosed certification of an eligible use of natural gas to displace fuel oil. This certification is required by the Commission as a precondition to interstate transportation of fuel oil displacement gas in accordance with the authorizing procedures in 18 CFR Part 284, Subpart F. As noted in the certificate, it is effective for one year from the date of issuance, unless a shorter period of time is required by 18 CFR Part 284, Subpart F. A copy of the enclosed certification is also being published in the **Federal Register** and provided to the applicant.

Should the Commission have any further questions, please contact Mr. Finn K. Neilsen, Director, Import/Export Division, Economic Regulatory Administration, 2000 M Street, NW., Room 4126, Washington, D.C. 20461, telephone (202) 254-8202. All correspondence and inquiries regarding this certification should reference ERA Docket No. 79-CERT-102.

Sincerely,

Doris J. Dewton,

*Assistant Administrator, Office of Petroleum Operations, Economic Regulatory Administration.*

Enclosure.

**[ERA Docket No. 79-CERT-102]**

**Certification by the Economic Regulatory Administration to the Federal Energy Regulatory Commission of the Use of Natural Gas for Fuel Oil Displacement by the Consolidated Edison Co. of New York, Inc.**

*Application for Certification*

Pursuant to 10 CFR Part 595, Consolidated Edison Company of New York, Inc. (Con Ed) filed an application for certification of an eligible use of up to 150,000 Mcf of natural gas per day at its Astoria, East River, Narrows, Ravenswood, Waterside, and 60th Street steam and electric generating facilities in New York City, with the Administrator of the Economic Regulatory Administration (ERA) cn October 5, 1979. The application states that the eligible seller of the gas is Consumers Power Company (Consumers) and that the gas will be transported by the Trunkline Gas Company, the Transcontinental Gas Pipe Line Corporation, and the Texas Eastern Transmission Corporation. The application and supplemental information indicate that the use of this natural gas is estimated to displace up to 2,942,000 barrels of residual fuel oil (0.3 percent sulfur) for the period October 1, 1979 to June 1, 1980. The application also indicates that neither the gas or the displaced fuel oil will be used to displace coal in the applicant's facilities.

*Certification*

Based upon a review of the information contained in the application, as well as other information available to ERA, the ERA hereby certifies, pursuant to 10 CFR Part 595, that the use of up to 150,000 Mcf of natural gas per day at Con Ed's Astoria, East River, Narrows, Ravenswood, Waterside, and 60th Street steam and electric generating facilities purchased from Consumers is an eligible use of gas within the meaning of 10 CFR Part 595.

*Effective Date*

This certification is effective upon the date of issuance, and expires one year from that date, unless a shorter period of time is required by 18 CFR Part 284, Subpart F. It is effective during this period of time for the use of up to the same certified volume of natural gas at the same facilities purchased from the same eligible seller.

Issued in Washington, D.C., on December 7, 1979.

Doris J. Dewton,

*Assistant Administrator, Office of Petroleum Operations, Economic Regulatory Administration.*

[FR Doc. 79-38493 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

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## E.D.G., Inc. (Formerly Named Edgington Oil Co.); Action Taken on Consent Order

Pursuant to 10 CFR 205.199J, the Economic Regulatory Administration (ERA) of the Department of Energy (DOE) as successor to the Federal Energy Administration (FEA) hereby gives notice of final action taken on a Consent Order. Under the terms of 10 CFR 205.197(c), no Consent Order involving sums in excess of $500,000 shall became effective until ERA publishes notice of its execution and solicits and considers public comments with respect to its terms.

On October 5, 1979, ERA published a notice of a Proposed Consent Order which was executed between the Trustees for the benefit of the former shareholders of E.D.G., Inc., formerly named Edgington Oil Company (E.D.G.) and the Office of Enforcement of the ERA (44 FR 57468, October 5, 1979). With that notice, and in accordance with 10 CFR 205.199J, ERA invited interested persons to comment on the proposed Consent Order.

Also, in that notice, and in accordance with 10 CFR 205.283, interested parties who believe that they have a claim to all or a portion of the refund were

instructed to provide written notification to ERA.

Several parties submitted written notification of claims; however, no comments on the terms, conditions or procedural aspects of the Consent Order were received. Therefore, ERA has concluded that the Consent Order as executed between ERA and E.D.G. is an appropriate resolution of the compliance proceedings described in the notice published October 5, 1979 and hereby gives notice that the Consent Order shall become effective as proposed, without modification, on December 10, 1979.

Issued in Washington, D.C. on the 7th day of December 1979.

Robert D. Gerring,

*Director, Program Operations Division, Economic Regulatory Administration.*

[FR Doc. 79-38491 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

## Issuance of Presidential Permit for 230 kV International Interconnection, PP-64: Basin Electric Power Cooperative

**AGENCY:** Department of Energy, Economic Regulatory Administration.

**ACTION:** Notice of Issuance of Presidential Permit for 230 kV International Interconnection, PP-64: Basin Electric Power Cooperative.

**SUMMARY:** The Department of Energy (DOE) gives notice of the issuance of a Presidential Permit, PP-64, to Basin Electric Power Cooperative for a 230 kV International Interconnection at the United States-Canadian Border.

**FOR FURTHER INFORMATION CONTACT:** James M. Brown, Jr., System Reliability and Emergency Response Branch, Department of Energy, Room 4110, 2000 M Street, N.W., Washington, D.C. 20461, (202) 254-8247; and Lise Courtney M. Howe, Office of General Counsel, Department of Energy, Room 5E-064, Forrestal Building, 1000 Independence Avenue, S.W., Washington, D.C. 20585 (202) 252-2900.

**SUPPLEMENTARY INFORMATION:** On July 24, 1979, Basin Electric Power Cooperative (Basin) applied to the Economic Regulatory Administration (ERA) for authorization, pursuant to Executive Order No. 10485, as amended by Executive Order No. 12038, to construct, connect, operate and maintain an international interconnection at a point on the United States-Canadian border forty-five miles due north of Tioga, North Dakota. The three-phase, 60 hertz, 230 kilovolt overhead transmission line, which is approximately 135 miles in length, will interconnect with a similar transmission line owned and operated by the Saskatchewan Power Corporation. Basin also applied to the Rural Electrification Administration (REA) for a loan guarantee in order to construct this line.

On September 14, 1979, the Department of Energy adopted the environmental impact statement on this project, which was prepared by REA as lead agency, pursuant to an agreement between REA and DOE. REA issued a notice of availability of the final environmental impact statement on September 25, 1979 (44 F.R. 55221).

The Secretary of State by letter dated October 24, 1979 and the Secretary of Defense by letter dated November 21, 1979 favorably recommended that the permit be granted.

Upon consideration of the matter, ERA found that issuance of the Permit was appropriate and consistent with the public interest. Accordingly, the Administrator of ERA issued the Permit on November 30, 1979 authorizing Basin Electric Power Cooperative to construct, connect, operate and maintain an electric transmission facility at the United States-Canadian border.

Copies of the order and the record of decision, which also was signed by the administrator on November 30, 1979, are on file with ERA and upon request will be made available for public inspection and copying at the ERA Docket Room, Room B-210, 2000 M Street, N.W., Washington, D.C. and at the System Reliability and Emergency Response Branch, Room 4110, 2000 M Street, N.W., Washington, D.C.

Issued in Washington, D.C., December 10, 1979.

Jerry L. Pfeffer,

*Assistant Administrator for Utility Systems, Economic Regulatory Administration.*

[FR Doc. 79-38492 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

## PGP Gas Products, Inc.; Action Taken on Consent Order

Pursuant to 10 CFR 205.199J, the Economic Regulatory Administration (ERA) of the Department of Energy (DOE) hereby gives notice of final action taken on a Consent Order. Under the terms of 10 CFR 205.199J(c), no Consent Order involving sums in excess of $500,000 shall become effective until ERA publishes notice of its execution and solicits and considers public comments with respect to its terms.

On October 24, 1979, ERA published a notice of a Proposed Consent Order which was executed between PGP Gas Products, Inc. and the ERA (44 FR 61242, October 24, 1979). With that notice, and in accordance with 10 CFR 205.199J, ERA invited interested persons to comment on the proposed Consent Order. Also, in that notice, and in accordance with 10 CFR 205.283, interested parties who believe that they have a claim to all or a portion of the refund were instructed to provide written notification to ERA.

One party submitted written notification of claim; however, no comments on the terms, conditions or procedural aspects of the Consent Order were received. Therefore, ERA has concluded that the Consent Order as executed between ERA and PGP Gas Products, Inc. is an appropriate resolution of the compliance proceedings decribed in the notice published October 24, 1979, and hereby gives notice that the Consent Order shall become effective as proposed, without modification, on December 11, 1979.

Issued in Dallas, Texas, this 27th day of November, 1979.

Wayne I. Tucker,

*District Manager, Southwest District Enforcement, Economic Regulatory Administration.*

[FR Doc. 79-38490 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

[ERA Docket No. 79-CERT-105]

## United States Steel Corp.; Certification of Eligible Use of Natural Gas To Displace Fuel Oil

United States Steel Corporation (USSC) filed an application for certification of an eligible use of natural gas to displace fuel oil at its Minntac facility in Mt. Iron, Minnesota, with the Administrator of the Economic Regulatory Administration (ERA), pursuant to 10 CFR Part 595 on October 9, 1979. Notice of that application was published in the Federal Register (44 FR 65432, November 13, 1979) and an opportunity for public comment was provided for a period of ten (10) calendar days from the date of publication (December 27, 1979). No comments were received.

The ERA has carefully reviewed USSC's application in accordance with the 10 CFR Part 595 and the policy considerations expressed in the Final Rulemaking Regarding Procedures for Certification of the Use of Natural Gas to Displace Fuel Oil (44 FR 47920, August 16, 1979). The ERA has determined that USSC's application satisfied the criteria enumerated in 10 CFR Part 595, and, therefore, has granted the certification and transmitted that certification to the Federal Energy

Regulatory Commission. A copy of the transmittal letter and the actual certification are appended to this notice.

Issued in Washington, D.C., on December 7, 1979.

Doris J. Dewton

*Assistant Administrator, Office of Petroleum Operations, Economic Regulatory Administration.*

December 11, 1979.

Re ERA Certification of Eligible Use, ERA Docket No. 79–CERT–105, United States Steel Corporation.

Mr. Kenneth F. Plumb,

*Secretary, Federal Energy Regulatory Commission, 825 North Capitol Street, NE., Washington, D.C.*

Dear Mr. Plumb: Pursuant to the provisions of 10 CFR Part 595, I am hereby transmitting to the Commission the enclosed certification of an eligible use of natural gas to displace fuel oil. This certification is required by the Commission as a precondition to interstate transporation of fuel oil displacement gas in accordance with the authorizing procedures in 18 CFR Part 284, Subpart F. As noted in the certificate, it is effective for one year from the date of issuance, unless a shorter period of time is required by 18 CFR Part 284, Subpart F. A copy of the enclosed certification is also being published in the Federal Register and provided to the applicant.

Should the Commission have any further questions, please contact Mr. Finn K. Neilsen, Director, Import/Export Division, Economic Regulatory Administration, 2000 M Street, N.W., Room 4126, Washington, D.C. 20461, telephone (202) 254–8202. All correspondence and inquiries regarding this certification should reference ERA Docket No. 79–CERT–105.

Sincerely,

Doris J. Dewton,

*Assistant Administrator, Office of Petroleum Operations, Economic Regulatory Administration.*

Enclosure.

ERA Docket No. 79–CERT–105

**Certification by the Economic Regulatory Administration to the Federal Energy Regulatory Commission of the Use of Natural Gas for Fuel Oil Displacement by the United States Steel Corp.**

*Application for Certification*

Pursuant to 10 CFR Part 595, United States Steel Corporation (USSC) filed an application for certification of an eligible use of 1.5 Bcf of natural gas at its Minntac facility in Mt. Iron, Minnesota, with the Administrator of the Economic Regulatory Administration (ERA) on October 9, 1979. The application states that the eligible seller of the gas is Channel Industries Gas Company (Channel) and that the gas will be transported by Tenngasco, Incorporated, the Northern Natural Gas Company, the Peoples Natural Gas Division of Northern Natural Gas Company, and the Oasis Pipe Line Company. The application and supplemental information indicate that the use of this natural gas is estimated to displace 264,500 barrels of No. 2 fuel oil (low sulfur) at the Minntac facility between November 1, 1979 and May 31, 1980. The application also indicates that neither the gas nor the displaced fuel oil will be used to displace coal in the applicant's facilities.

*Certification*

Based upon a review of the information contained in the application, as well as other information available to ERA, the ERA hereby certifies, pursuant to 10 CFR Part 595, that the use of 1.5 Bcf of natural gas at USSC's Minntac facility purchased from Channel is an eligible use of gas within the meaning of 10 CFR Part 595.

*Effective Date*

This certification is effective upon the date of issuance, and expires one year from that date, unless a shorter period of time is required by 18 CFR Part 284, Subpart F. It is effective during this period of time for the use of up to the same certified volume of natural gas at the same facility purchased from the same eligible seller.

Issued in Washington, D.C., on December 7, 1979.

Doris J. Dewton,

*Assistant Administrator, Office of Petroleum Operations, Economic Regulatory Administration.*

[FR Doc. 78–38494 Filed 12–14–79; 8:45 am]

BILLING CODE 6450–01–M

**[ERA Dockets Nos. 50868–2444–02–41, 50868–2444–02–41, 50868–2444–03–41, 50868–2444–04–41, 50868–2444–05–41, 50868–2444–06–41, and 50868–2444–07–41]**

## El Paso Electric Co.; Petition for Temporary Public Interest Exemptions

The Economic Regulatory Administration (ERA) of the Department of Energy hereby issues this Decision and Order granting temporary public interest exemptions from the prohibitions of Section 301(a) (2) and (3) of the Powerplant and Industrial Fuel Use Act of 1978 (FUA or the Act), 42 U.S.C. 8301 *et seq.* This Decision and Order is issued pursuant to Section 311(e) of FUA, 10 CFR 501.68 and 10 CFR 508 to the El Paso Electric Company (petitioner).

The petitioner filed for these temporary public interest exemptions pursuant to 10 CFR 508 (Exemption for Use of Natural Gas by Existing Powerplants Under the Powerplant and Industrial Fuel Use Act of 1978, April 9, 1979, 44 FR 21230, hereafter referred to as the Special Rule) with ERA on May 7, 1979. Notice of the petition and a proposed order granting these temporary exemptions was published in the June 1, 1979, Federal Register (44 FR 31677) with a request for public comments relating to the petition and the proposed order. Upon review of the public comments and the purposes of FUA, ERA has determined to grant the requested temporary public interest exemptions.

Based on the information provided by the petitioner, the powerplants listed in the table below are either prohibited by Section 301(a)(2) of FUA from using natural gas as a primary energy source or are prohibited from using natural gas as a primary energy source in excess of the average base year proportion allowed in Section 301(a)(3) of the Act. These temporary exemptions will allow these units to burn natural gas, notwithstanding the prohibitions of Section 301(a) (2) and (3) of FUA, to displace consumption of low sulfur residual fuel oil. The estimated amount and sulfur content of fuel oil to be displaced on a daily basis are as follows:

| Generating station | Powerplant identification No. | Low sulfur residual fuel oil (barrels) | Percent sulfur content |
|---|---|---|---|
| Rio Grande (Sunland Park, N. Mex.). | 2 | 1.5 | 0.45 |
| | 3 | 6.4 | .45 |
| | 4 | 27.8 | .45 |
| | 5 | 45.2 | .45 |
| | 6 | 219.8 | .45 |
| | 7 | 268.6 | .45 |

These powerplants will burn an estimated 3,804,030 MCF of natural gas annually which will result in an estimated displacement of 569.3 barrels of low sulfur residual fuel oil per day (207,789 barrels annually).

### Statement of Reasons

Because petroleum products are in short supply, there is an urgent need to use these natural resources wisely.

To the extent that the near-term choice of fuels for certain existing powerplants is limited to petroleum or natural gas, the use of natural gas is preferred over petroleum. The use of natural gas in these powerplants will be a significant step toward reducing our short-term oil consumption and will help the United States reduce its dependence on imported petroleum. This increased use of natural gas will also protect the Nation from the effects of any oil shortages, and will cushion the impact of increasing world oil prices, which have a detrimental effect on the Nation's balance of payments and domestic inflation rate.

To the extent that increased use of natural gas will accomplish these goals, it will reduce the importation of petroleum and further the goal of national energy self-sufficiency.

The petitioner has demonstrated that these powerplants, for which it is requesting temporary exemptions, are existing units that are either prohibited from using natural gas as a primary

energy source by Section 301(a)(2) of FUA, or prohibited from using natural gas in excess of the average base year proportion allowed in Section 301(a)(3) of FUA. The petitioner has also shown that the proposed use of natural gas as a primary energy source, to the extent that such use would be prohibited by Section 301(a)(2) or (3) of FUA, will displace consumption of low sulfur residual fuel oil, and will not displace the use of coal or any other alternate fuel in any facility of the petitioner's utility system, including the powerplants for which these temporary exemptions are issued.

By establishing these facts the petitioner has met the eligibility criteria set out in Section 508.2 of the Special Rule. Since the increased use of natural gas is in keeping with the purposes of FUA and is in the public interest, and since the petitioner has demonstrated that it has met the eligibility criteria, ERA is granting these temporary exemptions.

### Duration of Temporary Exemptions

ERA grants these temporary public interest exemptions for an initial period from the effective date of this Decision and Order until December 31, 1981. These exemptions will be automatically extended for an additional three year period upon written acceptance by ERA of a conservation plan pursuant to the third term and condition set forth below in this Decision and Order. The temporary exemptions are subject to termination by ERA, upon six months written notice, if ERA determines such termination to be in the public interest.

### Effective Date of Decision and Order

This Decision and Order shall become effective on the sixtieth calendar day following publication in the Federal Register in accordance with Section 702(a) of FUA. However, in accordance with the policy set forth in the notice implementing this Special Rule (44 FR 21230) ERA will take no action with respect to any natural gas used by these exempted powerplants between May 8, 1979, the effective date of FUA, and the date this Decision and Order becomes effective.

### Terms and Conditions

Pursuant to Section 314 of FUA and 10 CFR 508.6, these temporary exemptions granted under this Decision and Order are conditioned upon, and shall remain in effect so long as the petitioner, its successors and assigns, complies with the following terms and conditions:

(1) Petitioner will report to ERA for the period from May 8, 1979, through December 31, 1979, and for each subsequent six-month period thereafter the actual monthly volumes of natural gas consumed in the exempted powerplants, and an estimate of the number of barrels of each type of fuel oil displaced.

(2) Petitioner will submit to ERA, within one year after the date this Decision and Order is issued, a system-wide fuel conservation plan to include the initial period covered by these temporary exemptions, including the means by which the petitioner will measure progress in implementing this plan, or

(3) If the petitioner seeks to have the exemptions automatically extended, the fuel conservation plan must cover both the initial period covered by these temporary exemptions and the additional three year period, including the means by which the petitioner will measure progress in implementing this plan.

(4) Petitioner will submit annually to ERA, commencing with the calendar year ending December 31, 1980, a report on progress achieved in implementing the pertinent fuel conservation plan.

Issued in Washington, D.C. on December 11, 1979.

Robert L. Davies,

*Assistant Administrator, Office of Fuels Conversion, Economic Regulatory Administration.*

[FR Doc. 79-38571 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

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[ERA Dockets Nos. 54015-2390-05-41, 54015-2390-07-41, and 54015-2390-08-41]

## Jersey Central Power & Light Co.; Petition for Temporary Public Interest Exemptions

The Economic Regulatory Administration (ERA) of the Department of Energy hereby issues this Decision and Order granting temporary public interest exemptions from the prohibitions of Section 301(a) (2) and (3) of the Powerplant and Industrial Fuel Use Act of 1978 (FUA or the Act), 42 U.S.C. 8301 *et seq.* This Decision and Order is issued pursuant to Section 311(e) of FUA, 10 CFR 501.68 and 10 CFR 508 to the Jersey Central Power and Light Company (petitioner).

The petitioner filed for these temporary public interest exemptions pursuant to 10 CFR 508 (Exemption for Use of Natural Gas by Existing Powerplants Under the Powerplant and Industrial Fuel Use Act of 1978, April 9, 1979, 44 FR 21230, hereafter referred to as the Special Rule) with ERA on April 19, 1979. Notice of the petition and a proposed order granting these temporary exemptions was published in the May 11, 1979, Federal Register (44 FR 27668) with a request for public comments relating to the petition and the proposed order. Upon review of the public comments and the purposes of FUA, ERA has determined to grant the requested temporary public interest exemptions.

Based on the information provided by the petitioner, the powerplants listed in the table below are either prohibited by Section 201(a)(2) of FUA from using natural gas as a primary energy source or are prohibited from using natural gas as a primary energy source in excess of the average base year proportion allowed in Section 301(a)(3) of the Act. These temporary exemptions will allow these units to burn natural gas, notwithstanding the prohibitions of Section 301(a) (2) and (3) of FUA, to displace consumption of low sulfur residual fuel oil. The estimated amount and sulfur content of fuel oil to be displaced on a daily basis are as follows:

| Generating Station | Powerplant Identification No. | Low sulfur residual fuel oil (barrels) | Percent sulfur content |
|---|---|---|---|
| Sayreville (Sayreville, N.J.). | 5 | 44.7 | 0.3 |
| | 7 | 704.1 | 0.2 |
| | 8 | 484.9 | 0.3 |

These powerplants will burn an estimated 2,878,000 MCF of natural gas annually which will result in an estimated displacement of 1233.7 barrels of low sulfur residual fuel oil per day (450,300 barrels annually).

### Statement of Reasons

Because petroleum products are in short supply, there is an urgent need to use these natural resources wisely.

To the extent that the near-term choice of fuels for certain existing powerplants is limited to petroleum or natural gas, the use of natural gas is preferred over petroleum. The use of natural gas in these powerplants will be a significant step toward reducing our short-term oil consumption and will help the United States reduce its dependence on imported petroleum. This increased use of natural gas will also protect the Nation from the effects of any oil shortages, and will cushion the impact of increasing world oil prices, which have a detrimental effect on the Nation's balance of payments and domestic inflation rate.

To the extent that increased use of natural gas will accomplish these goals, it will reduce the importation of petroleum and further the goal of national energy self-sufficiency. The petitioner has also shown that the proposed use of natural gas as a primary

energy source, to the extent that such use would be prohibited by Section 301(a) (2) or (3) of FUA, will displace consumption of low sulfur residual fuel oil, and will not displace the use of coal or any other alternate fuel in any facility of the petitioner's utility system, including the powerplants for which these temporary exemptions are issued.

By establishing these facts the petitioner has met the eligibility criteria set out in Section 508.2 of the Special Rule. Since the increased use of natural gas is in keeping with the purposes of FUA and is in the public interest, and since the petitioner has demonstrated that it has met the eligibility criteria, ERA is granting these temporary exemptions.

**Duration of Temporary Exemptions**

ERA grants these temporary public interest exemptions for an initial period from the effective date of this Decision and Order until December 31, 1981. These exemptions will be automatically extended for an additional three year period upon written acceptance by ERA of a conservation plan pursuant to the third term and condition set forth below in this Decision and Order. The temporary exemptions are subject to termination by ERA, upon six months written notice, if ERA determines such termination to be in the public interest.

**Effective Date of Decision and Order**

This Decision and Order shall become effective on the sixtieth calendar day following publication in the **Federal Register** in accordance with Section 702(a) of FUA. However, in accordance with the policy set forth in the notice implementing this Special Rule (44 FR 21230) ERA will take no action with respect to any natural gas used by these exempted powerplants between May 8, 1979, the effective date of FUA, and the date this Decision and Order becomes effective.

**Terms and Conditions**

Pursuant to Section 315 of FUA and 10 CFR 508.6, these temporary exemptions granted under this Decision and Order are conditioned upon, and shall remain in effect so long as the petitioner, its successors and assigns, complies with the following terms and conditions:

(1) Petitioner will report to ERA for the period from May 8, 1979, through December 31, 1979, and for each subsequent six-month period thereafter the actual monthly volumes of natural gas consumed in the exempted powerplants, and an estimate of the numer of barrels of each type of fuel oil displaced.

(2) Petitioner will submit to ERA, within one year after the date this Decision and Order is issued, a system-wide fuel conservation plan to include the initial period covered by these temporary exemptions, including the means by which the petitioner will measure progress in implementing this plan, or

(3) If the petitioner seeks to have the exemptions automatically extended, the fuel conservation plan must cover both the initial period covered by these temporary exemptions and the additional three year period, including the means by which the petitioner will measure progress in implementing this plan.

(4) Petitioner will submit annually to ERA, commencing with the calendar year ending December 31, 1980, a report on progress achieved in implementing the pertinent fuel conservation plan.

Issued in Washington, D.C., on December 11, 1979.

**Robert L. Davies,**

*Assistant Administrator, Office of Fuels Conversion, Economic Regulatory Administration.*

[FR Doc. 79-38572 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

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**[ERA Dockets Nos. 51685-2511-01-41, 51685-2511-02-41, 51685-2514-04-41, and 51685-2514-05-41]**

## Long Island Lighting Co.; Petition for Temporary Public Interest Exemptions

The Economic Regulatory Administration (ERA) of the Department of Energy hereby issues this Decision and Order granting temporary public interest exemptions from the prohibitions of Section 301(a) (2) and (3) of the Powerplant and Industrial Fuel use Act of 1978 (FUA or the Act), 42 U.S.C. 8301 *et seq.* This Decision and Order is issued pursuant to Section 3111(e) of FUA, 10 CFR 501.68 and 10 CFR 508 to the Long Island Lighting Company (petitioner).

The petitioner filed for these temporary public interest exemptions pursuant to 10 CFR 508 (Exemption for Use of Natural Gas by Existing Powerplants Under the Powerplant and Industrial Fuel Use Act of 1978, April 9, 1979, 44 FR 21230, hereafter referred to as the Special Rule) with ERA on April 30, 1979. Notice of the petition and a proposed order granting these temporary exemptions was published in the May 11, 1979, **Federal Register** (44 FR 27668) with a request for public comments relating to the petition and the proposed order. Upon review of the public comments and the purposes of FUA, ERA has determined to grant the requested temporary public interest exemptions.

Based on the information provided by the petitioner, the powerplants listed in the table below are either prohibited by Section 301(a)(2) of FUA from using natural gas as a primary energy source or are prohibited from using natural gas as a primary energy source in excess of the average base year proportion allowed in Section 301(a)(3) of the Act. These temporary exemptions will allow these units to burn natural gas, notwithstanding the prohibitions of Section 301(a) (2) and (3) of FUA, to displace consumption of low sulfur residual fuel oil. The estimated amount and sulfur content of fuel oil to be displaced on a daily basis are as follows:

| Generating station | Powerplant identification No. | Low sulfur residual fuel oil (barrels) | Percent sulfur content |
|---|---|---|---|
| E. F. Barrett (Island Park, N.Y). | 1 | 1,293.2 | 0.37 |
| | 2 | 2,463.0 | .37 |
| Glenwood (Glenwood Landing, N.Y.). | 4 | 991.8 | .37 |
| | 5 | 898.6 | .37 |

These powerplants will burn an estimated 20,384,000 MCF of natural gas annually which will result in an estimated displacement of 5646.6 barrels of low sulfur residual fuel oil per day (2,061,000 barrels annually).

**Statement of Reasons**

Because petroleum products are in short supply, there is an urgent need to use these natural resources wisely.

To the extent that the near-term choice of fuels for certain existing powerplants is limited to petroleum or natural gas, the use of natural gas is preferred over petroleum. The use of natural gas in these powerplants will be a significant step toward reducing our short-term oil consumption and will help the United States reduce its dependence on imported petroleum. This increased use of natural gas will also protect the Nation from the effects of any oil shortages, and will cushion the impact of increasing world oil prices, which have a detrimental effect on the Nation's balance of payments and domestic inflation rate.

To the extent that increased use of natural gas will accomplish these goals, it will reduce the importation of petroleum and further the goal of national energy self-sufficiency.

The petitioner has demonstrated that these powerplants, for which it is requesting temporary exemptions, are existing units that are either prohibited from using natural gas as units that are either prohibited from using natural gas as a primary energy source by Section

301(a)(2) of FUA; or prohibited from using natural gas in excess of the average base year proportion allowed in Section 301(a)(3) of FUA. The petitioner has also shown that the proposed use of natural gas as a primary energy source, to the extent that such use would be prohibited by Section 301(a) (2) or (3) of FUA, will displace consumption of low sulfur residual fuel oil, and will not displace the use of coal or any other alternate fuel in any facility of the petitioner's utility system, including the powerplants for which these temporary exemptions are issued.

By establishig these facts the petitioner has met the eligibility criteria set out in Section 508.2 of the Special Rule. Since the increased use of natural gas is in keeping with the purposes of FUA and is in the public interest, and since the petitioner has demonstrated that it has met the eligibility criteria, ERA is granting these temporary exemptions.

### Duration of Temporary Exemptions

ERA grants these temporary public interest exemptions for an initial period from the effective date of this Decision and order until December 31, 1981. These exemptions will be automatically extended for an additional three year period upon written acceptance by ERA of a conservation plan pursuant to the third term and condition set forth below in this Decision and Order. The temporary exemptions are subject to termination by ERA, upon six months written notice, if ERA determines such termination to be in the public interest.

### Effective Date of Decision and Order

This Decision and Order shall become effective on the sixtieth calendar day following publication in the Federal Register in accordance with Section 702(a) of FUA. However, in accordance with the policy set forth in the notice implementing this Special Rule (44 FR 21230) ERA will take no action with respect to any natural gas used by these exempted powerplants between May 8, 1979, the effective date of FUA, and the date this Decision and Order becomes effective.

### Terms and Conditions

Pursuant to Section 314 of FUA and 10 CFR 508.6, these temporary exemptions granted under this Decision and Order are conditioned upon, and shall remain in effect so long as the petitioner, its successors and assigns, complies with the following terms and conditions:

(1) Petitioner will report to ERA for the period from May 8, 1979, through December 31, 1979, and for each subsequent six-month period thereafter the actual monthly volumes of natural gas consumed in the exempted powerplants, and an estimate of the number of barrels of each type of fuel oil displaced.

(2) Petitioner will submit to ERA, within one year after the date this Decision and Order is issued, a system-wide fuel conservation plant to include the initial period covered by these temporary exemptions, including the means by which the petitioner will measure progress in implementing this Plan, or

(3) If the petitioner seeks to have the exemptions automatically extended, the fuel conservation plan must cover both the initial period covered by these temporary exemptions and the additional three year period, including the means by which the petitioner will measure progress in implementing this plan.

(4) Petitioner will submit annually to ERA, commencing with the calendar year ending December 31, 1980, a report on progress achieved in implementing the pertinent fuel conservation plan.

Issued in Washington, D.C. on December 11, 1979.

Robert L. Davies,

*Assistant Administrator, Office of Fuels Conversion, Economic Regulatory Administration.*

[FR Doc. 79-38573 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

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[ERA Dockets Nos. 52414-2398-01-41, 52414-2398-02-41, 52414-2403-01-41, 52414-2411-01-41, 52414-2411-02-41, 52-414-2411-03-41, and 52414-2411-04-41]

## Public Service Electric & Gas Co.; Petition for Temporary Public Interest Exemptions

The Economic Regulatory Administration (ERA) of the Department of Energy hereby issues this Decision and Order granting temporary public interest exemptions from the prohibitions of Section 301(a)(2) and (3) of the Powerplant and Industrial Fuel Use Act of 1978 (FUA or the Act), 42 U.S.C. 8301 *et seq.* This Decision and Order is issued pursuant to Section 311(e) of FUA, 10 CFR 501.68 and 10 CFR 508 to the Public Service Electric and Gas Company (petitioner).

The petitioner filed for these temporary public interest exemptions pursuant to 10 CFR 508 (Exemption for Use of Natural Gas by Existing Powerplants Under the Powerplant and Industrial Fuel Use Act of 1978, April 9, 1979, 44 FR 21230, hereafter referred to as the Special Rule) with ERA on May 15, 1979. Notice of the petition and a proposed order granting these temporary exemptions was published in the June 1, 1979, Federal Register (44 FR 31677) with a request for public comments relating to the petition and the proposed order. Upon review of the public comments and the purposes of FUA, ERA has determined to grant the requested temporary public interest exemptions.

Based on the information provided by the petitioner, the powerplants listed in the table below are either prohibited by Section 301(a)(2) of FUA from using natural gas as a primary energy source or are prohibited from using natural gas as a primary energy source in excess of the average base year proportion allowed in Section 301(a)(3) of the Act. These temporary exemptions will allow these units to burn natural gas, notwithstanding the prohibitions of Section 301(a)(2) and (3) of FUA, to displace consumption of low sulfur residual fuel oil. The estimated amount and sulfur content of fuel oil to be displaced on a daily basis are as follows:

| Generating station | Powerplant identification No. | Low sulfur residual fuel oil (barrels) | Percent sulfur content |
|---|---|---|---|
| Bergen (Ridgefield, N.J.). | 1 | 1,156.2 | 0.3 |
| | 2 | 3,378.1 | .3 |
| Hudson (Jersey City, N.J.). | 1 | 3,906.8 | .3 |
| Sewaren (Sewaren, N.J.). | 1 | 104.1 | .3 |
| | 2 | 87.7 | .3 |
| | 3 | 454.8 | .3 |
| | 4 | 832.9 | .3 |

These powerplants will burn an estimated 23,554,000 MCF of natural gas annually which will result in an estimated displacement of 9920.5 barrels of low sulfur residual fuel oil per day (3,621,000 barrels annually).

### Statement of Reasons

Because petroleum products are in short supply, there is an urgent need to use these natural resources wisely.

To the extent that the near-term choice of fuels for certain existing powerplants is limited to petroleum or natural gas, the use of natural gas in preferred over petroleum. The use of natural gas in these powerplants will be a significant step toward reducing our short-term oil consumption and will help the United States reduce its dependence on imported petroleum. This increased use of natural gas will also protect the Nation from the effects of any oil shortages, and will cushion the impact of increasing world oil prices, which have a detrimental effect on the Nation's balance of payments and domestic inflation rate.

To the extent that increased use of natural gas will accomplish these goals,

it will reduce the importation of petroleum and further the goal of national energy self-sufficiency.

The petitioner has demonstrated that these powerplants, for which it is requesting temporary exemptions, are existing units that are either prohibited from using natural gas as a primary energy source by Section 301(a)(2) of FUA, or prohibited from using natural gas in excess of the average base year proportion allowed in Section 301(a)(3) of FUA. The petitioner has also shown that the proposed use of natural gas as a primary energy source, to the extent that such use would be prohibited by Section 301(a)(2) or (3) of FUA, will displace consumption of low sulfur residual fuel oil, and will not displace the use of coal or any other alternate fuel in any facility of the petitioner's utility system, including the powerplants for which these temporary exemptions are issued.

By establishing these facts the petitioner has met the eligibility criteria set out in Section 508.2 of the Special Rule. Since the increased use of natural gas is in keeping with the purposes of FUA and is in the public interest, and since the petitioner has demonstrated that it has met the eligibility criteria, ERA is granting these temporary exemptions.

**Duration of Temporary Exemptions**

ERA grants these temporary public interest exemptions for an initial period from the effective date of this Decision and Order until December 31, 1981. These exemptions will be automatically extended for an additional three year period upon written acceptance by ERA of a conservation plan pursuant to the third term and condition set forth below in this Decision and Order. The temporary exemptions are subject to termination by ERA, upon six months written notice, if ERA determines such termination to be in the public interest.

**Effective Date of Decision and Order**

This Decision and Order shall become effective on the sixtieth calendar day following publication in the **Federal Register** in accordance with Section 702(a) of FUA. However, in accordance with the policy set forth in the notice implementing this Special Rule (44 FR 21230) ERA will take no action with respect to any natural gas used by these exempted powerplants between May 8, 1979, the effective date of FUA, and the date this Decision and Order becomes effective.

**Terms and Conditions**

Pursuant to Section 314 of FUA and 10 CFR 508.6, these temporary exemptions granted under this Decision and Order are conditioned upon, and shall remain in effect so long as the petitioner, its successors and assigns, complies with the following terms and conditions:

(1) Petitioner will report to ERA for the period from May 8, 1979, through December 31, 1979, and for each subsequent six-month period thereafter the actual monthly volumes of natural gas consumed in the exempted powerplants, and an estimate of the number of barrels of each type of fuel oil displaced.

(2) Petitioner will submit to ERA, within one year after the date this Decision and Order is issued, a systemwide fuel conservation plan to include the initial period covered by these temporary exemptions, including the means by which the petitioner will measure progress in implementing this plan, or

(3) If the petitioner seeks to have the exemptions automatically extended, the fuel conservation plan must cover both the initial period covered by these temporary exemptions and the additional three year period, including the means by which the petitioner will measure progress in implementing this plan.

(4) Petitioner will submit annually to ERA, commencing with the calendar year ending December 31, 1980, a report on progress achieved in implementing the pertinent fuel conservation plan.

Issued in Washington, D.C. on December 11, 1979.

**Robert L. Davies,**

*Assistant Administrator, Office of Fuels Conversion, Economic Regulatory Administration.*

[FR Doc. 79-38574 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

## Powerplant and Industrial Fuel Use Act; Issuance of Orders Granting Temporary Public Interest Exemptions

The Economic Regulatory Administration (ERA) of the Department of Energy hereby gives notice that on December 11, 1979, it issued orders granting temporary public interest exemptions, pursuant to the authorities granted it by Section 311(e) of the Powerplant and Industrial Fuel Use Act of 1978 (FUA or the Act), 42 U.S.C. 8301 *et seq.*, and 10 CFR 501.68 and 10 CFR 508, from the prohibitions of Section 301(a) (2) and (3) of the Act to the following powerplants:

| Docket No. | Owner | Generating station location | Powerplant identification | Daily low-sulfur residual displacement (barrels) |
|---|---|---|---|---|
| 51685-2511-01-41 | Long Island Lighting Co | E. F. Barrett, (Island Park, N.Y.) | No. 1 | 1,293.2 |
| 51685-2511-02-41 | | | No. 2 | 2,463.0 |
| 51685-2514-04-41 | | Glenwood (Glenwood Landing, N.Y.). | No. 4 | 991.8 |
| 51685-2514-05-41 | | | No. 5 | 898.6 |
| 54015-2390-05-41 | Jersey Central Power & Light Co | Sayreville (Sayreville, N.J.) | No. 5 | 44.7 |
| 54015-2390-07-41 | | | No. 7 | 704.1 |
| 54015-2390-08-41 | | | No. 8 | 464.9 |
| 50868-2444-02-41 | El Paso Electric Co | Rio Grande (Sunland Park, N. Mex.). | No. 2 | 1.5 |
| 50868-2444-03-41 | | | No. 3 | 6.4 |
| 50868-2444-04-41 | | | No. 4 | 27.8 |
| 50868-2444-05-41 | | | No. 5 | 45.2 |
| 50868-2444-06-41 | | | No. 6 | 219.0 |
| 50868-2444-07-41 | | | No. 7 | 268.6 |
| 52414-2390-01-41 | Public Service Electric & Gas Co | Bergen (Ridgefield, N.J.) | No. 1 | 1,156.2 |
| 52414-2398-02-41 | | | No. 2 | 3,376.1 |
| 52414-2403-01-41 | | Hudson (Jersey City, N.J.) | No. 1 | 3,906.8 |
| 52414-2411-01-41 | | Sewaren (Sewaren N.J.) | No. 1 | 104.1 |
| 52414-2411-02-41 | | | No. 2 | 87.7 |
| 52414-2411-03-41 | | | No. 3 | 454.8 |
| 52414-2411-04-41 | | | No. 4 | 832.9 |

Petitions were received and filed with ERA, pursuant to 10 CFR 508 (Exemption for Use of Natural Gas by Existing Powerplants Under the Powerplant and Industrial Fuel Use Act of 1978, April 9, 1979, 44 FR 21230) for temporary public interest exemptions for the use of natural gas as a primary energy source.

Notice of the petitions and the proposed orders granting these temporary exemptions were published in the **Federal Register** on May 11, and June 1, 1979 (44 FR 27668 and 44 FR 31677). Written comments were requested on the proposed orders. All comments were considered by ERA.

A general comment from Allied Chemical Corporation expressed concern that the chemical industry has experienced production curtailments

and plant shutdowns due to inadequate gas supplies for nonsubstitutable feedstock and process needs at the same time that DOE has concluded that excess supplies of natural gas are available. The Allied Chemical Corporation comment did not refer to any specific region nor did it specify impacts resulting from any particular petition or proposed order.

The State of New Jersey Department of Environmental Protection supports ERA's decision, stating, "Besides representing a positive response to the Nation's need to reduce its demand for imported petroleum products and related problems, ERA's action will result in a net air quality benefit * * *."

The State of New York Department of Environmental Conservation is "in favor of the use of natural gas wherever possible, since the environmental benefits are obvious * * *."

These temporary exemptions will allow the above-named units to burn an estimated total of 50,618,030 MCF of natural gas annually, notwithstanding the prohibitions of Section 301(a) (2) and (3) of FUA, displacing an estimated 17,370.1 barrels of low sulfur residual fuel oil per day (6,340,089 barrels annually).

The orders granting these temporary exemptions shall become effective sixty days following publication in the Federal Register in accordance with Section 702(a) of FUA. Owners of the above-named powerplants have received the Decision and Order by certified mail.

The individual orders are set forth following this notice. These temporary exemptions shall be in effect, subject to terms and conditions stated in each order, for an initial period ending December 31, 1981 and may be terminated by ERA, upon six months written notice, if ERA determines such termination to be in the public interest. The temporary exemptions may be extended for an additional period of three years upon written acceptance by ERA of a system-wide fuel conservation plan. Copies of all comments received during the public comment period will be available for public inspection and copying in the Public Information Office located in Room B-110, 2000 M Street, N.W., Washington, D.C. 20461.

Any questions regarding these temporary exemptions should be directed to Mr. James W. Workman, Acting Director, Existing Facilities Conversion Division, Office of Fuels Conversion, Economic Regulatory Administration, Department of Energy, Room 3128, 2000 M Street, N.W., Washington, D.C. 20461, (202) 254-7442.

Issued in Washington, D.C., on December 11, 1979.

Robert L. Davies,

*Assistant Administrator, Office of Fuels Conversion, Economic Regulatory Administration.*

[FR Doc. 79-38570 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

## Federal Energy Regulatory Commission

[Docket No. ER80-120]

### Central Hudson Gas & Electric Corp.; Filing

December 10, 1979.

The filing Company submits the following:

Take notice that Central Hudson Gas & Electric Corporation (Central Hudson) on December 4, 1979 tendered for filing as a supplement to its Rate Schedule F.P.C. No. 22 a letter of notification dated November 20, 1979 from Central Hudson to New York State Electric & Gas Corporation. Central Hudson states that this letter provides for an increase in the monthly operation and maintenance charge from $1,999.62 to $2,142.17 in accordance with Article IV.2 of its Rate Schedule F.P.C. No. 22. The increase is proposed to become effective January 1, 1980.

Copies of the filing by Central Hudson have been sent to the New York State Electric & Gas Corporation and the Public Service Commission of the State of New York.

Any person desiring to be heard or to protest said application should file a petition to intervene or protest with the Federal Energy Regulatory Commission, 825 North Capitol Street, N.E., Washington, D.C. 20426, in accordance with Sections 1.8 and 1.10 of the Commission's Rules of Practice and Procedure (18 CFR 1.8, 1.10). All such petitions or protests should be filed on or before December 28, 1979. Protests will be considered by the Commission in determining the appropriate action to be taken, but will not serve to make protestants parties to the proceeding. Any person wishing to become a party must file a petition to intervene. Copies of this filing are on file with the Commission and are available for public inspection.

Kenneth F. Plumb,

*Secretary.*

[FR Doc. 79-38460 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

[Docket No. GP80-28]

### Cimarron Transmission Co.; Third-Party Protests [1]

December 10, 1979.

Take notice that in accordance with the procedures established by the Federal Energy Regulatory Commission (Commission) in Order No. 23-B,[2] and "Order on Rehearing of Order No. 23-B," [3] the staff of the Commission protested on October 15, 1979, the assertion by the Cimarron Transmission Company (Cimarron) and certain producers that the contracts identified in its protest constitute contractual authority for the producers to charge and collect any applicable maximum lawful price under the Natural Gas Policy Act of 1978 (NGPA).

Staff stated that the language of the contracts contained in Appendix A of this notice does not constitute authority for the producer to increase prices to the extent claimed by Cimarron in its evidentiary submission.

Any person, other than the pipeline and the seller, desiring to be heard or to make any response with respect to these protests should file with the Commission, on or before December 26, 1979, a petition to intervene in accordance with 18 CFR 1.8. The seller need not file for intervention because under 18 CFR 154.94(j)(4)(ii), the seller in the first sale in automatically joined as a party.

Kenneth Plumb,

*Secretary.*

Appendix A

| Producer | Rate Schedule No. or contract date |
|---|---|
| Vi-Rol Oil Income Development Program 1975 | 4-10-78 |
| Jerome M. Westheimer | 4-10-78 |
| Westeimer-Neustadt Corp | 4-10-78 |
| Lincoln Rock Corporation | 12-1-76 |
| Holden Energy Corp | 12-19-78 |
| Texaco, Inc | 188 |

[FR Doc. 79-384671 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

[1] The term "third-party protest" refers to a protest filed by a party who is not a party to the contract which is protested.

[2] "Order Adopting Final Regulations and Establishing Protest Procedure," Docket No. RM79-22, Issued June 21, 1979.

[3] Docket No. RM79-22, Issued August 6, 1979.

[Project No. 2232]

## Duke Power Co.; Application for Approval of Change in Land Rights

December 10, 1979.

Take notice that an application was filed on April 19, 1979, under the Federal Power Act, 16 U.S.C. Sections 791(a)–825(r), by Duke Power Company (Applicant) for approval of a change in land rights at the Wateree Development of the Catawba-Wateree Project No. 2232. The Wateree Development is located on the Wateree River in Fairfield County, South Carolina. Correspondence with the Applicant on this matter should be addressed to: Mr. John E. Lansche, Assistant General Counsel, Duke Power Company, Box 2178, Charlotte, North Carolina 28242.

Applicant requests approval to sell, in fee, three islands, totalling approximately 147.22 acres of project lands, and to grant three small rights-of-way to its subsidiary Crescent Land and Timber Corporation (Crescent). The three small (66 feet wide) rights-of-way would provide access over existing causeways which are located between the mainland and the islands to be conveyed. The islands are near the western shore of Lake Wateree, between Dutchmans Creek and Taylor Creek approximately 12 miles upstream from Wateree Dam.

Crescent, in exchange for other lands owned by the State, would thereafter convey the three islands and rights-of-way to the South Carolina Department of Parks, Recreation, and Tourism, for development of a state park.

Anyone desiring to be heard or to make any protest about this application should file a petition to intervene or a protest with the Federal Energy Regulatory Commission, in accordance with the requirements of the Commission's Rules of Practice and Procedure, 18 CFR § 1.8 or 1.10 (1979). Comments not in the nature of a protest may also be submitted by conforming to the procedures specified in § 1.10 for protests. In determining the appropriate action to take, the Commission will consider all protests or other comments filed, but a person who merely files a protest or comments does not become a party to the proceeding. To become a party, or to participate in any hearing, a person must file a petition to intervene in accordance with the Commission's Rules. Any comments, protest, or petition to intervene must be filed on or before January 21, 1980. The Commission's address is: 825 North Capitol Street, N.E., Washington, D.C. 20426. The application is on file with the Commission and is available for public inspection.

Kenneth F. Plumb,

*Secretary.*

[FR Doc. 79-38462 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

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[Project No. 2232]

## Duke Power Co.; Application for Approval of Change in Land Rights

December 10, 1979.

Take notice that an application was filed on September 5, 1979, under the Federal Power Act, 16 U.S.C. 791a–285r, by Duke Power Company (Applicant) for approval of a change in land rights at the Cowen's Ford Development of the Catawba-Wateree Project No. 2232. The project lands to be conveyed are adjacent to the Catawba River (Lake Norman) in Iredell County, North Carolina. Correspondence with the Applicant on this matter should be addressed to: Mr. John E. Lansche, Assistant General Counsel, Duke Power Company, Box 2178, Charlotte, North Carolina 28242.

Applicant requests Commission approval to convey, in fee, five small parcels of project land, totalling 1.62 acres, to Mr. Irwin Belk, a private property owner. The parcels are located adjacent to Mr. Belk's property, which is in Davidson Township, Iredell County, south of the County Road Number 1111.

The five parcels of land, which were filled, bulkheaded and planted with vegetation approximately 10 years ago without Applicant's approval or knowledge, would be removed from the project. Applicant states in its application that the removal of these parcels from the project lands would not affect the operational or recreational aspects of the project.

Anyone desiring to be heard or to make any protest about this application should file a petition to intervene or a protest with the Federal Energy Regulatory Commission, in accordance with the requirements of the Commission's Rules of Practice and Procedure, 18 CFR 1.8 or 1.10 (1979). Comments not in the nature of a protest may also be submitted by conforming to the procedures specified in § 1.10 for protests. In determining the appropriate action to take, the Commission will consider all protests or other comments filed, but a person who merely files a protest does not become a party to the proceeding. To become a party, or to participate in any hearing, a person must file a petition to intervene in accordance with the Commission's Rules.

Any comments, protests, or petitions to intervene must be filed on or before January 21, 1980. The Commission's address is: 825 North Capitol Street, N.E., Washington, D.C. 20426. The application is on file with the Commission and is available for public inspection.

Kenneth F. Plumb,

*Secretary.*

[FR Doc. 79-38463 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

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[Project No. 2232]

## Duke Power Co.; Application for Approval Of Change in Land Rights

December 10, 1979.

Take notice that an application was filed on June 13, 1979, under the Federal Power Act, 16 U.S.C. Section 791 (a)–825(r), by Duke Power Company (Applicant) for the approval of a change in land rights at the Catawba Development of the Catawba-Wateree Project No. 2232. The project lands to be conveyed are on the Catawba River (Lake Wylie) in Gaston County, North Carolina. Correspondence with the Applicant on this matter should be addressed to: Mr. John E. Lansche, Assistant General Counsel, Duke Power Company, Box 2178, Charlotte, North Carolina 28242.

Applicant requests Commission approval to sell, in fee, approximately 4.32 acres of project lands to Daniel J. Stowe, a private landowner. The project lands to be conveyed are currently inundated by three small impoundments, which are wholly within the project boundary, and were created by damming small coves of the project reservoir. The impoundments are located in an area between the South Fork River and the Catawaba Creek. The dams were constructed approximately 15 years ago, and the small impoundments have been managed by Mr. Stowe, as wildlife and waterfowl feeding and sanctuary areas, since that time. The intended use of the impoundments would remain the same.

Anyone desiring to be heard or to make any protest about this application should file a petition to intervene or a protest with the Federal Energy Regulatory Commission, in accordance with the requirements of the Commission's Rules of Practice and Procedures 18 CFR 1.8 or § 1.10 (1979). Comments not in the nature of a protest may also be submitted by conforming to the procedures specified in § 1.10 for protests. In determining the appropriate action to take, the Commission will consider all protests or other comments

filed, but a person who merely files a protest or other comments does not become a party to the proceeding. To become a party, or to participate in any hearing, a person must file a petition to intervene in accordance with the Commission's Rules. Any comments, protest, or petition to intervene must be filed on or before January 21, 1980. The Commission's address is: 825 North Capitol Street, N.E. Washington, D.C. 20426. The application is on file with the Commission and is available for public inspection.

Kenneth F. Plumb,

*Secretary.*

[FR Doc. 79-38464 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

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[Docket No. GP80-29]

## Florida Gas Transmission Co.; Third-Party Protests [1]

December 10, 1979.

Take notice that in accordance with the procedures established by the Federal Energy Regulatory Commission (Commission) in Order No. 23-B,[2] and "Order on Rehearing of Order No. 23-B," [3] the staff of the Commission protested on October 15, 1979, the assertion by the Florida Gas Transmission Company (Florida Gas) and certain producers that the contracts identified in its protest constitute contractual authority for the producers to charge and collect any applicable maximum lawful price under the Natural Gas Policy Act of 1978 (NGPA).

Staff stated that the language of the contracts contained in Appendix A of this notice does not constitute authority for the producer to increase prices to the extent claimed by Florida Gas in its evidentiary submission.

Take further notice that "Florida Cities" also filed a third-party protest on October 15, 1979. "Florida Cities" protests that the contracts in Appendix B do not constitute contractural authority for the producer to increase prices to the applicable NGPA maximum lawful price. Florida Cities' position has been adopted and incorporated in protests filed by the Arizona Corporation Commission, the Associated Gas Distributors, the Gas Consumers Group, the Cities of Mangum, Oklahoma and Winfield, Kansas, the Kansas State Corporation Commission, Congressman Andrew Maquire, the Memphis Light, Gas and Water Division, the Public Service Commission of the State of New York, Lone Star Florida Pennsuco, Inc., the South Dakota Public Service Commission and the Minnesota Public Service Commission.

Any person, other than the pipeline and the seller, desiring to be heard or to make any response with respect to these protests should file with the Commission, on or before December 26, 1979, a petition to intervene in accordance with 18 CFR 1.8. The seller need not file for intervention because under 18 CFR 154.94(j)(4)(ii), the seller in the first sale is automatically joined as a party.

Kenneth F. Plumb,

*Secretary.*

Appendix A

| Producer | Rate schedule No. or contract date |
|---|---|
| Texaco, Inc | 239 |
| Exxon | 477 |
| Florida Gas Exploration Co | 6 |
| Amoco | 439 |
| Sun Oil | 505 |
| Louisiana Land and Exploration Co | 10 |
| Kerr McGee | 125 |

Appendix B

| Producer | Rate schedule No. or contract date |
|---|---|
| Amerada Hess | 82 |
| Gulk Oil Co | 159 |
| Gulf Oil Co | 344 |
| Partnership Properties Petro-Lewis | 1-14-59 |
| Phillips Petroleum Corp | 417 |
| Phillips Petroleum Corp | 372 |
| Amoco | 439 |
| Exxon | 409 |
| Texaco | 281 |
| Texaco | 279 |
| Superior Oil Co | 112 |
| Amoco | 668 |
| Aminoil | 45 |
| Florida Gas Exploration Co | 30 |
| Atlantic Richfield | 200 |
| Getty Oil | 83 |
| Perry R. Bass | 4 |
| Perry R. Bass | 3 |
| Florida Gas Exploration Co | 35 |
| Getty Oil | 86 |
| Mitchell Energy | 20 |
| Perry R. Bass | 44 |
| Chevron USA | 75 |
| Dow Chemical *et al*, Including J. M. Huber | 90 |
| Exxon | 477 |
| Exxon | 504 |
| Florida Gas Exploration Co | 6 |
| Gulf Oil Co | 158 |
| Gulf Oil Co | 437 |
| Florida Gas Exploration Co | 26 |
| MAPCO, Inc | 26 |
| Florida Gas Exploration Co | 38 |
| Shell Oil Co | 8-1-78 |
| Florida Gas Exploration Co | 10 |
| Shell Oil Co | 409 |
| Florida Gas Exploration Co | 11 |
| MAPCO, Inc | 25 |
| Shell Oil Co | 229 |

Appendix B—Continued

| Producer | Rate schedule No. or contract date |
|---|---|
| Florida Gas Exploration Co | 21 |
| Do | 19 |
| Do | 20 |
| Do | 24 |
| Do | 17 |
| Do | 23 |
| Do | 25 |
| Do | 22 |
| Do | 31 |
| Do | 13 |
| Shell Oil Co | 416 |
| Shell Oil Co | 194 |
| Superior Oil Co | 87 |
| Sabine Production Co | 8 |
| Systems Fuels, Inc | 32 |
| MAPCO, Inc | 27 |
| Louisiana Land & Exploration Co | 25 |
| Sun Oil Co | 592 |
| Florida Gas Exploration Co | 7 |
| MAPCO, Inc | 23 |
| Florida Gas Exploration Co | 32 |
| Florida Gas Exploration Co | 34 |
| Gulf Oil Co | 157 |
| H. L. Hunt | 26 |
| Shell Oil Co | 192 |
| Superior Oil Co | 86 |
| Superiro Oil Co | 84 |
| Kerr McGee | 125 |
| Louisiana Land & Exploration Co | 10 |
| Louisiana Land & Exploration Co | 7 |
| Sun Oil Co | 505 |
| Shell Oil Co | 264 |
| Texaco | 238 |
| Texaco | 457 |
| Texaco | 485 |
| Phillips Petroleum Corp | 352 |
| George R. Brown | 19 |
| Texaco | 239 |
| Sun Oil Co | 254 |
| Superior Oil Co | 83 |
| Superior Oil Co | 229 |

[FR Doc. 79-38465 Filed 12-14-79; 8:45 am]

BILLING CODE 6540-01-M

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[Docket No. ER80-119]

## Holyoke Water Power Co.; Filing

December 10, 1979.

The filing Company submits the following:

Take notice that Holyoke Water Power Company (the "Company") on December 4, 1979, tendered for filing an electric rate schedule entitled:

Resale Service Rate CD-1

Service Agreement Between Holyoke Water Power Company and City of Chicopee, Massachusetts Municipal Lighting Plant

The City of Chicopee is presently served under the Company's Rate Schedule FPC No. 5. The proposed rate schedule (the "CD-1 Rate") is intended to supercede Rate Schedule FPC No. 5. The CD-1 Rate is the so-called "contract demand" (or "CD") rate form which was approved by the Commission's Order issued October 20, 1975, in Dockets No. E-8798 and E-8843, as part of a settlement which provided that Chicopee could elect to receive a portion of its firm power service requirements in accordance with the contract demand rate form specified in said settlement.

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[1] The term "third-party protest" refers to a protest filed by a party who is not a party to the contract which is protested.

[2] "Order Adopting Final Regulations and Establishing Protest Procedure," Docket No. RM79-22, issued June 21, 1979.

[3] Docket No. RM79-22, issued August 6, 1979.

The charges in the proposed rate schedule have been designed to achieve the revenue levels agreed upon in the Settlement Agreement approved by the Commission in Docket No. ER77-90 (less that portion of the settlement revenues which are attributable to replacement energy charges by the Company for the backup of Chicopee's entitlements in the Maine Yankee and Vermont Yankee nuclear units).

The Company proposes an effective date of December 1, 1979, the date which Chicopee has indicated to the Company it wishes to receive service under the CD-1 Rate. The Company states that copies of the filing were served upon Chicopee and the Commonwealth of Massachusetts Department of Public Utilities.

Any person desiring to be heard or to protest said application should file a petition to intervene or protest before December 28, 1979, with the Federal Energy Regulatory Commission, 825 No. Capitol Street, N.E., Washington, D.C. 20426, in accordance with Sections 1.8 and 1.10 of the Commission's Rules of Practice and Procedure (18 CFR 1.8, 1.10). All such petitions will be considered by the Commission in determining the appropriate action to be taken, but will not serve to make protestants parties to the proceeding. Any person wishing to become a party must file a petition to intervene. Copies of this application are on file with the Commission and are available for public inspection.

**Kenneth F. Plumb,**

*Secretary.*

[FR Doc. 79-38466 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

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**[Docket No. ER80-118]**

## Idaho Power Co.; Filing

December 10, 1979.

The filing Company submits the following:

Take notice that on December 3, 1979, the Idaho Power Company tendered for filing in compliance with the Federal Energy Regulatory Commission's Order of October 7, 1978, a summary of sales made under the Company's 1st Revised FERC Electric Tariff, Volume No. 1 (Supersedes Original Volume No. 1) during October, 1979, along with cost justification for the rate charged.

Any person desiring to be heard or to protest said filing should file a protest with the Federal Energy Regulatory Commission, 825 North Capitol Street, N.E., Washington, D.C. 20426, in accordance with Sections 1.8 and 1.10 of the Commission's Rules of Practice and Procedure (18 CFR 1.8, 1.10). All such petitions or protests should be filed on or before December 28, 1979. Protests will be considered by the Commission in determining the appropriate action to be taken, but will not serve to make protestants parties to the proceeding. Copies of this filing are on file with the Commission and are available for public inspection.

**Kenneth F. Plumb,**

*Secretary.*

[FR Doc. 79-38467 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

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**[Docket No. GP80-16]**

## Mid-Louisiana Gas Co.; Third-Party Protests [1]

December 10, 1979.

Take notice that in accordance with the procedures established by the Federal Energy Regulatory Commission (Commission) in Order No. 23-B,[2] and "Order on Rehearing of Order No. 23-B," [3] the staff of the Commission protested on October 15, 1979, the assertion by the Mid-Louisiana Gas Company (Mid-Louisiana) and certain producers that the contracts identified in its protest constitute contractual authority for the producers to charge and collect certain applicable maximum lawful price under the Natural Gas Policy Act of 1978 (NGPA).

Staff stated that the language of the contracts contained in Appendix A does not constitute authority for the producer to increase price to the extent claimed by Mid-Louisiana in its evidentiary submission.

Any person, other than Mid-Louisiana and the sellers, desiring to be heard or to make any response with respect to these protests should file with the Commission, on or before December 24, 1979, a petition to intervene in accordance with 18 CFR 1.8. The seller need not file for intervention because under 18 CFR 154.94(j)(4)(ii), the seller in the first sale is automatically joined as a party.

**Kenneth F. Plumb,**

*Secretary.*

**Appendix A**

| Producer | Rate Schedule No. or contract date |
|---|---|
| Burke Royalty Co. | 4-18-75 |
| Richard B. Nelson | 8-1-77 |

[FR Doc. 79-38468 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

[1] The term "third-party protest" refers to a protest filed by a party who is not a party to the contract which is protested.

[2] "Order Adopting Final Regulations and Establishing Protest Procedure," Docket No. RM79-22, issued June 21, 1979

[3] Docket No. RM79-22, issued August 6, 1979.

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**[Docket No. GP80-17]**

## Mississippi River Transmission Corp.; Third-Party Protests [1]

December 10, 1979.

Take notice that in accordance with the procedures established by the Federal Energy Regulatory Commission (Commission) in Order No. 23-B,[2] and "Order on Rehearing of Order No. 23-B," [3] the staff of the Commission protested on October 15, 1979, the assertion by the Mississippi River Transmission Corporation (Mississippi) and certain producers that the contracts identified in its protest constitute contractual authority for the producers to charge and collect certain applicable maximum lawful price under the Natural Gas Policy Act of 1978 (NGPA).

Staff stated that the language of the contracts contained in Appendix A does not constitute authority for the producer to increase price to the extent claimed by Mississippi in its evidentiary submission.

Any person, other than Mississippi and the sellers, desiring to be heard or to make any response with respect to these protests should file with the Commission, on or before December 24, 1979, a petition to intervene in accordance with 18 CFR 1.8. The seller need not file for intervention because under 18 CFR 154.94(j)(4)(ii), the seller in

[1] The term "third-party protest" refers to a protest filed by a party who is not a party to the contract which is protected.

[2] Order Adopting Final Regulations and Establishing Protest Procedure," Docket No. RM79-22, issued June 21, 1979.

[3] Docket No. RM79-22, issued August 6, 1979.

the first sale is automatically joined as a party.

Kenneth F. Plumb,

*Secretary.*

Appendix A

| Producer | Rate schedule No. or contract date |
|---|---|
| Dyco Petroleum | 9-7-78 |
| Jack T. Everett, et al | 6-12-78 |
| Jake L. Haman | 7-29-77 |
| Hinton Production Co., et al | 7-29-77 |
| Hinton Production Co., et al | 3-10-78 |
| MRT Exploration Co | RS#10 |
| MRT Exploration Co | RS#11 |
| Amoco Production Co | RS#31 |
| Hurley Foundation | 4-23-51 |
| Kaiser-Francis Oil Co | 5-31-77 |
| Natomas North America, Inc | 1-21-77 |
| Chevron, USA, Inc | RS#163 |
| Four M. Properties, Ltd | 8-16-78 |
| MRT Exploration Co | RS#9 |
| MRT Exploration Co | RS#12 |
| Union Oil Co. of California | RS#243 |

[FR Doc. 79-38469 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

[Docket No. ER80-117]

## The Montana Power Co.; Filing

December 10, 1979.

The filing Company submits the following:

Take notice that on November 30, 1979, The Montana Power Company tendered for filing in compliance with the Federal Power Commission's Order of May 6, 1977, a summary of sales made under the Company's FPC Electric Tariff, M-1 during October, 1979, along with cost justification for the rate charged.

Any person desiring to be heard or to protest said filing should file a protest with the Federal Energy Regulatory Commission, 825 North Capitol Street, N.E., Washington, D.C. 20426, in accordance with Sections 1.8 and 1.10 of the Commission's Rules of Practice and Procedure (18 CFR 1.8, 1.10). All such petitions or protests should be filed on or before December 28, 1979. Protests will be considered by the Commission in determining the appropriate action to be taken, but will not serve to make protestants parties to the proceeding. Copies of this filing are on file with the Commission and are available for public inspection.

Kenneth F. Plumb,

*Secretary.*

[FR Doc. 79-38470 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

[Docket No. GP80-30]

## Mountain Fuel Supply Co.; Third-Party Protests[1]

December 10, 1979.

Take notice that in accordance with the procedures established by the Federal Energy Regulatory Commission (Commission) in Order No. 23-B,[2] and "Order on Rehearing of Order No. 23-B," [3] the staff of the Commission protested on October 15, 1979, the assertion by the Mountain Fuel Supply Company (Mountain Fuel) and certain producers that the contracts identified in its protest constitute contractual authority for the producers to charge and collect any applicable maximm lawful price under the Natural Gas Policy Act of 1978 (NGPA).

Staff stated that the language of the contracts contained in Appendix A of this notice does not constitute authority for the producer to increase prices to the extent claimed by Mountain Fuel in its evidentiary submission.

Any person, other than the pipeline and the seller, desiring to be heard or to make any response with respect to these protests should file with the commmission, on or before December 26, 1979, a petition to intervene in accordance with 18 C.F.R. 1.8. The seller need not file for intervention because under 18 C.F.R. § 154.94(j)(4)(ii), the seller in the first sale is automatically joined as a party.

Kenneth F. Plumb,

*Secretary.*

Appendix A

| Producer | Rate schedule No. or contract date |
|---|---|
| Gulf Oil Corp | 519 |
| Gulf Oil Corp | 520 |
| Energy Reserves Group, Inc | 123 |
| Energy Reserves Group, Inc | 103 |
| Belco Petroleum Corp | 4 |
| Belco Petroleum Corp | 7 |

[FR Doc. 79-38471 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

[1] The term "third-party protest" refers to a protest filed by a party who is not a party to the contract which is protested.

[2] "Order Adopting Final Regulations and Establishing Protest Procedure," Docket No. RM79-22, issued June 21, 1979.

[3] Docket No. RM-79-22, issued August 6, 1979.

[Project No. 2981]

## Nevada Irrigation District; Application for Preliminary Permit

December 10, 1979.

Take notice that the Nevada Irrigation District (Applicant) filed on October 5, 1979, an application for preliminary permit [pursuant to the Federal Power Act, 16 U.S.C., § 791(a)-825(r)] for a proposed water power project to be known as the Lake Combie Power Project, FERC No. 2981, located on the Bear River and Lake Combie in the County of Nevada, California.

Correspondence with the Applicant should be directed to: Mr. Fred Bandy, General Manager, Nevada Irrigation District, P.O. Box 1019, Grass Valley, California, 95945, and Mr. David H. Minasian, Esq., Minasian, Minasian, Minasian, Spruance & Baber, Attorneys at Law, P.O. Box 1679, Oroville, California, 93270.

*Purpose of Project*—Applicant would use the power generated at the project to operate the pumps at its Magnolia #3 pumping station. Energy in excess of pumping requirements would be sold to a public or private utility or banked with a utility in exchange for energy on demand or utilized internally by the Applicant.

*Proposed Scope and Cost of Studies Under Permit*—Applicant seeks issuance of a preliminary permit for a period of 36 months, during which time it would conduct surveys and investigations, make comparative studies, prepare cost estimates, consult with agencies, perform an environmental assessment, prepare a feasibility report, and prepare a FERC license application. The estimated cost for the work required up to and including the submittal of a license application is $100,000.

*Project Description*—The proposed Lake Combie Power Project would consist of: (1) an existing reservoir with a gross storage capacity of 7,164 acre-feet; (2) an existing concrete-arch dam, 85 feet high and 762 feet long; (3) an existing steel outlet pipe, 34 inches in diameter; (4) a proposed "Y" branch to be connected to the outlet pipe, which would allow water to flow to either the powerhouse or the existing Combie North Aqueduct; (5) a proposed penstock; (6) a proposed powerhouse with an installed capacity of 1,000 kW; (7) a proposed return conduit from the powerplant to the Combie North Aqueduct; and (8) a proposed 13.8/kV transmission line. The proposed powerplant would be designed to allow power to be generated while supplying

to the Bear River. During periods when water is required in the aqueduct the powerplant would operate utilizing a head of 35 feet. When flows are released into the river, the powerplant would operate utilizing a head of 70 feet.

*Purpose of Preliminary Permit*—A preliminary permit does not authorize construction. A permit, if issued, gives the Permittee, during the term of the permit, the right of priority of application for license while the Permittee undertakes the necessary studies and examinations to determine the engineering, economic, and environmental feasibility of the proposed project, the market for the power, and all other necessary information for inclusion in an application for a license.

*Agency Comments*—Federal, State, and local agencies that receive this notice through direct mailing from the Commission are invited to submit comments on the described application for preliminary permit. (A copy of the application may be obtained directly from the Applicant.) Comments should be confined to substantive issues relevant to the issuance of a permit and consistent with the purpose of a permit as described in this notice. No other formal request for comments will be made. If any agency does not file comments within the time set below, it will be presumed to have no comments.

*Comments, Protests, or Petitions to Intervene*—Anyone desiring to be heard or to make any protest about this application should file a petition to intervene or a protest with the Federal Energy Regulatory Commission, in accordance with the requirements of the Commission's Rules of Practice and Procedure, 18 CFR, § 1.8 or § 1.10 (1979). Comments not in the nature of a protest may also be submitted by conforming to the procedures specified in § 1.10 for protests. In determining the apropriate action to take, the Commission will consider all protests or other comments filed, but a persons who merely files a protest or comments does not become a party to the proceeding. To become a party, or to participate in any hearing, a persons must file a petition to intervene in accordance with the Commission's Rules. Any comments, protest, or petition to intervene must be filed on or before February 11, 1980. The Commission's address is: 825 N. Capitol Street, N.E., Washington, D.C. 20426. The application is on file with the Commission and is available for public inspection.

*Competing Applications*—Anyone desiring to file a competing application must submit to the Commission, on or before February 11, 1980, either the competing application itself or a notice of intent to file a competing application. Submission of a timely notice of intent allows an interested person to file the competing application no later than April 11, 1980. A notice of intent must conform with the requirements of 18 CFR 4.33 (b) and (c), (*as amended,* 44 FR 61328, October 25, 1979). A competing application must conform with the requirements of 18 CFR, 4.33 (a) and (d), (*as amended,* 44 FR 61328, October 25, 1979).

**Kenneth F. Plumb,**

*Secretary.*

[FR Doc. 79-38472 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

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**[Docket No. ER80-116]**

## Niagara Mohawk Power Corp.;

Filed: December 10, 1979.

The filing Company submits the following:

Take notice that Niagara Mohawk Power Corporation (Niagara), on December 3, 1979, tendered for filing an agreement between Niagara and the Village of Lake Placid, New York (Village) dated July 11, 1979.

Under the terms of this agreement, Niagara has agreed to construct a 115 Kv transmission line from Niagara's Lake Colby Substation to the Village. In exchange for Niagara's consent to construct this line, the Village has agreed to make certain cash payments to Niagara and to pay additional wheeling rates over and above those currently paid to the Power Authority of the State of New York (PASNY).

Niagara requests a waiver of the prior notice requirments to allow the agreement to become effective on November 28, 1979, the date that the new line was scheduled to be energized.

Niagara states that copies of the filing were served on the Village, PASNY and the Public Service Commission, State of New York.

Any person desiring to be heard or to protest said application should file a petition to intervene or protest with the Federal Energy Regulatory Commission, 825 North Capitol Street, N.E., Washington, D.C. 20426, in accordance with Sections 1.8 and 1.10 of the Commission's Rules of Practice and Procedure (18 CFR 1.8, 1.10). All such petitions or protests should be filed on or before December 28, 1979. Protests will be considered by the Commission in determining the appropriate action to be taken, but will not serve to make protestants parties to the proceeding. Any person wishing to become a party must file a petition to intervene. Copies of this filing are on file with the Commission and are available for public inspection.

**Kenneth F. Plumb,**

*Secretary.*

[FR Doc. 79-38473 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

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**[Docket No. GP80-36]**

## Northwest Pipeline Corp.; Third-Party Protests [1]

December 10, 1979.

Take notice that in accordance with the procedures established by the Federal Energy Regulatory Commission (Commission) in Order No. 23-B,[2] and "Order on Rehearing of Order No. 23-B," [3] the staff of the Commission protested on October 15, 1979, the assertion by the Northwest Pipeline Corporation (Northwest) and certain producers that the contracts identified in its protest constitute contractual authority for the producers to charge and collect any applicable maximum lawful price under the Natural Gas Policy Act of 1978 (NGPA).

Staff stated that the language of the contracts contained in Appendix A of this notice does not constitute authority for the producer to increase prices to the extent claimed by Northwest in its evidentiary submission.

Any person, other than the pipeline and the seller, desiring to be heard or to make any response with respect to these protests should file with the Commission, on or before December 26, 1979, a petition to intervene in accordance with 18 CFR 1.8. The seller need not file for intervention because under 18 CFR § 154.94(j)(4)(ii), the seller in the first sale is automatically joined as a party.

**Kenneth F. Plumb,**

*Secretary.*

**Appendix A**

| Producer | Rate schedule No. or contract date |
|---|---|
| Chandler & Associates, Inc | 1-9-79 |
| Do | 1-9-79 |
| Do | 1-9-79 |
| Do | 1-9-79 |
| Do | 12-28-76 |
| Do | 12-28-76 |
| Do | 12-28-76 |

[FR Doc. 79-38474 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

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[1] The term "third-party protest" refers to a protest filed by a party who is not a party to the contract which is protested.

[2] "Order Adopting Final Regulations and Establishing Protest Procedure," Docket No. RM79-22, issued June 22, 1979.

[3] Docket No. RM79-22, issued August 6, 1979.

[Docket No. HB24-63-3 (formerly E-7719)]

## Public Service Co. of Colorado; Proposed Determination of Headwater Benefits Payments in the Upper Colorado River Basin

December 11, 1979.

Take notice that Commission staff proposes a determination pursuant to the provisions of Section 10(f) of the Federal Power Act, 16 U.S.C. 803, of certain payments for benefits provided by the federal Green Mountain headwater improvement in the Upper Colorado River basin to the downstream Shoshone hydroelectric plant owned by the Public Service Company of Colorado. The proposed payment of $433,465 for benefits, plus $50,311 for costs of the investigation, for the period of November 16, 1942, through December 31, 1970. The proposed payments are based on a report dated November 1974 by the Commission's Office of Electric Power Regulation (formerly Bureau of Power). Adjustments have been made subsequent to the report.

The report has been circulated for comment. Legal and technical objections have been raised to the report. Commission staff recognized only those objections to the effect of net evaporation from federal reservoirs and irrigation diversions by certain holders of junior water rights as appropriate for adjusting the computations. The payments proposed above reflect revised computations for those effects.

Anyone desiring to be heard or to make any protest about this report should file a petition to intervene or a protest with the Federal Energy Regulatory Commission, in accordance with the requirements of the Commission's Rules of Practice and Procedure, 18 CFR § 1.8 or § 1.10 (1979). Comments not in the nature of a protest may also be submitted by conforming to the procedures specified in § 1.10 for protests. In determining the appropriate action to take, the Commission will consider all protests or other comments filed, but a person who merely files a protest or comments does not become a party to the proceeding. To become a party, or to participate in any hearing, a person must file a petition to intervene in accordance with the Commission's Rules. Any comments, protest, or petition to intervene must be filed on or before January 17, 1980. The Commission's address is: 825 North Capitol Street, N.E., Washington, D.C. 20426. The report is on file with the Commission and is available for public inspection.

Kenneth F. Plumb,

*Secretary.*

[FR Doc. 79-38475 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

[Docket No. SA80-40]

## RJB Pipeline Co.; Application for Determination of First Sale Status or for Adjustment and Interim Relief

December 10, 1979.

Take notice that on November 28, 1979, RJB Gas Pipeline Company (RJB), 3080 Liberty Tower, Oklahoma City, Oklahoma 73102, filed with the Federal Energy Regulatory Commission (Commission) in Docket No. SA80-40, an application for determination of first sale status or in the alternative for an adjustment and interim relief under section 502(c) of the Natural Gas Policy Act of 1978 (NGPA) 15 USC 3301 *et seq.*, and sections 280.202, 270.203(b)(2), 271.1105, and 271.1106 of the Commission's Regulations (18 CFR § 202; 203(b)(2); 1105; 1106).

Specifically, RJB requests the Commission to determine not to treat its sales of natural gas from wells located in Baca County, Colorado to Colorado Interstate Gas Company (CIG) as first sales retroactive to March 1, 1979; or in the alternative for the Commission to grant an adjustment to permit recovery of gathering costs as indicated in the cost of service attached to the application filed with the Commission. Furthermore, RJB seeks interim relief to permit RJB to collect from CIG a $.20 per Mcf gathering charge retroactive to March 1, 1979.

The procedures applicable to the conduct of this adjustment proceeding are found in 18 CFR § 1.41 *et seq.* See also Commission Order No. 24 issued March 22, 1979. (44 F.R. 18961, March 30, 1979.)

Any person desiring to participate in this adjustment proceeding shall file a petition to intervene in accordance with the provisions of 18 CFR § 1.41(e). All petitions to intervene must be filed within 15 days after publication of this notice in the Federal Register and should be sent to the Federal Energy Regulatory Commission, 825 North Capitol St., NE., Washington, D.C., 20426.

Kenneth F. Plumb,

*Secretary.*

[FR Doc. 79-38476 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

[Project No. 2101]

## Sacramento Municipal Utility District; Application for Amendment of License

December 10, 1979.

Take notice that on August 13, 1979, Sacramento Municipal Utility District (Licensee) filed an application for amendment of its license for the existing Upper American River Project No. 2101, located on the Rubicon River and tributaries, Silver Creek and tributaries, and South Fork of the American River in El Dorado County, California. Correspondence concerning the application should be sent to Mr. William C. Walbridge, General Manager, and Mr. David S. Kaplan, General Counsel, Sacramento Municipal Utility District, P.O. Box 1583, Sacramento, California 95813.

The license for the Upper American River Project was issued on August 28, 1957, for a period of 50 years. The Commission has, since that time, issued several orders approving additional power facilities. The project, as it presently exists, consists of: three main dams and storage reservoirs; eight diversion dams and regulating reservoirs; 6 powerhouses with total installed capacity of 596,000 kW; and associated tunnels and penstocks.

*Proposed Project Description*—The Licensee now seeks authorization to construct: (1) a reinforced concrete powerhouse, to be located on the downstream face of Slab Creek Dam, containing one turbine generating unit with an installed capacity of 400 kW; and (2) approximately 200 feet of transmission line which would connect to an existing 12-kV transmission line. The existing outlet works for the Slab Creek Dam would be modified for power development. The power plant and the 200-foot transmission line would be located within the existing project boundary.

*Estimated Cost*—The Licensee estimates the capital cost of the proposed project at $716,000.

*Purpose Of The Project*—The plant would generate about 2.95 million kWhs annually and would be connected, through the Licensee's interconnected system, to the Northern California Power Grid System.

*Recreation Facilities*—The Licensee states, in the application, that the recreation facilities of the Upper American River Project have been fully developed under the original license and that the economics of the proposed power plant do not justify any new recreation facilities at this time.

*Agency Comments*—Federal, State, and local agencies that receive this

notice through direct mailing from the Commission are requested to provide comments pursuant to the Federal Power Act, the Fish and Wildlife Coordination Act, the Endangered Species Act, the National Historic Preservation Act, the Historical and Archeological Preservation Act, the National Environmental Policy Act, Pub. L. No. 88–29, and other applicable statutes. No other formal requests for comments will be made.

Comments should be confined to substantive issues relevant to the issuance of an order amending project license. A copy of the application may be obtained directly from the applicant. If an agency does not file comments within the time set below, it will be presumed to have no comments.

*Protests and Petitions to Intervene*—Anyone desiring to be heard or make any protest about this application should file a petition to intervene or a protest with the Federal Energy Regulatory Commission, in accordance with the requirements of the Commission's Rules of Practice and Procedure, 18 C.F.R. Section 1.8 or Section 1.10 (1979). In determining the appropriate action to take, the Commission will consider all protests filed, but a person who merely files a protest does not become a party to the proceeding. To become a party or to participate in any hearing, a person must file a petition to intervene in accordance with the Commission's Rules.

Any protest, petition to intervene, or agency comments must be filed on or before January 21, 1980. The Commission's address is: 825 N. Capitol Street, N.E., Washington, D.C. 20426.

The application is on file with the Commission and is available for public inspection.

Kenneth F. Plumb,

*Secretary.*

[FR Doc. 79–38477 Filed 12–14–79; 8:45 am]

BILLING CODE 6450–01–M

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[Docket No. GP80–22]

## Texas Gas Pipeline Co.; Third-Party Protests [1]

December 10, 1979.

Take notice that in accordance with the procedures established by the Federal Energy Regulatory Commission (Commission) in Order No. 23–B,[2] and "Order on Rehearing of Order No. 23–B," [3] the staff of the Commission protested on October 15, 1979, the assertion by the Texas Gas Pipeline Company (Texas Gas) and certain producers that the contracts identified in its protest constitute contractual authority for the producers to charge and collect any applicable maximum lawful price under the Natural Gas Policy Act of 1978 (NGPA).

Staff stated that the language of the contracts contained in Appendix A of this notice does not constitute authority for the producer to increase prices to the extent claimed by Texas Gas in its evidentiary submission.

Any person, other than the pipeline and the seller, desiring to be heard or to make any response with respect to these protests should file with the Commission, on or before December 26, 1979, a petition to intervene in accordance with 18 CFR 1.8. The seller need not file for intervention because under 18 CFR § 154.94(j)(4)(ii), the seller in the first sale is automatically joined as a party.

Kenneth F. Plumb,

*Secretary.*

Appendix A

| Producer | Rate Schedule No. or Contract date |
|---|---|
| Sun Oil Co | 41 |
| Sun Oil Co | 42 |

[FR Doc. 79–38478 Filed 12–14–79; 8:45 am]

BILLING CODE 6450–01–M

[1] The term "third party protest" refers to a protest filed by a party who is not a party to the contract which is protested.

[2] "Order Adopting Final Regulations and Establishing Protest Procedure," Docket No. RM79–22, issued June 21, 1979.

[3] Docket No. RM79–22, issued August 6, 1979.

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[Docket No. ER80–115]

## The Toledo Edison Co.; Service Agreement

December 10, 1979.

The filing Company submits the following:

Take notice that The Toledo Edison Company on December 3, 1979, tendered for filing proposed changes in its FPC Electric Service Tariff, Original Volume Number 1. The changes consist of the filing of a Service Agreement executed by the Southeastern Michigan Rural Electric Co-operative Inc.

Toledo Edison states that the executed Service Agreement with Southeastern Michigan Rural Electric Co-operative Inc. provides that service will be rendered under the terms of a new rate classification identical in all respects to the Company's existing Municipal Resale Service Rate—Small. Toledo Edison further states that the service which it has rendered and will render to Southeastern Michigan Rural Electric Co-operative Inc. is necessary to alleviate a low voltage condition being experienced on a portion of Southeastern's distribution system. An effective date of March 1, 1978 has been requested for the filed Service Agreement.

Copies of this filing were served upon Southeastern Michigan Rural Electric Co-operative Inc. and the Public Utilities Commission of Ohio.

Any person desiring to be heard or to protest said application should file a petition to intervene or protest with the Federal Energy Regulatory Commission, 825 North Capitol Street N.E., Washington, D.C. 20426, in accordance with Sections 1.8 and 1.10 of the Commission's Rules of Practice and Procedure (18 CFR 1.8, 1.10). All such petitions or protests should be filed on or before December 28, 1979. Protests will be considered by the Commission in determining the appropriate action to be taken, but will not serve to make protestants parties to the proceeding. Any person wishing to become a party must file a petition to intervene. Copies of this application are on file with the Commission and are available for public inspection.

Kenneth F. Plumb,

*Secretary.*

[FR Doc. 79–38479 Filed 12–14–79; 8:45 am]

BILLING CODE 6450–01–M

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[Docket Nos. RP77–107, RP71–41, et al.]

## United Gas Pipeline Co.; Request for Approval of Refund Procedure

December 7, 1979.

Take notice that on December 4, 1979, United Gas Pipeline Company (United) requested that this Commission issue an order approving the payment of cetain refunds to its customers. United states that, pursuant to Commission orders approving settlements in the proceedings involving the refunds, such refunds would not flow until those orders are no longer subject to judicial review. United further states its willingness to pay out the refunds. notwithstanding the fact that one party has sought review of the orders approving the settlements. United also requests that the Commission grant approval by December 27, 1979, and that certain protective conditions be attached to the grant of approval, all as more fully set out in the application, which is on file and available for inspection at the Commission. Should the appellant prevail on appeal, these protective conditions would permit

United to, in the future, recoup from customers amounts refunded.

Any person desiring to be heard or to make any protest with reference to said petition to amend should on or before December 18, 1979, file with the Federal Energy Regulatory Commission, Washington, D.C. 20426, a petition to intervene or a protest in accordance with the requirements of the Commission's Rules of Practice and Procedure (18 CFR 1.8 or 1.10) and the Regulations under the Natural Gas Act (18 CFR 157.10). All protests filed with the Commission will be considered by it in determining the appropriate action to be taken but will not serve to make the protestants parties to the proceeding. Any person wishing to become a party to a proceeding or to participate as a party in any hearing therein must file a petition to intervene in accordance with the Commission's Rules.

Kenneth F. Plumb,

*Secretary.*

[FR Doc. 79-38480 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

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## Office of Nuclear Energy

### Nuclear Proliferation and Civilian Nuclear Power; Publication of Report of the Nonrproliferation Alternative Systems Assessment Program and Announcement of Public Meeting

The draft final report of the Nonproliferation Alternative Systems Assessment Program (NASAP), *Nuclear Proliferation and Civilian Nuclear Power,* was released by the U.S. Department of Energy on December 14, 1979.

The goal of the NASAP study has been to provide recommendations for the development and deployment of more proliferation-resistant civilian nuclear power systems and institutions without jeopardizing the development of nuclear energy. In this context, "proliferation resistance" is the capability of a nuclear power system to inhibit, impede, or prevent the diversion of the system's fuel cycle materials or facilities from civilian to military uses. In addition, NASAP has supported, through its technical studies and analyses, U.S. participation in the International Nuclear Fuel Cycle Evaluation Studies.

The ten-volume draft report, consisting of an Executive Summary, a Program Summary and eight supporting technical volumes, was prepared by the Division of Nuclear Alternative Systems Assessment within the Office of the Assistant Secretary for Nuclear Energy.

It is now being released for public review and comment. The comment period will extend through Fedruary 15, 1980. The final report, reflecting the public review, is scheduled to be issued by the Department of Energy in the summer of 1980.

The principal findings and recommendations of the NASAP study are described in the following summary.

The NASAP report concludes that nuclear power systems can be made more proliferation resistant. All nuclear fuel cycles would entail varying degrees of proliferation risks. However, the light-water reactor fuel cycle which discharges spend fuel to interim storage involves no directly weapons-usable material in any part of the fuel cycle. It is a more proliferation-resistant fuel cycle than those which use highly enriched uranium or pure plutonium.

Differences in proliferation risk can be reduced by the introduction of combinations of technical and institutional measures rather than by technical measures alone. Some of these measures would be: wider acceptance of international safeguards on all civilian nuclear activities and wider acceptance of existing nonproliferation treaties; adherence to export controls and guidelines adopted by each of the nuclear supplier nations; cooperative arrangements to perform breeder reactor R&D only when the need is clear and then under international auspices; and limiting research reactor material to enrichment levels that minimize the presence of weapons-usable material.

A major theme of the NASAP report, which in many ways summarizes its findings, is that U.S. policy should continue to be directed toward establishing a nonproliferation regime which recognizes the need for security of energy supply.

To enhance security of supply and nonproliferation effectiveness, existing international arrangements must be improved and new ones established on a cooperative basis. In this area, NASAP made the following major observations: New enrichment capacity should be under effective multinational or international auspices; improved institutional arrangements for spent-fuel storage and disposal services should be pursued; the U.S. should continue to urge others to refrain from developing reprocessing capability until it is clearly needed. However, where reprocessing occurs, there would be less proliferation risk if services were to be provided by a few large facilities, if safeguards were to be strengthened at all bulk-handling facilities, and if services were to be supplied based on fast-breeder and advanced reactor R&D needs where there exist both economic and technical justification; and the U.S. should seek to insure that an international plutonium-management regime operates under effective and credible nonproliferation norms.

The nuclear systems examined by the study ranged from those currently in use throughout the world to others that have not yet progressed beyond the conceptual stage. They were examined not only from the standpoint of proliferation risk, but also in terms of their efficiency of resource use, cost, and safety and environmental characteristics. These elements, along with the commitments that would have to be undertaken in performing the research, development and demonstration of the systems, were summarized in an assesment of commercial potential.

Consistent with the report's theme of both assuring supply and strengthening the nonproliferation regime, recommendations for research, development and demonstration were provided:

- Support for developing and improving safeguards technology;
- Improving fuel utilization efficiency of today's light-water reactors by 1990, and developing still more resource efficient light-water fuel for commercial adoption by 2000;
- Completing the National Uranium Resource Evaluation Program by 1985 and continuing research and development of uranium discovery and extraction methods;
- Demonstrating low enriched uranium fuel for use in research reactors as compared to today's use of high enriched uranium fuel; 20–45% U-235 enriched fuel by 1982, less than 20% U-235 enriched fuel by 1984;
- Continuing with the development of the Liquid Metal Fast Breeder Reactor so that it could be commercially available, if needed, by about 2010 to 2020 while postponing the decision to start or defer a demonstration project until after the completion of the Conceptual Design Study;
- Continuing planned commitments to expand domestic enrichment capacity, improving the performance of existing technology and demonstrating the technical and economic performance of Advanced Isotopic Separation processes;
- Completing the Light Water Breeder Reactor proof-of-breeding demonstration in Shippingport;
- Demonstrating designs to improve the proliferation resistance of reprocessing in pilot facilities in the fast breeder program;
- Assessing unique markets such as for process heat and for use in water scarce regions for the High Temperature Gas-Cooled Reactor; and
- Investigating high burnup fuel technology for the Fast Mixed-Spectrum Reactor.

### Copies of the Executive Summary and Volume I

The Program Summary, of the draft report of the Nonproliferation Alternative Systems Assessment Program are available from: Technical Information Center, P. O. Box 62, Oak Ridge, Tennessee 37830 (Attention: *NASAP Report,* DOE/NE-0001).

### Public Comments

We welcome comments on any aspect of the draft report. All comments should be submitted in writing by February 15, 1980, to: Dr. Hugh Kendrick, Acting Director, Division of Nuclear Alternative, Systems Assessment, NE-50 (P), Mail Stop B-107, U.S. Department of Energy, Washington, D.C. 20545.

In order to facilitate handling, the designation *NASAP Report,* should appear on all comments as well as on the outside envelope.

### Public Meeting

The U.S. Department of Energy will conduct a public meeting to discuss the findings and recommendations of the Report of the Nonproliferation Alternative Systems Assessment Program on Thursday, January 17, 1980, in Washington, DC. The meeting will be held at 9:30 a.m. at the Department of Commerce Auditorium. The entrance is on 14th Street, NW. between Constitution Avenue and E Street. Parking and public transportation is available at 12th Street, NW. and Pennsylvania Avenue.

Following a short presentation, a panel will be available to respond to questions and hear comments. Questions may be submitted in advance to: Dr. Hugh Kendrick, Acting Director, Division of Nuclear Alternative Systems Assessment, NE-50 (P), Mail Stop B-107, U. S. Department of Energy, Washington, D.C. 20545, Attention: *NASAP Public Meeting.*

In addition, questions may be brought to the public meeting in written form or will be taken from the floor.

For further information contact: Mr. Howard Rohm, Division of Nuclear Alternative Systems Assessment, NE-50, Mail Stop B-107, U.S. Department of Energy, Washington, D.C. 20545 or call 301/353-4988.

Issued in Washington, D.C., December 10, 1979.

**John W. Crawford, Jr.,**

*Acting Assistant Secretary for Nuclear Energy.*

[FR Doc. 79-38495 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

## Office of Hearings and Appeals

### Objection to Proposed Remedial Orders Filed With the Office of Hearings and Appeals

Notice is hereby given that during the week of November 19 through November 23, 1979, the Notices of Objection to Proposed Remedial Orders listed in the Appendix to this notice were filed with the Office of Hearings and Appeals of the Department of Energy.

Within 20 days after publication of this notice, any person who wishes to participate in the proceeding which the Department of Energy will conduct concerning the Proposed Remedial Orders described in the Appendix to this notice must file a request to participate pursuant to 10 CFR 205.194 (44 FR 7926, February 7, 1979). Within 30 days of the publication of this notice, the Office of Hearings and Appeals will determine those persons who may participate on an active basis in this proceeding, and will prepare an official service list which it will mail to all persons who filed requests to participate. Persons may also be placed on the official service list as non-participants for good cause show. All requests regarding this proceeding shall be filed with the Office of Hearings and Appeals, Department of Energy, Washington, D.C. 20461. Issued in Washington, D.C.

**Melvin Goldstein,**

*Director, Office of Hearings and Appeals.*

December 12, 1979

*Alcatraz Mobil Service, Oakland, Calif., BRO-0819, motor gasoline*

On November 20, 1979, Alcatraz Mobil Service, 6392 Telegraph Avenue, Oakland, California 94609, filed a Notice of Objection to a Proposed Remedial Order that the Department of Energy Western District Office of Enforcement issued to the firm on October 3, 1979. The Proposed Remedial Order found that during the period August 1, 1979 through September 19, 1979 Alcatraz committed pricing violations of $2,890.77 in connection with the sale of motor gasoline in the State of California.

*Edwards Producing Co., Inc., Jackson, Miss., BRO-0178, crude oil*

On November 20, 1979, Edwards Producing Company, Inc., 1755 Lella Drive, Suite 301, Jackson, Mississippi 39216 filed a Notice of Objection to a Proposed Remedial Order which the Department of Energy Southeast District Office of Enforcement issued to the firm on November 1, 1979. In the Proposed Remedial Order the Southeast District found that during the period September 1, 1973 through December 31, 1977, Edwards Producing Company, Inc. violated the Mandatory Petroleum Price Regulations in connection with its sales of crude oil. According to the Proposed Remedial Order the Edwards Producing Company, Inc. violation resulted in $125,567.47 of overcharges.

*Exxon Co., U.S.A., Houston, Tex., BRO-0177, Benzene/Toluene*

On November 20, 1979, Exxon Company, U.S.A., 800 Bell Street, Houston, Texas 70002 filed a Notice of Objection to a Proposed Remedial Order which the Department of Energy Office of Special Counsel for Compliance issued to the firm. In the Proposed Remedial Order the Office of Special Counsel found that during February through May 1974, Exxon carried over (banked) price premiums for benzene and toluene, in violation of the Mandatory Petroleum Price Regulations. According to the Proposed Remedial Order the Exxon Company overstated its banks for such products in the amount of $3,952,000.

[FR Doc. 79-38575 Filed 12-14-79; 8:45 am]

BILLING CODE 6450-01-M

## ENVIRONMENTAL PROTECTION AGENCY

[OPP-50425A; FRL 1377-1]

### Amendment to Experimental Use Permit Issued to U.S. Department of Agriculture

On Monday, May 7, 1979 (44 FR 26794), information appeared pertaining to the issuance of an experimental use permit, No. 42634-EUP-2, to the U.S. Department of Agriculture. At the request of the department, that permit has been amended. The program is now authorized in the State of Georgia as well as Louisiana. (PM-17, Franklin Gee, Room: E-341, Telephone: 202/426-9417.)

(Section 5 of the Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), as amended in 1972, 1975, and 1978 (92 Stat. 819; 7 U.S.C. 136))

Dated: December 4, 1979.

**Douglas D. Campt,**

*Director, Registration Division.*

[FR Doc. 79-38506 Filed 12-14-79; 8:45 am]

BILLING CODE 6560-01-M

[OPTS-59000A; FRL 1374-5]

### Pesticides and Toxic Substances; Approval of Exemption Application

**AGENCY:** Environmental Protection Agency (EPA).

**ACTION:** Approval for an exemption for test marketing activities from the premanufacture notification requirements of Section 5 of the Toxic Substances Control Act (TSCA).

**SUMMARY:** On October 22, 1979 EPA received an application from Hesser and Associates of Overland Park, Kansas to import sucrose tallowate for test marketing purposes. EPA has reviewed

information supplied in the exemption application and other information gathered by the Agency. EPA has determined that Hesser's test marketing of sucrose tallowate will not present any unreasonable risk of injury to health or the environment. Therefore the Agency has granted Hesser an exemption from the premanufacture reporting requirements for the import of sucrose tallowate for test marketing in the manner described in the application. The exemption is effective immediately. A Federal Register notice published on November 20, 1979 (44 FR 66671) announced the receipt of the exemption application.

**FOR FURTHER INFORMATION CONTACT:** Paige Beville, Application Manager, Premanufacturing Review Division (PTS-794), Office of Pesticides and Toxic Substances, EPA, Washington, D.C. 20460 (202/426-8815).

**SUPPLEMENTAL INFORMATION:** Under section 5 of TSCA, anyone who intends to manufacture or import a new chemical substance for commercial purposes in the United States must submit a notice to EPA before manufacture or import begins. A "new" chemical substance is any chemical substance that is not on the Inventory of existing substances compiled by EPA under Section 8(b) of TSCA. Section 5(a)(1) requires each PMN to be submitted in accordance with section 5(d) and any applicable requirement of section 5(b). Section 5(d)(1) defines the contents of a PMN and section 5(b)(1) contains additional reporting requirements for certain new chemical substances.

Section 5(h), "Exemptions", contained several provisions for exemptions from some or all of the requirements of section 5. In particular, section 5(h)(1) authorizes EPA, upon application, to exempt persons from any requirement of section 5(a) or section 5(b), to permit the persons to manufacture or process chemical substances for test marketing purposes. To grant an exemption, the Agency must find that the test marketing activities will not present any unreasonable risk of injury to health or the environment. EPA must either approve or deny the application within 45 days of its receipt, and the Agency must publish a notice of its disposition in the Federal Register. If EPA grants a test marketing exemption, it may impose restrictions on the test marketing activities.

On October 22 EPA received an application from Hesser and Associates, 10100 Santa Fe Drive, Overland Park, Kansas for an exemption from the requirements of sections 5(a) and 5(b) of TSCA, to import sucrose tallowate for test marketing purposes. Under this test marketing exemption, Hesser intends to import sucrose tallowate, and mixtures containing this substance with any or all of the following existing chemicals:

1. Mono- and diglycerides of tallow fatty acids;
2. Calcium salts of tallow fatty acids; and
3. Potassium salts of tallow fatty acids.

Sucrose tallowate is a detergent and emulsifying agent, with a potentially wide application as an ingredient in household detergents, foods and cosmetics. The components of sucrose tallowate are common table sugar and naturally occuring fatty acids derived from beef tallow which have been chemically joined to form esters. During the test marketing phase, Hesser plans to supply the substance and mixtures containing the substance primarily to the detergents industry for laboratory testing as ingredients in laundry and dishwashing detergents. [The applicant also may supply other samples to the cosmetics industry for laboratory testing as ingredients in protective hand creams; these uses are not covered under this exemption because they may be regulated under the Federal Food, Drug, and Cosmetic Act). Hesser stated that samples of the formulated product will not be supplied to the general consumer.

Data reviewed by EPA indicate no acute toxicity problems associated with sucrose tallowate. Animal feeding studies using very close structural analogs of sucrose tallowate indicate that the analogs are not toxic to test animals when fed in quantities up to 10% of their diets. The Agency found no data on carcinogenic, mutagenic, or teratogenic effects of sucrose tallowate. However, based on the nature of the components of sucrose tallowate and the structure of the derived compound, we have no reason to suspect that it will cause any of these effects.

With regard to ecological effects, the Agency found no data concerning hazards to invertebrates, plants, fish, mammals, birds or most micro-organisms. There is no reason to anticipate such problems, however, based on the non-toxic nature of the components, their biodegradability, and the low amounts that would be discharged to the environment during the test marketing period. No effects on ecosystem processes were reported and none are expected as a result of test marketing.

Based upon the relatively benign nature of sucrose tallowate and its limited exposure during test marketing, EPA has determined that sucrose tallowate will not present any unreasonable risk of injury to health or the environment as a result of the test marketing activities described in this application. Accordingly, EPA grants Hesser and Associates an exemption, effective immediately, from the premanufacture reporting requirements for purposes of test marketing sucrose tallowate as an import in the manner described above.

This exemption is granted only for importation of the substance, and samples will be provided only to industrial laboratories for end-product testing. Therefore EPA has not evaluated possible worker and consumer exposures that may result from full-scale commercialization. However, prior to import into the United States for purposes other than test marketing, and before the substance is manufactured in this country for either test marketing or commercialization, a premanufacture notice (PMN) must be submitted as required under section 5(a) of TSCA. At such time as it reviews the PMN, EPA will evaluate worker and consumer exposures.

Dated: December 11, 1979.

Douglas M. Costle,

*Administrator.*

[FR Doc. 79-38507 Filed 12-14-79; 8:45 am]

BILLING CODE 6560-01-M

## FEDERAL COMMUNICATIONS COMMISSION

### Notice of Request To Establish Advisory Committee on AM Broadcasting in Region 2

December 5, 1979.

The Commission has requested the Committee Management Secretariat of the National Archives and Records Service (GSA) to approve the creation of an "Advisory Committee on AM Broadcasting in Region 2." The Committee will provide advice to FCC representatives responsible for participating in the preparatory and plenary sessions of the Region 2 Administrative Radio Conference on AM broadcasting, and in the implementation of agreements which may be prepared by the Conference concerning use of the AM broadcast spectrum by the nations of the Western Hemisphere.

Advice by interested agencies, institutions, organizations, industry sectors and other members of the public will be needed on the matters to be dealt with by the Region 2 Conference. These include the designation of frequencies to be used as AM broadcast channels, the classification and

conditions governing use of each class of channels, the protection to be afforded to AM stations in other countries, the technical standards to be used in determining service and interference, and related matters.

The Committee will have up to 30 members. Membership will be selected on the basis of individual experience and expertise in the following areas: (1) the transmission and reception of AM broadcast signals, (2) the design capacities and manufacture of transmitting and receiving equipment, (3) the operation of stations providing AM broadcast service, and (4) the public purposes and goals of the AM service. The Commission will attempt to ensure that the composition of the Committee is fairly balanced and representative of all technically qualified parties having an interest in AM broadcasting.

Although the Committee cannot be instituted unless and until GSA approves the FCC's proposal, the Commission would like to give early consideration to the selection of members. The Commission accordingly invites recommendations as to the composition of the proposed Committee, and the submission of the names of persons who it is believed could contribute usefully to the work of advising FCC staff responsible for participation in the Administrative Radio Conference for Region 2, and in the preparations and implementation of sub-regional agreements which may be negotiated on the basis of such Regional radio agreement as the Conference may develop.

If approval is obtained for establishing the proposed advisory committee, it will be important that its membership be so constituted as to afford balanced representation of diverse interests, views, and experience, and that minorities and women be represented.

All suggestions on the composition and membership of the Committee will be welcome. They should be addressed no later than December 14, 1979, to Federal Communications Commission, Washington, D.C. 20554, Attention: Wilson La Follette, Room 8104.

Action by the Commission November 20, 1979. Commissioners Ferris (Chairman), Lee, Quello, Washburn, Fogarty, Brown and Jones.

Federal Communications Commission.

**William J. Tricarico,**

*Secretary.*

[FR Doc. 79-38451 Filed 12-14-79; 8:45 am]

BILLING CODE 6712-01-M

## FEDERAL EMERGENCY MANAGEMENT AGENCY

[Docket FEMA-EA-1979-1]

### Finding of No Significant Impact on Environment of Relocations, Consolidations and Related Moves To Establish and Activate the Federal Emergency Management Agency (FEMA) in the 10 Federal Cities

Pursuant to Section 102(2)(C) of the National Environmental Policy Act of 1969 and the implementing regulations of the Council on Environmental Quality (40 CFR Parts 1500–1508), the Federal Emergency Management Agency (FEMA) has prepared an environmental assessment of the relocation of resources resulting from the reorganizations of FEMA regional offices to implement the ten Federal city regional concept.

The assessment concludes that there will be no significant impact on the natural or manmade environment as a result of the establishment of the ten regional offices and the accompanying relocations of personnel and functions. It is estimated that these plans represent a movement of approximately 185 employees (including possible local recruitment), spread out over the ten regions. The relocation costs for personnel and necessary equipment should total about $768,500, also spread out over the ten regions.

It is therefore found that there will be no significant impact on the environment caused by the relocations, consolidations and related moves of personnel, records, furniture and equipment to establish and activate FEMA regional offices in the ten Federal cities. On this basis, an environmental impact statement will not be prepared.

Copies of the environmental assessment are available for inspection at: Federal Emergency Management Agency, Room 802, 1725 I Street, NW., Washington, DC 20472, Telephone (202) 634–4100.

A limited number of single copies are available and may be obtained by writing the above offices.

Dated: December 11, 1979.

**John W. Macy, Jr.,**

*Director.*

[FR Doc. 79-38534 Filed 12-14-79; 8:45 am]

BILLING CODE 6718-01-M

[FEMA-611-DR]

### Marshall Islands of the Trust Territory; Notice of Major Disaster and Related Determinations

**AGENCY:** Federal Emergency Management Agency.

**ACTION:** Notice.

**SUMMARY:** This is a Notice of the Presidential declaration of a major disaster for the Marshall Islands of the Trust Territory (FEMA–611–DR), dated December 1, 1979, and related determinations.

**DATED:** December 1, 1979.

**FOR FURTHER INFORMATION CONTACT:** Sewall H. E. Johnson, Disaster Response and Recovery, Federal Emergency Management Agency, Washington, D.C. 20472 (202) 634–7845.

**NOTICE:** Pursuant to the authority vested in the Director of the Federal Emergency Management Agency by the President under Executive Order 12148 effective July 15, 1979, and delegated to me by the director under Federal Emergency Management Agency Delegation of Authority, and by virtue of the Act of May 22, 1974, entitled "Disaster Relief Act of 1974" (88 Stat. 143); notice is hereby given that, in a letter of December 1, 1979, the President declared a major disaster as follows:

I have determined that the damage in certain areas of the Marshall Islands of the Trust Territory resulting from seawave action and flooding, beginning on or about November 26, 1979, is of sufficient severity and magnitud to warrant a major-disaster declaration under Public Law 93–288. I therefore declare that such a major disaster exists in the Marshall Islands Trust Territory.

Notice is hereby given that pursuant to the authority vested in the Director of Federal Emergency Management Agency under Executive Oder 12148, and delegated to me by the Director under Federal Emergency Management Agency Delegation of Authority. I hereby appoint Mr. Francis S. Manda of the Federal Emergency Management Agency to act as the Federal Coordinating Officer for this declared major disaster.

I do hereby determine the following areas of the Marshall Islands of the Trust Territory to have been affected adversely by this declared major disaster.

The following for Individual Assistance and Public Assistance:

Majuro Atoll.

**T. R. Casey,**

*Acting Director, Disaster Response and Recovery.*

(Catalog of Federal Domestic Assistance No. 14.701, Disaster Assistance.)

[FR Doc. 79-38540 Filed 12-14-79; 8:45 am]

BILLING CODE 6718-02-M

## FEDERAL RESERVE SYSTEM

### Florida National Banks of Florida, Inc., Acquisition of Bank

Florida National Banks of Florida, Inc., Jacksonville, Florida, has applied for the Board's approval under § 3(a)(3) of the Bank Holding Company Act (12 U.S.C. § 1842(a)(3)) to acquire 100 per cent (less directors' qualifying shares) of the voting shares of Florida National Bank of Martin County, the successor by merger to Stuart National Bank, Stuart, Florida and Port Salerno National Bank, Port Salerno, Florida. The factors that are considered in acting on the application are set forth in § 3(c) of the Act (12 U.S.C. § 1842(c)).

The application may be inspected at the offices of the Board of Governors or at the Federal Reserve Bank of Atlanta. Any person wishing to comment on the application should submit views in writing to the Reserve Bank to be received not later than January 10, 1980. Any comment on an application that requests a hearing must include a statement of why a written presentation would not suffice in lieu of a hearing, identifying specifically any questions of fact that are in dispute and summarizing the evidence that would be presented at a hearing.

Board of Governors of the Federal Reserve System, December 10, 1979.

William N. McDonough,

*Assistant Secretary of the Board.*

[FR Doc. 79-38471 Filed 12-14-79; 8:45 am]

BILLING CODE 6210-01-M

### Gulf Southwest Bancshares, Inc.; Formation of Bank Holding Company

Gulf Southwest Bancshares, Inc., Houston, Texas, has applied for the Board's approval under section 3(a)(1) of the Bank Holding Company Act (12 U.S.C. 1842(a)(1)) to become a bank holding company by acquiring 80.8 per cent or more of the voting shares of Merchants Park Bank, Houston, Texas. The factors that are considered in acting on the application are set forth in section 3(c) of the Act (12 U.S.C. 1842(c)).

The application may be inspected at the offices of the Board of Governors or at the Federal Reserve Bank of Dallas. Any person wishing to comment on the application should submit views in writing to the Reserve Bank, to be received not later than January 10, 1980. Any comment on an application that requests a hearing must include a statement of why a written presentation would not suffice in lieu of a hearing, identifying specifically any questions of fact that are in dispute and summarizing the evidence that would be presented at a hearing.

Board of Governors of the Federal Reserve System, December 10, 1979.

William N. McDonough,

*Assistant Secretary of the Board.*

[FR Doc. 79-38528 Filed 12-14-79; 8:45 am]

BILLING CODE 6210-01-M

## FEDERAL TRADE COMMISSION

### Early Termination of the Waiting Period of the Premerger Notification Rules; American Petrofina Inc.

**AGENCY:** Federal Trade Commission.

**ACTION:** Granting of request for early termination of the waiting period of the premerger notification rules.

**SUMMARY:** American Petrofina Incorporated is granted early termination of the waiting period provided by law and the premerger notification rules respect to its proposed acquisition of Wintershall Oil and Gas Company. The grant was made by the Federal Trade Commission and the Assistant Attorney General in chage of the Antitrust Division of the Department of Justice in response to a request for early termination submitted by Wintershall Oil and Gas Company. Neither agency intends to take any action with respect to this acquisition during the waiting period.

**EFFECTIVE DATE:** December 6, 1979.

**FOR FURTHER INFORMATION CONTACT:** Joan S. Truitt, Attorney, Premerger Notification Office, Bureau of Competition Room 303, Federal Trade Commission, Washington, D.C. 20580 (202-523-3894).

**SUPPLEMENTARY INFORMATION:** Section 7A of the Clayton Act, 15 U.S.C. § 18a, as added by Title II of the Hart-Scott-Rodino Antitrust Improvements Act of 1976, requires persons contemplating certain mergers or acquisitions to give the Commission and Assistant Attorney General advance notice and to wait designated periods before consummation of such plans. Section 7A(b)(2) of the Act permits the agencies, in individual cases, to terminate this waiting period prior to its expiration and requires that notice of this action be published in the Federal Register.

By direction of the Commission.

Carol M. Thomas,

*Secretary.*

[FR Doc. 79-38455 Filed 12-14-79; 8:45 am]

BILLING CODE 6750-01-M

### Early Termination of the Waiting Period of the Premerger Notification Rules; Howard L. Terry

**AGENCY:** Federal Trade Commission.

**ACTION:** Granting of request for early termination of the waiting period of the premerger notification rules.

**SUMMARY:** Mr. Howard L. Terry is granted early termination of the waiting period provided by law and the premerger notification rules with respect to his proposed acquisition of certain voting securities of the Penn Central Corporation. The grant was made by the Federal Trade Commission and the Assistant Attorney General in charge of the Antitrust Division of the Department of Justice in response to a request for early termination submitted by Mr. Terry. Neither agency intends to take any action with respect to this acquisition during the waiting period.

**EFFECTIVE DATE:** December 5, 1979.

**FOR FURTHER INFORMATION CONTACT:** Joan S. Truitt, Attorney, Premerger Notification Office, Bureau of Competition, Room 303, Federal Trade Commission, Washington, D.C. 20580 (202-523-3894).

**SUPPLEMENTARY INFORMATION:** Section 7A of the Clayton Act, 15 U.S.C. § 18a, as added by Title II of the Hart-Scott-Rodino Antitrust Improvements Act of 1976, requires persons contemplating certain mergers or acquisitions to give the Commission and Assistant Attorney General advance notice and to wait designated periods before consummation of such plans. Section 7A(b)(2) of the Act permits the agencies, in individual cases, to terminate this waiting period prior to its expiration and requires that notice of this action be published in the Federal Register.

By direction of the Commission.

Carol M. Thomas,

*Secretary.*

[FR Doc. 79-38456 Filed 12-14-79; 8:45 am]

BILLING CODE 6750-01-M

### Early Termination of the Waiting Period of the Premerger Notification Rules; United Parcel Service of America, Inc.

**AGENCY:** Federal Trade Commission.

**ACTION:** Granting of request for early termination of the waiting period of the premerger notification rules.

**SUMMARY:** United Parcel Service of America, Inc. is granted early termination of the waiting period provided by law and the premerger notification rules with respect to its proposed acquisition of NUPARMAC

Corporation. The grant was made by the Federal Trade Commission and the Assistant Attorney General in charge of the Antitrust Division of the Department of Justice in response to requests for early termination submitted by both parties to the transaction. Neither agency intends to take any action with respect to this acquisition during the waiting period.

**EFFECTIVE DATE:** December 6, 1979.

**FOR FURTHER INFORMATION CONTACT:** Joan S. Truitt, Attorney, Premerger Notification Office, Bureau of Competition Room 303, Federal Trade Commission, Washington, D.C. 20580 (202–523–3894).

**SUPPLEMENTARY INFORMATION:** Section 7A of the Clayton Act, 15 U.S.C. § 18a, as added by Title II of the Hart-Scott-Rodino Antitrust Improvements Act of 1976, requires persons contemplating certain mergers or acquisitions to give the Commission and Assistant Attorney General advance notice and to wait designated periods before consummation of such plans. Section 7A(b)(2) of the Act permits the agencies, in individual cases, to terminate this waiting period prior to its expiration and requires that notice of this action be published in the **Federal Register.**

By direction of the Commission.

**Carol M. Thomas,**

*Secretary.*

[FR Doc. 79–38458 Filed 12–14–79; 8:45 am]

BILLING CODE 6750–01–M

## Early Termination of the Waiting Period of the Premerger Notification Rules; NVF Co.

**AGENCY:** Federal Trade Commission.

**ACTION:** Granting of request for early termination of the waiting period of the premerger notification rules.

**SUMMARY:** NVF Company is granted early termination of the waiting period provided by law and the premerger notification rules with respect to the proposed acquisition of the assets of UV Industries, Inc. The grant was made by the Federal Trade Commission and the Assistant Attorney General in charge of the Antitrust Division of the Department of Justice in response to requests for early termination submitted by both parties to the transaction. Neither agency intends to take any action with respect to this acquisition during the waiting period.

**EFFECTIVE DATE:** December 5, 1979.

**FOR FURTHER INFORMATION CONTACT:** Joan S. Truitt, Attorney, Premerger Notification Office, Bureau of Competition, Room 303, Federal Trade Commission, Washington, D.C. 20580 (202–523–3894).

**SUPPLEMENTARY INFORMATION:** Section 7A of the Clayton Act, 15 U.S.C. 18a, as added by Title II of the Hart-Scott-Rodino Antitrust Improvements Act of 1976, requires persons contemplating certain mergers or acquisitions to give the Commission and Assistant Attorney General advance notice and to wait designated periods before consummation of such plans. Section 7A(b)(2) of the Act permits the agencies, in individual cases, to terminate this waiting period prior to its expiration and requires that notice of this action be published in the **Federal Register.**

By direction of the Commission.

**Carol M. Thomas,**

*Secretary.*

[FR Doc. 79–38457 Filed 12–14–79; 8:45 am]

BILLING CODE 6750–01–M

# GENERAL ACCOUNTING OFFICE

## Regulatory Reports Review; Receipt of Report Proposals

The following requests for clearance of reports intended for use in collecting information from the public were received by the Regulatory Reports Review Staff, GAO, on December 10, 1979 (CAB) and December 11, 1979 (NRC). See 44 U.S.C. 3512(c) and (d). The purpose of publishing this notice in the **Federal Register** is to inform the public of such receipts.

The notice includes the title of each request received; the name of the agency sponsoring the proposed collection of information; the agency form number, if applicable; and the frequency with which the information is proposed to be collected.

Written comments on the proposed CAB and NRC requests are invited from all interested persons, organizations, public interest groups, and affected businesses. Because of the limited amount of time GAO has to review the proposed requests, comments (in triplicate) must be received on or before January 4, 1980, and should be addressed to Mr. John M. Lovelady, Assistant Director, Regulatory Reports Review, United States General Accounting Office, Room 5106, 441 G Street, NW., Washington, DC 20548

Further information may be obtained from Patsy J. Stuart of the Regulatory Reports Review Staff, 202–275–3532.

### Civil Aeronautics Board

The CAB requests clearance of a new Form 297A, Registration or Amendment under Part 297 of the Economic Regulations of the Civil Aeronautics Board. This form must be filed by every foreign air freight forwarder and foreign cooperative shippers' association not later than 60 days before the start of operations as in indirect air carrier, pursuant to Part 297 of the Board's Economic Regulations and Section 402 of the Federal Aviation Act of 1958, as amended. The CAB estimates that respondents will number approximately 15 and that 3 hours will be required for preparation of a registration or amendment.

### Nuclear Regulatory Commission

The NRC requests an extension without change clearance of Form NRC–212, Qualifications Investigation (Professional). Information entered on Form 212 is used to determine the qualifications and suitability of applicants for employment with the NRC and of current NRC employees for reassignment, reinstatement, transfer, and promotion. Respondents are supervisors and former supervisors of individuals who have applied for employment with the NRC or are being considered for promotion, transfer, or reinstatement. The NRC estimates that respondent burden will average 15 minutes for each response and that approximately 2,000 responses will be received annually.

The NRC requests an extension without change clearance of Form NRC–212A, Qualifications Investigation (Secretarial/Clerical). Information entered on Form 212A is used to determine the qualification and suitability of applicants for employment with the NRC and of current NRC employees for reassignment, reinstatement, transfer, and promotion. Respondents are supervisors and former supervisors of individuals who have applied for employment with the NRC or are being considered for promotion, transfer, or reinstatement. The NRC estimates that respondent burden will average 15 minutes for each response and that approximately 2,000 reponses will be received annually.

**Norman F. Heyl,**

*Regulatory Reports Review Officer.*

[FR Doc. 79–38564 Filed 12–14–79; 8:45 am]

BILLING CODE 1610–01–M

## DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

### National Institutes of Health

### Board of Scientific Counselors, National Institute of Environmental Health Sciences; Meeting

Pursuant to Pub. L. 92–463, notice is hereby given of the meeting of the Board of Scientific Counselors, National Institute of Environmental Health Sciences, January 30–31, 1980, in Building 18 conference room, National Institute of Environmental Health Sciences, Research Triangle Park, North Carolina.

This meeting will be open to the public from 9 a.m. to 12 noon on January 30, for the purpose of discussing recent developments in the Institute's budget, personnel, permanent facilities, contracts, scientific programs, and plans of the Laboratory of Molecular Genetics and the Laboratory of Animal Genetics. Attendance by the public will be limited to space available.

In accordance with the provisions set forth in Section 552b(c)(6) Title 5 U.S. Code and Section 10(d) of Pub. L. 92–463, the meeting will be closed to the public on January 30 from 1 p.m. to adjournment on January 31, 1980, for the evaluation of the program of the Laboratory of Molecular Genetics and the Laboratory of Animal Genetics, including the consideration of personnel qualifications and performance, the competence of individual investigators, and similar items, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

The Executive Secretary, Dr. Charles E. Carter, Scientific Director, National Institute of Environmental Health Sciences, Research Triangle Park, North Carolina 27709, telephone (919) 541–3205, will furnish summaries of the meeting, rosters of committee members, and substantive program information.

Dated: December 7, 1979.

Suzanne L. Fremeau,

*Committee Management Officer, National Institutes of Health.*

[FR Doc. 79-38521 Filed 12-14-79; 8:45 am]

BILLING CODE 4110-08-M

### Clinical Applications and Prevention Advisory Committee; Meeting

Pursuant to Pub. L. 92–463, notice is hereby given of the meeting of the Clinical Applications and Prevention Advisory Committee, Division of Heart and Vascular Diseases, National Heart, Lung, and Blood Institute, January 10–11, 1980, Federal Building, Conference Room 6C01, Bethesda, Maryland.

This meeting will be open to the public on January 10 from 8:30 a.m. to noon when the current progress of the Beta Blocker Heart Attack Trial will be discussed, and January 11 from 8:30 a.m. to adjournment for discussion of initiatives and plans. Attendance by the public will be limited to space available.

In accordance with provisions set forth in Sections 552b(c)(4) and 552b(c)(6), Title 5, U.S. Code and Section 10(d) of Pub. L. 92–463, the meeting will be closed to the public on January 10, from noon to adjournment for the review, discussion and evaluation of individual contract renewal proposals. The proposals and the discussions could reveal confidential trade secrets or commercial property such as patentable material, and personal information concerning individuals associated with the proposals, disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

Mr. Yourk Onnen, Chief, Public Inquiries and Reports Branch, National Heart, Lung, and Blood Institute, Building 31, Room 4A21 National Institutes of Health, Bethesda, Maryland 20205, phone (301) 496–4236, will provide summaries of meetings and rosters of committee members. Dr. William Friedewald, Executive Secretary of the Committee, Federal Building, Room 212, Bethesda, Maryland 20205, phone (301) 496–2533, will furnish substantive program information.

(Catalog of Federal Domestic Assistance Program No. 13.837, National Institutes of Health)

Dated: December 7, 1979.

Suzanne L. Fremeau,

*Committee Management Officer, National Institutes of Health.*

[FR Doc. 79-38523 Filed 12-14-79; 8:45 am]

BILLING CODE 4110-08-M

### Epilepsy Advisory Committee Meeting

Pursuant to Pub. L. 92–463, notice is hereby given of the meeting of the Epilepsy Advisory Committee, National Institute of Neurological and Communicative Disorders and Stroke, NIH, February 7–8, 1980, Room 6C01, Federal Building, Bethesda, MD 20205.

The entire meeting will be open to the public from 9 a.m. to 5 p.m. to discuss research progress and research plans related to the Institute's epilepsy program. Attendance by the public will be limited to space available.

Dr. Roger J. Porter, Acting Chief, Epilepsy Branch, Neurological Disorders Program, NINCDS, Federal Building, Room 114, National Institutes of Health, Bethesda, MD 20205, telephone 301/496–1917, will provide summaries of the meeting, rosters of the committee members, and substantive program information.

(Catalog of Federal Domestic Assistance Program No. 13.356, National Institutes of Health.)

Dated: December 10, 1979.

Suzanne L. Fremeau,

*Committee Management Officer, National Institutes of Health.*

[FR Doc. 79-38518 Filed 12-14-79; 8:45 am]

BILLING CODE 4110-08-M

### National Advisory Child Health and Human Development Council; Meeting

Pursuant to Pub. L. 92–463, notice is hereby given of the meeting of the National Advisory Child Health and Human Development Council, January 28–29, 1980, Building 31, Conference Room 10, National Institutes of Health, Bethesda, Maryland.

This meeting will be open to the public on January 28 from 9:00 a.m. to 5:00 p.m. with current status reports, review of the Reproductive Biology Program, and scientific presentations. Attendance by the public will be limited to space available.

In accordance with provisions set forth in Sections 552b(c)(4) and 552b(c)(6), Title 5, U.S. Code and Section 10(d) of Pub. L. 92–463, the meeting will be closed to the public on January 29 from 9:00 a.m. to adjournment for the review, discussion, and evaluation of individual grant applications. These applications and the discussions could reveal confidential trade secrets or commercial property such as patentable material, and personal information concerning individuals associated with the applications, disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

Mrs. Marjorie Neff, Council Secretary, NICHD, Landow Building, Room 7C09, National Institutes of Health, Bethesda, Maryland 20205, Area Code 301, 496–1485, will provide a summary of the meeting and a roster of Council members as well as substantive program information.

(Catalog of Federal Domestic Assistance Program Nos. 13.864 and 13.865, National Institutes of Health)

Dated: December 7, 1979.

Suzanne L. Fremeau,

*Committee Management Officer, National Institutes of Health.*

[FR Doc. 79-38525 Filed 12-14-79; 8:45 am]

BILLING CODE 4110-08-M

## National Advisory Council on Aging; Meeting

Pursuant to Pub. L. 92–463, notice is hereby given of the meeting of the National Advisory Council on Aging, National Institute on Aging, on January 28, 29, and 30, 1980 in Building 31C, Conference Room 6, National Institutes of Health, Bethesda, Maryland.

The meeting will be open to the public from 9:00 a.m. until adjournment on January 28, and 29. Attendance by the public will be limited to space available.

In accordance with the provisions set forth in Section 552b(c)(4) and 552b(c)(6), Title 5, U.S. Code and Section 10(d) of Pub. L. 92–463, the meeting will be closed to the public on January 30, 1980 for the review, discussion and evaluation of grant applications. These applications and the discussions could reveal confidential trade secrets or commercial property such as patentable material, and personal information concerning individuals associated with the applications, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

Ms. June McCann, Council Secretary, National Institute on Aging, Building 31, Room 5C–05, National Institutes of Health, Bethesda, Maryland, 20205, (Area Code 301, 496–5345), will furnish substantive program information.

(Catalog of Federal Domestic Assistance Program No. 13.866, National Institutes of Health)

Dated: December 7, 1979.

Suzanne L. Fremeau,

*Committee Management Officer, National Institutes of Health.*

[FR Doc. 79–38522 Filed 12–14–79; 8:45 am]

BILLING CODE 4110–08–M

## National Advisory Dental Research Council; Meeting

Pursuant to Pub. L. 92–463, notice is hereby given of the meeting of the National Advisory Dental Research Council, National Institute of Dental Research, on January 31–February 1, 1980, in Conference Room 9, Building 31–C, National Institutes of Health, Bethesda, Maryland. This meeting will be open to the public from 9:00 a.m. to adjournment on February 1 for general discussion and program presentations. Attendance by the public will be limited to space available.

In accordance with the provisions set forth in Sections 552b(c)(4) and 552b(c)(6), Title 5, U.S. Code and Section 10(d) of Pub. L. 92–463, the meeting of the Council will be closed to the public on January 31 from 9:00 a.m. to adjournment for the review, discussion and evaluation of individual grant applications. These applications and the discussions could reveal confidential trade secrets or commercial property such as patentable material, and personal information concerning individuals associated with the applications, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

Mrs. Dorothy Costinett, Committee Management Assistant, National Institute of Dental Research, National Institutes of Health, Building 31–C, Room 2C36, Bethesda, MD 20205, (phone 301 496–6705) will furnish rosters of committee members, a summary of the meeting, and other information pertaining to the meeting.

(Catalog of Federal Domestic Assistance Program Nos. 13–840 thru 13–845, and 13–878, National Institutes of Health)

Dated: December 7, 1979

Suzanne L. Fremeau,

*Committee Management Officer, National Institutes of Health.*

[FR Doc. 79–38520 Filed 12–14–79; 8:45 am]

BILLING CODE 4110–08–M

## National Advisory Environmental Health Sciences Council Meeting

Pursuant to Pub. L. 92–463, notice is hereby given of the meeting of the National Advisory Environmental Health Sciences Council, National Institute of Environmental Health Sciences, January 28–29, 1980, in Building 18 conference room, National Institute of Environmental Health Sciences, Research Triangle Park, North Carolina.

This meeting will be open to the public on January 28, 1980, from 9 a.m. to approximately 12 noon for the report of the Director, NIEHS, and for discussion of the NIEHS budget, program policies and issues, recent legislation, interagency activities, and other items of interest. Attendance by the public will be limited to space available.

In accordance with the provisions set forth in Sections 552b(c)(4) and 552b(c)(6), Title 5 U.S. Code and Section 10(d) of Pub. L. 92–463, the meeting will be closed to the public on January 28, from 1:00 p.m. to adjournment on January 29, 1980, for the review, discussion and evaluation of individual grant applications. These applications and the discussions could reveal confidential trade secrets or commercial property such as patentable material, and personal information concerning individuals associated with the applications, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

Leota B. Staff, Committee Management Officer, NIEHS, Building 31, Room 4B31, National Institutes of Health, Bethesda, Maryland 20205, (301) 496–3511, will provide summaries of the meeting and rosters of council members.

Dr. Wilford L. Nusser, Associate Director for Extramural Program, National Institute of Environmental Health Sciences, P.O. Box 12233, Research Triangle Park, North Carolina 27709, (919) 755–4015, will furnish substantive program information.

(Catalog of Federal Domestic Assistance Program Nos. 13.892, 13.893, 13.894, National Institutes of Health)

Dated: December 7, 1979.

Suzanne L. Fremeau,

*Committee Management Officer, National Institutes of Health.*

[FR Doc. 79–38524 Filed 12–14–79; 8:45 am]

BILLING CODE 4110–08–M

## National Diabetes Advisory Board; Meeting

Pursuant to Pub. L. 92–463, notice is hereby given of meetings of the National Diabetes Advisory Board on January 14 and 15, 1980, in Houston, Texas. The Executive Committee will meet on January 14 and the Board meeting will be held on January 15, 1980. The time and exact location of the meetings may be obtained by contacting Mr. Raymond M. Kuehne, Executive Director of the Board, P.O. Box 30174, Bethesda, Maryland 20014, (301) 496–6045.

The meetings, which will be open to the public, are being held to continue review of the status and implementation of national diabetes programs. Attendance by the public will be limited to space available.

Mr. Raymond M. Kuehne (address above) will provide summaries of the meeting and a roster of the committee members.

Dated: December 10, 1979.

Suzanne L. Fremeau,

*Committee Management Officer, National Institutes of Health.*

[FR Doc. 79–38517 Filed 12–14–79; 8:45 am]

BILLING CODE 4110–08–M

## Pulmonary Diseases Advisory Committee; Meeting

Pursuant to Pub. L. 92–463, notice is hereby given of the meeting of the Pulmonary Diseases Advisory Committee, National Heart, Lung, and Blood Institute, on February 21 and 22, 1980, in Conference Room 7, Building 31, at the National Institutes of Health, Bethesda, Maryland.

The entire meeting, from 8:30 a.m. on February 21 until 4:00 p.m. on February 22, will be open to the public. The Committee will discuss proposed initiatives for Division programs during fiscal year 1981. Attendance by the public will be limited to the space available.

Mr. York Onnen, Chief, Public Inquiries and Reports Branch, National Heart, Lung, and Blood Institute, Building 31, Room 4A21, National Institutes of Health, Bethesda, Maryland 20205, phone (301) 496-4236, will provide summaries of the meeting and rosters of the committee members.

Dr. Malvina Schweizer, Executive Secretary of the Committee, Westwood Building, Room 6A16, National Institutes of Health, Bethesda, Maryland 20205, phone (301) 496-7208, will furnish substantive program information.

(Catalog of Federal Domestic Assistance Programs No. 13.838, National Institutes of Health)

Dated: December 7, 1979.

Suzanne L. Fremeau,

*Committee Management Officer, National Institutes of Health.*

[FR Doc. 79-38519 Filed 12-14-79; 8:45 am]

BILLING CODE 4110-08-M

## Review of Contract Proposals and Grant Applications Meetings

Pursuant to Pub. L. 92-463, notice is hereby given of the meetings of committees advisory to the National Cancer Institute. These meetings will be open to the public to discuss administrative details or other issues relating to committee business as indicated in the notice. Attendance by the public will be limited to space available.

These meetings will be closed to the public as indicated below in accordance with the provisions set forth in Sections 552b(c)(4) and 552b(c)(6), Title 5, U.S. Code and Section 10(d) of Pub. L. 92-463, for the review, discussion and evaluation of individual contract proposals and grant applications, as indicated. These proposals and applications and the discussions could reveal confidential trade secrets or commercial property such as patentable materials, and personal information concerning individuals associated with the proposals and applications, the disclosure of which would constitute a clearly unwarranted invasion of personal privacy.

Mrs. Marjorie F. Early, Committee Management Officer, NCI, Building 31, Room 4B43, National Institutes of Health, Bethesda, Maryland 20205 (301/496-5708) will furnish summaries of the meetings and rosters of committee members, upon request. Other information pertaining to the meeting can be obtained from the Executive Secretary indicated. Meetings will be held at the National Institutes of Health, 9000 Rockville Pike, Bethesda, Maryland 20205, unless otherwise stated.

Name of committee: Bladder and Prostatic Cancer Review Committee (Prostatic Subcommittee)
Dates: January 16, 1980
Place: Roswell Park Research Study Center, Cary Meeting Room, 666 Elm Street, Buffalo, New York
Times:
Open: January 16, 8:30 a.m.-9:00 a.m.
Closed: January 16, 9:00 a.m.-adjournment
Closure reason: To review grant applications
Executive secretary: Dr. Andrew Chiarodo
Address: Westwood Building Room 853, National Institutes of Health
Phone: 301/496-7481

(Catalog of Federal Domestic Assistance Number 13.393, 13.394, 13.395, National Institutes of Health)

Name of committee: Biometry and Epidemiology Contract Review Committee
Dates: January 23, 1980
Place: Building 31C Conference Room 9, National Institutes of Health
Times:
Open: January 23, 8:30 a.m.-9:00 a.m.
Closed: January 23, 9:00 a.m.-adjournment
Closure reason: To review contract proposals
Executive secretary: Dr. Wilna A. Woods
Address: Westwood Building Room 821, National Institutes of Health
Phone: 301/496-7153

(Catalog of Federal Domestic Assistance Number 13.393 National Institutes of Health)

Name of committee: Clinical Cancer Program Project and Cancer Center Support Review Committee (Clinical Cancer Program Project Review Subcommittee)
Dates: March 24-26, 1980
Place: Building 31C Conference Room 6, National Institutes of Health
Times:
Open: March 24, 8:30 a.m.-10:00 a.m.
Closed: March 24, 10:00 a.m.-adjournment; March 25, 8:30 a.m.-adjournment; March 26, 8:30 a.m.-adjournment
Closure reason: To review grant applications
Executive secretary: Dr. Louise G. Thomson
Address: Westwood Building Room 809, National Institutes of Health
Phone: 301/496-7924

(Catalog of Federal Domestic Assistance No. 13.397, National Institutes of Health)

Dated: December 7, 1979.

Suzanne L. Fremeau,

*Committee Management Officer, National Institutes of Health.*

[FR Doc. 79-38520 Filed 12-14-79; 8:45 am]

BILLING CODE 4110-08-M

## Office of Education

## Consumers' Education Program

**AGENCY:** Office of Education, HEW.

**ACTION:** Extension of Closing Date for Submission of Applications.

**SUMMARY:** The closing date for the submission of applications for the Consumers' Education Program is extended from December 19, 1979 to approximately *60 days after publication of the final regulations.* Proposed regulations for the Consumers' Education Program were published in the Federal Register on May 16, 1979. The proposed regulations have been revised extensively in light of public comment. The deadline is being extended to give applicants sufficient time to submit or amend their applications to take into account any changes in the regulations when they are published in final form.

The new notice of closing date will be published together with the final regulations in the same issue of the Federal Register. That notice will include instructions for submitting applications and program information.

**FOR INFORMATION CONTACT:** Dr. Dustin W. Wilson, Jr., Director, Office of Consumers' Education, U.S. Office of Education, 400 Maryland Avenue, S.W., (Room 807, Riviere Building), Washington, DC 20202, (202) 653-5983.

Dated: December 10, 1979.

John Ellis,

*Executive Deputy Commissioner for Educational Programs.*

(Catalog of Federal Domestic Assistance Number 13.564, Consumers' Education Program)

[FR Doc. 79-38448 Filed 12-14-79; 8:45 am]

BILLING CODE 4110-02-M

## Library Training Program

**AGENCY:** Office of Education, HEW.

**ACTION:** Notice of Closing Date for Transmittal of Applications for New Projects.

Applications are invited for new projects under the Library Training Program.

Authority for this program is contained in sections 201, 221, and 222 of the Higher Education Act of 1965, as amended. (20 U.S.C. 1021, 1031, 1033)

This program issues awards to individual institutions of higher education and other nonprofit library agencies and organizations.

The purpose of the awards is to assist in training persons in librarianship through the conduct of traineeship and fellowship programs.

*Closing date for transmittal of applications:* An application for a grant must be mailed or hand delivered by February 19, 1980.

*Applications delivered by mail:* An application sent by mail must be addressed to the U.S. Office of Education, Application Control Center, Attention: 13.468, Washington, D.C. 20202.

An applicant must show proof of mailing consisting of one of the following:

(1) A legibly dated U.S. Postal Service postmark.

(2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service.

(3) A dated shipping label, invoice, or receipt from a commercial carrier.

(4) Any other proof of mailing acceptable to the U.S. Commissioner of Education.

If an application is sent through the U.S. Postal Service, the Commissioner does not accept either of the following as proof of mailing: (1) a private metered postmark, or (2) a mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first class mail. Each late applicant will be notified that its application will not be considered.

*Applications delivered by hand:* An application that is hand delivered must be taken to the U.S. Office of Education, Application Control Center, Room 5673, Regional Office Building 3, 7th and D Streets, S.W., Washington, D.C.

The Application Control Center will accept a hand-delivered application between 8 a.m. and 4:30 p.m. (Washington, D.C. time) daily, except Saturdays, Sundays, and Federal holidays.

An application that is hand delivered will not be accepted after 4:30 p.m. on the closing date.

*Program information:* Priority levels of training for new awards in FY 1980 are contained in §§ 132.11 and 132.12 of the program regulations. Institute proposals will not be considered for funding in FY 1980, since the legislation gives priority funding to fellowship/traineeship grants and in view of the reduced level of funding for the Library Training Program.

*Available funds:* It is expected that approximately $667,000 will be available for the Library Training Program in FY 1980.

It is estimated that these funds could support 20 new projects, and 4 competing continuation projects.

The anticipated award for each new project will be between $12,600 and $85,000.

However, these estimates do not bind the U.S. Office of Education to a specific number of grants or to the amount of any grant unless that amount is otherwise specified by statute or regulations.

*Application forms:* Application forms and program information packages are expected to be ready for mailing by January 4, 1980. They may be obtained by writing to the Library Education and Postsecondary Resources Branch, U.S. Office of Education (Room 3622, Regional Office Building 3), 400 Maryland Avenue, S.W., Washington, D.C. 20202.

Applications must be prepared and submitted in accordance with the regulations, instructions, and forms included in the program information package. The Commissioner strongly urges that the narrative portion of the application not exceed 30 pages in length. The Commissioner further urges that applicants not submit information that is not requested.

*Applicable regulations:* Regulations applicable to this program include the following:

(a) Regulations governing the Library Training Program (45 CFR Part 132); and

(b) General Provisions Regulations for Office of Education Programs (45 CFR Parts 100 and 100a).

Note.—The proposed Education Division General Administrative Regulations (EDGAR) were published in the Federal Register on May 4, 1979 (44 FR 26298). When EDGAR becomes effective, it will supersede the General Provisions Regulations for Office of Education Programs.

If EDGAR takes effect before grants are made under this program, those grants will be subject to the following provisions of EDGAR: Subpart A (General); Subpart E (What Conditions Must Be Met by a Grantee?); Subpart F (What Are the Administrative Responsibilities of a Grantee?); and Subpart G (What Procedures Does the Education Division Use to Get Compliance?).

*Further information:* For further information contact Mr. Frank A. Stevens, Chief, Library Education and Postsecondary Resources Branch, U.S. Office of Education (Room 3622, Regional Office Building 3), 400 Maryland Avenue SW., Washington, D.C. 20202, Telephone: (202) 245-9530.

(20 U.S.C. 1021, 1031, 1033)

(Catalog of Federal Domestic Assistance No. 13.468, Library Training Program)

Dated: December 12, 1979.

**John Ellis,**

*Executive Deputy Commissioner for Educational Programs.*

[FR Doc. 79-38508 Filed 12-14-79; 8:45 am]

BILLING CODE 4110-02-M

## Office of the Secretary

### Medicare Program; Premium Rate for the Uninsured Aged

**AGENCY:** Office of the Secretary (OS), HEW.

**ACTION:** Notice.

**SUMMARY:** This notice announces Medicare's monthly hospital insurance premium for the uninsured aged for the 12 months beginning July 1, 1980. Section 1818(d)(2) of the Social Security Act requires the Secretary of HEW to publish during the last quarter of each calendar year, the amount of the monthly hospital insurance program (Part A of Medicare) premium for voluntary enrollment for the 12 month period begining with the following July 1.

**EFFECTIVE DATE:** July 1, 1980.

**FOR FURTHER INFORMATION CONTACT:** Guy King, Director, Division of Medicare Cost Estimates, 3-0-3 Operations Building, Baltimore, Maryland 21235, Telephone: (301) 594-2826.

**SUPPLEMENTARY INFORMATION:** Under the authority in Section 1818(d)(2) of the Social Security Act (42 U.S.C. 1395i-2(d)(2)), I have determined that the monthly Medicare hospital insurance premium for the uninsured aged for the 12 months beginning July 1, 1980, is $78.

Section 1818 of the Social Security Act provides for voluntary enrollment in the hospital insurance program (Part A of Medicare), subject to payment of a monthly premium, of certain persons age 65 and older who are uninsured for social security or railroad retirement benefits and do not otherwise meet the requirements for entitlement to hospital insurance. (Persons insured under the Social Security or Railroad Retirement Acts need not pay premiums for hospital insurance.)

Section 1818(d)(2) of the Act requires the Secretary to determine and publish, during the last quarter of each calendar year, the amount of the monthly Part A premium for voluntary enrollment for the 12-month period beginning with the following July 1. This section also requires that, for the period beginning July 1, 1980, the premium must be $33 multiplied by the ratio of (1) the 1980 inpatient hospital deductible to (2) the 1973 inpatient hospital deductible, rounded to the nearest mutliple of $1 or, if midway between multiples of $1, to the next higher multiple of $1.

Under Section 1813(b)(2) of the Act, the 1980 inpatient hospital deductible was determined to be $180. (See 44 FR 55660, September 27, 1979.) The 1973 deductible was actuarially determined to be $76, although the 1973 deductible

was actually promulgated to be only $72 to comply with a ruling of the Cost of Living Council. (See 37 FR 21452, October 11, 1972.) The monthly premium for the 12-month period beginning July 1, 1980, has been calculated using the $76 deductible for 1973, since this more closely satisfies the intent of the law. Thus, the monthly hospital insurance premium is $33×(180/76)=$78.16, which is rounded to $78.

(Section 1818(d)(2) of the Social Security Act (42 U.S.C. 395i-2(d)(2)) (Catalog of Federal Domestic Assistance Program No. 13.773, Medical Hospital Insurance)

Dated: December 8, 1979.

Patricia Roberts Harris,

*Secretary.*

[FR Doc. 79-38499 Filed 12-14-79; 8:45 am]

BILLING CODE 4110-35-M

## Office of the Assistant Secretary for Management and Budget; Statement of Organization, Functions and Delegations of Authority

This Notice amends Part A of the Statement of Organization, Functions, and Delegations of Authority of the Department of Health, Education, and Welfare, Office of the Secretary, by modifying certain portions of Chapter AMG, "Office of Grants and Procurement" (42 FR 36312, dated July 14, 1977). This announcement abolishes the Division of Materiel Policy and Regulations Development and the Division of Procurement Policy and Regulations Development, replacing them with an Office of Procurement Policy.

1. Replace Section AMG 10. Organization with the following:

*Section AMG.10 Organization.* The Office of Grants and Procurement reports through the Deputy Assistant Secretary for Grants and Procurement to the Assistant Secretary for Management and Budget. The Office consists of the following:

Immediate Office (AMG).

Division of Grants Policy and Regulations Development (AMG1).

Division of Analysis, Review, and Compliance (AMG2).

Division of Minority Business (AMG4).

Office of Procurement Policy (AMG5).

Office of Grant and Contract Financial Management (AMG8).

2. Delete Section AMG20. D in its entirety and add the following in its place.

D. Office of Procurement Policy. 1. Develops and issues Departmental and recommends Government-wide policies and procedures pertaining to (a) the procurement from all sources of personal property and non-personal services (including construction) by such means as purchasing, renting, leasing (including real property), contracting, bartering, seizure, condemnation, donation, or requisition. Recommends issuance of procurement regulations. Coordinates with OFEPM concerning material involving architectural/engineering and construction related matters; (b) supply and transportation, including utilization, inventory management, storage and distribution and disposition of materials, supplies and equipment as well as transportation and traffic management; (3) the commercial and industrial activities; and (4) the acquisition and management of automatic data processing equipment and services in conjunction with the Office of Management Analysis and Systems.

2. Provides staff guidance to activities of the Department on all procurement, supply, and transportation management matters.

3. Approves all new or revised forms to be used for contracts, supply, and transportation and develops general and standard forms for Departmental use.

4. Maintains liaision with other Government agencies and represents the Department in interagency activities, such as the GSA Interagency Procurement Policy Committee, the National Supply System Advisory Board, and the Office of Management and Budget Procurement Committee on procurement, supply, and transportation matters other than small business, disadvantaged business and labor surplus area programs.

5. Conducts research, originates, and develops innovations in procurement, supply, and transportation concepts, philosophies, and practices.

6. Reviews and makes recommendations on the determination and findings required by statute or regulation to be made at the Office of the Secretary level, such as research and development, etc., and reviews findings and determinations for advance payments.

7. Reviews and takes necessary action on cases involved with mistakes in bid, protests of awards, and complaints regarding contractual arrangements.

8. Recommends proposed delegations of procurement, supply, and transportation authority to Principal Operating Components.

9. Directs and provides Departmental training to procurement, supply and transportation management personnel, or program officials engaged in the processes. Directs and monitors a Department-wide certification program.

Dated: December 3, 1979.

Nathan J. Stark,

*Under Secretary.*

[FR Doc. 79-38567 Filed 12-14-79; 8:45 am]

BILLING CODE 4110-12-M

## Public Health Service and Food and Drug Adminstration

## Office of the Commissioner (HFA), et al.; Statement of Organization, Functions, and Delegations of Authority

Part H, Chapter HF (Food and Drug Administration) of the Statement of Organization, Functions, and Delegations of Authority for the Department of Health, Education, and Welfare (35 FR 33685, 1970, as amended most recently at 44 FR 27750, May 11, 1979) is amended to reflect the establishment of an Office of Consumer Affairs (OCA) within the Office of the Commissioner. The OCA is being created to serve as the Agency focal point for gathering and channelling consumer input into, and stimulating consumer participation in, Agency policy development.

*Section HF-B, Organization and Functions,* is amended by deleting paragraph (a) and substituting a new paragraph (a) reading as follows:

* * * * *

(a) *Office of the Commissioner (HFA).* The Commissioner and the Deputy Commissioner are responsible for the efficient and effective implementation of the Food and Drug Administration's (FDA) mission.

(a-1) *Office of Consumer Affairs (HFA-C).* Serves as the Agency focal point for coordinating information from the Bureaus and other Agency components about significant or public interest issues; develops mechanisms to gather consumer views for use in developing Agency policy recommendations to the Commissioner on these issues; monitors the development of Agency policy on these issues; apprises the Policy Board and Commissioner of the impact of consumer involvement in resolving these issues.

Serves as the Agency focal point for contacting and involving national consumer groups in Agency public participation programs; analyzes consumer feedback at the national level in collaboration with the Executive Director of Regional Operations (EDRO) to assess potential major health issues, to determine national trends in consumer concerns, and to compile a consumer perspective of Agency regulatory policies and activities.

Serves as the Agency focal point for coordinating information from Bureaus and other Agency components about potential public participation opportunities and informs the consumer of these activities.

Designs and administers special community outreach projects to broaden Agency interaction with special target audiences, including the economically and educationally disadvantaged and the minorities.

Designs public participation compliance programs for implementation by field Consumer Affairs Officers (CAO); reviews and approves CAO consumer education compliance programs developed by other Agency components to assess the public participation impact.

Administers consumer awareness and advocacy skills training programs, designed to educate lay consumers and current/potential consumer representatives for advisory committees to enhance their participation in Agency regulatory and decision-making processes.

Administers the Agency selection process for consumer representatives on advisory committees and panels.

Administers the Agencywide Public Participation Reimbursement Program.

* * * * *

Dated: December 6, 1979.

Nathan J. Stark,

*Under Secretary.*

[FR Doc. 79-38568 Filed 12-14-79; 8:45 am]

BILLING CODE 4110-03-M

## DEPARTMENT OF THE INTERIOR

### Fish and Wildlife Service

### Intent To Prepare a Strategic Plan

**AGENCY:** United States Fish and Wildlife Service, Department of the Interior.

**ACTION:** Advance notice of preparation of a strategic plan for the Alaska Area, United States Fish and Wildlife Service.

**SUMMARY:** The United States Fish and Wildlife Service has expanded its operation in Alaska. Impending Alaska Lands legislation, increased support services, and Alaska Native Claims Settlement Act responsibilities have created a situation wherein it is imperative that the agency prepare a planning document that will inform both Service employees and the public about the approach the Fish and Wildlife Service will take in meeting these responsibilities. The Fish and Wildlife Service is seeking public input in this planning process. The purpose of this Intent to Prepare a Strategic Plan is to invite comments as to what this plan should contain. It is pointed out that this will not be a detailed operational plan—operational plans will be prepared later. Neither is this a rulemaking. The strategic plan will include, but not necessarily be limited to or constrained to, the following sections: I. Introduction; II. Authorities; III. Responsibilites; IV. Mission and Goals; V. Alaska Program Objectives; VI. Policies; VII. Issues and Strategies; VIII. Summary; IX. Glossary of Terms.

**DATE:** Comments will be received on or before January 14, 1980. Individual responses will not be provided; however, all comments will be considered in preparing the draft plan.

**ADDRESS:** Send written comments to Mr. Keith M. Schreiner, Area Director, United States Fish and Wildlife Service, Department of the Interior, 1011 East Tudor Road, Anchorage, Alaska 99503.

**FOR FURTHER INFORMATION CONTACT:** Mr. Jan E. Riffe, Assistant Area Director, United States Fish and Wildlife Service, 1011 East Tudor Road, Anchorage, Alaska 99503, Telephone: (907) 276-3800, Extension 537.

**SUPPLEMENTARY INFORMATION:** In keeping with the United States Fish and Wildlife Service policy of public involvement in its planning process, this notice of intent to prepare a strategic plan for USFWS-Alaska is published. The Area Director has determined that this document will not establish any new policy or alter any old policy. Rather, this document will codify for and inform both Service employees and the public of existing policies and processes. Therefore, pursuant to the provisions of the National Environmental Policy Act an environmental impact statement is not necessary. A negative declaration is on file in the Area Office.

The Need for a Strategic Fish and Wildlife Service Plan for Alaska. The responsibilities of the Fish and Wildlife Service in Alaska are broad and varied. Currently there is no public document available to explain what these responsibilities are nor how they will be met. This plan will serve that need.

Procedures for Drafting the Plan. A task force of Fish and Wildlife Service personnel has been assigned the responsibility of preparing the draft plan. Written public comments will be received and appropriate agencies and groups will be informally contacted for their views. No public hearings will be held on this Intent to Prepare a Strategic Plan. A draft of this plan is scheduled to be completed by July 1, 1980. At that time the draft will be published in the **Federal Register** and specific comments invited. At least one public hearing will be held in Alaska. Final publication will depend upon the extent of the specific comments.

Dated: December 5, 1979.

Keith M. Schreiner,

*Alaska Area Director, United States Fish and Wildlife Service.*

[FR Doc. 79-38452 Filed 12-14-79; 8:45 am]

BILLING CODE 4310-55-M

## INTERNATIONAL DEVELOPMENT COOPERATION AGENCY

### Agency for International Development

[Redelegation of Authority No. 40.13]

### A.I.D. Missions and Offices

Pursuant to the authority delegated to me by Delegation of Authority No. 40 dated March 5, 1978, I hereby redelegate to the officials in the field having authority to waive source requirements for goods (under Redelegations of Authority Nos. 40.5, 40.8, 40.9, 40.10, 40.11, and 40.12) the following authority: To waive, in accordance with the criteria prescribed in Supplement B of AID Handbook 1, the flag registry requirements for ocean and air transportation services to permit financing of transportation on aircraft or ocean vessels under flag registry of the cooperating country, any country included in AID Geographic Code 941, or any country included in AID Geographic Code 899; *provided, however,* that such authority may be exercised only for shipment of goods for which the official has approved a commodity source waiver and for which the cost of shipment does not exceed twenty-five (25) percent of the official's authority to waive commodity source requirements. All waviers approved pursuant to this authority which permit financing of transportation on aircraft or ocean vessels under flag registry of any country included in AID Geographic Code 899 shall contain a certification by the approving official that "The interests of the U.S. are best served by permitting financing of transportation services on aircraft or ocean vessels under flag registry of free world countries other than the cooperating country and countries included in Code 941."

The authority herein redelegated to the officials specified above may not be further redelegated by these officials, but may be exercised by duly authorized persons who are performing the functions of such officials in an "Acting" capacity. This redelegation of authority is effective immediately.

Dated: December 7, 1979.

Donald G. MacDonald,

*Assistant Administrator, Bureau for Program and Management Services.*

[FR Doc. 79-38543 Filed 12-14-79; 8:45 am]

BILLING CODE 4710-02-M

[Delegation of Authority No. 134]

## Authorization To Register Private and Voluntary Organizations; Delegation of Authority

1. In accordance with Executive Order 12163 of September 29, 1979 and Delegation of Authority No. 1 from the Director of the International Development Cooperation Agency to me, I hereby delegate to the Assistant Administrator, Bureau for Private and Development Cooperation, the authority to register private and voluntary organizations for purposes of Sections 123(b), 607(a) and 635(c) of the Foreign Assistance Act of 1961 and Sections 104(f) and 202(a) of the Agricultural Trade Development and Assistance Act of 1954 and for such other purposes as may be necessary under these Acts.

2. Authorities hereby delegated may be redelegated.

3. This Delegation of Authority is effective immediately.

Dated: November 26, 1979.

Douglas J. Bennet,

*Administrator.*

[FR Doc. 79-38544 Filed 12-14-79; 8:45 am]

BILLING CODE 4710-02-M

# DEPARTMENT OF JUSTICE

## Proposed Consent Decree in Action To Enjoin Discharge of Water Pollutants by the City of Colorado Springs, Colo.

In accordance with Departmental Policy, 28 CFR 50.7, 38 FR 19029, notice is hereby given that on November 8, 1979, a proposed consent decree in *United States* v. *City of Colorado Springs* (D. Colo., Civ. No. 78-F-589), was lodged with the United States District Court for the District of Colorado. The proposed consent decree requires the City to pay a civil penalty and improve its waste water treatment plant to insure that it complies with the requirements of the Clean Water Act.

The proposed consent decree may be examined at the office of the United States Attorney, 674 United States Courthouse, Room C-330, 1929 Stout Street, Denver, Colorado 80294, and at the Pollution Control Section, Land and Natural Resources Division of the Department of Justice, Room 2633, Ninth and Pennsylvania Avenue, N.W., Washington, D.C. 20530. A copy of the proposed decree may be obtained in person or by mail from the Pollution Control Section, Land and Natural Resources Division of the Department of Justice.

The Department of Justice will receive written comments relating to the proposed consent decree on or before January 14, 1980. Comments should be addressed to the Assistant Attorney General, Land and Natural Resources Division, Department of Justice, Washington, D.C. 20530, and should refer to *United States* v. *City of Colorado Springs, Colorado* (D. Colo., Civ. No. 78-F-589), D.J. Ref. 90-5-1-1-1003.

Angus Macbeth,

*Deputy Assistant Attorney General, Land and Natural Resources Division.*

[FR Doc. 79-38454 Filed 12-14-79; 8:45 am]

BILLING CODE 4410-01-M

## Dayton Power & Light Co.; Proposed Consent Decree in Action To Enjoin Discharges of Water Pollutants by the City

In accordance with Departmental policy, 28 CFR 50.7, 38 FR 19029, notice is hereby given that a proposed censent decree in *United States* v. *Dayton Power and Light Company,* Civil Action No. C-1-79-642, filed November 13, 1979, is available for public inspection and comment. The proposed consent decree calls for the company to install the best available control technology economically achievable ("BAT") to reduce discharges of pollutants on or before November 1, 1981, a compliance date over two years in advance of the July 1, 1984 statutory deadline.

The Department of Justice will receive comments relating to the proposed consent decree on or before January 14, 1980. Comments should be addressed to the Assistant Attorney General, Land and Natural Resources Division, Department of Justice, Ninth and Pennsylvania Ave., N.W., Washington, D.C. 20530 and should explicitly note that they are in reference to *United States* v. *Dayton Power and Light Co.,* D.J. No. 90-5-1-1-1236.

The proposed decree may be examined at the office of the United States Attorney, 722 U.S. Post Office and Courthouse, Cincinnati, Ohio 45202; at the Region V office of the United States Environmental Protection Agency, Enforcement Division, 12th Floor, 230 South Dearborn Street, Chicago, Illinois 60604; and, at the Pollution Control Section, Land and Natural Resources Division, Department of Justice, Ninth and Pennsylvania Avenue, N.W., Washington, D.C. 20530 (Room 2644). A copy of the proposed decree may be obtained in person or by mail from the Pollution Control Section, Land and Natural Resources Division. In requesting a copy please enclose a check in the amount of $2.40 (10 cents per page reproduction cost) payable to the Treasurer of the United States.

Angus Macbeth,

*Deputy Assistant Attorney General, Land and Natural Resources Division.*

[FR Doc. 79-38453 Filed 12-14-79; 8:45 am]

BILLING CODE 4410-01-M

# Law Enforcement Assistance Administration

## Competitive Research Grant To Study Relationships Between Commercial Land Use, Crime, and Fear of Crime; Solicitation

The National Institute of Law Enforcement and Criminal Justice announces a competitive research grant to study relationships between commercial land use, crime, and fear of crime. The first part of the research is to examine public records dealing with commercial land use and crime to determine whether significant relationships exist at the block or sub-neighborhood level. If they are demonstrated, data should be obtained to explain how the location of certain commercial facilities can affect each other and a surrounding area. In the second part of the project, research should specifically address the problem of fear that may be generated by particular types of commercial activity at the local level. Findings from the research will be synthesized and discussed in terms of their relevance to land use and criminal justice system planners, police, and others. The grant will be awarded for not more than 24 months and $250,000.

The solicitation requests submission of full proposals and requires that submitting organizations have experience in and resource capabilities for designing and conducting research on social issues. Additional qualifications include knowledge of the substantive areas of land use analysis and utilization of criminal justice data.

To be considered for funding, all proposals must be postmarked not later than February 15, 1980.

Copies of the solicitation may be obtained by sending a mailing label to: Solicitation Request #80-110, Commercial Land Use and Crime, National Criminal Justice Reference Service, Box 6000, Rockville, Maryland 20850.

Dated: December 3, 1979.

Approved:

Harry M. Bratt,

*Acting Director, National Institute of Law Enforcement and Criminal Justice.*

[FR Doc. 79-38548 Filed 12-14-79; 8:45 am]

BILLING CODE 4410-18-M

## LIBRARY OF CONGRESS

### Copyright Office

[Docket LPR 80-1]

### Report of the Register of Copyrights on the Effects of 17 U.S.C. 108 on the Rights of Creators and the Needs of Users of Works Reproduced By Certain Libraries and Archives; Public Hearing

**AGENCY:** Library of Congress, Copyright Office.

**ACTION:** Notice of public hearing.

**SUMMARY:** The Copyright Office of the Library of Congress is preparing a report for Congress in accordance with 17 U.S.C. 108(i). The subject of the report is the extent to which 17 U.S.C. 108 has achieved the intended balance between the rights of creators and the needs of users of copyrighted works which are reproduced by certain libraries and archives. This notice announces and invites participation in the first of a series of regional public hearings designed to elicit views, comments, and information from all interested persons, including copyright proprietors, librarians, and users of all types of libraries. The Copyright Office actively seeks the participation not only of organizational representatives, but also of any individual whose informed opinion may contribute to the preparation of the report and the possible recommendation of changes in the copyright law.

**DATES:** The hearing will be held in the Red Lacquer Room of the Palmer House Hotel, State and Monroe Streets, Chicago, Illinois on January 19, 1980, beginning at 9:30 a.m. This is immediately before the midwinter meeting of the American Library Association. (It is anticipated that the remaining regional hearings will be held, later in 1980, in several geographically diverse cities.)

Anyone desiring to testify should submit a written request to present testimony by January 11, 1980, to the address set forth below. Ten copies of written statements must be received by the Copyright Office by 4:00 p.m. on January 11, 1980.

Supplemental statements will be entered into the record until February 19, 1980. Ten copies of such statements should be submitted.

**ADDRESSES:** Written requests to present testimony and ten copies of written statements or of supplementary statements should be submitted as follows: If sent by mail: Office of the General Counsel, U.S. Copyright Office, Library of Congress, Caller No. 2999, Arlington, Virginia 22202. If delivered by hand, the copies should be brought to: Office of the General Counsel, Room 519, Crystal Mall, Building No. 2, 1921 Jefferson Davis Highway, Arlington, Virginia.

All requests to testify should clearly identify the individual or group desiring to testify and the amount of time desired. The Copyright Office will try to contact all witnesses to confirm the times of their appearances.

**FOR FURTHER INFORMATION CONTACT:** Dorothy Schrader, General Counsel, Copyright Office, Library of Congress, Washington, D.C. 20559, Telephone: (703) 557-8731.

**SUPPLEMENTAL INFORMATION:**

#### 1. Background and Purpose of the Report

The Copyright Act of 1976, 17 U.S.C. 101 *et. seq.*, was a product of many years of intense effort by Congress to replace what many felt was a copyright law which was ill-suited to such technological developments of the twentieth century as cable television, computers, and photocopying machines. One of the most difficult problems to resolve concerned the photomechanical reproduction, in whole or in part, of copyrighted works by libraries and archives. In addition to codifying the doctrine of fair use for the first time (17 U.S.C. 107), the Copyright Act of 1976 contains provisions authorizing certain acts of reproduction and distribution by qualifying libraries (17 U.S.C. 108).

These provisions represent a rather delicate balance between the positions forcefully advocated by the proprietor and user communities in testimony before Congress during the legislative effort that resulted in the current Act. Because of the uncertainty about their effect, at present and in the future, Congress provided that the Register of Copyrights should prepare, at five-year intervals, reports concerning the effectiveness of the balance created by the Copyright Act. The first such report, the subject of the hearing here announced, is due January 1, 1983. An advisory committee composed of ten representatives of concerned interests meets regularly with the Copyright Office to plan the preparation of the report. In addition to public hearings, the Copyright Office has under consideration the possbility of conducting an empirical survey to provide objective data on the effects of section 108.

The purpose of this hearing is to examine practices under section 108 as they have developed since January 1, 1978, when the Copyright Act of 1976 became effective. It would therefore be most helpful if witnesses not simply reiterate positions previously taken with respect to library copying, but amplify their remarks with a discussion of ways in which the Act has or, of equal importance, has not affected their practices.

#### 2. Summary of Section 108

Under section 106 of the Copyright Act of 1976, authors and other owners of copyright are given the exclusive rights, among others, to reproduce the copyrighted work in copies or phonorecords and to distribute copies or phonorecords of the copyrighted work to the public. These exclusive rights are subject to several exemptions, including those contained in section 107 ("fair use") and section 108 ("reproduction by libraries and archives").

Section 108 deals with a variety of situations involving photocopying and other forms of reproduction by libraries and archives. Subsection (a) provides that "* * * it is not an infringement of copyright for a library or archives, or any of its employees acting within the scope of their employment, to reproduce no more than one copy or phonorecord of a work, or to distribute such a copy or phonorecord, under the conditions specified by this section if—"

(1) The reproduction or distribution is made without any purpose of direct or indirect commercial advantage;

(2) The collections of the library or archives are open to the public or specialized researchers; and

(3) The reproduced or distributed material includes a notice of copyright.

Thus, paragraph (a) of section 108 establishes the basic conditions under which a library or archives may claim an exemption from the exclusive rights of copyright proprietors. In addition, for the library activity to be exempt under section 108, one of the other conditions set forth in paragraphs (b) through (f) must be satisfied. Moreover, under paragraph (h), the exemptions for nonprint copyrighted works are modified substantially. Very generally, with the exception of facsimile duplication for preservation purposes and to replace damaged, deteriorating, or lost copies, the exemptions of section 108 apply primarily to books and periodicals.

*Archival preservation (section 108(b)).* This exemption applies only to *unpublished* works in the current collection of a library or archives. It allows reproduction only in facsimile form, and only for "purposes of preservation or security or for deposit for research use in another library or archives."

*Replacement (section 108(c)).* Libraries or archives are authorized to duplicate a *published* work in facsimile form solely for the purpose of replacement of a copy or phonorecord that is damaged, deteriorating, lost or stolen *but* only if they find that an unused replacement copy cannot be obtained at a fair price. The legislative reports offer some guidance as to what is meant—they indicate that a reasonable investigation will always require recourse to commonly known trade sources in the United States, and in the normal situation also to the publisher or copyright owner or an authorized reproducing service.

*Journal articles, small excerpts, etc. (section 108(d)).* This paragraph applies to "no more than one article or other contribution to a copyrighted collection or periodical issue, or to * * * a small part of any other copyrighted work." The only conditions for suppling a reproduction are that: "The copy becomes the property of the user"; there is no reason to suppose that it "would be used for any purposes other than private study, scholarship, or research"; and the library or archives must display prominently, at the place where orders are accepted, and include on the order form, a warning of copyright in language prescribed by a Copyright Office regulation.

*Entire works or substantial parts (section 108(e)).* With one addition, the conditions applicable under paragraph (d), as listed above, apply under paragraph (e) to "the entire work," or "a substantial part of it." The added condition is that "the library or archives has first determined, on the basis of a reasonable investigation, that a copy or phonorecord of a copyrighted work cannot be obtained at a fair price." This paragraph applies essentially to out-of-print works.

*General exemptions (section 108(f)).* In addition to the specific exemptions described above, paragraph (f) makes clear that no copyright liability attaches to a library or its employees for copying done on unsupervised copying machines provided the machines bear a warning that certain copying activity may represent an infringement of the copyright law. Also, nothing in section 108 "in any way affects the right of fair use as provided by section 107," and a small number of copies of an audiovisual news program may be made and distributed by lending.

*Multiple and systematic copying (section 108(g)).* Section 108 does not permit copying when the library or archives, or its employee—

(1) Is aware or has substantial reason to believe that it is making or distributing multiple copies of the same material, whether on one or several occasions, or

(2) Engages in the systematic reproduction or distribution of copies of periodical articles or excerpts from other copyrighted works; however, certain copying for interlibrary loan purposes is permissible, even if it might otherwise appear "systematic."

Copying for interlibrary loan purposes is authorized to the extent that libraries receiving copies so made do not do so "in such aggregate quantities as to substitute for a subscription to or purchase of such work." Guidelines for interpretation of the language "such aggregate quantities * * *" were adopted by Congress during its enactment of the Copyright Act, and their effectiveness is a subject of this hearing. They, as the Act, represent a compromise between proprietary and user interests. Because they were drafted by the interested parties with the administrative support of the National Commission on New Technological Uses of Copyrighted Works (CONTU), they have come to be known as the "CONTU Guidelines." (CONTU was a temporary commission which examined certain copyright issues related to computers and photocopying in order to permit Congress to proceed with its revision of the copyright law in general.)

The guidelines which were adopted provide, essentially, that copying for interlibrary loans is permissible—

(1) If no more than five requests for copies of periodical articles from any given periodical are filled for a requesting library during a calendar year, with respect to articles less than five years old. (There is no provision covering the copying of older articles);

(2) If no more than five requests for copies of excerpts of any given work are filled for a requesting library within a calendar year; and

(3) If requesting libraries state that their requests comply with the Act and keep records of their requests for three years.

### 3. Copyright Clearance Center

In an attempt to establish a centralized mechanism to facilitate payment of royalty fees for copying activities not exempt under the Copyright Act, publishers, with planning assistance by authors and librarians, established the Copyright Clearance Center, Inc. The Center, which is a not-for-profit organization, does not provide copies or grant permission to copy. Each publisher sets its own article copying fees and, to the extent feasible, publishes an article-fee code on the first page of articles to inform users of the appropriate charges for copying.

Participating libraries register with the Center and obtain a user-registration number for use in reporting copying. They submit periodic reports of copying activities and pay the applicable royalty fees on the basis of their chosen payment method, including deposit accounts, billing, and possible prepayment through a stamping meter or stamp.

Presently, this clearance system operates with respect to works in journals, magazines, newsletters, proceedings, symposia, and similar works. Its operating costs are borne by participating publishers.

### 4. Specific Questions

The Copyright Office is interested in receiving comments and testimony about any issues relevant to section 108 which concern copyright owners, librarians, and their patrons. Of particular interest are answers to the following questions:

(1) To what extent has section 108 changed library procedures? Has there been any significant effect on users' and librarians' access to information?

(2) To what extent has section 108 affected established patterns in the publishing industry and the relationship between authors, libraries, and library users?

(3) Depending upon the type of library involved, describe the effect, if any, of section 108 upon the type and amount of copying performed by the library on its own behalf or on behalf of users. To what extent have publishers and authors experienced a change in the number of requests from libraries to reproduce works since the present law went into effect?

(4) In what manner has the establishment of the Copyright Clearance Center affected your experience under section 108? (The intent of this question is to elicit responses from publishers and authors on the one hand and libraries and library users on the other.)

(5) Describe the impact, if any, that section 108 has had upon the replication of nonprint materials, including the ability of libraries to reproduce phonorecords and audio visual works dealing with news. In response to this

question describe any problems which have been encountered as the result of the narrower exemptions for nonprint materials under section 108.

(6) How has the CONTU "rule of five" worked in practice? How should periodicals more than five years old be treated?

(7) What is your opinion of the relationship between section 107 ("fair use") and section 108 ("reproduction by libraries and archives")?

(8) If problems do exist, can they be resolved without resort to legislative amendment? If so, what are the problems, and how could they best be resolved? If not, what changes should be made in the law?

(17 U.S.C. 108)

Dated: December 10, 1979.

**Barbara Ringer,**

*Register of Copyrights.*

Approved:

**Daniel J. Boorstin,**

*The Librarian of Congress.*

[FR Doc. 79-38537 Filed 12-14-79; 8:45 am]

BILLING CODE 1410-03-M

## NATIONAL FOUNDATION ON THE ARTS AND THE HUMANITIES

### Humanities Panel Advisory Committee; Meetings

December 6, 1979.

Pursuant to the provisions of the Federal Advisory Committee Act (Pub. L. 92-463, as amended), notice is hereby given that the following meetings of the Humanities Panel will be held at 806 15th Street NW., Washington, D.C. 20506.

1. Date: January 10 & 11, 1980. Time: 9:00 a.m. to 5:30 p.m. Room: 1134. Purpose: To review NEH publications proposals submitted to the National Endowment for the Humanities for projects beginning after March 1, 1980.
2. Date: January 17 & 18, 1980. Time: 2:00 a.m. to 5:30 p.m. Room: 1023. Purpose: To review applications in Archaeology that have been submitted to the General Research Program of the National Endowment for the Humanities for projects beginning after April 1, 1980.
3. Date: January 17 & 18, 1980. Time: 9:00 a.m. 5:30 p.m. to Room: 1134. Purpose: To review NEH publications proposals submitted to the National Endowment for the Humanities for projects beginning after March 1, 1980.
4. Date: January 24 & 25, 1980. Time: 9:00 a.m. to 5:30 p.m. Room: 1134. Purpose: To review Research Conferences Program proposals submitted to the National Endowment for the Humanities for projects beginning after March 1, 1980.
5. Date: January 25, 1980. Time: 9:00 a.m. to 5:30 p.m. Room: 1023. Purpose: To review applications in Basic Research that have been submitted to the General Research Program of the National Endowment for the Humanities for projects beginning after May 1, 1980.
6. Date: January 28 & 29, 1980. Time: 9:00 a.m. to 5:30 p.m. Room: 807. Purpose: To review applications submitted to the Research Tools Program of the National Endowment for the Humanities for projects using computer technology beginning June 15, 1980.

Because the proposed meetings will consider financial information and disclose information of a personal nature the disclosure of which would constitute a clearly unwarranted invasion of personal privacy, pursuant to authority granted me by the Chairman's Delegation of Authority to Close Advisory Committee Meetings, dated January 15, 1979, I have determined that the meetings would fall within exemptions (4) and (6) of 5 U.S.C. 552(b)(c) and that it is essential to close these meetings to protect the free exchange of internal views and to avoid interference with operation of the Committee.

If you desire more specific information, contact the Advisory Committee Management Officer, Mr. Stephen J. McCleary, 806 15th Street NW., Washington, D.C. 20506, or call 202-724-0367.

**Stephen J. McCleary,**

*Advisory Committee Management Officer.*

[FR Doc. 79-38498 Filed 12-14-79; 8:45 am]

BILLING CODE 7536-01-M

### Office of Partnership Panel (State Programs Section); Meeting

Pursuant to Section 10(a)(2) of the Federal Advisory Committee Act (Public Law 92-463), as amended, notice is hereby given that a meeting of the Office of Partnership Panel (State Programs Section) to the National Council on the Arts will be held January 9, 1980 from 8:30 a.m.-6:00 p.m.; January 10, 1980 from 8:30 a.m.-6:00 p.m.; January 11, 1980 from 8:30 a.m.-4:30 p.m. in Room 1426, Columbia Plaza Office Building, 2401 E St., N.W., Washington, D.C.

A portion of this meeting will be open to the public on January 9, 1980 from 8:30-9:15 a.m. and 3:00-6:00 p.m.; January 10, 1980 from 3:00 p.m.-6:00 p.m.; January 11, 1980 from 8:30 a.m.-4:30 p.m. Reports and recommendations on applications will be discussed.

The remaining sessions of this meeting on January 9, 1980 from 9:15 a.m.-3:00 p.m. January 10, 1980 from 8:30 a.m.-3:00 p.m. are for the purpose of Panel review, discussion, evaluation, and recommendation on applications for financial assistance under the National Foundation on the Arts and the Humanities Act of 1965, as amended, including discussion of information given in confidence to the agency by grant applicants. In accordance with the determination of the Chairman published in the **Federal Register** March 17, 1977, these sessions will be closed to the public pursuant to subsections (c)(4), (6) and 9(b) of section 552b of Title 5, United States Code.

Further information with reference to this meeting can be obtained from Mr. John H. Clark, Advisory Committee Management Officer, National Endowment for the Arts, Washington, D.C. 20506, or call (202) 634-6070.

**John H. Clark,**

*Director, Office of Council and Panel Operations, National Endowment for the Arts.*

[FR Doc. 79-38547 Filed 12-14-79; 8:45 am]

BILLING CODE 7537-01-M

## NUCLEAR REGULATORY COMMISSION

### Advisory Committee on the Medical Uses of Isotopes; Public Meeting

The Nuclear Regulatory Commission's (NRC) Advisory Committee on the Medical Uses of Isotopes will hold a public meeting at 9:00 a.m. on Friday, January 18, 1980 in Room 150, Willste Building, 7915 Eastern Avenue, Silver Spring, Maryland

The following agenda is scheduled:

1. *Training and Experience Criteria for Physician-Users.* The Committee will review and discuss NRC's current physician-user qualification program. By way of background, NRC's objective is to ensure that authorized physician-users have sufficient training and experience to handle safely the radioactive material they request. The current criteria are stated in Appendix A, Regulatory Guide 10.8 for Groups I through VI and in NUREG-0339 for teletherapy.

Evidence of adequate training and experience may be documented by using Supplements A and B of Form NRC-313M. The physician-applicant completes Items 4 and 5 of Supplement A outlining his training in basic radioisotope handling techniques and his experience in using various types and quantities of radioactive material. The physician's preceptor completes and signs Supplement B describing the applicant's clinical experience.

In lieu of documenting training and experience by submitting Supplements A and B, Form NRC-313M, a physician

may submit evidence of certification by certain medical specialty boards. The current acceptable specialty boards and nuclear medicine procedures are referenced in Appendix A and in NUREG–0339.

Relative to this subject, the following questions will be discussed:

a. Whether NRC's method of ensuring this objective is appropriate.

b. Whether current criteria are appropriate.

c. Whether NRC should require certification that the physician has successfully completed a course in basic radioisotope handling techniques.

d. Whether NRC should require that the preceptor certify that the physician-applicant is qualified to perform independently the clinical procedures specified on Supplement B, Form NRC–313M.

e. Whether there are other medical specialty board certifications other than those currently accepted by NRC that can be used as evidence of adequate training and experience.

2. *Training and Experience for Physicians Whose Use of Byproduct Material is Limited to Nuclear Cardiology.* At its December 14, 1978 meeting the ACMUI discussed criteria for the training and experience of physicians performing only nuclear cardiology studies. It was decided that training and experience criteria should be almost identical to that for all diagnostic procedures (Groups I–III). The exception was a reduction in the required number of clinical hours to 250. Individuals and professional societies have disagreed with these criteria. The NRC staff will request additional guidance on this subject.

3. *Regulation of Naturally Occurring and Accelerator Produced Radioactive Materials (NARM).* The Atomic Energy Act of 1954, as amended, authorizes the Commission to regulate byproduct, source and special nuclear materials. The regulation of NARM is not covered under this Federal legislation. The regulation of NARM at the Federal and State levels is fragmented and non-uniform.

Whether NRC should seek additional legislative authority to regulate NARM will be discussed.

4. *Status Report on Proposed and Final Rule Changes and Other Items Of Interest.* The NRC staff will provide a report on the current status of various rule changes (e.g., misadministration reporting requirement; changes in composition and function of medical isotopes committee) and other items of interest (e.g., disposal of radioactive waste, model program for medical licenses for keeping radiation exposures as low as reasonably achievable, retention in Group IV of use of iodine-131 to treat cardiac dysfunction, rewriting of 10 CFR Part 20).

Practical considerations may dictate alterations in the above agenda.

Mr. Richard Cunningham, Director, Division of Fuel Cycle and Material Safety, U.S. Nuclear Regulatory Commission, will serve as Chairperson of the Advisory Committee meeting. Mr. Cunningham is empowered to conduct the meeting in a manner that, in his judgment, will facilitate the orderly conduct of business.

The following requirements shall apply to public participation in the agenda items listed above.

1. Persons wishing to submit written statements on agenda items may do so by providing a readily reproducible copy at the beginning of the meeting. Persons wishing to mail written comments may do so by sending at least one readily reproducible copy (preferably 25 copies) to Mr. Cunningham in care of NRC, Washington, D.C. 20555. Comments postmarked no later than January 11, 1980 should be received in time for consideration at the meeting. The minutes of the meeting will be kept open for 30 days for the receipt of written statements for the record.

2. Person desiring to make oral statements should make a request to do so prior to the beginning of the meeting, identifying the agenda items and describing the need for the oral statement and its usefulness to the Committee. To the extent that the time available for the meeting permits, the Committee will receive oral statements during a period of not more than 60 minutes at a time chosen by the Chairperson. The Chairperson shall rule on requests to make oral statements and shall apportion the available time among those he selects to make oral statements.

3. Questions may be asked only by Committee members, consultants, and staff.

4. Seating for the public will be on a first come-first served basis.

5. Rulings on requests to make oral statements and the time alloted may be obtained by prepaid telephone call to Mr. Cunningham at (301) 427–4485 between 9:00 a.m. and 5:00 p.m. EST on January 15, 16 or 17, 1980.

6. Other information regarding the meeting may be obtained by prepaid telephone call to Dr. William J. Walker at (301) 427–4232 between 9:00 a.m. and 5:00 p.m. EST.

7. A copy of the minutes of the meeting will be available for inspection at the NRC Public Document Room, 1717 H Street NW., Washington, D.C. 20555 on or before March 7, 1980. Copies of the minutes may be obtained upon payment of required charges.

The meeting is held in accordance with the Atomic Energy Act of 1954, as amended (primarily Section 161a), Federal Advisory Committee Act (Pub. L. 92–463), Executive Order 11769, and the Commission's regulations in Title 10, Code of Federal Regulations, Part 7.

Dated at Washington, D.C., this 10th day of December 1979.

John C. Hoyle,

*Advisory Committee Management Officer.*

[FR Doc. 79-38329 Filed 12-14-79; 8:45 am]

BILLING CODE 7590-01-M

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[Docket No. 50-348]

## Alabama Power Co.; Granting of Relief From ASME Section XI Inservice Testing Requirements

The U.S. Nuclear Regulatory Commission (the Commission) has granted relief from certain requirements of the ASME Code, Section XI, "Rules for Inservice Inspection of Nuclear Power Plant Components" to the Alabama Power Company (the licensee). The relief relates to the inservice testing program for the Farley Nuclear Plant Unit No. 1 located in Houston County, Alabama. The ASME Code requirements are incorporated by reference into the Commission's regulations in 10 CFR Part 50. The relief is effective as of its date of issuance.

The relief consists of the substitution of visual or surface examinations for certain Class 1, 2, and 3 component ASME Code examination requirements and the extension intervals for certain components until disassembled for maintenance.

The request for relief complies with the standards and requirements of the Atomic Energy Act of 1954, as amended (the Act), and the Commission's regulations. The Commission has made appropriate findings as required by the Act and the Commission's regulations in 10 CFR Chapter I, which are set forth in the letter granting relief. Prior public notice of this action was not required since the granting of this relief from ASME Code requirements does not involve a significant hazards consideration.

The Commission has determined that the granting of this relief will not result in any significant environmental impact and that pursuant to 10 CFR § 51.5(d)(4) an environmental impact statement or negative declaration and environmental impact appraisal need not be prepared in connection with this action.

For further details with respect to this action, see (1) the licensee's requests for relief contained in the submittal to the Commission dated July 8, 1977, supplemented on November 21, 1977, March 16 and March 30, 1978, and (2) the Commission's letter to the licensee dated December 7, 1979.

These items are available for public inspection at the Commission's Public Document Room, 1717 H Street NW., Washington, D.C. and at the George S. Houston Memorial Library, 212 W. Burdeshaw Street, Dothan, Alabama 36303. A copy of item (2) may be obtained upon request addressed to the U.S. Nuclear Regulatory Commission, Washington, D.C. 20555, Attention: Director, Division of Operating Reactors.

Dated at Bethesda, Maryland, this 7th day of December 1979.

For the Nuclear Regulatory Commission.

A. Schwencer,

*Chief, Operating Reactors Branch #1, Division of Operating Reactors.*

[FR Doc. 79-38532 Filed 12-14-79; 8:45 am]

BILLING CODE 7590-01-M

[Docket No. 50-324]

## Carolina Power & Light Co.; Issuance of Amendment to Facility Operating License

The U.S. Nuclear Regulatory Commission (the Commission) has issued Amendment No. 49 to Facility Operating License No. DPR-62, issued to Carolina Power and Light Company (the licensee) for operation of the Brunswick Steam Electric Plant, Unit No. 2 (the facility), located in Brunswick, North Carolina. The amendment is effective as of the date of issuance.

The amendment revises the Technical Specifications to provide corrected Minimum Critical Power Ratio (MCPR) Limits for the latter part of Cycle 3.

The application for the amendment complies with the standards and requirements of the Atomic Energy Act of 1954, as amended (the Act), and the Commission's rules and regulations. The Commission has made appropriate findings as required by the Act and the Commission's rules and regulations in 10 CFR Chapter I, which are set forth in the license amendment. Prior public notice of the amendment was not required since the amendment does not involve a significant hazards consideration.

The Commission has determined that the issuance of the amendment will not result in any significant environmental impact and that pursuant to 10 CFR 51.5(d)(4) an environmental impact statement or negative declaration and environmental impact appraisal need not be prepared in connection with issuance of the amendment.

For further details with respect to this action, see (1) the application for amendment dated October 10, 1979, (2) Amendment No. 49 to License No. DPR-62, and (3) the Commission's related Safety Evaluation. These items are available for public inspection at the Commission's Public Document Room, 1717 H Street, N.W., Washington, D.C. 20555, and at the Southport-Brunswick County Library, 109 West Moore Street, Southport, North Carolina 28461. A copy of items (2) and (3) may be obtained upon request addressed to the U.S. Nuclear Regulatory Commission, Washington, D.C. 20555, Attention: Director, Division of Operating Reactors.

Dated at Bethesda, Md., this 10 day of December 1979.

For the Nuclear Regulatory Commission.

Thomas A. Ippolito,

*Chief, Operating Reactors Branch No. 3, Division of Operating Reactors.*

[FR Doc. 79-38530 Filed 12-14-79; 8:45 am]

BILLING CODE 7590-01-M

[Docket No. 50-298]

## Nebraska Public Power District; Issuance of Amendment to Facility Operating License and Negative Declaration

The U.S. Nuclear Regulatory Commission (the Commission) has issued Amendment No. 60 to Facility Operating License No. DPR-46, issued to Nebraska Public Power District, which revised the Technical Specifications for operation of the Cooper Nuclear Station, located in Nemaha County, Nebraska. The amendment is effective as of the date of its issuance.

This amendment modifies the Technical Specifications to allow termination of the aquatic surveillance study and evaluation program.

The application for the amendment complies with the standard and requirements of the Atomic Energy Act of 1954, as amended (the Act), and the Commission's rules and regulations. The Commission has made appropriate findings as required by the Act and the Commission's rules and regulations in 10 CFR Chapter I, which are set forth in the license amendment. Prior public notice of this amendment was not required since the amendment does not involve a significant hazards consideration.

The Commission has prepared an environmental impact appraisal for this action and has concluded that an environmental impact statement for this particular action is not warranted because there will be no significant environmental impact attributable to the action other than that which has already been predicted and described in the Commission's Final Environmental Statement for the facility.

For further details with respect to this action, see (1) the application for amendment dated July 10, 1979, (2) Amendment No. 60 to License No. DPR-46, and (3) the Commission's related Environmental Impact Appraisal. All of these items are available for public inspection at the Commission's Public Document Room, 1717 H Street, NW., Washington, D.C. and at the Auburn Public Library, 118—15th Street, Auburn, Nebraska 68305. A copy of items (2) and (3) may be obtained upon request addressed to the U.S. Nuclear Regulatory Commission, Washington, D.C. 20555, Attention: Director, Division of Operating Reactors.

Dated at Bethesda, Md., this 7th day of December, 1979.

For the Nuclear Regulatory Commission.

Vernon L. Rooney,

*Acting Chief, Operating Reactors Branch No. 3, Division of Operating Reactors.*

[FR Doc. 79-38531 Filed 12-14-79; 8:45 am]

BILLING CODE 7590-01-M

## Draft Regulatory Guide; Issuance and Availability

The Nuclear Regulatory Commission has issued for public comment a draft of a proposed revision to a guide in its Regulatory Guide Series together with a draft of the associated value/impact statement. This series has been developed to describe and make available to the public methods acceptable to the NRC staff of implementing specific parts of the Commission's regulations and, in some cases, to delineate techniques used by the staff in evaluating specific problems or postulated accidents and to provide guidance to applicants concerning certain of the information needed by the staff in its review of applications for permits and licenses.

The draft, temporarily identified by its task number, RS 917-4 (which should be mentioned in all correspondence concerning this draft guide), is proposed Revision 2 to Regulatory Guide 1.97 and is entitled "Instrumentation for Light-Water-Cooled Nuclear Power Plants To Assess Plant and Environs Conditions During and Following an Accident." The guide was originally developed to provide a method acceptable to the NRC staff for complying with the Commission's regulations to provide instrumentation for monitoring plant variables and systems during and following an accident in a light-water-

cooled nuclear power plant. The proposed revision is being developed on a high-priority basis in order to include applicable lessons learned in an investigation of the accident at Three Mile Island. The scope of the guide has been expanded to include all accident-monitoring instrumentation needed by the licensee to protect the health and safety of the public, including that required for emergency planning. Proposed Revision 2 to Regulatory Guide 1.97 endorses, with certain exceptions, Draft 4 dated November 1979, of Standard ANS-4.5, "Functional Requirements for Accident Monitoring in a Nuclear Power Generating Station." Comments received on the draft standard will be transmitted to the ANS-4 working group that is developing the standard in addition to being given consideration by the staff for inclusion in the regulatory guide.

This draft guide and the associated value/impact statement are being issued to involve the public in the early stages of the development of a regulatory position in this area. They have not received complete staff review, have not been reviewed by the NRC Regulatory Requirements Review Committee, and do not represent an official NRC staff position.

Public comments are being solicited on both drafts, the guide (including any implementation schedule) and the draft value/imkpact statement. Comments on the draft value/impact statement should be accompanied by supporting data. Comments on both drafts should be sent to the Secretary of the Commission, U.S. Nuclear Regulatory Commission, Washington, D.C. 20555, Attention: Docketing and Service Branch, by February 14, 1980.

Although a time limit is given for comments on these drafts, comments and suggestions in connection with (1) items for inclusion in guides currently being developed or (2) improvements in all published guides are encouraged at any time.

Regulatory guides are available for inspection at the Commission's Public Document Room, 1717 H Street NW., Washington, D.C. Requests for single copies of draft guides (which may be reproduced) or for placement on an automatic distribution list for single copies of future draft guides in specific divisions should be made in writing to the U.S. Nuclear Regulatory Commission, Washington, D.C. 20555, Attention: Director, Division of Technical Information and Document Control. Telephone requests cannot be accommodated. Regulatory guides are not copyrighted, and Commission approval is not required to reproduce them.

(5 U.S.C. 552(a))

Dated at Rockville, Maryland this 6th day of December 1979.

For the Nuclear Regulatory Commission.

Guy A. Arlotto, Director,

*Division of Engineering Standards, Office of Standards Development.*

[FR Doc. 79-38533 Filed 12-14-79; 8:45 am]

BILLING CODE 7590-01-M

## OFFICE OF MANAGEMENT AND BUDGET

### Agency Forms Under Review

#### Background

December 12, 1979.

When executive departments and agencies propose public use forms, reporting, or recordkeeping requirements, the Office of Management and Budget (OMB) reviews and acts on those requirements under the Federal Reports Act (44 USC, Chapter 35). Departments and agencies use a number of techniques including public hearings to consult with the public on significant reporting requirements before seeking OMB approval. OMB in carrying out its responsibility under the Act also considers comments on the forms and recordkeeping requirements that will affect the public.

#### List of Forms Under Review

Every Monday and Thursday OMB publishes a list of the agency forms received for review since the last list was published. The list has all the entries for one agency together and grouped into new forms, revisions, extensions, or reinstatements. Each entry contains the following information:

The name and telephone number of the agency clearance officer;

The office of the agency issuing this form;

The title of the form;

The agency form number, if applicable;

How often the form must be filled out;

Who will be required or asked to report;

An estimate of the number of forms that will be filled out;

An estimate of the total number of hours needed to fill out the form; and

The name and telephone number of the person or office responsible for OMB review.

Reporting or recordkeeping requirements that appear to raise no significant issues are approved promptly. In addition, most repetitive reporting requirements or forms that require one half hour or less to complete and a total of 20,000 hours or less annually will be approved ten business days after this notice is published unless specific issues are raised; such forms are identified in the list by an asterisk(*).

#### Comments and Questions

Copies of the proposed forms and supporting documents may be obtained from the agency clearance officer whose name and telephone number appear under the agency name. Comments and questions about the items on this list should be directed to the OMB reviewer or office listed at the end of each entry.

If you anticipate commenting on a form but find that time to prepare will prevent you from submitting comments promptly, you should advise the reviewer of your intent as early as possible.

The timing and format of this notice have been changed to make the publication of the notice predictable and to give a clearer explanation of this process to the public. If you have comments and suggestions for further improvements to this notice, please send them to Stanley E. Morris, Deputy Associate Director for Regulatory Policy and Reports Management, Office of Management and Budget, 726 Jackson Place, Northwest, Washington, D.C. 20503.

*New Forms*

Science and Education Administration
*Soil/Plant Laboratory Testing Activities
SEA-501
Other (See SF-83)
Testing laboratories, 78 responses, 38 hours
Charles A. Ellett, 395-5080

*Revisions*

Economics, Statistics, and Cooperatives Service
*Hay Production and Sales Inquiry
Annually
Farmers producing hay, 13,000 responses, 1,083 hours
Office of Federal Statistical Policy and Standard, 673-7974.

Food and Nutrition Service
Food Stamp Program Regulations—Part 278, Participation of Retail Food Stores, Wholesale Food Concerns and Banks
FNS 252, 252-2 and 350
On occasion
Retailers, wholesalers meal service organizations, 269,530 responses, 25,482 hours
Charles A. Ellett, 395-5080

Rural Electrification Administration

Service Area Data
REA 50
On occasion
REA borrowers, 380 responses, 855 hours
Charles A. Ellett, 395-5080

*Reinstatements*

Food and Nutrition Service
Part 215—Special Milk Program for Children
On occasion
State agencies, school food authorities, child care institutions, 46,124 responses, 65,124 hours
Charles A. Ellett, 395-5080

DEPARTMENT OF COMMERCE

**Agency Clearance Officer—Edward Michals—377-3627**

*New Forms*

Departmental and other
Pilot Study: Tracking Lighting Design Decisions for New Open Office Projects
NBS-1135
Single time
Architecture firms, 20 responses, 65 hours
Richard Sheppard, 395-3211

*Revisions*

Maritime Administration
Application for Ship Financing Guarantees
MA-163
On occasion
Shipowners, 60 responses, 4,200 hours
Richard Sheppard, 395-3211

*Extensions*

Bureau of Economic Analysis
Direct Transactions of U.S. Reporter With Foreign Affiliate Incorporated Abroad
BE-577
Quarterly
U.S. Enterprises owning foreign enterprises, 48,000 responses, 48,000 hours
Office of Federal Statistical Policy and Standard, 673-7974

Bureau of Economic Analysis
Direct Transactions of U.S. Reporter With Unincorporated Foreign Affiliate, Except a Bank
BE-578
Quarterly
U.S. Enterprises owning foreign enterprises, 9,200 responses, 9,200 hours
Office of Federal Statistical Policy and Standard, 673-7974

Bureau of Economic Analysis
U.S. Reporter's Directly-Owned Foreign Affiliate's Share in Net Income of Indirectly-Owned Foreign Affiliate
BE-577s
Annually
U.S. Enterprises owning foreign enterprises, 300 responses, 2,400 hours
Office of Federal Statistical Policy and Standard, 673-7974

Bureau of Economic Analysis
Direct Transactions of U.S. Reporter With Unincorporated Foreign Banking Affiliate
BE-578(B)
Quarterly
U.S. Enterprises owning foreign enterprises, 1,200 responses, 1,200 hours
Office of Federal Statistical Policy and Standard, 673-7974

DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

**Agency Clearance Officer—William Riley—245-7488**

*Revisions*

National Institutes of Health
Questionnaire for Source Director
On occasion
Suppliers of laboratory animals, 25 responses, 25 hours
Richard Eisinger, 395-3214

DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

**Agency Clearance Officer—Robert G. Masarsky—755-5184**

*New Forms*

Community Planning and Development
CDBG Indian Program Application Form
Annually
Tribal governments, 300 responses, 24,000 hours
Arnold Strasser, 395-5080

DEPARTMENT OF THE INTERIOR

**Agency Clearance Officer—William L. Carpenter—343-6716**

*Revisions*

Bureau of Land Management
Transfer/Sublease Forms Oil/Gas Lease Record Title/Operating Rights Assignment
3106-5 and 3106-14
On occasion
Holders of oil and gas leases/subleases, 60,000 responses, 30,000 hours
Charles A. Ellett, 395-5080

DEPARTMENT OF LABOR

**Agency Clearance Officer—Philip M. Oliver—523-6341**

*Reinstatements*

Employment and Training Administration
ESARS Handbook Chapter VII, Report Preparation
ETA Handbook No. 309
Monthly
State employment service offices, 624 responses, 192,920 hours
Arnold Strasser, 395-5080

FEDERAL EMERGENCY MANAGEMENT AGENCY

**Agency Clearance Officer—Linda Shiley—254-9515**

*New Forms*

Smoke and Fire Detector Survey Questionnaire
FEMA OT-2
Single time
Nat's prob. samp. of 1200 hshlds supp. samp. of 300 in so., 1,500 responses, 450 hours
Edward H. Clarke, 395-5867

OFFICE OF PERSONNEL MANAGEMENT

**Agency Clearance Officer—John P. Weld—632-7737**

*New Forms*

*Notice if Child Is Unable To Qualify for survivor Benefits Paid for Him
BRI 49-235A
On occasion
Survivor annuitants (students), 10,000 responses, 833 hours
Laverne V. Collins, 395-3214

*Extensions*

*Presidential Management internship Program evaluation
OPM 1378
Annually
Nominees to PMIP, 1,000 responses; 500 hours
Laverne V. Collins 395-3214

RAILROAD RETIREMENT BOARD

**Agency Clearance Officer—Pauline Lohens—312-751-4693**

*Revisions*

*Annual Policing Questionnaire
G-19
Annually RRA beneficiaries, 12,000 responses, 1,000 hours
Barbara F. Young, 395-6132

*Survivor Ouestionnaire
RL-94F
On Occasion
Survivor or potential beneficiary of deceased employee, 26,500 responses, 4,858 hours
Barbara F. Young, 395-6132

*Extensions*

*Certificate of Guardian-in-Fact of Person in Loco Parentis
G-469
On occasion
Per. Fil. for surv. bene. on behalf of beneficiary (BRA), 300 responses, 50 hours

Barbara F. Young, 395-6132

Stanley E. Morris,

*Deputy Associate Director for Regulatory Policy and Reports Management.*

[FR Doc. 79-38644 Filed 12-14-79; 8:45 am]

BILLING CODE 3110-01-M

## PENSION BENEFIT GUARANTY CORPORATION

### Privacy Act of 1974; Systems of Records; Annual Publication

**AGENCY:** Pension Benefit Guaranty Corporation.

**ACTION:** Annual Privacy Act Notice; advance notice of new routine uses and new systems of records; and final notice of amendments to existing systems of records.

**SUMMARY:** This document sets forth the annual notice of the systems of records maintained by the Pension Benefit Guaranty Corporation, as required by the Privacy Act of 1974. In addition, this document provides final notice of several records systems description changes and advance notice of routine uses. Because of these multiple changes, this notice contains the complete text of all the Pension Benefit Guaranty Corporation's systems of records and routine uses.

**DATES:** The annual notice is effective on December 17, 1979. The new proposed routine uses are published for coment and will be effective on January 16, 1980, unless a notice is published to the contrary. Comments must be received on or before January 16, 1980.

**ADDRESSES:** Send comments to the Office of the General Counsel, Pension Benefit Guaranty Corporation, 2020 K Street, N.W., Washington, D.C. 20006. Written comments will be available for public inspection at the PBGC, Suite 7000, at the same address, on weekdays between 9 a.m. and 4 p.m.

**FOR FURTHER INFORMATION CONTACT:** Ms. Nina R. Hawes, Staff Attorney, Office of the General Counsel, Pension Benefit Guaranty Corporation, 2020 K Street, N.W., Washington, D.C. 20006, (202) 254-4895.

**SUPPLEMENTARY INFORMATION:** As a result of the Pension Benefit Guaranty Corporation's annual review of the records it maintains subject to the Privacy Act, the PBGC has: (1) determined it has two previously unannounced systems of records; (2) determined it is necessary to provide notice of two proposed routine uses; (3) found it necessary to make minor editorial corrections and revisions in the descriptions of several systems of records; and (4) determined that the method of storage of two systems has changed. By this document the PBGC is making the necessary changes and providing the necessary notices. Public comment is invited on the first, second and fourth actions. Actions (1), (3) and (4) are effective immediately. Action (2) and the routine uses announced in action (1) will be effective January 16, 1980, unless the PBGC publishes a notice to the contrary.

#### Notice of Two Existing Systems

As required by 5 U.S.C. 552a(e)(4), this document presents initial statements of the existence and character of two systems of records. These two systems were previously included in the system of records designated PBGC-6, Personnel Records, but a review of PBGC records maintenance practices indicates that these two systems are now separately maintained and should therefore be reported separately. The two systems are PBGC-7, Equal Employment Opportunity Discrimination Complaints, and PBGC-8, Employee Adverse Action Files.

Since these systems are already in existence, suspending operation of the systems would adversely affect the PBGC employees and applicants for employment covered by the systems. Therefore, concurrently with this publication, a waiver of advance notice of the establishment of these systems is being requested from OMB. A report on the new systems required by the Privacy Act, 5 U.S.C. 552a(o), is being filed concurrently with the publication of this notice. The public is invited to comment on the new systems of records.

#### Additional Routine Uses

The PBGC is also publishing two proposed routine uses for public comment. Section 552a(e)(11) of the Privacy Act requires that notice of an intended routine use of records be published at least 30 days prior to the implementation of the use and that the public be given an opportunity to comment on the routine use. The proposed routine uses are set forth below. They will become final on January 16, 1980, unless PBGC publishes a notice to the contrary.

The first routine use involves the release of information to recognized labor organizations which represent PBGC employees. This routine use would allow certain records from record system PBGC-3, Payroll, Leave and Attendance Records, PBGC-5, Personnel Records, and PBGC-8, Employee Adverse Action Files to be disclosed to the recognized bargaining representative of PBGC employees when necessary for full and proper discussion, understanding, and negotiation of subjects within the scope of collective bargaining and for representation of employees in the bargaining unit. This routine use is needed to enable the PBGC to comply with Executive Order 11491 concerning Labor-Management Relations in the Federal Service. If adopted, the routine use would apply to records systems PBGC-3, PBGC-5, and PBGC-8. The proposed routine use reads as follows:

> Pursuant to Title VII of the Civil Service Reform Act, pertinent records from this system may be furnished to a labor organization upon its request when needed by that organization to perform its duties as the recognized collective bargaining representative of PBGC employees in the bargaining unit.

The second routine use involves the release of records from records system PBGC-6, Plan Participant and Beneficiary Data, to a union representative of the plan participants. The representative must be an official of a labor organization which is the duly recognized collective bargaining representative of the plan participant about whom the request is made.

PBGC has had requests from labor unions which represent the plan participants in a terminated plan for information included in record system PBGC-6. PBGC believes it would be to the benefit of plan participants to allow this release without requiring the union to obtain the written consent of each participant about whom information is requested. The following proposed routine use would apply to records system PBGC-6 and reads as follows:

> Disclosure may be made to an official of a labor organization which is the duly recognized collective bargaining representative of the individual about whom the request is made.

As required by 5 U.S.C 552a(e)(11), interested persons are invited to submit written data, views or arguments on the above-described proposed routine uses. The routine uses may be changed in light of the comments received.

#### Editorial Corrections and Revisions

The PBGC has determined that it is necessary to make certain editorial corrections and revisions to the descriptions of its systems of records. These changes do not affect the general character or purpose of any system as described nor do they expand the population of individuals to which the systems apply. The modifications merely provide a more accurate description of the affected systems of

records. Two of the more noteworthy changes are that:

(1) The system managers were changed in some cases because of an internal reorganization;

(2) In PBGC-6, Personnel Records, employment applications and additional information submitted by applicants for attorney positions are now shown as kept by the Office of the General Counsel, rather than by the Personnel Office.

## Change in Method of Storage of Systems of Records

The PBGC has been computerizing records that were previously kept manually in file folders. The records in systems PBGC-5 and PBGC-6 are now partially computerized, and are also maintained in file folders. Safeguards for the computerized sections of the systems have been developed and include restriction of access to the computer areas. Waiver of advance notice of these changes is being requested from OMB, and a systems report is being filed concurrently with the publication of this notice. The public is invited to comment on these changes.

Issued in Washington, D.C. this 10th day of Dec. 1979.

**Robert E. Nagle,**

*Executive Director, Pension Benefit Guaranty Corporation.*

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5. Personnel Records—PBGC.
6. Plan Participant and Beneficiary Data—PBGC.
7. Equal Employment Opportunity Discrimination Complaints—PBGC.
8. Employee Adverse Action Files—PBGC.

## Prefatory Statement of General Routine Uses

The following routine uses, except for number 3, apply to and are incorporated by reference into each system of records set forth below. Routine use number 3 applies to and is incorporated by reference into systems 1-5 and 7-8 set forth below.

1. Routine Use—Law Enforcement: In the event that a system of records maintained by the PBGC to carry out its functions indicates a violation or potential violation of law, whether criminal, civil or regulatory in nature, and whether arising by general statute or particular program pursuant thereto, the relevant records in the system of records may be referred to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

2. Routine Use—Disclosure When Requesting Information: A record from this system of records may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, if necessary to obtain information relevant to a PBGC decision concerning the hiring or retention of an employee, the issuance of a security clearance, or the letting of a contract.

3. Routine Use—Disclosure of Requested Information: A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

4. Routine Use—Disclosure During and in Anticipation of Litigation: A record from this system of records may be disclosed during litigation, including disclosure to all counsel in the course of discovery or settlement negotiations and during the presentation of evidence to a court, magistrate or administrative tribunal, or during proceedings in reasonable anticipation thereof.

5. Routine Use—Disclosure to OMB: A record contaied in this system of records will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular No. A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

6. Routine Use—Congressional Inquiries. Disclosure may be made to a congressional office from the record of an individual in response to an inquiry from the Congressional office made at the request of that individual.

## PBGC-1

**SYSTEM NAME:**

Correspondence Between PBGC and Persons Outside PBGC—PBGC.

**SYSTEM LOCATION:**

Pension Benefit Guaranty Corporation, 2020 K Street, N.W., Washington, D.C. 20006, and Pension Benefit Guaranty Corporation, Los Angeles Regional Office, Room 4033A, 300 N. Los Angeles Street, Los Angeles, California 90012.

**CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:**

Individuals who hav corresponded with PBGC and with divisions of the PBGC and individuals who have received replies in response to their correspondence with the PBGC.

**CATEGORIES OF RECORDS IN THE SYSTEM:**

Corresponsence containing the name and address of the correspondent and other information regarding various aspects of the PBGC and Title IV of the Employee Retirement Income Security Act of 1974. Correspondence is kept by the Office Director to whom the correspondence was addressed or the Office Director who replied to the correspondent.

**AUTHORITY FOR MANITENANCE OF THE SYSTEM:**

29 U.S.C. 1302.

**ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:**

Used for regulatory purposes including use in evidence in proceedings before the PBGC and the courts.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Records are maintained manually in file folders.

**RETRIEVABILITY:**

Indexed by name.

**SAFEGUARDS:**

Records are kept in lockable file cabinets in areas of restricted access which are locked after office hours.

**RETENTION AND DISPOSAL:**

Retained for 6 years, then transferred to Federal Records Center. Offered to National Archives and Records Service after 15 years.

**SYSTEMS MANAGER(S) AND ADDRESS:**

Executive Director, Director of Office of Financial Operations, Director of the Office of Information Management, Director of the Office of Management Services, Director of the Office of Program Operations, Director of the Office for Research and Evaluation, and General Counsel, Pension Benefit Guaranty Corporation, 2020 K Street, N.W., Washington, D.C. 20006, and Special Assistant for Field Liaison, Los Angeles Regional Office, Pension Benefit Guaranty Corporation, Room

4033A, 300 N. Los Angeles Street, Los Angeles, California 90012.

NOTIFICATION PROCEDURE:

Procedures are detailed in PBGC regulations: 29 CFR Part 2607.

RECORD ACCESS PROCEDURES:

Same as notification procedure.

CONTESTING RECORD PROCEDURES:

Same as notification procedure.

RECORD SOURCE CATEGORIES:

Individuals writing to the PBGC and the PBGC responses.

PBGC-2

SYSTEM NAME:

Disbursements—PBGC.

SYSTEM LOCATION:

Pension Benefit Guaranty Corporation, 2020 K Street, N.W., Washington, D.C. 20006.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Consultants and vendors to PBGC.

CATEGORIES OF RECORDS IN THE SYSTEM:

Payment vouchers, including SF 1081.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

29 U.S.C. 1302.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Transmittal of data to United States Department of Treasury to effect payments to consultants and vendors.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained manually in file folders.

RETRIEVABILITY:

Indexed by name.

SAFEGUARDS:

Records are kept in lockable file cabinets in areas of restricted access which are locked after office hours.

RETENTION AND DISPOSAL:

Records created after June 30, 1975 are destroyed 6 years and 3 months after date of voucher.

SYSTEM MANAGER(S) AND ADDRESS:

Controller, Office of Financial Operations, Pension Benefit Guaranty Corporation, 2020 K Street, N.W., Washington, D.C. 20006.

NOTIFICATION PROCEDURE:

Procedures are detailed in PBGC regulations: 29 CFR Part 2607.

RECORD ACCESS PROCEDURES:

Same as notification procedure.

CONTESTING RECORDS PROCEDURES:

Same as notification procedure.

RECORD SOURCE CATEGORIES:

Subject consultant or vendor.

PBGC-3

SYSTEM NAME:

Employee Payroll, Leave and Attendance Records—PBGC.

SYSTEM LOCATION:

Pension Benefit Guaranty Corporation, 2020 K Street, N.W., Washington, D.C. 20006, and Los Angeles Regional Office, Pension Benefit Guaranty Corporation, Room 4033A, 300 N. Los Angeles Street, Los Angeles, California 90012.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of PBGC.

CATEGORIES OF RECORDS IN THE SYSTEM:

Name; address; social security number and employee number; earnings records; leave status and data; jury duty data; military leave data; time and attendance records, including number of regular, overtime, holiday, Sunday and other hours worked, co-owner and/or beneficiary of bonds, marital status and number of dependents; and "Notification of Personnel Action". The individual records listed herein are included only as pertinent or applicable to the individual employee.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

29 U.S.C. 1302.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

1. Transmittal of data to United States Department of Labor to effect issuance of paychecks to employees and distribution of pay according to employee directions for savings bonds, allotments, financial institutions, and other authorized purposes and to effect tax withholdings and other authorized deductions.

2. Pursuant to Title VII of the Civil Service Reform Act, pertinent records from this system may be furnished to a labor organization upon its request when needed by that organization to perform its duties as the recognized collective bargaining representative of PBGC employees in the bargaining unit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained manually in file folders and in machine readable form.

RETRIEVABILITY:

Indexed by name and/or employee or social security number.

SAFEGUARDS:

Records are kept in lockable file cabinets in areas of restricted access which are locked after office hours. Magnetic tapes and computer records are kept under restricted access.

RETENTION AND DISPOSAL:

Sent to Federal Record Center after 3 years and destroyed after 7 years.

SYSTEM MANAGER(S) AND ADDRESS:

Controller, Office of Financial Operations, Pension Benefit Guaranty Corporation, 2020 K Street, N.W., Washington, D.C. 20006, and Special Assistant for Field Liaison, Los Angeles Regional Office, Pension Benefit Guaranty Corporation, Room 4033A, 300 N. Los Angeles Street, Los Angeles, California 90012.

NOTIFICATION PROCEDURE:

Procedures are detailed in PBGC regulations: 29 CFR Part 2607.

RECORD ACCESS PROCEDURES:

Same as notification procedure.

CONTESTING RECORD PROCEDURES:

Same as notification procedure.

RECORD SOURCE CATEGORIES:

Subject individual and Office of Personnel Management.

PBGC-4

SYSTEM NAME:

Employee Travel Records—PBGC.

SYSTEM LOCATION:

Pension Benefit Guaranty Corporation, 2020 K Street, N.W., Washington, D.C. 20006, and Los Angeles Regional Office, Pension Benefit Guaranty Corporation, Room 4033A, 300 N. Los Angeles Street, Los Angeles, California 90012.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees of PBGC who have filed travel vouchers and related documents.

CATEGORIES OF RECORDS IN THE SYSTEM:

Travel vouchers and related documents filed by employees of PBGC.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

29 U.S.C. 1302.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Transmittal of data to United States Department of Treasury to effect reimbursement to employees for travel expenses.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained manually in file folders.

RETRIEVABILITY:

Indexed by name.

SAFEGUARDS:

Records are kept in lockable file cabinets which are locked after office hours, in areas of restricted access.

RETENTION AND DISPOSAL:

Retained for 3 years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Controller, Office of Financial Operations, Pension Benefit Guaranty Corporation, 2020 K Street, N.W., Washington, D.C. 20006, and Special Assistant for Field Liaison, Los Angeles Regional Office, Pension Benefit Guaranty Corporation, Room 4033A, 300 N. Los Angeles Street, Los Angeles, California 90012.

NOTIFICATION PROCEDURE:

Procedures are detailed in PBGC regulations: 29 CFR Part 2607.

RECORD ACCESS PROCEDURES:

Same as notification procedure.

CONTESTING RECORD PROCEDURES:

Same as notification procedure.

RECORD SOURCE CATEGORIES:

PBGC employee executing vouchers.

PBGC-5

SYSTEM NAME:

Personnel Records—PBGC.

SYSTEM LOCATION:

Pension Benefit Guaranty Corporation, 2020 K Street, N.W., Washington, D.C. 20006.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Employees and applicants for employment with PBGC.

CATEGORIES OF RECORDS IN THE SYSTEM:

Personnel records that the PBGC maintains, including applications and related information for attorneys maintained by the Office of the General Counsel. (Records included in the Permanent Official Personnel File are maintained as a system of records by the Office of Personnel Management and are not included in this system of records).

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

29 U.S.C. 1302.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

1. These records are used to carry out authorized personnel programs.

2. Pursuant to Title VII of the Civil Service Reform Act, records from this system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of PBGC employees in the bargaining unit.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained manually in file folders and in machine readable form.

RETRIEVABILITY:

Indexed by name.

SAFEGUARDS:

Records are kept in areas of restricted access and in lockable file cabinets which are locked after office hours. Magnetic tapes and computer records are kept under restricted access.

RETENTION AND DISPOSAL:

Temporary Personnel File records are kept until the employee leaves PBGC, at which time they are destroyed. Applications for employment and training are kept indefinitely. Attorney applicant files are kept for 3 years and then destroyed.

SYSTEM MANAGER(S) AND ADDRESS:

Chief, Division of Personnel Programs and Services, Office of Management Services, Pension Benefit Guaranty Corporation, 2020 K Street, N.W., Washington, D.C. 20006, and the Management Officer, Office of the General Counsel, Pension Benefit Guaranty Corporation, Suite 7200, 2020 K Street, N.W., Washington, D.C. 20006.

NOTIFICATION PROCEDURE:

Procedures are detailed in PBGC regulations: 29 CFR Part 2607.

RECORD ACCESS PROCEDURES:

Same as notification procedure.

CONTESTING RECORD PROCEDURES:

Same as notification procedure.

RECORD SOURCE CATEGORIES:

Subject individuals, present and past employers, references given by subject individuals and responses to security investigations.

SYSTEMS EXEMPTED FROM CERTAIN PROVISIONS OF THE ACT:

This system is exempt from access and contest and certain other provisions of the Privacy Act 5 U.S.C. 552a (c)(3), (d), (e)(1), (e)(4) (G), (H) and (I), and (f), to the extent it includes material which would reveal the identity of a source who furnished information to the PBGC under an express promise that the identity of the source would be held in confidence or prior to September 27, 1975, was provided to the PBGC under an implied promise of confidentiality.

PBGC-6

SYSTEM NAME:

Plan Participant and Beneficiary Data—PBGC.

SYSTEM LOCATION:

Pension Benefit Guaranty Corporation, 2020 K Street, N.W., Washington, D.C. 20006.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

Participants and beneficiaries in terminated pension plans covered by Title IV of the Employee Retirement Income Security Act of 1974.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain name, address, telephone number, sex, social security number and other social security data, date of birth, date of hire, salary, marital status, time of plan participation, participant status, pay status, benefit data, health data, and insurance information where plan benefits are guaranteed by private insurers. The individual records listed herein are included only as pertinent or applicable to the individual plan participant or beneficiary.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

29 U.S.C. 1302, 1322 and 1341.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

1. Disclosed to third parties, such as banks, insurance companies and trustees, for the purpose of paying benefits to plan participants and beneficiaries.

2. Disclosure, in furtherance of proceedings under Title IV of the

Employee Retirement Income Security Act of 1974, of plan participant and beneficiary data to an employer maintaining the plan.

3. Disclosure may be made to an official of a labor organization which is the duly recognized collective bargaining representative of the individual about whom the request is made.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained manually in file folders and in machine readable form.

RETRIEVABILITY:

Indexed by plan and participant and/or beneficiary name.

SAFEGUARDS:

Manual records are maintained in lockable file cabinets which are locked after office hours, in areas of restricted access. Magnetic tapes and computer records are kept under restricted access.

RETENTION AND DISPOSAL:

Records will be retained for such periods of time and disposed of in the manner to be prescribed by the PBGC's program of management authorized by General Services Administration.

SYSTEM MANAGER(S) AND ADDRESS:

Director, Office of Program Operations, and Director, Internal Audit, Pension Benefit Guaranty Corporation, 2020 K Street, N.W., Washington, D.C. 20006.

NOTIFICATION PROCEDURE:

Procedures are detailed in PBGC regulations: 29 CFR Part 2607.

RECORD ACCESS PROCEDURES:

Same as notification procedure.

CONTESTING RECORD PROCEDURES:

Same as notification procedures.

RECORD SOURCE CATEGORIES:

Plan administrators and Social Security Administration.

PBGC-7

SYSTEM NAME:

Equal Employment Opportunity Discrimination Complaints—PBGC.

SYSTEM LOCATION:

Pension Benefit Guaranty Corporation, Equal Employment Opportunity Office, Room 4033A, 2020 K Street, N.W., Washington, D.C. 20006.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

PBGC employee and applicant complainants.

CATEGORIES OF RECORDS IN THE SYSTEM:

Records contain names, work locations, dates, Social Security numbers, and other information as included on affidavits, interviews, informal and formal discrimination complaint reports and investigative files of complaints.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

29 CFR Part 1613.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSE OF SUCH USES:

Purpose—Used by EEO Officer, staff of Equal Employment Opportunity Commission, staff of the Merit System Protection Board, Complaints examiners, Contract EEO investigators, PBGC EEO investigators and PBGC EEO counselors to investigate complaints of alleged discrimination and to evaluate the effectiveness of the EEO program:

Use—

1. Disclosed to complainant's representative.

2. Portions may be disclosed to the alleged discriminating official and his/her representative.

3. Disclosed to Equal Employment Opportunity Commission and Merit Systems Protection Board to carry out authorized investigations, to adjudicate appeals of discrimination complaints, and make recommendations regarding discrimination complaints.

4. Disclosed to Contract EEO investigators.

POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:

STORAGE:

Records are maintained manually in file folders, binders and marked exhibits.

RETRIEVABILITY:

Indexed by complainant's name.

SAFEGUARDS:

Records are kept in lockable file cabinets which are locked after office hours in rooms with restricted access.

RETENTION AND DISPOSAL:

Files are retained indefinitely.

SYSTEM MANAGER(S) AND ADDRESS:

Equal Employment Opportunity Officer, Division of Personnel Programs and Services, Office of Management Services, Pension Benefit Guaranty Corporation, 2020 K Street, N.W., Washington, D.C. 20006.

NOTIFICATION PROCEDURE:

Procedures are detailed in PBGC regulations: 29 CFR Part 2607.

RECORD ACCESS PROCEDURES:

Same as notification procedure above.

CONTESTING RECORDS PROCEDURES:

Same as notification procedure above.

RECORD SOURCE CATEGORIES:

Information is received from the complainants, respondent and from investigations and interviews.

PBGC—8

SYSTEM NAME:

Employee Adverse Action files—PBGC.

SYSTEM LOCATION:

Pension Benefit Guaranty Corporation, 2020 K Street, N.W., Washington, D.C. 20006.

CATEGORIES OF INDIVIDUALS COVERED BY THE SYSTEM:

PBGC employees against whom an adverse action covered by this system has been initiated, or a PBGC employee who has initiated a grievance.

CATEGORIES OF RECORDS IN THE SYSTEM:

Notices to employees of disciplinary actions, performance warning letters, adverse actions, reductions-in-force, employees' replies to notices, employee notice of grievance, employee notice of appeal, records of hearing proceedings, appeal decisions and rebuttals, notice of action, investigative reports and related information.

AUTHORITY FOR MAINTENANCE OF THE SYSTEM:

5 U.S.C. 301.

ROUTINE USES OF RECORDS MAINTAINED IN THE SYSTEM, INCLUDING CATEGORIES OF USERS AND THE PURPOSES OF SUCH USES:

Purpose—

Provides a record keeping system, 1) for grievances and related appeals filed by an employee who alleges his rights regarding compensation, benefits, or other terms and conditions of employment have been adversely affected and, 2) for adverse actions brought against a PBGC employee.

Use—

1. Disclosed to employee's representative.

2. Disclosed to the Office of Personnel Management and Merit Systems Protection Board to carry out their authorized functions.

3. Pursuant to Title VII of the Civil Service Reform Act, records from this

system may be furnished to a labor organization upon its request when needed by that organization to perform properly its duties as the collective bargaining representative of PBGC employees in the bargaining unit.

**POLICIES AND PRACTICES FOR STORING, RETRIEVING, ACCESSING, RETAINING, AND DISPOSING OF RECORDS IN THE SYSTEM:**

**STORAGE:**

Information is retained manually in file folders.

**RETRIEVABILITY:**

Indexed by employee name.

**SAFEGUARDS:**

Records are kept in lockable file cabinets which are locked after office hours in areas of restricted access.

**RETENTION AND DISPOSAL:**

Records are kept for two years in active files and then are transferred to the Federal Records Center.

**SYSTEM MANAGER(S) AND ADDRESS:**

Director of Division of Personnel Programs and Services, Pension Benefit Guaranty Corporation, 2020 K Street, N.W., Washington, D.C. 20006.

**NOTIFICATION PROCEDURE:**

Procedures are detailed in PBGC regulations: 29 CFR Part 2607.

**RECORD ACCESS PROCEDURES:**

Same as notification procedure above.

**CONTESTING RECORD PROCEDURES:**

Same as notification procedure above.

**RECORD SOURCE CATEGORIES:**

Information is received from an employee who initiates a grievance, or against whom an adverse action is initiated, employee's supervisors, and other PBGC employees and from investigations and interviews.

[FR Doc. 79-38579 Filed 12-14-79; 8:45 am]
BILLING CODE 7708-01-M

## SMALL BUSINESS CONFERENCE COMMISSION

### White House Conference on Small Business

### Small Business Conference Public Forum

January 14, 1980—2:00 p.m.-5:00 p.m., Sheraton Washington Hotel, 2660 Woodley Road, N.W., Washington, D.C.

### Public Forum

Views on the future of small business in the national economy will be aired at public hearings scheduled by the White House Conference on Small Business on Monday, January 14, 1980 from 2:00 p.m.-5:00 p.m. at the Sheraton Washington Hotel.

The hearing, a part of the White House Conference's week-long activities, are intended to elicit positions and opinions relative to this broad subject area from organizations and the public. The White House Conference on Small Business was established in May 1978 by executive order of President Carter. Recommendations emanating from the Conference will be presented to the President within 60 days of these hearings.

The Conference program is organized around 12 major issue areas: Capital Formation and Retention, Minority Business Development, Economic Policy and Government Programs, Women in Business, Government Regulations and Paperwork, Inflation, International Trade, Federal Procurement, Education Training/Assistance, Innovation and Technology, Energy and Veterans in Business. Witnesses should focus their remarks within these issue areas.

The Conference is an important opportunity for citizens' organizations, public interest groups, labor and business representatives and state and local officials to recommend ways in which the private sector and government at all levels can work toward a better future for small business.

Those interested in testifying personally or in submitting written statements should communicate in writing no later than December 28, 1979 at 5:00 p.m. EST to: Ms. Elise Knapp, White House Conference on Small Business, 730 Jackson Place, N.W., Washington, D.C. 20006.

Dated: December 12, 1979.

Michael B. Kraft,

*Deputy Advocate for Advisory Councils, U.S. Small Business Administration.*

[FR Doc. 79-38569 Filed 12-14-79; 8:45 am]
BILLING CODE 8025-01-M

## TENNESSEE VALLEY AUTHORITY

### Phipps Bend-Pocket 500-kV Transmission Line; Finding of No Significant Impact

In accordance with section 102(2)(C) of the National Environmental Policy Act of 1969 (NEPA), and section V-B1 of the Tennessee Valley Authority's Procedures for Environmental Planning and Assessment (39 FR 5671-75 (1974)) and consistent with § 1501.4 of the Council on Environmental Quality Provisions for Implementing NEPA (43 FR 55,978-56,007 (1978)), the Tennessee Valley Authority (TVA) hereby gives notice that it has determined that the construction and operations of its portion (about 11 miles in length) of a 500-kV transmission line connection from TVA's Phipps Bend 500-kV Substation to Kentucky Utilities Company's Pocket 500-kV Substation (located in Lee County, approximately two miles north of Pennington Gap, Virginia), is not a major Federal action significantly affecting the quality of the human environment and an environmental statement is not necessary for this proposed action. TVA has prepared an environmental evaluation of the impacts related to this proposal and has identified measures to minimize the effects of construction and operation on the environment. The proposal is compatible with both regional and local planning and no significant adverse comments have been received from the public. The evaluation record also addresses Kentucky Utilities' portion of the transmission facilities.

This project is required in order to maintain acceptable operating voltage levels and to maximize electric power transfer capabilities between the two systems. Although the proposed transmission line route will traverse several floodplains and could require the installation of transmission structures within an area subject to flooding, TVA is of the opinion that neither the construction activities associated with their installation nor their presence will significantly impact the floodplain. TVA has determined that there are no practical alternate means to achieve the needed project purposes or practical alternative routes which would avoid traversing one or more of these floodplains, and that the proposed action is consistent with policies on Floodplain Management. TVA will assure in the construction of its facility that the floodplains will not be (1) irreparably damaged by construction activities; (2) altered significantly in volume and rate of flow; and (3) significantly reduced in flood stroage capacity. Should transmission line structures be located in a floodplain, for each foot of flood elevation less than one cubic foot of flood capacity per tower will be displaced.

A preannounced public meeting on this proposal was held at the city hall in Church Hill, Tennessee, on February 6, 1979. Information was presented concerning the project and TVA personnel answered questions from several of the approximately 100 people in attendance. No significant conflicts or environmental impacts related to this

project were identified at the meeting or by any of the agencies contacted by TVA.

Copies of the environmental evaluation are available to the public by calling TVA's toll free Citizen Action Line at 1-800-362-9250 (inside Tennessee), 1-800-251-9242 (outside Tennessee), and 632-4100 in Knoxville or by contacting TVA's Information Office, 400 Commerce Avenue, Knoxville, Tennessee 37902.

Any questions or comments concerning this proposal should be directed to: Mohamed T. El-Ashry, Ph.D., Director of Envrionmental Quality, Forestry Building, Norris, Tennessee 37828.

No further action will be taken on this proposal before January 2, 1980, pending receipt of public comment.

Dated: December 5, 1979.

Mohamed T. El-Ashry,

*Director of Environmental Quality.*

[FR Doc. 79-38545 Filed 12-14-79; 8:45 am]

BILLING CODE 8120-01-M

## Phipps Bend-Sullivan 500-kV No. 2 Transmission Line, Loop to Appalachian Electric Power Co.'s Substation; Finding of No Significant Impact

In accordance with section 102(2)(c) of the National Environmental Policy Act of 1969 (NEPA), and section V-B-1 of the Tennessee Valley Authority's Procedures for Environmental Planning and Assessment (39 FR 5617-75 (February 14, 1974)) and consistent with § 1501.4 of the Council on Environmental Quality Provisions for Implementing NEPA (43 FR 55978-56007 (November 29, 1978)), the Tennessee Valley Authority (TVA) hereby gives notice that it has determined that the construction and operation of a 500-kV transmission line connection from TVA's Phipps Bend 500-kV Substation to Appalachian Electric Power Company's Substation site (located in Stanley Valley, just south of the Virginia-Tennessee State line), is not a major Federal action significantly affecting the quality of the human environment and an environmental statement is not necessary for this proposed action.

The proposed route is approximately 6.3 miles in length and 300 feet wide and proceeds through and across Carter Valley, generally paralleling U.S. 11 West. This facility is required to maintain acceptable operating voltage levels and maximize electric power transfer capabilities between the two systems. TVA has prepared an environmental evaluation of the impacts related to this proposal and has identified measures to minimize the effects of contruction and operation on the environment. The proposal is compatible with both regional and local planning and is not considered controversial.

Copies of the environmental evaluation are available to the public by calling TVA's toll free Citizen Action Line at 1-800-362-9250 (inside Tennessee), 1-800-251-9242 (outside Tennessee), and 632-4100 in Knoxville or by contacting TVA's Information Office, 400 Commerce Avenue, Knoxville, Tennessee 37902.

Any questions or comments concerning this proposal should be directed to: Mohamed T. El-Ashry, Ph.D., Director of Environmental Quality Forestry Building, Norris, Tennessee 37828.

No further action will be taken on this proposal before January 2, 1980, pending receipt of public comment.

Dated: December 5, 1979.

Mohamed T. El-Ashry,

*Director of Environmental Quality.*

[FR Doc. 79-38546 Filed 12-14-79; 8:45 am]

BILLING CODE 8120-01-M

# DEPARTMENT OF TRANSPORTATION

## Federal Aviation Administration

## First Commuter Air Carrier Safety Symposium

The Department of Transportation hereby announces the First Commuter Air Carrier Safety Symposium. This two day symposium will commence at 9 a.m. on January 16, 1980, at the Sheraton International Conference Center, 11810 Sunrise Valley Drive, Reston, Virginia 22091.

The purpose of this symposium is for the FAA to exchange safety ideas with the commuter industry and the public on operations, maintenance, training, security, and other issues touching on commuter air carrier operations under the purview of the revised Federal Aviation Regulation Part 135. This revised regulation was issued December 1, 1978, with the objective of upgrading the level of safety for operations conducted under this part by commuter air carriers, on demand air taxi operators and commercial operators. The commuters had until December 1, 1979, to upgrade their operations to meet the new safety requirements. However, FAA expects the commuters will have further refinements to make in their operations and maintenance programs over the next few months, and the symposium will give them a chance to discuss some of the problems expected to arise in adjusting to the new rules.

Following an opening morning session, the symposium will include an FAA presentation on Commuter Air Carrier Safety Issues, an Industry panel on Commuter Operations Overview, User/Government panels on: (1) Concerns of the Consumer, (2) Training and Proficiency Issues in Commuter Air Carrier Operations, and (3) Commuter Air Carrier Maintenance Issues and a Wrap-up session. All sessions will include a question and answer period and audience participation will also be included in the Wrap-up session. It is also planned to have a prominent speaker at the luncheon on each day.

Although the meeting is open to the public (space permitting) the hotel levies a per day rate of $18 per registrant which covers the cost of lunch and coffee breaks for that day. This rate is incorporated as a registration fee.

Further information concerning the symposium may be obtained from the Federal Aviation Administration, Office of Aviation System Plans, ASP-10, 800 Independence Avenue SW., Washington, D.C. 20591, telephone 202-426-3912.

Issued in Washington, D.C., on December 10, 1979.

Charles R. Foster,

*Acting Associate Administrator for Aviation Standards.*

[FR Doc. 79-38497 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-13-M

## Radio Technical Commission for Aeronautics (RTCA), Special Committee—136 Installation of Emergency Locator Transmitters (ELT) in Aircraft; Meeting

Pursuant to section 10(a) (2) of the Federal Advisory Committee Act (Pub. L. 92-463; 5 U.S.C. App. I) notice is hereby given of a meeting of RTCA Special Committee 136 on Installation of Emergency Locator Transmitters (ELT) in Aircraft to be held on January 8-9, 1980, in RTCA Conference Room 261, 1717 H Street NW., Washington, D.C. commencing at 9:30 a.m.

The Agenda for this meeting is as follows: (1) Chairman' introductory Remarks; (2) Approval of Minutes of Fifth Meeting held September 6-7, 1979; (3) Reports of Working Group Activities; (4) Review of Initial Draft of Committee Report; (5) Working Groups Meet in Separate Sessions; (6) Committee Plenary Session; and (7) Other Business.

Attendance is open to the interested public but limited to space available. With the approval of the Chairman, members of the public may present oral

statements at the meeting. Persons wishing to present oral statements or obtain information should contact the RTCA Secretariat, 1717 H Street NW., Washington, D.C. 20006; (202) 296-0484. Any member of the public may present a written statement to the committee at any time.

Issued in Washington, D.C. on December 7, 1979.

Karl F. Bierach,

*Designated Officer.*

[FR Doc. 79-38496 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-13-M

## Research and Special Programs Administration

## Applications for Renewal or Modification of Exemptions or Applications to Become a Party to an Exemption

**AGENCY:** Materials Transportation Bureau, D.O.T.

**ACTION:** List of applications for renewal or modification of exemptions or application to become a party to an exemption.

**SUMMARY:** In accordance with the procedures governing the application for, and the processing of, exemptions from the Department of Transportation's Hazardous Materials Regulations (49 CFR Part 107, Subpart B), notice is hereby given that the Office of Hazardous Materials Regulation of the Materials Transportation Bureau has received the applications described herein. This notice is abbreviated to expedite docketing and public notice. Because the sections affected, modes of transportation, and the nature of application have been shown in earlier Federal Register publications, they are not repeated here. Except as otherwise noted, renewal applications are for extension of the exemption terms only. Where changes are requested (e.g. to provide for additional hazardous materials, packaging design changes, additional mode of transportation, etc.) they are described in footnotes to the application number. Application numbers with the suffix "X" denote renewal; application numbers with the suffix "P" denote party to. These applications have been separated from the new applications for exemptions to facilitate processing.

**DATES:** Comment period closes January 2, 1980.

**ADDRESSED TO:** Dockets Branch, Information Services Division, Materials Transportation Bureau, U.S. Department of Transportation, Washington, D.C. 20590. Comments should refer to the application number and be submitted in triplicate.

**FOR FURTHER INFORMATION:** Copies of the applications are available for inspection in the Dockets Branch, Room 8426, Nassif Building, 400 7th Street SW., Washington, D.C.

| Application No. | Applicant | Renewal of exemption |
|---|---|---|
| 1862-X | Greer Hydraulics, Inc., City of Commerce, Calif.[1] | 1862 |
| 2326-X | E. I. du Pont de Nemours & Co., Inc., Wilmington, Del. | 2326 |
| 3302-X | NCG Industrial Gases, Chicago, Ill | 3302 |
| 4390-X | MCB Manufacturing Chemists, Inc., Cincinnati, Ohio. | 4390 |
| 4390-X | Eastman Kodak Company, Rochester, N.Y. | 4390 |
| 4490-X | National Aeronautics and Space Administration, Washington, D.C. | 4490 |
| 5022-X | Aerojet Solid Propulsion Company, Sacramento, Calif. | 5022 |
| 5062-X | Dow Chemical Company, Freeport, Tex.[2] | 5062 |
| 5243-X | E. I. du Pont de Nemours & Co., Inc., Wilmington, Del. | 5243 |
| 5454-X | Air Products & Chemicals, Inc., Allentown, Pa.[3] | 5454 |
| 5520-X | Pennwalt Corporation, Philadelphia, Pa. | 5520 |
| 5520-X | Amchem Products, Inc., Ambler, Pa. | 5520 |
| 5526-X | MCB Manufacturing Chemists, Inc., Cincinnati, Ohio. | 5526 |
| 5854-X | Sea-Land Service, Inc., Elizabeth, N.J. | 5854 |
| 6173-X | Publicker Industries, Inc., Greenwich, Conn. | 6173 |
| 6173-X | Allied Chemical Corp., Morristown, N.J. | 6173 |
| 6232-X | Department of the Army, Washington, D.C.[4] | 6232 |
| 6614-X | FMC Corporation, Philadelphia, Pa.[5] | 6614 |
| 6614-X | Georgia-Pacific Corp., Newport Beach, Calif. | 6614 |
| 6629-X | Fenwal Incorporated, Ashland, Ma | 6629 |
| 6720-X | Sea-Land Service, Inc., Elizabeth, N.J. | 6720 |
| 6762-X | DuBois Chemicals, Cincinnati, Ohio | 6762 |
| 6793-X | Container and Pressure Vessels Ltd., Monaghan, Ireland[6] | 6793 |
| 6913-X | Conoco Inc., Houston, Tex | 6913 |
| 6969-X | State of Kansas, Topeka, Kans | 6969 |
| 6974-X | Tavco, Inc., Chatsworth, Calif | 6974 |
| 7060-X | Summit Airlines, Inc., Philadelphia, Pa. | 7060 |
| 7060-X | Federal Express Corp., Memphis, Tenn. | 7060 |
| 7280-X | Department of the Army, Washington, D.C. | 7280 |
| 7409-X | Sea-Land Service, Inc., Elizabeth, N.J. | 7409 |
| 7803-X | Plastican, Inc., Leominster, Mass | 7803 |
| 7882-X | Dow Chemical Company, Midland, Mich. | 7882 |
| 7890-X | Union Carbide Corp., Bound Brook, N.J. | 7890 |
| 7895-X | Dow Corning Corp., Midland, Mich | 7895 |
| 8136-X | Eastman Kodak Co., Rochester, N.Y.[7] | 8136 |
| 8206-X | Rexnord, Inc., Milwaukee, Wis.[8] | 8206 |
| 8207-X | Rexnord, Inc., Milwaukee, Wis.[9] | 8207 |
| 8246-X | Honeywell, Inc., Minneapolis, Minn | 8246 |
| 4453-P | Atlas Powder Co., Dallas, Tex | 4453 |
| 5704-P | Hercules Inc., Wilmington, Del | 5704 |
| 5792-P | Publicker Chemical Corp., Greenwich, Conn. | 5792 |
| 5972-P | Quadrel Leasing Corp., Rahway, N.J. | 5972 |
| 7835-P | Synthatron Corp., Parsippany, N.J | 7835 |
| 7897-P | Eurotainer, Paris, France | 7897 |
| 7952-P | White Chemical Corp., Bayonne, N.J. | 7952 |
| 8229-P | Austin Powder Co., Cleveland, Ohio. | 8229 |
| 8240-P | Hoyer S.A.G.L., Chiasso, Switzerland. | 8240 |
| 8273-P | Rocket Research Co., Redmond, Wash. | 8273 |
| 8325-P | SLEMI, Paris, France | 8325 |

[1] To authorize a newly designed seamless hydraulic accumulator for shipment of nitrogen.

[2] To authorize a new cargo tank design for the shipment of hydrogen chloride.

[3] To renew and authorize water as an additional mode of transportation.

[4] To authorize a second survival kit containing a butane lighter and a signal kit.

[5] To renew and to remove the restriction against interstate shipments transported by common carrier.

[6] To authorize uprating of the working pressure on containers presently authorized for shipment of various hazardous materials.

[7] Request authorization to ship acetic acid, glacial as additional commodity.

[8] To authorize water, cargo-only aircraft, and rail as additional modes of transportation.

[9] To authorize water, cargo-only aircraft, and rail as additional modes of transportation.

This notice of receipt of applications for renewal of exemptions and for party to an exemption is published in accordance with Section 107 of the Hazardous Materials Transportation Act (49 CFR U.S.C. 1806; 49 CFR 1.53(e)).

Issued in Washington, D.C., on December 10, 1979.

J. R. Grothe,

*Chief, Exemptions Branch, Office of Hazardous Materials Regulation, Materials Transportation Bureau.*

[FR Doc. 79-38439 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-60-M

## Applications for Exemptions

**AGENCY:** Materials Transportation Bureau, D.O.T.

**ACTION:** List of Applicants for Exemptions.

**SUMMARY:** In accordance with the procedures governing the application for, and the processing of, exemptions from the Department of Transportation's Hazardous Materials Regulations (49 CFR Part 107, Subpart B), notice is hereby given that the Office of Hazardous Materials Regulations of the Materials Transportation Bureau has received the applications described herein.

**DATES:** Comment period closes January 16, 1979.

**ADDRESS COMMENTS TO:** Dockets Branch, Information Services Division, Materials Transportation Bureau, U.S. Department of Transportation, Washington, D.C. 20590.

Comments should refer to the application number and be submitted in triplicate.

**FOR FURTHER INFORMATION:** Copies of the application are available for inspection in the Dockets Branch, Room 8426, Nassif Building, 400 Seventh Street, S.W., Washington, D.C.

Each mode of transportation for which a particular exemption is requested is indicated by a number in the "Nature of Application" portion of the table below as follows: 1—Motor vehicle, 2—Rail freight, 3—Cargo vessel, 4—Cargo-only aircraft, 5—Passenger-carrying aircraft.

**New Exemptions**

| Application No. | Applicant | Regulation(s) affected | Nature of exemption thereof |
|---|---|---|---|
| 8323-N | Westerwalder Eisenwerk, Gerhard G.m.b.H., Wolterfeld Sieg, West Germany. | 49 CFR 173.136, 173.247, 173.249, 173.510, 173.605. | To authorize shipment of various flammable, corrosive, and ORM-A liquids in non-DOT specification IMCO Type I portable tanks. (Modes 1, 2, 3.) |
| 8324-N | Rexnord, Inc., Milwaukee, Wis | 49 CFR 173.245(a)(17), 175.3, 178.131. | To authorize shipment of certain corrosive liquids, n.o.s., in a 1 gallon tin can, placed in a molded polyethylene liner, overpacked in a modified 26 gauge unlined DOT Specification 37A 5-gallon steel drum containing a non-hazardous resin mix. (Modes 1, 3, 4.) |
| 8325-N | Fauvet-Girel, Paris, France | 49 CFR Part 173, Subparts D, F, and H. | To authorize shipment of various flammable, corrosive and poisonous liquids in non-DOT specification IMCO Type I portable tanks. (modes 1, 2, 3.) |
| 8326-N | 3M Company, St. Paul, Minn | 49 CFR 173.3 | To authorize shipment of packaged hazardous waste, classed as flammable liquids, overpacked in salvage drums. (Mode 1.) |
| 8327-N | Dow Chemical Co., Midland, Mich | 49 CFR 173.245 | To authorize shipment of 4-Tertiary butyl catechol, classed as a corrosive liquid, n.o.s., in a DOT Specification 51 portable tank either stainless steel or poly lined. (Modes 1, 2, 3.) |
| 8328-N | Rockwell international Canoga Park, Calif | 49 CFR 173.301(h), 173.304 (a), (o), 173.305(c), 173.306(a)(3)(11), and (v), 175.3. | To authorize shipment of a Leak Plugging System containing a polystyrene foam mixture and three individual compressed gases (methyl chloride, carbon dioxide, and a refrigerant gas). (Modes 1, 3, 4.) |
| 8329-N | Texas Instruments, Inc., Dallas, Tex | 49 CFR 173.266(e) | To authorize shipment of up to 35% hydorgen peroxide in 200-gallon capacity portable tanks, complying with DOT Specification 57 except for marking, to be loaded and transported with other hazardous materials. (Mode 1.) |
| 8330-N | General Dynamics, Pomona, Calif.; Flying Tiger Line, Inc., Los Angeles, Calif. | 49 CFR 172.101 | To authorize a one time shipment of ammunition for cannon, Class A and B explosives, which are not presently authorize for shipment by air. (Mode 4.) |
| 8331-N | Department of the Army, Washington, D.C. | 49 CFR 173.102, 173.108, 175.3 | To authorize shipment of life support equipment (parachutes and signal devices) containing a minute quantity of Class C explosive overpacked in an aerosol delivery bag aboard passenger carrying aircraft. (Mode 5.) |
| 8332-N | Drew Chemical Corp., Boonton, N.J | 49 CFR 173.245, 173.276 | To authorize shipment of hydrazine solutions and cleaning or rust preventing compounds in DOT Specification 57 portable tanks. (Mode 1.) |
| 8334-N | Ford Aerospace & Communications Corp., Newport Beach, Calif.; Flying Tiger Line, Inc., Los Angeles, Calif. | 49 CFR 172.101, 175.3 | To authorize a one time shipment of Class A, B, and C explosives which are not presently authorize for shipment by air. (Modes 4.) |
| 8335-N | Hughes Aircraft Co., El Segundo, Calif | 49 CFR 173.336, 179.300-7 | To authorize shipment of nitrogen tetroxide in non-DOT specification tank car tanks complying with DOT Specification 110A500W except for marking and material of construction. (Modes 1, 2.) |
| 8336-N | Cities Service Co., Tulsa, Okla | 49 CFR 173.315(a)(1), 173.315(c)(1). | To authorize shipment of certain compressed gases, n.o.s. (methane-ethane mixture) in DOT Specification MC-331 tank motor vehicles. (Mode 1.) |
| 8337-N | Industrial & Municipal Engineering, Galva, Ill | 49 CFR 173.119(a)(17), 173.245(a) (30), (31), 178.340-7, 178.342-5, 178.343-5. | To manufacture, mark and sell non-DOT specification cargo tanks for shipment of flammable or corrosive waste, liquid, or semi-solids. (Mode 1.) |
| 8338-N | Dow Chemcial Co., Midland, Mich | 49 CFR 173.357(b)(3) | To authorize shipment of chloropicrin mixtures (containing no compressed gases nor poison A liquids) in DOT Specification 17C drums of 55-gallon capacity. (Modes 1, 2, 3.) |
| 8339-N | Eastern Steel Barrel Corp., Piscataway, N.J | 49 CFR Part 173, Subpart D, F, and H. | To manufacture, mark and sell non-DOT Specification 55-gallon capacity polyethylene containers for shipment of various liquid hazardous materials. (Modes 1, 2, 3.) |
| 8340-N | Columbus Steel Drum Co., Blacklick, Ohio | 49 CFR 173.28(o), 178.118-10(a) | To authorize conversion of non-DOT Specification tight head drum 18-guage steel 55-gallon drums to DOT Specification 17H except for location of markings for shipment of all commodities presently authorized in a DOT Specification 17H drum. (Modes 1, 2, 3, 4.) |
| 8341-N | Pacific Coast Drum Co., South El Monte, Calif | 49 CFR 173.28(o), 178.118-10(a) | To authorize conversion of non-DOT Specification tight head 18-guage steel 55-gallon drums to DOT Specification 17H except for location of markings for shipment of all commodities presently authorized in a DOT Specification 17H drum. (Modes 1, 2, 3, 4.) |
| 8342-N | Great Lakes Chemical Corp., Southfield, Mich | 49 CFR 173.28(o), 178.118-10(a) | To authorize conversion of non-DOT Specification tight head 18-guage steel 55-gallon drums to DOT Specification 17H except for location of markings for shipment of all commodities presently authorized in a DOT Specification 17H drum. (Modes 1, 2, 3, 4.) |
| 8343-N | Westerwalder Eisenwerk, Gerhard G.m.b.H., Wolterfeld Sieg, West Germany. | 49 CFR 173, Subpart D and F | To authorize shipment of various flammable, combustible, and corrosive liquids in non-DOT Specification IMCO Type II portable tanks. (Modes 1, 2, 3.) |
| 8344-N | All Sports Supply, Inc., Portland, Oreg | 49 CFR 173.197a, 177.821(f) | To authorize certain packages of smokeless powder for small arms to be shipped as a flammable solid. (Mode 1.) |

This notice of receipt of applications for new exemptions is published in accordance with Section 107 of the Hazardous Materials Transportation Act (49 CFR U.S.C. 1806; 49 CFR 1.53(e)).

Issued at Washington, D.C., on December 7, 1979.

J. R. Grothe,

*Chief, Exemptions Branch,*

*Office of Hazardous*

*Materials Regulation, Materials Transportation Bureau.*

[FR Doc. 79-38440 Filed 12-14-79; 8:45 am]

BILLING CODE 4910-60-M

## VETERANS ADMINISTRATION

### Station Committee on Educational Allowances; Meeting

Notice is hereby given pursuant to Section V, Review Procedure and Hearing Rules, Station Committee on Educational Allowances that on January 9, 1980, at 1:00 p.m., the Winston-Salem Veterans Administation Regional Office Station Committee on Educational Allowances shall at Room 609, Federal Building, 251 North Main Street, Winston-Salem, North Carolina, conduct a hearing to determine whether Veterans Administration benefits to all eligible persons enrolled in Jefferson College, Greensboro, North Carolina, should be discontinued, as provided in 38 C.F.R. 21.4207, because a requirement of law is not being met or a provision of the law has been violated. All interested persons shall be permitted to attend, appear before, or file statements with the committee at that time and place.

Dated: December 7, 1979.

Kenneth E. McDonald,

*Director, Veterans Administration Regional Office.*

[FR Doc. 79-38576 Filed 12-14-79; 8:45 am]

BILLING CODE 8320-01-M

## INTERSTATE COMMERCE COMMISSION

[Ex Parte No. 311]

### Expedited Procedures for Recovery of Fuel Costs

Decided: December 11, 1979.

In our decision of November 13, 20, 27, and December 4, 1979, a 10-percent surcharge was authorized on all owner-operator traffic, and on all truckload traffic whether or not owner-operators were employed. We ordered that all owner-operators were to receive compensation at this level.

Although the weekly figures set forth in the appendix for transportation performed by owner-operators and for truckload traffic is 10.4 percent, we are authorizing that the 10-percent surcharge on this traffic remain in effect. All owner-operators are to continue to receive compensation at the 10-percent level. In addition, no change will be made in the existing authorization of a 1.8 percent surcharge on less-than-truckload (LTL) traffic performed by carriers not utilizing owner-operators. However, we are authorizing a 3.9 percent surcharge for the bus carriers.

Notice shall be given to the general public by mailing a copy of this decision to the Governor of each State and to the Public Utilities Commissions or Boards of each State having jurisdiction over transportation, by depositing a copy in the Office of the Secretary, Interstate Commerce Commission, Washington, D.C. for public inspection, and by delivering a copy to the Director, Office of the Federal Register, for publication therein.

*It is ordered:* This decision shall become effective Friday, 12:01 a.m., December 14, 1979.

By the Commission, Chairman O'Neal, Vice Chairman Stafford, Commissioners Gresham, Clapp, Christian, Trantum, Gaskins, and Alexis.

Agatha L. Mergenovich,

*Secretary.*

**Appendix—Fuel Surcharge**

*Base date and price per gallon (including tax)*

January 1, 1979 ..... 63.5¢

*Date of current price measurement and price per gallon (including tax)*

December 10, 1979 ..... 102.5¢

| | (1) From transportation performed by owner-operators [1] | (2) Other [2] | (3) Bus carriers |
|---|---|---|---|
| Average percent: Fuel expenses (including taxes) of total revenue | 16.9 | 2.9 | 6.3 |
| Percent surcharge developed | 10.4 | 1.8 | 3.9 |
| Percent surcharge allowed | 10.0 | 1.8 | 3.9 |

[1] Apply to all truckload rated traffic.

[2] Including less-truckload traffic.

[FR Doc. 79-38500 Filed 12-14-79; 8:45 am]

BILLING CODE 7035-01-M

### Fourth Section Application for Relief

December 12, 1979.

This application for long-and-short-haul relief has been filed with the I.C.C.

Protests are due at the I.C.C. within 15 days from the date of publication of this notice.

FSA No. 43778, joint rail/water rates on general commodities, in containers, from rail stations in Texas and Oklahoma, to Ports in Singapore and Indonesia, via rail interchange at Los Angeles and San Francisco, CA, in Hoegh Lines A.S. Tariff ICC HOLU 700, to become effective December 30, 1979. Grounds for relief—water competition.

By the Commission.

Agatha L. Mergenovich,

*Secretary.*

[FR Doc. 79-38501 Filed 12-14-79; 8:45 am]

BILLING CODE 7035-01-M

[Notice No. 213]

### Motor Carrier Temporary Authority Applications

November 20, 1979.

The following are notices of filing of applications for temporary authority under Section 210a(a) of the Interstate Commerce Act provided for under the provisions of 49 CFR 1131.3. These rules provide that an original and six (6) copies of protests to an application may be filed with the field official named in the Federal Register publication no later than the 15th calendar day after the date the notice of the filing of the application is published in the Federal Register. One copy of the protest must be served on the applicant, or its authorized representative, if any, and the protestant must certify that such service has been made. The protest must identify the operating authority upon which it is predicated, specifying the "MC" docket and "Sub" number and quoting the particular portion of authority upon which it relies. Also, the protestant shall specify the service it can and will provide and the amount and type of equipment it will make available for use in connection with the service contemplated by the TA application. The weight accorded a protest shall be governed by the completeness and pertinence of the protestant's information.

Except as otherwise specifically noted, each applicant states that there will be no significant effect on the quality of the human environment resulting from approval if its application.

A copy of the application is on file, and can be examined at the Office of the Secretary, Interstate Commerce Commission, Washington, D.C., and also in the ICC Field Office to which protests are to be transmitted.

Note.—All applications seek authority to operate as a common carrier over irregular routes except as otherwise noted.

### Motor Carriers of Property

### Notice No. 213

November 20, 1979.

MC14215 (Sub-76TA), filed September 24, 1979. Applicant: SMITH TRUCK SERVICE, INC., 1118 Commercial, Mingo Junction, OH 43938. Representative: A. Charles Tell, 100 E. Broad St., Columbus, OH 43215. *Iron and steel articles,* from the facilities of Connor Steel Co. at

Huntington, WV to points in IL, IN, MI, OH, PA, and MD, and *(2) materials and supplies used in the manufacture of the commodities specified in (1) above,* from points in IL, IN, MI, OH, PA, and MD to the facilities of Connor Steel Co. at Huntington, WV for 180 days. Supporting shipper: Connor Steel Co., P.O. Box 118, Huntington, WV 25706. Send protests to: I.C.C., Fed. Res. Bank Bldg., 101 N. 7th St., Rm. 620, Philadelphia, PA 19106.

MC 29555 (Sub-102TA), filed October 4, 1979. Applicant: BRIGGS TRANSPORTATION CO., N. 400 Griggs-Midway Bldg., St. Paul, MN 55104. Representative: Stephen F. Grinnell, same address as applicant. *Common carrier:* regular routes: *General commodities, except those of unusual value, livestock, Class A & B explosives, household goods as defined by the Commission, commodities in bulk, commodities requiring special equipment, and those injurious or contaminating to other lading* serving Mt. Vernon, IN as an off-route point in connection with applicant's authorized regular route operations, for 180 days. An underlying ETA seeks 90 days authority. Applicant requests authority to interline at Chicago & Rockford, IL; Cincinnati, OH; Louisville, KY; and St. Paul, MN and to tack this authority with authority it presently holds in No. MC-29555 Sub-No. 88. Supporting shipper: There are 7 statements of support attached to this application which may be examined at the ICC in Washington, DC or the field office named below. Send protests to: Judith L. Olson, TA, ICC, 414 Fed. Bldg., 110 S. 4th St., Minneapolis, MN 55401.

MC 30374 (Sub-29TA), filed November 1, 1979. Applicant: TRI-STATE TRANSPORTATION CO., INC., PO Box 488, Bellmawr, NJ 08031. Representative: Michael R. Werner, PO Box 1409, 167 Fairfield Road, Fairfield, NJ 07006. *Wearing apparel, on hangerrs and in cartons and materials, supplies and equipment used in the manufacture of wearing apparel (except commodities in bulk)* Between Secaucus, NJ on the one hand, and on the other, Buffalo, NY, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: M. Wile & Co., Inc. 2020 Elmwood Avenue, Buffalo, NY 14207. Send protests to: Joel Morrow, D/S, ICC, 744 Broad St., Room 522, Newark, NJ 07102.

MC 50935 (Sub-28TA), filed October 3, 1979. Applicant: WOLVERINE TRUCKING COMPANY, 1020 Doris Road, Pontiac, MI 48057, Representative: Robert E. McFarland, 999 West Big Beaver Road, Suite 1002, Troy, MI 48084. *Malt beverages,* from St. Paul, MN, and the commercial zone thereof to Toledo, OH for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Seaway Beverage Company, 3917 Imlay Street, Toledo, OH 43612. Send protests to: Annie Booker, TA, ICC, 219 S. Dearborn, Room 1386, Chicago, IL 60604.

MC 59655 (Sub-34TA), filed October 30, 1979. Applicant: SHEEHAN CARRIERS, INC., 62 Lime Kiln Road, Suffern, NY 10901. Representative: George A. Olsen, P.O. Box 357, Gladstone, NJ 07934. *Glass Containers and accessories,* from Charlotte, MI to Williamsburg, VA for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Owens-Illinois, Inc., Glass Container Division, P.O. Box 1035, Toledo, OH 43666. Send protests to: Maria B. Kejss, Transportation Assistant, Interstate Commerce Commission, 26 Federal Plaza, New York, NY 10007.

MC 59655 (Sub-35TA), filed October 26, 1979. Applicant: SHEEHAN CARRIERS, INC., 62 Lime Kiln Road, Suffern, NY 10901. Representative: George A. Olsen, POB 357, Gladstone, NJ 07934. *Malt beverages and related advertising materials, and materials, equipment, and supplies used in the manufacture and sale of malt beverages,* between points in Onondaga and Oswego Counties, NY, on the one hand, and, on the other points in the state of MI; for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Miller Brewing Company, 3939 W. Highland Blvd., Milwaukee, WI 53208. Send protests to: Maria B. Kejss, Transportation Assistant, Interstate Commerce Commission, 26 Federal Plaza, New York, NY 10007.

MC 59655 (Sub-36TA), filed October 31, 1979. Applicant: SHEEHAN CARRIERS, INC., 62 Lime Kiln Road, Suffern, NY 10901. Representative: George A. Olsen, PO Box 357, Gladstone, NY 07934. *Containers* between Liverpool and Syracuse, NY and its commercial zone on the one hand, and on the other, Needham Heights and Boston, MA and its commercial zone, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: American Can Company, American Lane, Greenwich, CT 06830. Send protests to: Maria B. Kejss, Transportation Assistant, Interstate Commerce Commission, 26 Federal Plaza, New York, NY 10007.

MC 59655 (Sub-37TA), filed October 31, 1979. Applicant: SHEEHAN CARRIERS, INC., 62 Lime Kiln Road, Suffern, NY 10901. Representative: George A. Olsen, PO Box 357, Gladstone, NJ 07934. *Glass containers and accessories,* from the warehouse facilities of Owens-Illinois Inc. located in Onondaga and Oswego Counties, NY to Merrimack, NH and Williamsburg, VA; for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Owens-Illinois, Inc., PO Box 1035, Toledo, OH 43666. Send protests to: Maria B. Kejss, Transportation Assistant, Interstate Commerce Commission, 26 Federal Plaza, New York, NY 10007.

MC 61825 (Sub-116TA), filed September 21, 1979. Applicant: ROY STONE TRANSFER CORP., V.C. Drive, P.O. Box 385, Collinsville, VA 24078. Representative: John D. Stone (same as applicant). *Glass containers and container accessories* from Oswego and Syracuse, NY to Eden, Midway, Winston-Salem, NC and Williamsburg, VA and from S. Volney, NY to Winston-Salem, NC and Williamsburg, VA for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Owens-Illinois, Inc., P.O. Box 1035, Toledo, OH 43666. Send protests to: I.C.C., Fed. Res. Bank Bldg., 101 N. 7th St., Rm. 620, Philadelphia, PA 19106.

MC 61955 (Sub-27TA), filed August 24, 1979. Applicant: Centropolis Transfer Co, Inc., 701 North Sterling, Suger Creek, MO 64054. Representative: Frank W. Taylor, Jr., Suite 600, 1221 Baltimore Ave., Kansas City, MO 64105. Cement, in bulk, from the facilities of Missouri Portland Cement, Kansas City, MO to Redfield, AR and points within 10 miles thereof, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Missouri Portland Cement Company, 7711 Carondelet Avenue, St. Louis, MO 63105. Send protests to: Vernon V. Coble, District Supervisor, 600 Federal Building, 911 Walnut Street, Kansas City, MO 64106.

MC 69224 (Sub-45TA), filed October 23, 1979. Applicant: H & W MOTOR EXPRESS COMPANY, 3000 Elm St., Dubuque, IA 52001. Representative: James E. Ballenthin, 630 Osborn Bldg., St. Paul, MN 55102. *Batteries and packaged acid solutions* from Manchester, IA, to Horicon and Milwaukee, WI, and points in their respective commercial zones, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Prestolite Battery Division, P.O. Box 931, Toledo, OH 43694. Send protests to: Herbert W. Allen, DS, ICC, 518 Federal Bldg., Des Moines, IA 50309.

MC 69224 (Sub-46TA), filed October 23, 1979. Applicant: H & W MOTOR EXPRESS COMPANY, 3000 Elm St., Dubuque, IA 52001. Representative: James E. Ballenthin, 630 Osborn Bldg., St. Paul, MN 55102. *Iron castings* from

Marshalltown, IA, to Milwaukee and Racine, WI, and points in their commercial zones, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Gra-Iron Foundry Corporation, 501 South 12th Ave., Marshalltown, IA 50158. Send protests to: Herbert W. Allen, DS, ICC, 518 Federal Bldg., Des Moines, IA 50309.

MC 81495 (Sub-6TA), filed October 1, 1979. Applicant: GRAYPORT TRANSFER & STORAGE CO., INC., P.O. Box 1499, 500 South Alder, Aberdeen, WA 98520. Representative: George Kargianis, 2120 Pacific Building, Seattle, WA 98104. *Wood pulp in bales and rolls,* between Cosmopolis, WA on the one hand and Everett, Seattle, Tacoma, Longview, WA and Portland, OR and those points on the U.S.-Canada International border at or near Blaine and Sumas, WA on the other, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Weyerhaeuser Company, Tacoma, WA 98401. Send protests to: Shirley M. Holmes, T/A, ICC, 858 Federal Building, Seattle, WA 98174.

MC 85255 (Sub-69TA), filed August 17, 1979. Applicant: PUGET SOUND TRUCK LINES, INC., P.O. Box 24526 (3720 Airport Way So.), Seattle, WA 98124. Representative: James F. Walker, 3720 Airport Way So., Seattle, WA 98134. *Acids and chemicals, excluding commodities in bulk,* between Kalama, WA and Seattle, Tacoma, Everett, Longview, Vancourver, WA and Portland, OR, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Kalama Chemical, Inc., Suite 1110, Bank of Calif. Center, Seattle, WA 98164. Send protests to: Shirley M. Holmes, T/A, ICC, 858 Federal Building, Seattle, WA 98174.

MC 98864 (Sub-6TA), filed October 2, 1979. Applicant: EDWARD SITAR TRUCKING CO., INC., 2501 South Artesian, Chicago, IL 60608. Representative: H. Neil Garson, 3251 Old Lee Highway, Fairfax, VA 22030. *Batteries, battery trays and battery parts,* between the plant site of the K W Battery Co. at Skokie, IL on the one hand, and on the other points in: IN, IA, KY, MI, MN, OH and WI for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: K W. Battery Company, 3555 Howard St., Skokie, IL 60076. Send protests to: Annie Booker, TA, ICC, 219 S. Dearborn, Room 1386, Chicago, IL 60604.

MC 99234 (Sub-17TA), filed October 9, 1979. Applicant: WESTWAY MOTOR FREIGHT, INC., 5231 Monroe St., Denver, CO 80216. Representative: Leslie R. Kehl, 1600 Lincoln Center, 1660 Lincoln St., Denver, CO 80264. *Foodstuffs* from Delta, CO to points in AZ, CA, NM, OK, UT and TX for 180 days. ETA filed seeking 90 days authority. Supporting shipper: Skyland Foods Corporation, Delta, CO 81416. Send protests to: R. Buchanan, 492 U.S. Customs House, Denver, CO 80202.

MC 106074 (Sub-134TA), filed October 9, 1979. Applicant: B AND P MOTOR LINES, INC., Shiloh Road and US Hwy. 221 South, Forest City, NC 28043. Representative: Clyde W. Carver, P.O. Box 720434, Atlanta, GA 30328. *(1) Foodstuffs, pet foods, and animal feeds, (2) such commodities that are used in the processing, milling, packaging, manufacturing or sale of foodstuffs, pet foods, and animal feeds (except commodities in bulk, in tank vehicles)* between points in the US in and east of ND, SD, NE, CO, OK and TX. Restricted to transportation of traffic originating at or destined to the facilities of Carnation Company, for 180 days. Supporting shipper: Carnation Company, 5045 Wilshire Blvd., Los Angeles, CA 90036. Send protests to: Sheila Reece, TA, 800 Briar Creek Rd—Rm CC516, Charlotte, NC 28205.

MC 106775 (Sub-43TA), filed October 23, 1979. Applicant: ATLAS TRUCK LINE, INC., P.O. Box 9848, Houston, TX 77015. Representative: Hugh R. Arnold (same as applicant). *Iron or steel pipe, tubing or conduit, other than oilfield pipe,* from Houston, TX to Lone Star, TX and points within 5 miles of Lone Star, TX, restricted to shipments having prior movements in interstate commerce, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Lone Star Steel Company, P.O. Box 35888, Dallas, TX 75235. Send protests to: John F. Mensing, DS, ICC, 515 Rusk Ave. #8610, Houston, TX 77002.

MC 107064 (Sub-137TA), filed October 3, 1979. Applicant: STEERE TANK LINES, INC., P.O. Box 220998, Dallas, TX 75222. Representative: Hugh T. Matthews, 2340 Fidelity Union Tower, Dallas, TX 75201. *Sodium sulfate, in bulk* from the plantsite and facilities of Ozark-Mahoning Co. at or near Seagraves and Brownfield, TX to points in the states of AL, AR, CO, GA, FL, IL, IN, IA, KS, LA, MD, MI, MN, MS, MO, NE, NY, OH, OK, TN, and WI for 180 days. Underlying ETA. Supporting shipper(s): Ozark-Mahoning Co., 1870 South Boulder St., Tulsa, OK 74119. Send protests to: Opal M. Jones, TCS, ICC, 9A27 Federal Bldg., 819 Taylor St., Ft. Worth, TX 76102.

MC 107064 (Sub-138TA), filed November 2, 1979. Applicant: STEERE TANK LINES, INC., P.O. Box 220998, Dallas, TX 75222. Representative: Hugh T. Matthews, 2340 Fidelity Union Tower, Dallas, TX 75201. *Nitrogen compounds, in bags,* from points in Eddy County, New Mexico to points in Utah and Wyoming for 180 days. Underlying ETA for 90 days has been filed. Supporting shipper(s): N-Ren Southwest, Post Office Drawer H, Carlsbad, NM 88220. Send protests to: Opal M. Jones, TCS, ICC, 9A27 Federal Bldg., 819 Taylor St., Ft. Worth, TX 76102.

MC 107515 (Sub-1296TA), filed October 9, 1979. Applicant: REFRIGERATED TRANSPORT CO., INC., P.O. Box 308, Forest Park, GA 30050. Representative: David I. Funk, 3390 Peachtree Road, N.E., 5th Floor-Lenox Towers South, Atlanta, GA 30326. *Foodstuff* from the facilities of J. Hungerford Smith Co., Inc., at or near Humboldt, TN, to points in the United States (except AK and HI) for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): J. Hungerford Smith Co., Inc., 1500 North Central Avenue, Humboldt, TN 38343. Send protests to: Sara K. Davis T/A, ICC 1252 W. Peachtree St., NW, Room 300, Atlanta, GA 30309.

MC 107934 (Sub-33TA), filed October 31, 1979. Applicant: BYRD MOTOR LINE, INCORPORATED, Hargrave Rd., Box 787, Lexington, NC 27292. Representative: John R. Sims, Jr., 915 Pennsylvania Bldg., 425 13th St., NW, Washington, DC 20004. *Soybean oil (except commodities in bulk in tank vehicles)* from Louisville, KY to Lexington, NC and return or rejected shipments from Lexington, NC to Louisville, KY, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): PPG Industries, Inc., P.O. Box 949, Lexington, NC 27292. Send protests to: Sheila Reece, T/A 800 Briar Creek Rd-Rm CC516, Charlotte, NC 28205.

MC 107934 (Sub-34TA), filed October 31, 1979. Applicant: BYRD MOTOR LINE, INCORPORATED, Hargrave Rd., Box 787, Lexington, NC 27292. Representative: John R. Sims, Jr., 915 Pennsylvania Bldg., 425 13th St., NW, Washington, DC 20004. *Paper forming tubes* from Donalds, SC and Minerva, OH to Lexington, NC and return or rejected shipments from Lexington, NC to Donalds, SC and Minerva, OH for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): PPG Industries, Inc., Works 53, P.O. Box 949, Lexington, NC 27292. Send protests to: Sheila Reece, T/A 800 Briar Creek Rd-Rm CC516, Charlotte, NC 28205.

MC 109124 (Sub-94TA), filed October 15, 1979. Applicant: SENTLE TRUCKING CORPORATION, P.O. Box 7850, Toledo, OH 43619. Representative: James M. Burtch, 100 E. Broad St., Suite 1800,

Columbus, OH 43215. *Lime* in bulk, from Huron, OH to points in IL, IN, KY, MI, PA and WV, for 180 days. Supporting shipper: Federal Lime & Stone Company, 20600 Chagrin Blvd., Room #420, Shaker Heights, OH 44122. Send protests to: ICC, Fed. Res. Bank Bldg., 101 N. 7th St, Rm. 620, Phila., PA 19106.

MC 109584 (Sub-201TA), filed October 26, 1979. Applicant: ARIZONA PACIFIC TANK LINES, 3980 Quebec St., P.O. Box 7240, Denver, CO 80207. Representative: Rick Barker (same address as applicant). *Meat fats and tallow,* in bulk, in tank vehicles from San Angelo, TX to points in AZ and CA for 180 days. Underlying ETA filed seeking 90 days authority. Supporting shipper: San Angelo By-Products, P.O. Box 631, San Angelo, TX 76902. Send protests to: R. Buchanan, 492 U.S. Customs House, Denver, CO 80202.

MC 109584 (Sub-202TA), filed October 26, 1979. Applicant: ARIZONA PACIFIC TANK LINES, 3980 Quebec St., P.O. Box 7240, Denver, CO 80207. Representative: Rick Barker (same address as applicant). *Sodium hydrosulfide,* in bulk, in tank vehicles, from Los Angeles, CA to Sahuarita, AZ for 180 days. Underlying ETA filed seeking 90 days authority. Supporting shipper: Kerley Chemical Co., 2801 W. Osborn St., Phoenix, AZ. Send protests to: R. Buchanan, 492 U.S. Customs House, Denver, CO 80202.

MC 111434 (Sub-103TA), filed October 22, 1979. Applicant: DON WARD, INC., 241 W. 56th Ave., Denver, CO 80216. Representative: Susan B. Price, 1700 Western Federal Bldg., Denver, CO 80202. *Industrial sand* from points in CO to points in KS, OK, TX, NM, UT, WY, NE and MT, for 180 days. Supporting shipper: Fountain Sand and Gravel Company, P.O. Box 535, Pueblo, CO 81002. Send protests to: R. Buchanan, 492 U.S. Customs House, Denver, CO 80202.

MC 111545 (Sub-297TA), filed September 28, 1979. Applicant: HOME TRANSPORTATION COMPANY, INC., P.O. Box 6426, Station A, Marietta, GA 30065. Representative: Robert E. Born, P.O. Box 6426, Station A, Marietta, GA 30065. *(1) Tractors; (2) industrial, construction and material handling equipment; and (3) parts and attachments for (1) and (2) above,* from Terre Haute, IN to AZ, CA, FL, GA, NM, NV, NC, OK, SC, TX, and TN, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: J. I. Case Company, 700 State Street, Racine, WI 53404. Send protests to: Sara K. Davis T/A, ICC, 1252 W. Peachtree St., NW, Room 300, Atlanta, GA 30309.

MC 111545 (Sub-298TA), filed October 23, 1979. Applicant: HOME TRANSPORTATION COMPANY, INC., P.O. Box 6426, Station A, Marietta, GA 30065. Representative: Robert E. Borm, P.O. Box 6426, Station A, Marietta, GA 30065. *Mag-coke in drums,* from the facilities of American Cast Iron Pipe at or near Birmingham, AL to Silvis, IL; East Chicago, IN; and St. Paul, MN for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): American Cast Iron Pipe Company, 2930 16th Street, Birmingham, AL 35202. Send protests to: Sara K. Davis, ICC, 1252 W. Peachtree St., N.W., Rm. 300, Atlanta, GA 30309.

MC 112304 (Sub-215TA), filed October 4, 1979. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock St., Cincinnati, OH 45223. Representative: John D. Herbert (same as applicant). *Iron and steel articles* from the facilities of New York Wire Mills Corp., at or near Tonawanda, NY to points in IL, IN, KY, MD, MI, MN, MO, NJ, ND, OH, PA, and WI, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): New York Wire Mills Corp., 3937 River Road, Tonawanda, NY 14150. Send protests to: I.C.C., Fed. Res. Bank Bldg., 101 N. 7th St., Rm. 620, Phila. PA 19106.

MC 112304 (Sub-216TA), filed October 9, 1979. Applicant: ACE DORAN HAULING & RIGGING CO., 1601 Blue Rock St., Cincinnatai, OH 45223. Representative: John D. Herbert (same as applicant). *Iron and steel articles* from Baytown, TX, to points in the states of AL, FL, GA and TN, for 180 days. Supporting shipper(s): United States Steel Corp., 600 Grant St., Pittsburgh, PA 15230. Send protests to: I.C.C., Fed. Res. Bank Bldg., 101 N. 7th St., Rm. 620, Phila. PA 19106.

MC 116254 (Sub-297TA), filed October 31, 1979. Applicant: CHEM-HAULERS, INC., 118 East Mobile Plaza, Florence, AL 35630. Representative: M. D. Miller (same address as above). *Cullet,* in dump vehicles, from Cedar Rapids, IA and Des Moines, IA, to MN, IL, and IN, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Champion Cullett, P.O. Box K, Champion, PA 15622. Send protests to: Mabel E. Holston, T.A., I.C.C., Room 1616—2121 Building, Birmingham, AL 35203.

MC 117574 (Sub-340TA), filed September 26, 1979. Applicant: DAILY EXPRESS, INC., 1076 Harrisburg Pike, P.O, Box 39, Carlisle, PA 17013. Representative: E. S. Moore, Jr. (same as applicant). *Cranes, excavators, and self-propelled industrial and construction equipment between points in* the U.S. (except AK and HI), restricted to the transportation of shipments originating at or destined to the facilities owned or used by Markim, Inc. for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Markim, Inc., 11700 Roosevelt Blvd., Phila., PA 19116. Send protests to: I.C.C., Fed. Res. Bank Bldg., 101 N. 7th St., Rm. 620, Philadelphia, PA 19106.

MC 119555 (Sub-25TA), filed October 31, 1979. Applicant: OIL AND INDUSTRY SUPPLIERS LTD., P.O. Box 3500, Calagary, AB, Canada T2P 2P9. Representative: D. S. Vincent (same address as applicant) *Alcohol (NOS), in bulk, in tank vehicles,* from ports of entry on the U.S.-Canada International Boundary line located in MI to Plainfield, IL, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): McGuinness Distillers Limited, 2 Algoma St., Toronto, ON, Canada M8Y 1B9. Send protests to: Paul J. Labane, DS, ICC, 2602 First Avenue North, Billings, MT 59101.

MC 119765 (Sub-94TA), filed October 26, 1979. Applicant: EIGHT WAY XPRESS, INC., 5402 South 27th Street, Omaha, NE 68107. Representative: Arlyn L. Westergren, Suite 106, 7101 Mercy Road, Omaha, NE 68106. *Fire retardent chemicals, in bags* from Phoenix, AZ to points in IL, IA, KS, KY, MI, ND, OR, SD and WI for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): H.J.H. Insulation Chemical, Inc., James R. Blasius, President, 2229 East Magnolia, Phoenix, AZ. Send protests to: D/S Carroll Russell, ICC, Suite 620, 110 North 14th St., Omaha, NE 68102.

MC 119974 (Sub-88TA), filed October 1, 1979. Applicant: L. C. L. TRANSIT COMPANY, 949 Advance St., Green Bay, WI 54305. Representative: L. F. Abel, P.O. Box 949, Green Bay, Wi 54305. *Packinghouse products,* in bulk, in tank vehicles, from the plantsites and storage facilities of Lauridsen Foods, Inc., at or near Britt, IA to IL, IN, IA, KY, MI, MN, MO, OH & WI for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Armour & Company, Greyhound Tower, Phoenix, AZ 85077. Send protests to: John E. Ryden, DS, ICC, 517 E. Wisonsin Ave., Rm 619, Milwaukee, WI 53202.

MC 120675 (Sub-11TA), filed October 10, 1979. Applicant: ACME TRUCK LINE, INC., P.O. Box 183, Harvey, LA 70059. Representative: Paul D. Angenend, P.O. Box 2207, Austin, TX 78767. *Iron and steel articles* from Baytown, TX to points in AL, AR, FL, GA, LA, MS, and TN, for 180 days. Supporting shipper(s): United States Steel Corporation, 600 Grant St.,

Pittsburgh, PA 15230. Send protests to: Robert J. Kirspel, DS, ICC, T-9038 Federal Bldg., 701 Loyola Ave., New Orleans, LA 70113.

MC 123194 (Sub-11TA), filed October 9, 1979. Applicant: ENTERPRISE TRUCK LINE, INC., 1336 West 15th Avenue, Gary, IN 46406. Representative: Anthony E. Young, 29 South LaSalle Street, Suite 350, Chicago, IL 60603. *Meats, meat products, meat by-products, and articles distributed by meat packing houses as described in Sections A, B & C of Appendix I to the Report in Descriptions in Motor Carrier Certificates, 61 MCC 209 and 706 (except hides and commodities in bulk, in tank vehicles),* from the facilities of Peet Packing, Inc. located at or near Chesaning, MI to points in IL and IN for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Peet Packing, Inc., 1100 North Line Street, Chesaning, MI 48616. Send protests to: Annie Booker, TA, ICC, 219 S. Dearborn, Room 1386, Chicago, IL 60604.

MC 124174 (Sub-161TA), filed October 11, 1979. Applicant: MOMSEN TRUCKING CO., 13811 "L" Street, Omaha, NE 68137. Representative: Karl E. Momsen (same address as applicant). *Composition boards and wood fiber products* from the facilities of The United States Gypsum Co. at Auburn, ME to points in AL, AR, FL, GA, IL, IN, IA, KS, KY, LA, MI, MN, MS, MO, NE, ND, OH, OK, SC, SD, TN, TX, and WI for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): United States Gypsum Company, Russell S. Hancock, Traffic Manager, 101 South Wacker Drive, Chicago, IL 60606. Send protests to: D/S Carroll Russell, ICC, Suite 620, 110 North 14th St., Omaha, NE 68102.

MC 124835 (Sub-25TA), filed October 10, 1979. Applicant: PRODUCERS TRANSPORT CO., P.O. Box 4022, Chattanooga, TN 37405. Representative: David K. Fox (same address as applicant). *Sodium sulfate,* from Lowland, TN, to all points in AL, GA, KY, NC, SC, TN, and VA, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): International Salt Co., 1600 Tullie Circle, N.E., Suite 133, Atlanta, GA 30329. Send protests to: Glenda Kuss, TA, ICC, Suite A-422, U.S. Courthouse, 801 Broadway, Nashville, TN 37203.

MC 125335 (Sub-87TA), filed October 9, 1979. Applicant: GOODWAY TRANSPORT, INC., P.O. Box 2283, York, PA 17405. Representative: Gailyn L. Larsen, P.O. Box 82816, Lincoln, NE 68528. *Confectionery* from the facilities of Wilbur Chocolate Co., Inc. at or near Lititz, PA to points in IN, IL, WI, MN, IA, NE, KS, CO, OK, TX, and OH for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Wilbur Chocolate Co., Inc., 48 N. Broad St., Lititz, PA 17543. Send protests to: ICC, Fed. Res. Bank Bldg., 101 N. 7th St., Rm. 620, Philadelphia, PA 19106.

MC 128685 (Sub-34TA), filed October 9, 1979. Applicant: DIXON BROS., INC., P.O. Drawer No. 8, Newcastle, WY 82701. Representative: Jerome Anderson, Attorney at Law, 100 Transwestern Building, Billings, MT 59101. (a) *Lubricating oil* in containers from Ponca City, OK to Gillette, WY; (b) *Anti Freeze* in containers from Omaha, NE to Gillette, WY; (c) *Empty Barrels* from Gillette, WY to Kansas City, MO and Tulsa, OK, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Northeastern Oil Co., Inc., P.O. Box 984, Gillette, WY 82716. Send protests to: District.Supervisor Paul A. Naughton, Interstate Commerce Commission, Rm. 105, Federal Building & Court House, 111 South Wolcott, Casper, WY 82601.

MC 129124 (Sub-26TA), filed September 29, 1979. Applicant: SAMUEL J. LANSBERRY, INC., P.O. Box 58, Woodland, PA 16881. Representative: Herbert R. Nurick, P.O. Box 1166 (100 Pine St). Harrisburg, PA 17108. *Coal, in bulk in dump vehicles,* from Snow Shoe Township, Centre County, PA to the facilities of Joseph E. Seagram & Sons, Inc. at or near Relay, MD, and *Fly ash, in dump vehicles in bulk,* from said facilities to Snow Shoe Township, Centre County, PA for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Basic Energies, Inc., 414 Main St., Reynoldsville, PA 15851; Joseph E. Seagram & Sons, Inc., P.O. Box 208, Relay, MD 21203. Send protests to: ICC, Fed. Res. Bank Bldg., 101 N. 7th St., Rm. 620, Philadelphia, PA 19106.

MC 133095 (Sub-280TA), filed October 30, 1979. Applicant: TEXAS CONTINTENTAL EXPRESS, INC., P.O. Box 434, Euless, TX 76039. Representative: Rocky Moore, P.O. Box 434, Euless, TX 76039. *Fresh Meats* from Shreveport, LA to New York, NY, for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper(s): John Morrell and Co., 208 South LaSalle St., Chicago, IL 60604.Send protests to: Marianne Minnich, TCS, Interstate Commerce Commission, Rm. 9A27 Federal Bldg., 819 Taylor St., Fort Worth, TX 76102.

MC 133805 (Sub-38TA), filed October 3,, 1979. Applicant: LONE STAR CARRIERS, INC., Rt. 1, Box 48, Tolar, TX 76476. Representative: Harry F. Horak, Suite 115, 5001 Brentwood Stair Rd., Ft. Worth, TX 76112. *Frozen processed boxed meat* from facilities of Prepared Foods, Inc. at or near El Paso, TX to points in CO, UT, ID, MT, OR, WA, and all point in US east of the states of ND, SD, NE, KS, OK, and TX for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper(s): Prepared Food, Inc., P.O. Box 26918, El Paso, TX 79926. Send protests to: Opal M. Jones, TCS, ICC, 9A27 Federal Bldg., 819 Taylor St., Ft. Worth, TX 76102.

MC 134105 (Sub-75TA), filed October 29, 1979. Applicant: CELERYVALE TRANSPORT, INC., 208 East 28th St., Chattanooga, TN 37410. Representative: Daniel O. Hands, Suite 200, 205 West Touhy Ave., Park Ridge, IL 60068. *Alcoholic beverages and wine (except in bulk),* from the facilities of Heublein, Inc., at Paducah, KY, to AL, FL, IA, LA, TX and Detroit, MI, Chicago, IL, Columbia, SC, Aurora and Denver, CO, and San Francisco, CA restricted to the transportation of traffic originating at the named origin, for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper(s): Heublein, Inc., 5000 CHARTER Oak Dr., Puducah, KY 42001. Send protests to: Glenda Kuss, TA, ICC, Suite A-422, U.S. Court House, 801 Broadway, Nashville, TN 37023.

MC 134134 (Sub-51TA), filed October 22,, 1979. Applicant: MAINLINER MOTOR EXPRESS, INC., 4202 Dahlman Avenue, Omaha, NE 68107. Representative: James F. Crosby, P.O. Box 37205, Hwy. 50 & I-80, Omaha, NE 68137. *Alcoholic beverages, including wine* from points in IN, KY, MD, NJ and NY to Kansas City, MO and points in its commercial zone for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper(s): General Standard, Inc., Charles Mieras, Controller, 165 W. 9th Avenue, North Kansas City, MO 64116.Send protests to: D/S Carroll Russell, ICC, Suite 620, 110 North 14th St., Omaha, NE 68102.

MC 138104 (Sub-86TA), filed September 12, 1979. Applicant: MOORE TRANSPORTATION CO., INC., 3509 N. Grove St., Fort Worth, TX 76116. Representative: Bernard H. English, 6270 Firth Road, Fort Worth, TX 76116. *Iron and steel articles, including pipe* from Laredo and Eagle Pass, TX to points in AL, AZ, AR, CA, CO, IL, KS, LA, MS, MO, NM, OK, TN, and UT for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper(s): A. H. M. S. A. Steel International, Inc., P.O. Box 5906, San Antonio, TX 78201. Send protests to: Opal M. Jones, TCS, ICC, 9A27 Federal Bldg., 819 Taylor Street, Ft. Worth, TX 76102.

MC 138304 (Sub-17TA), filed October 9, 1979. Applicant: NATIONAL PACKERS EXPRESS, INC., 3445 Patterson Plank Road, North Bergen, NJ 07047. Representative: Craig B. Sherman, Attorney at Law, Broad and Cassel, Barnett Bank Building, 1108 Kane Concourse, Bay Harbor Islands, FL 33154. *Steel nuts, bolts, screws and metal fasteners,* from New Haven and Bridgeport, CT and Baltimore, MD to points in OH, IN, IL, WI, MN, IA, NE, KS, MO and MI, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Allied International—American Eagle Trading Corp., 77 Purchase Street, Rye, NY 10580. Send protests to: Robert E. Johnston, D/S, ICC, 744 Broad St., Room 522, Newark, NJ 07102.

MC 139495 (Sub-497TA), filed October 4, 1979. Applicant: NATIONAL CARRIERS, INC., P.O. Box 1358, Liberal, KS 67901. Representative: Herbert Alan Dubin, 1320 Fenwick Lane, Silver Springs, MD 20910. *Frozen fruits, vegetables and juice concentrates* from Monte Alto & Brownsville, TX to points in Atlanta & Augusta, GA; Barrington & Chicago, IL; Birmingham & Mobil, AL; Jackson, MS; Jersey City, NJ; Kansas City & St. Louis, MO; Jessup, MD; Memphis & Nashville, TN; Monore & New Orleans, LA; New York City, NY; Norfolk, VA; Oklahoma City & Tulsa, OK; Pittsburgh & Springhouse, PA; & Winston Salem, NC; for 180 days, common, irregular. Supporting shipper: Monte Alto Foods, Inc., Monte Alto, TX 78538. Send protests to: M. E. Taylor, DS, ICC, 101 Litwin Bldg., Wichita, KS 67292.

MC 140444 (Sub-2TA), filed October 26, 1979. Applicant: HIGHLAND TOURS, INC., 8550 B—Atlantic Blvd., Jacksonville, FL 32216. Representative: Sol H. Proctor, 1101 Blackstone Building, Jacksonville, FL 32202. *Passengers and express and baggage, when moving on the same vehicles with passengers* between Jacksonville, FL on the one hand, and, on the other points in Camden County, GA for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): There are approximately 8 supporting shippers. Their statements may be examined at the office listed below and Headquarters. Send protests to: Jean King, TA, ICC, Box 35008, 400 West Bay Street, Jacksonville, FL 32202.

MC 141804 (Sub-285TA), filed October 30, 1979. Applicant: WESTERN EXPRESS, DIVISION OF INTERSTATE RENTAL, INC., P.O. Box 3488, Ontario, CA 91761. Representative: Frederick J. Coffman, P.O. Box 3488, Ontario, CA 91761. *Plastic articles,* (1) From City of Industry, CA to points in TX, and points in the U.S. west of ND, SD, NE, KS, OK, and TX (except AK and HI), and (2) From Rockaway and Kearney, NJ and their commerical zones to points in the U.S. (except AK and HI), for 180 days. An underlying ETA seeks up to 90 days operating authority. Supporting shipper(s): A & E Plastics, Division of A & E Plastic Pak, P.O. Box 1268, Industry, CA 91749. Send protests to: Irene Carlos, TA, ICC, Room 1321 Federal Building, 300 North Los Angeles Street, Los Angeles, CA 90012.

MC 142364 (Sub-22TA), filed October 26, 1979. Applicant: KENNETH SAGELY d.b.a. SAGELY PRODUCE, 2802 Kibler Rd., Van Buren, AR 72956. Representative: Don Garrison, P.O. Box 1065, Fayetteville, AR 72701. *Ground clay cat box filler,* from the facilities of Absorbent Clay Products, Inc., at or near Anna, IL, to points in the U.S. (except AK, AZ, CA, CO, HI, ID, MT, ND, NV, NM, OR, SD, UT, WA and WY), for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper(s): Absorbent Clay Products, Inc., 200 N. Main St., Anna, IL. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 142364 (Sub-23TA), filed October 26, 1979. Applicant: KENNETH SAGELY d.b.a. SAGELY PRODUCE, 2802 Kibler Rd., Van Buren, AR 72956. Representative: Don Garrison, P.O. Box 1065, Fayetteville, AR 72701. *Cardboard sheets* from points in TN and TX to the facilities of West-Ark Specialties, Inc., at or near Ft. Smith, AR, for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper(s): Westark Specialties, Inc., 7209 Jenny Lind, Ft. Smith, AR 72901.Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 144574 (Sub-3TA), filed October 22, 1979. Applicant: RUSSELL TRANSFER COMPANY, INC., P.O. Box 829, Washington, GA 30673. Representative: Frank D. Hall, Suite 713, 3384 Peachtree Rd., N.E., Atlanta, GA 30326. *Beer and malt liquors,* from Winston-Salem, NC, to Charleston, Port Royal and Hanahan, SC for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper(s): Henry J. Lee Distributors, Inc., 5802 N. Rhett Ave., Box 9727, Hanahan, SC 29410. Send protests to: Sara K. Davis, ICC, 1252 W. Peachtree St., NW., Rm. 300, Atlanta, GA 30309.

MC 144715 (Sub-7TA), filed October 17, 1979. Applicant: ANDERSON & WEBB TRUCKING CO., INC., P.O. Box 1523, Mt. Airy, NC 27030. Representative: Eric Meierhoefer, Suite 423, 1511 K Street, NW, Washington, DC 20005. *Malt beverages* from Williamsburg, VA and Jacksonville, FL and points in their commercial zones to North Wilkesboro, NC and points in its commercial zone, for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper(s): Forrester Beverage Corp., Rt. 5, Box 2A, North Wilkesboro, NC 28659. Send protests to: Sheila Reece, T/A, 800 Briar Creek Rd., Rm. CC516, Charlotte, NC 28205.

MC 145625 (Sub-5TA), filed September 28, 1979. Applicant: DUTCHLAND TRUCKING, INC., 1051 Center Ave., Oostburg, WI 53070. Representative: Richard A. Westley, 4506 Regent St., Suite 100, Madison, WI 53705. *Such commodities as are dealt in by auto supply stores (except tires, batteries, automotive repair parts and commodities in bulk),* from the facilities of Crystal Manufacturing & Packaging, Inc., at or near Melrose Park, Il to points in WI, for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper(s): Crystal Manufacturing & Packaging, Inc., 2731 W. Lake St., Melrose Park, IL 60160. Send protests to: John E. Ryden, DS, ICC, 517 E. Wisconsin Ave., Rm. 619, Milwaukee, WI 53202.

MC 147644 (Sub-3TA), filed October 9, 1979. Applicant: J.M.C. TRANSPORT, INC., 900 W. Stephen Foster Blvd., Bardstown, Ky. 40004. Representative: Gerald K. Gimmel, Suite 145, 4 Professional Dr., Gaithersburg, MD. 20760. (1) Glass Bottles and ceramic decanters from Joilet and Lincoln, IL, to Bardstown, KY, and (2) Alcoholic Beverages (except in bulk) from Pekin, IL, to Bardstown, KY, for 180 days. Supporting shipper(s): Russell Broaddus, Chairman of Bd., Old Bardstown Distilling Co., Inc., 900 W. Stephen Foster Blvd., Bardstown, KY 40004. Send protests to: Ms. Clara L. Eyl, T/A, ICC, 426 Post Office Bldg., Louisville, KY 40202.

MC 148445 (Sub-1TA), filed October 11, 1979. Applicant: WLD TRUCKING COMPANY, 4527 N. 16th St., Phoenix, AZ 85064. Representative: Phil B. Hammond, Esq., Evans, Hammond & Milliken, 3003 N. Central, Suite 1705. Phoenix, AZ 85012. *(A) Materials, equipment and supplies used in the manufacture of wooden flush doors, and wooden flush doors and component parts thereof,* from points in the United States (except AK and HI), to the facilities of Walled Lake Door Co. at Tupelo, MS, Cameron, TX, Mobile, AL, and Gila Bend, AZ, between the facilities of Walled Lake Door Co. at Tupelo, MS, Cameron, TX, Mobile, AL, and Gila Bend, AZ, *(B) Wooden flush*

*doors and component parts thereof,* from the facilities of Walled Lake Door Co. at Tupelo, MS, Cameron, TX, Mobile, AL and Gila Bend, AZ, to points in the United States (except AK and HI), for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Walled Lake Door Co., 4527 N. 16th St., Phoenix, AZ 85064. Send protests to: Ronald R. Mau, District Supervisor, 2020 Federal Bldg., 230 N. 1st Ave., Phoenix, AZ 85025.

MC 147874 (Sub-1TA), filed September 13, 1979. Applicant: STEVE ZIOLKOWSKI, d.b.a. Zilk Enterprises, 2807 S. Maple St. Brookfield, Illinois. Representative: James R. Madler, 120 W. Madison St., Chicago, Illinois 60602. *Such commodities as are dealt in or used by wholesale and retail shoe and apparel stores,* between Chicago, IL on the one hand, and, on the other, points in MI, OH, IN, and WI. Restricted to shipments originating at or destined to the facilities of Butler Shoe Corp., Elk Grove Village, IL for 180 days. Supporting shipper(s): Butler Shoe Corp., 1600 Pratt Blvd., Elk Grove Village, Illinois. Send protests to: Annie Booker, TA, ICC, 219 South Dearborn, Room 1386, Chicago, Illinois 60604.

MC 148225 (Sub-1TA), filed October 29, 1979. Applicant: ARNOLD M. SCHLAM and JONATHAN MARKS, d.b.a. SPA CARRIERS, 5706 Ostin, Woodland Hills, CA 91367. Representative: Arnold M. Schlam (same address as applicant). *Contract:* Irregular: *Spas and hot tubs,* between CA and points in AZ, CO, FL, ID, IL, KS, MO, NE, NM, OK, OR, TX, UT, and WA, for 180 days. An underlying ETA seeks up to 90 days operating authority. Supporting shipper(s): Islander Spas, 3321 W. Castor Street, Santa Ana, CA 92704. Send protests to: Irene Carlos, TA, ICC, Room 1321 Federal Building, 300 North Los Angeles Street, Los Angeles, California 90012.

MC 148334 (Sub-1TA), filed October 30, 1979. Applicant: BLUE MOUNTAIN TRUCKING CORPORATION, P.O. Box 86, Blue Mountain, MS 38610. Representative: Fred W. Johnson, Jr., 1500 Deposit Guaranty Plaza, P.O. Box 22628, Jackson, MS 39205. Contract: (1) *New furniture,* from the facilities of Bench Craft, Inc. at or near Blue Mountain, MS to points in AL, AR, CO, IL, IA, KS, KY, LA, MI, MO, NE, ND, OH, OK, TN, TX, SD, WI, and IN and (2) *Equipment, materials and supplies* used in the manufacture and distribution of the commodity in (1) above in the reverse direction under a continuing contract or contracts with Bench Craft, Inc., Blue Mountain, MS, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Bench Craft, Inc., P.O. Box 86, Blue Mountain, MS 38610. Send protests to: Floyd A. Johnson, Suite 2006—100 N. Main St., Memphis, TN 38103.

MC 148364 (Sub-1TA), filed October 1, 1979. Applicant: COOPER AIR FREIGHT SERVICE, INC., 2710 Barris Drive, Memphis, TN 38132. Representative: Henry E. Cooper, 2710 Barris Dr., Memphis, TN 38132. *General commodities of air freight. The authority granted herein is restricted to shipments of general commodities having immediately prior or subsequent thereto been moved by aircraft,* between Memphis, TN on the one hand, and, on the other, points in AR, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Applicant has three (3) supporting shippers. Send protests to: Floyd A. Johnson, Rm. 2006—100 N. Main St., Memphis, TN 38103.

MC 148465 (Sub-1TA), filed October 23, 1979. Applicant: ASSOCIATED CARRIERS COMPANY, 1759 East Grand Ave., Des Moines, IA 50316. Representative: Thomas E. Leahy, Jr., 1980 Financial Ctr. Des Moines, IA 50309. *Motor vehicle, in truckaway service,* (1) between Des Moines, IA, on the one hand, and, on the other, points in CO, IL, ID, MN, MO, NE, OK, and WI: (2) between the Chicago, IL, commercial zone on the one hand, and, on the other, points in CO, LA, ID, MN, MO, NE, OR, OK, WA, UT, WI, and WY; and (3) between Pennsauken, NJ, on the one hand, and on the other, points in CO, IA, IL, ID, MN, MO, NE, OR, OK, UT, WA, WI, and WY, for 180 days. An underlying ETA seeks 90 days authority. Supportng shipper(s): There are 7 supporting shippers. Their statements may be examined at the ofice listed below and Headquarters. Send protests to: Herbert W. Aallen, DS, ICC, 518, Federal Bldg., Des Moines, IA 50309.

MC 148615 (Sub-1TA), filed October 29, 1979. Applicant: JACK F. HERMANN TRUCKING INC., 3246 Virginia Street, Springfield, Oregon 97477. Representative: Jack F. Hermann, 3246 Virginial Street Springfield, Oregon 97477 (505)-746-7109. (1) Wooden furniture stock, in cartons, (2) Kiln dry lumber (1) from Eugene, Oregon to points in Washington California, Arizona, New Mexico, Texas, Utah, Idaho, and Colorado and (2) from points in Washington to Eugene, Oregon, for 180 days. Supportng shipper(s): Whittier Wood Products, 3787 West 1st Avenue, Eugene, Oregon 97402, 503-687-0213. Send protests to: A. E. Odoms, DS, ICC, 114 Pioneer Courthouse, Portland, Oregon 97204.

**Notice No. 219**

MC 682 (Sub-19TA), filed October 9, 1979. Applicant: BURNHAM VAN SERVICE, INC., P.O. Box 7966, Columbus, GA 31908. Representative: Paul F. Sullivan, 711 Washington Building, Washington, DC 20005. *Carpet Padding* from Shelbyville, TN, to points in NC, SC, GA, FL, AL, MS, LA, AR, and TN for 180 days. Supportng shipper(s): General Felt Industries, Park 80 Plaza, West -1, Saddlebrook, NJ 07662. Send protests to: Sara K. Davis, T/A ICC, 1252 W. Peachtree St., NW, Room 300, Atlanta, GA 30309.

MC 2392 (Sub-133TA), filed October 4, 1979. Applicant: WHEELER TRANSPORT SERVICE, INC., 7722 "F" Street, Omaha, NE 68127. Representative: Keith D. Wheeler (same address as applicant). *Alcohol ethanol 200 proof* from Atchison, KS to points in IA and NE for 180 days. An underlying ETA seeks 90 days authority. Supportng shipper(s): (1) Oil Products, D. A. Christensen, President, 101 So. 18th St., Council Bluffs, IA 51501; (2) Jones Oil Company, Terry I. Jones, President, 3301 Cornhusker, P.O. Box 30225, Lincoln, NE 68504. Send protests to: D/S Carroll Russell, ICC, Suite 620, 110 North 14th St., Omaha, NE 68102.

MC 11722 (Sub-67TA), filed September 17, 1979. Applicant: BRADER HAULING SERVICE, INC., P.O. Box 655, Zillah, WA 98953. Representative: Philip G. Skofstad, 1525 N. E. Weidler St., Portland, OR 97232. Rolled paper wrapping combined or coated with plastic, and boxes, pulp board, other than corrugated, KDF, without wooden frames (paper boxes) from facilities of American Can Co., in or near Sunnyside, WA to Albany, Stayton, Salem, Woodburn and Hermiston, Or and Twin Falls, American Falls, and Blackfoot, ID for 180 days. A Corresponding ETA, R-60, has been granted for 30 plus 2, effective September 17, 1979, expiring December 15, 1979, and a permanent will be filed. Supportng shipper(s): American Can Co., 310-314 E. Edison Ave., Sunnyside, WA 98944. Send protests to: R. V. Dubay, District Supervisor, Bureau of Operations, Interstate Commerce Commission, 114 Pioneer Courthouse, Portland, Oregon 97204.

MC 111302 (Sub-158TA), filed September 4, 1979. Applicant: HIGHWAY TRANSPORT, INC., P.O. Box 10108, 1500 Amherst Road, Knoxville, TN 37919. Representative: David A. Petersen (same address as applicant). *Spent Methyl Propyl Ketone, in bulk, in tank vehicles,* from the facilities of The Polaroid Corp: in Freetown, Waltham, and New Bedford,

Mass. to the facilities of Tennessee Eastman Company in Kingsport, TN, for 180 days. Supporting shipper(s): Polaroid Corp., 140 Kendrick St., Needham Heights, MA 02194. Send protests to: Glenda Kuss, TA, I.C.C., Suite A-422 U.S. Courthouse, 801 Broadway, Nashville, TN 37203.

MC 11302 (Sub-159TA), filed September 4, 1979. Applicant: HIGHWAY TRANSPORT, INC., P.O. Box 10108, 1500 Amherst Road, Knoxville, TN 37919. Representative: David A. Petersen (same address as applicant). *Liquid chemicals, in bulk, in tank vehicles,* from the facilities of The Goodyear Tire and Rubber Co., in Calhoun, GA., to points in, IN, Il, MA, MD, NE, NJ, OH, PA, and TN, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): The Goodyear Tire and Rubber Co., 1144 E. Market St., Akron, OH 44316. Send protests to: Glenda Kuss, TA, I.C.C., Suite A-422 U.S. Courthouse, 801 Broadway, Nashville, TN 37203.

MC 111302 (Sub-160TA), filed September 6, 1979. Applicant: HIGHWAY TRANSPORT, INC., P.O. Box 10108, 1500 Amherst Road, Knoxville, TN 37919. Representative: David A. Petersen (same address as applicant). *Liquid chemicals, in bulk, in tank vehicles,* from the facilities of Sherwin Williams Company, in Morrow, GA., to points in, AL, AR, KY, FL, MS, NC, SC, TN, and VA, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): The Sherwin Williams Co., 6795 S. Main St., Morrow, GA 30260. Send protests to: Glenda Kuss, TA, I.C.C., Suite A-422 U.S. Courthouse, 801 Broadway, Nashville, TN 37203.

MC 111302 (Sub-161TA), filed September 7, 1979. Applicant: HIGHWAY TRANSPORT, INC., P.O. Box 10108, 1500 Amherst Road, Knoxville, TN 37919. Representative: David A. Petersen (same address as applicant). *Water treating compounds, in bulk, in tank vehicles,* from the facilities of Betz Labs, in Macon GA, to points in AR, LA, DE, NC, SC, PA, NJ, AL, MS, VA, TX, FL, KY, IL, IN, TN, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Betz Laboratories, Inc., 4636 Somerton Rd., Trevose, PA 19047. Send protests to: Glenda Kuss, TA, I.C.C., Suite A-422 U.S. Courthouse, 801 Broadway, Nashville, TN 37203.

MC 111302 (Sub.162TA), filed September 7, 1979. Applicant: HIGHWAY TRANSPORT, INC., P.O. Box 10108, 1500 Amherst Road, Knoxville, TN 37919. Representative: David A. Petersen (same address as applicant). *Lubricating, oils, Hydraulic fluids, defoaming compounds and plasticizers in bulk, in tank vehicles,* from the facilities of E. F. Houghton Company, Carrollton, GA, to points in: TX, AR, LA, MS, AL, NC, SC, TN, Milwaukee, WI, Finksburg, MD, Chicago, IL, Fogelsville, PA, Reading, PA, Ravenswood, WV for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): E.F. Houghton & Co., Madison & Van Buren Aves., Valley Forge, PA 19482. Send protests to: Glenda Kuss, TA, ICC, Suite A-422, U.S. Courthouse, 801 Broadway, Nashville, TN 37203.

MC 111812 (Sub-694TA), filed September 4, 1979. Applicant: MIDWEST COAST TRANSPORT, INC., P.O. Box 1233, Sioux Falls, SD 57101. Representative: Lamoyne Brandsma (same address as applicant). (1) *Lead and lead products and shot bins or shot containers* from Anoka and Minneapolis, MN to Lonoke, AR and (2) *lead shot* from Lonoke, AR to Anoka, MN for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Federal Cartridge Corp., 9th and Tyler Street, Anoka, MN 55303. Send protests to: J. L. Hammond, DS, ICC, Room 455, Federal Bldg., Pierre, SD 57501.

MC 112962 (Sub-17TA), filed September 13, 1979. Applicant: CRUPPER TRANSPORT COMPANY, INC., 25 Sourth Third, Kansas City, KS 66118. Representative: Tom B. Kretsinger, 20 East Franklin, Liberty, MO 64068. *Show displays and exhibits and machinery, equipment, materials* and supplies used in connection therewith for display and show purposes only, between points and places in the United States except AL and HI, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Greyhound Exposition Services, 1919 Cherry Street, Kansas City, MO 64108. Send protests to: Vernon V. Coble, DS, I.C.C., 600 Fed. Bldg., 911 Walnut St., Kansas City, MO 64106.

MC 113362 (Sub-371TA), filed September 7, 1979. Applicant: ELLSWORTH FREIGHT LINES, INC., 310 East Broadway, Eagle Grove, IA 50533. Representative: Milton D. Adams, P.O. Box 429, Austin, MN 55912, *Millwork, hardwood furniture parts, and hardwood furniture dimension stock* from the facilities of Foreston Dimension Co. and Woodcraft Industries, Inc. at Foreston and St. Cloud, MN, to points in AR, IN, IA, KY, and TX, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Woodcraft Industries, Inc., 525 Lincoln Ave., S.E., St. Cloud, MN 56301. Send protests to: Herbert W. Allen, DS, ICC, 518 Federal Bldg., Des Moines, IA 50309.

MC 107162 (Sub-58TA), filed September 13, 1979. Applicant: NOBLE GRAHAM TRANSPORT, INC., Rural Route #1, Brimley, MI 49715. Representative: John Duncan Varda, 121 Spitj ¼omclmeu Street, Madison, WI 53701. *Lumber;* from the ports of entry on the International Boundary Line between the United States and Canada, at or near Detroit, MI to points in MI, IN, and OH. For 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Schultz, Snyder & Steele Lumber Co., Inc., P.O. Box 24128, Lansing, MI 48909. Send protests to: C. R. Flemming, D/S, I.C.C., Room 201 Corr Bldg., 300 E. Michigan Avenue, Lansing, MI 48933.

MC 107912 (Sub-31TA), filed September 6, 1979. Applicant: Rebel Motor Freight, Inc., 3934 Homewood, Memphis, TN 38118. Representative: A. Doyle Cloud, Jr., 2008 Clark Tower, 5100 Poplar Avenue, Memphis, TN 38137, *Containers,* from the facilities of Inland Steel Containers, Inc., Canton, MS to West Helena, AR, for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper(s): Inland Steel Containers, Inc., 480 Industrial Drive, Canton, MS. Send protests to: Floyd A. Johnson, Suite 2006-100 N. Main St., Memphis, TN 38103.

MC 123502 (Sub-55TA), filed September 10, 1979. Applicant: FREE STATE TRUCK SERVICE, INC., P.O. Box 760, Glen Burnie, MD 21061. Representative: Judith Anne Hough (same as applicant). *Petroleum fuel oil flue dust, in bulk, in dump vehicles* from Strasburg, VA to Bartlesville & Tulsa, OK for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Philipp Brothers, 1221 Avenue of the Americas, New York, NY 10020. Send protests to: Interstate Commerce Commission, Federal Reserve Bank Building, 101 North 7th Street, Room 620, Philadelphia, PA 19106.

MC 127022 (Sub-5TA), filed September 4, 1979. Applicant: SECO TRUCKING CO., 219 North Jackson, Mason City, IA 50401. Representative: Thomas F. Kilroy, 406 Executive Bldg., 6901 Old Keene Mill Road, Springfield, Va 22150. *Malt beverages and advertising materials* from (a) St. Louis, MO to Independence, KS and (b) between Columbus, KS, on the one hand, and, on the other, Evansville, IN and La Crosse, WI for 180 days. An underlying ETA seeks 90 day authority. Supporting shipper(s): Best Beverage Sales, Inc., 709 N. 20th, Independence, KS 67301; Saporito

Beverage Co., RFD Route 3, Box 71, Columbus, KS67301. Send protests to: Herbert W. Allen, DS, ICC, 518 Federal Bldg., Des Moines, IA 50309.

MC 127042 (Sub-286TA), filed September 4, 1979. Applicant: HAGEN, INC., 3232 Highway 75 North, P.O. Box 98-Leeds Station, Sioux City, IA 51108. Representative: Joseph B. Davis (same address as applicant). *Meats, meat products and articles distributed by meat packinghouses* from the facilities of Wilson Foods Corp. at Cedar Rapids and Des Moines, IA to points in CO for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Wilson Foods Corporation, 4545 Lincoln Blvd., Oklahoma City, OK 73105. Send protests to: D/S Carroll Russell, ICC, Suite 620, 110 North 14th St., Omaha, NE 68102.

MC 127602 (Sub-24TA), filed September 12, 1979. Applicant: DENVER-MIDWEST MOTOR FREIGHT, INC., 5555 East 58th Avenue, Commerce City, CO 80022. Representative: Richard E. Cole (same address as above). Liquor, Beverage: Wine (except in bulk), from points in CA to points in CO, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): (4 supporting shippers. which can be examined at the field office listed below or Headquarters). Send protests to: H. Ruoff, 492 U.S. Customs House, Denver, CO 80202.

MC 129032 (Sub-113TA), filed October 5, 1979. Applicant: TOM INNMAN TRUCKING, INC., 5656 S. 129th East Ave., Tulsa, OK. 74121. Representative: David R. Worthington, 5656 S. 129th East Ave., Tulsa, OK 74121. *Candy and confectionery and commodities used in the production of candy and confectionery (except in bulk, in tank vehicles)* from the state of IL (excluding Chicago and its commercial zone) to the facilities of Bunte Candies, Inc. located at or near Oklahoma City, OK, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Bunte Candies, Inc., 129 E. California, Oklahoma, OK 73126. Send protests to: Connie Stanley, Rm 240, 215 N.W. 3rd, Oklahoma City, OK 73102.

MC 135052 (Sub-22TA), filed September 18, 1979. Applicant: ASHCRAFT TRUCKING, INC., 875 Webster Street, Shelbyville, IN 46176. Representative: Warren C. Moberly, 777 Chamber of Commerce Bldg., Indianapolis, IN 46204. (1) *Battery boxes,* from Waterbury, CT to Cleveland, TN and Lancaster, SC; (2) *battery tubes or sleeves,* from Rockford, IL to Cleveland, TN and Lancaster, SC; (3) *zinc powder, in containers,* from Palmerton, PA to Cleveland, TN and Lancaster, SC; (4) *batteries, alkaline or carbon zinc,* from Lancaster, SC and Cleveland, TN to Indianapolis, IN, Bethel, CT, Dallas and Fort Worth, TX; (5) *steel coils, palletized,* from Warren, OH to Waterbury, CT, for 180 days. An underlying ETA seeks 90 days. Supporting shipper: Duracell Products Company, A Subsidiary of Dart Industries, Berkshire Industrial Park, Bethel, CT 06801. Send protests to: Beverly J. Williams, Transportation Assistant, ICC, 46 E. Ohio St., Rm 429, Indianapolis, IN 46204.

MC 135052 (Sub-23TA), filed September 19, 1979. Applicant: ASHCRAFT TRUCKING, INC., 875 Webster Street, Shelbyville, IN 46176. Representative: Warren C. Moberly, 320 N. Meridian Street, #777, Indianapolis, IN 46204. (1) *Paper and paper products,* (a) from Indianapolis, IN to points in the States of FL, MO, NJ, NY, PA, and WI, and (b) from Cayuga, IN to points in the states of IA, IL, KY, MI, MO, OH, PA, and WI. (2) *Waste paper for recycling,* (a) from points in the states of FL, IA, IL, KY, LA, MI, MO, NY, OH, PA, TN, TX, WI & WV, to Cayuga, IN, (b) from points in the states of AL, GA, IA, IL, KS, KY, MI, MN, MO, NE, OH, TN, WI, to points in IN., (3) *Pulpboard, NOIBN,* from Indianapolis, IN to AL, AR, CT, DE, DC, FL, GA, IA, IL, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, NC, NE, NH, NJ, NY, OH, OK, PA, RI, SC, TN, TX, VA, VT, WI, and WV, (4) *Kaolin clay,* from Wrens, GA to Indianapolis, IN for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Channel Resources, Inc., 444 North Lakeshore Drive, Chicago, IL 60611; Inland Container Corp., 151 North Delaware Street, Indianapolis, IN 46204; Stenotype Supplies Co., Inc., 6666 Guion Road, Indianapolis, IN; Beveridge Paper Company, 717 West Washington St., Indianapolis, IN 46204. Send protests to: Beverly J. Williams, Transportation Assistant, ICC, 429 Federal Bldg., 46 E. Ohio Street, Indianapolis, IN 46204.

MC 135082 (Sub-94TA), filed September 13, 1979. Applicant: ROADRUNNER TRUCKING, INC., 4100 Edith Blvd. NE, P.O. Box 26748, Albuquerque, NM 87125. Representative: Randall R. Sain (same address as applicant). *Gypsum wallboard* from the plantsite of Gold Bond Building Products, Division of National Gypsum, Phoenix, AZ, to points in CA, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): National Gypsum Corp., P.O. Box 1888, Long Beach, CA 90801. Send protests to: DS/ICC, 1106 Federal Office Building, 517 Gold Ave. SW, Albuquerque, NM 87101.

MC 135082 (Sub-95TA), filed September 13, 1979. Applicant: ROADRUNNER TRUCKING, INC., 4100 Edith Blvd. NE, P.O. Box 26748, Albuquerque, NM 87125. Representative: Randall R. Sain (same address as applicant). *Grinding balls and castings,* from the facilities of Midland-Ross Corp. Capitol Casting Div. at or near Phoenix, AZ to Questa, NM, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Capitol Casting Division, Midland-Ross Corporation, P.O. Box 759, Phoenix, AZ 85001. Send protests to: DS/ICC, 1106 Federal Office Building, 517 Gold Ave. SW, Albuquerque, NM 87101.

MC 135082 (Sub-96TA), filed September 13, 1979. Applicant: ROADRUNNER TRUCKING, INC., 4100 Edith Blvd. NE, P.O. Box 26748, Albuquerque, NM 87125. Representative: Randall R. Sain (same address as applicant). *Fencing, fencing materials, and commodities used in the installation thereof,* from facilities of American Tube & Fence, Phoenix, AZ, to points in the US in and west of WI, IL, MO, AR, LA (except AK and HI), for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): American Tube Company, Inc., 2525 North 27th Ave., Phoenix, AZ 85005. Send protests to: DS/ICC, 1106 Federal Office Building, 517 Gold Ave. SW, Albuquerque, NM 87101.

MC 135082 (Sub-97TA), filed September 14, 1979. Applicant: ROADRUNNER TRUCKING, INC., 4100 Edith Blvd. NE, P.O. Box 26748, Albuquerque, NM 87125. Representative: Randall R. Sain (same address as applicant). *Scrap car bodies,* from Odessa, TX to Eagle Pass, TX on export traffic destined to the Republic of Mexico, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): AHMSA Steel International, Inc., P.O. Box 5906, San Antonio, TX 78201. Send protests to: DS/ICC, 1106 Federal Office Building, 517 Gold Ave. SW, Albuquerque, NM 87101.

MC 135082 (Sub-98TA), filed September 18, 1979. Applicant: ROADRUNNER TRUCKING, INC., 4100 Edith Blvd. NE, P.O. Box 26748, Albuquerque, NM 87125. Representative: D. F. Jones (same address as applicant). *Resin in drums and commodities used in the manufacture of insulation and return of empty containers,* from Benicia, CA to the facilities of West Con Industries, Tucson, AZ, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): West Con Industries, 2030 N. Forbes Blvd., Suite 102, Tucson, AZ

85705. Send protests to: DS/ICC, 1106 Federal Office Building, 517 Gold Ave. SW, Albuquerque, NM 87101.

MC 140612 (Sub-74TA), filed September 10, 1979. Applicant: ROBERT F. KAZIMOUR, P.O. Box 2207, Cedar Rapids, IA 52406. Representative: J. L. Kazimour (same address as applicant). *Foodstuffs and materials, equipment, and supplies used in the manufacture, sale, and distribution of foodstuffs (except commodities in bulk, in tank vehicles)* between Battle Creek, Grand Rapids, and Kalamazoo, MI; Omaha, NE; Memphis, TN; and San Leandro, CA, on the one hand, and, on the other, points in and west of MI, OH, KY, TN, NC, SC, GA, and FL, for 180 days. Restricted to traffic originating at or destined to facilities used by the Kellogg Co. An underlying ETA seeks 90 days authority. Supporting shipper: Kellogg Company, 235 Clift, Battle Creek, MI 49106. Send protests to: Herbert W. Allen, DS, ICC, 518 Federal Bldg., Des Moines, IA 50309.

MC 141212 (Sub-6TA), filed September 17, 1979. Applicant: JOHN M. RADKE, Rt. 2, Box 93, Marathon, WI 54448. Representative: Richard Westley, 4506 Regent St., Suite 100, Madison, WI 53705. *Feed and feed ingredients,* in bulk, from Minneapolis-St. Paul, MN Commercial Zone to points in WI, restricted to traffic originating at facilities of Cargill, Inc., for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Cargill, Inc., Dept. 17, P.O. Box 9300, Minneapolis, MN 55440. Send protests to: Gail Daugherty, TA, ICC, 517 E. Wisconsin Ave., Rm. 619, Milwaukee, WI 53202.

MC 141402 (Sub-45TA), filed September 17, 1979). Applicant: LINCOLN FREIGHT LINES, INC., P.O. Box 427, Lapel, IN 46051. Representative: Norman R. Garvin, 1301 Merchants Plaza, Indianapolis, IN 46204. Contract carrier. Irregular routes: *Paper and paper products,* from the facilities of Willamette Industries, Inc., Western Craft Paper Group, at or near Hawesville, KY, to points in AL, CT, DE, DC, FL, GA, IL, IN, IA, MD, MA, ME, MI, MN, MS, MO, NJ, NY, NC, OH, PA, RI, SC, TN, VA, WV and WI under a contract or continuing contracts with Willamette Industries, Inc., Western Craft Paper Group, for 180 days. Supporting shipper: Willamette Industries, Inc., Western Craft Paper Group, P.O. Box 130, Hawesville, KY 42348. Send protests to: Beverly J. Williams, Transportation Assistant, ICC, 46 E. Ohio St., Rm. 429, Indianapolis, IN 46204.

MC 141532 (Sub-52TA), filed September 11, 1979. Applicant: PACIFIC STATES TRANSPORT, INC., 3328 East Valley Road, Renton, WA 98055. Representative: Henry C. Winters, 525 Evergreen Building, Renton, WA 98055. *Common carrier:* irregular routes: *Saturated felt,* from the facilities of Tarco, Inc., at or near North Little Rock, AR to points in AZ, CA, ID, MT, NM, NV, OR and WA. An underlying ETA seeks 90 days authority. Supporting shipper: Tarco, Inc., Highway 130, Post Office Box 3330, North Little Rock, Arkansas 72117. Send protests to: Shirley Holmes, T/A, ICC, 858 Federal Building, Seattle, WA 98174.

MC 142082 (Sub-9TA), filed October 4, 1979. Applicant: OLIVER BROWN TRUCKING CO., INC., 700 South Avenue, Middlesex, NJ 08846. Representative: Eugene M. Malkin, Suite 1832, 2 World Trade Center, New York, NY 10048. Contract carrier, irregular routes for 180 days. Paper and paper products and materials, equipment and supplies used in the manufacture and sale of paper and paper products (except commodities in bulk and those which because of size or weight require the use of special equipment) between the facilities of Packaging Corporation of America at or near Northampton, MA, Lancaster and Trexletown, PA and Harrisonburg, VA, on the one hand, and, on the other points in CT, MA, MD, NJ, PA, RI and VA. An underlying ETA seeks 90 days authority. Supporting shipper: Packaging Corporation of America, 1603 Orrington Avenue, Evanston, IL 60204. Send protests to: Irwin Rosen, TS, ICC, 744 Broad Street, Room 522, Newark, NJ 07102.

MC 142672 (Sub-87TA), filed September 12, 1979. Applicant: DAVID BENEUX PRODUCE & TRUCKING, INC., P.O. Drawer F, Mulberry, AR 72947. Representative: Don Garrison, P.O. Box 159, Rogers, AR 72756. *Such commodities as are dealt in or used by wholesale and retail discount and variety stores,* from points in AL, CA, CT, IA, IL, IN, MO, OH, TX, VA and WV, to the facilities of Wal-Mart Stores, Inc. at or near Bentonville and Searcy, AR, for 180 days. Supporting shipper: Wal-Mart Stores, Inc., P.O. Box 116, Bentonville, AR 72712. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 142672 (Sub-88TA), filed September 14, 1979. Applicant: DAVID BENEUX PRODUCE & TRUCKING, INC., P.O. Drawer F, Mulberry, AR 72947. Representative: Don Garrison, P.O. Box 159, Rogers, AR 72756. *Fresh meats and packaged meats* from facilities of John Morrell & Company, at or near East St. Louis, IL, to points in AR for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper(s): John Morrell & Co., 208 S. LaSalle St., Chicago, IL 60004. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 142672 (Sub-89TA), filed October 10, 1979. Applicant: DAVID BENEUX PRODUCE & TRUCKING, INC., P.O. Drawer F, Mulberry, AR 72947. Representative: Don Garrison, P.O. Box 159, Rogers, AR 72756. *Refined sugar* (except in bulk) from Reserve and Kenner, LA to points in AL, AR, FL, GA, IL, IN, KY, MO, MS, NC, OH, SC, TN and TX, for 180 days. Supporting shipper: Godchaux-Henderson Sugar Company, Inc., P.O. Drawer AM, Reserve, LA 70084. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 142672 (Sub-90TA), filed October 19, 1979. Applicant: DAVID BENEUX PRODUCE & TRUCKING, INC., P.O. Drawer F, Mulberry, AR 72947. Representative: Don Garrison, P.O. Box 159, Rogers, AR 72756. *Steam cleaning equipment* from the facilities of Delco Manufacturing Company, at or near Siloam Springs, AR to points AL, CA, GA, KY and TN, for 180 days. Supporting shipper: Delco Manufacturing Company, Siloam Springs, AR. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 142672 (Sub-91TA), filed October 19, 1979. Applicant: DAVID BENEUX PRODUCE & TRUCKING, INC., P.O. Drawer F, Mulberry, AR 72947. Representative: Don Garrison, P.O. Box 159, Rogers, AR 72756. *Confectionery and chewing gum* from Philadelphia, PA to points in GA, IL, IN, OH and SC, restricted to transportation of traffic originating at facilities of Fleer Corporation, at or near Philadephia, PA, for 180 days. Supporting shipper: Fleer, Inc., 10th and Somerville Sts., Philadelphia, PA 19107. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 144442 (Sub-7TA), filed October 19, 1979. Applicant: ESSEX EXPRESS, INC., 1200 Hammondville Rd., Pompano Beach, FL 33060. Representative: Don A. Allen, 2550 M St., N.W., Washington, D.C. 20037. Contract carrier—Irregular routes: *Frozen and fresh meats* from the Ports of Miami and Tampa, FL to the states of NC, OH, PA, SC, VA, WI, GA, IL, IN, MI, NJ, NY, and MA for 180 days. Supporting shipper: United Beef Packers, 1630 N.W. 70th St., Miami, FL 33126. Send protests to: Donna M. Jones, T/A, ICC—BOp, Monterey Bldg., Suite 101, 8410 N.W. 53rd Ter., Miami, FL 33166.

MC 144842 (Sub-5TA), filed October 16, 1979. Applicant: CLIFFORD L.

RIGGINS d.b.a. RIGGINS TRUCKING, 1004 W. Maple St., Springdale, AR 72764. Representative: Nancy Pyeat, 815 15th St., N.W., Washington, DC 20005. Alcoholic beverages (except in bulk) (1) from Brooklyn, NY to points in CA; Phoenix and Tucson, AZ; Las Vegas, NV; (2) from Lodi, Los Angeles, and San Jose, CA to Brooklyn, NY, for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper: Monarch Wine Company, 4500 Second Ave., Brooklyn, NY 11232. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 145022 (Sub-5TA), filed October 9, 1979. Applicant: MARSH BROS. TRUCKING SERVICE, INC., Box 7398, Station B, Dayton, OH 45407. Representative: Paul F. Berry, 275 E. State St., Columbus, OH 43215. *(1) Iron and steel and iron and steel articles, and (2) equipment, materials and supplies used in the manufacture of the commodities named in (1) above* (1) between the plant site of Armco Inc at Middletown, OH on the one hand, and on the other points in IN, IL, OH, PA, WV and the lower peninsula of MI (2) between the plant site of the Fisher Body Division of General Motors Corp at Fairfield, Mansfield, Cleveland, Columbus, and Elyria, OH; Marion, IN; Flint, Grand Rapids, Grand Blanc, Kalamazoo, MI on the one hand, and on the other, points in IN, IL, OH, PA, WV and the lower peninsula of MI for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Fisher Body Division of General Motors Corp., 30001 Van Dyke Ave, Warren, MI 48090. Send protests to: I.C.C., Fed. Res. Bank Bldg., 101 N. 7th St., Rm. 620, Philadelphia, PA 19106.

MC 145072 (Sub-28TA), filed October 16, 1979. Applicant: M. S. CARRIERS, 7372 Eastern, Germantown, TN 38138. Representative: Doyle Cloud, 2008 Clark Tower, 5100 Poplar Ave., Memphis, TN 38137. *Christmas tree decorations, notions, and supplies; paper products, scrap aluminum and janitorial supplies,* between New Madrid, MO, on the one hand, and, on the other, all points in or east of the states of TX, OK, KS, IA and MN, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Continental Warehouse of Missouri, Inc., P.O. Box 236, New Madrid, MO 63869. Send protests to: Floyd A. Johnson, Rm. 2006—100 N. Main St., Memphis, TN 38103.

MC 145152 (Sub-119TA), filed October 4, 1979. Applicant: BIG THREE TRANSPORTATION, INC., P.O. Box 706, Springdale, AR 72764. Representative: Don Garrison, P.O. Box 159, Rogers, AR 72756. (1) *Electrical applicances, equipment and parts,* as defined by the Commission in Descriptions in Motor Carrier Certificates, 61 M.C.C. 283, Appendix VII, and (2) *Materials, equipment and supplies used in the manufacture of the commodities named in (1) above* (except in bulk, in tank vehicles), between the facilities of Bigson-Metalux Corporation, at or near Eufala, AL on the one hand, and on the other, points in the U.S. (except AK and HI) for 180 days. Supporting shipper: Gibson-Metalux Corporation, P.O. Box 1207, Americus, GA 31709. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 145152 (Sub-120TA), filed October 4, 1979. Applicant: BIG THREE TRANSPORTATION, INC., P.O. Box 706, Springdale, AR 72764. Representative: Don Garrison, P.O. Box 159, Rogers, AR 72756. *Such commodities as ar dealt in or used by discount, variety and grocery stores* (except in bulk), from points in AL, CT, DE, FL, GA, IA, IL, IN, KS, KY, LA, MA, MD, ME, MI, MN, MO, MS, NC, ND, NE, NH, NJ, NY, OH, OK, PA, RI, SC, SD, TN, TX, VA, VT, WI, WV and DC, to Harrison, AR, for 180 days. Supporting shipper: Mass Merchansiders, Inc., P.O. Box 790, Harrison, AR 72601. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 146102 (Sub-4TA), filed September 4, 1979. Applicant: TAMWAY CORPORATION, P.O. Box 888, Simpsonville, SC 29681. Representative: Henry P. Willimon, P.O. Box 1075, Greenville, SC 29602. *Such commodities as are dealt in by distributors or suppliers of empty containers and packaging materials,* between points in the United States in and east of MI, TN, KY, IL and WI, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Industrial Packaging, Inc., P.O. Box 5794, Sta. B, Greenville, SC 29606. Send protests to: E. E. Strotheid, D/S, ICC, Rm. 302, 1400 Bldg., 1400 Pickens St., Columbia, SC 29201.

MC 146392 (Sub-3TA), filed October 1, 1979. Applicant: AMALGAMATED TRANSPORTATION, INC., 121—12th St., N.W., Cedar Rapids, IA 52405. Representative: Dennis L. Wengert (same address as applicant). Contract Carrier—irregular routes. *General commodities (except those of unusual value, classes A and B explosives, household goods, commodities in bulk, and commodities requiring special equipment)* between Anamosa, Belle Plaine, Burlington, Centerville, Council Bluffs, Clinton, Davenport, Decorah, Des Moines, Dubuque, Fairfield, Fort Dodge, Fort Madison, Grinnell, Keokuk, Iowa City, Marshalltown, Montezuma, Monticello, Mt. Pleasant, Mason City, Muscatine, Newton, Oelwein, Ottumwa, Oskaloosa, Sioux city, Spencer, Washington, Waterloo, West Union, and Williamsburg, IA, and their respective commercial zones on the one hand, and, on the other, Chicago, IL, and its commercial zone, for 180 days. Restricted to traffic having prior or subsequent transportation by air. An underlying ETA seeks 90 days authority. Authority sought would be performed under contract with Burlington Northern Air Freight, Inc. Supporting shipper: Burlington Northern Air Freight, Inc., 3317 McKinley Ave., Des Moines, IA 50321. Send protests to: Herbert W. Allen, DS, ICC, 518 Federal Bldg., Des Moines, IA 50309.

MC 146782 (Sub-22TA), filed October 17, 1979. Applicant: ROBERTS CONTRACT CARRIER CORP., 300 First Avenue South, Nashville, TN 37201. Representative: Stephen L. Edwards, 606 Nashville Bank & Trust Bldg., Nashville, TN 37201. *Iron and steel articles,* between the facilities of Volunteer Structures, Inc., at or near Nashville, TN, on the one hand, and on the other, points in the United States (except AK and HI), for 180 days. Restriction: Restricted to transportation of the above named commodities originating at or destined to the above named facilities. Supporting shipper: Volunteer Structures, Inc., 4108 Dakota Avenue, P.O. Box 90405, Nashville, TN 37209. Send protests to: Glenda Kuss, TA, ICC, Suite A-422, U.S. Courthouse, 801 Broadway, Nashville, TN 37203.

MC 146892 (Sub-9TA), filed October 1, 1979. Applicant: R & L TRANSFER, INC., P.O. Box 271, Wilmington, OH 45177. Representative: Boyd B. Ferris, 50 W. Broad St., Columbus, OH 43215. *Paper, paper products and supplies,* between Mt. Orab, OH, on the one hand, and, on the other, points in KY, WV, VA, IN, OH, PA, and the southern peninsula of MI, for 180 days. Restricted, to the transportation of shipments originating at or destined to the facilities of N.A.L. Co., Inc. at or near Mt. Orab, OH. An underlying ETA seeks 90 days authority. Supporting shipper: N.A.L. Co., Inc., P.O. Box 14, Mt. Orab, OH 45154. Send protests to: I.C.C., Fed. Res. Bank Bldg., 101 N. 7th St., Rm. 620, Phila., PA 19106.

MC 146892 (Sub-10TA), filed October 11, 1979. Applicant: R & L TRANSFER, INC., P.O. Box 271, Wilmington, OH 45177. Representative: Boyd B. Ferris, 50 W. Broad St., Columbus, OH 43215. Such commodities as are dealt in or used by manufacturers of automotive parts, between Hillsboro, OH, on the one

hand, and, on the other, points in MI, KY, IN, OH, WV, PA and MD, for 180 days. Restricted to the transportation of shipments originating at or destined to the facilities of Hillsboro Manufacturing at or near Hillsboro, OH. An underlying ETA seeks 90 days authority. Supporting shipper: Hillsboro Manufacturing Co., 120 Moore Rd., Hillsboro, OH 45133. Send protests to: I.C.C., Fed. Res. Bank Bldg., 101 N. 7th St., Rm. 620, Phila., PA 19106.

MC 147242 (Sub-7TA), filed October 11, 1979. Applicant: 12-90 Plaza Corp., trading as PLAZA FREIGHT TRANSPORT, 12-90 Plaza Road, Fairlawn, NJ 07410. Representative: Arthur Lieberstein, 888 Seventh Avenue, New York, NY 10019. Contract, irregular. *Toilet preparations and packaging materials for displays thereof, except commodities in bulk,* between East Hills, NY on the one hand, and on the other, Chicago, IL and Los Angeles and San Fransicso, CA, over irregular routes, under continuing contract with Helena Rubenstein, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Helena Rubenstein, Inc., Greenvale, Long Island, NY 11548. Send protests to: Joel Morrows, D/S, ICC, 744 Broad St., Room 522, newark, NJ 07102.

MC 147322 (Sub-2TA), filed October 1, 1979. Applicant: NOR-PAC DISTRIBUTING CORP., P.O. Box 429, Cosmopolis, WA 98537. Representative: George Kargianis, 2120 Pacific Building, Seattle, WA 98104. *Lumber, plywood, particle board, hardboard, cants, and wood pulp in bales or rolls,* between points in WA (Aberdeen, Hoquiam, Raymond, S. Bend, Humptulips, Aloha, Tacoma, Seattle, Cosmopolis, Bellingham, Arlington, Snohomish, Everett, Olympia, Longview, Kelso, Vancouver, DuPont, Kent, Puyallup, Auburn, Renton, Bremerton, Bellevue, Port Angeles and Spokane) and points in OR (Portland, Beaverton, Gaston, Springfield, Albany, Eugene, Salem, Roseburg, Grants Pass, Medford and The Dalles) and between those pts and the U.S./Canada Int'l Border at Blaine, WA, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Weyerhaeuser Company, Tacoma, WA 98477; Hampton Hardwoods, Inc., P.O. Box 111, South Bend, WA 98586. Send protests to: Shirley M. Holmes, T/A ICC, 858 Federal Building, Seattle, WA 98174.

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MC 64932 (Sub-607TA), filed October 5, 1979. Applicant: ROGERS CARTAGE CO., 10735 South Cicero Avenue, Oak Lawn, IL 60453. Representative: William F. Farrell (same address as applicant). Chemicals, in bulk, in tank vehicles, from LA and TX to points in the United States in and east of the states of MN, IA, MS, AR and LA for 180 days. Supporting Shipper: Sherex Chemical Company, Inc., 5200 Blazer Parkway, Dublin, OH 43017. Send protests to: Annie Booker, TA, ICC, 219 S. Dearborn, Room 1386, Chicago, IL 60604.

MC 82492 (Sub-250TA), filed October 11, 1979. Applicant: Michigan & Nebraska Transit Co., Inc., 2109 Olmstead Road, P.O. Box 2853, Kalamazoo, MI 49003. Representative: Dewey R. Marselle, 2109 Olmstead Road, P.O. Box 2853, Kalamazoo, MI 49003. *Frozen foods* (except in bulk) from the facilities of ITT Continental Baking Co. at Points in the lower peninsula of MI and points in WI to Russelville, AR; Chicago, IL; Minneapolis, MN; St. Louis, MO; Omaha, NE: Cleveland and Cincinnati, OH. Restricted to the transportation of traffic originating at the named origins and destined to the indicated destinations. For 180 days. An underlying ETA seeks 90 days authority. Supporting Shipper: ITT Continental Baking Co., P.O. Box 731, Rye, NY 10580. Send protests to: C. R. Flemming, D/S, I.C.C., 201 Corr Building, 300 E. Michigan Avenue, Lansing, MI 48933.

MC 109632 (Sub-32TA), filed October 11, 1979. Applicant: LOPEZ TRUCKING, INC., 131 Linden Street, Waltham, MA 02154. Representative: Joseph M. Klements, 84 State Street, Boston, MA 02109. *Iron and Steel Wire Rods, in coils,* from Perth Amboy, NJ to points in CT, DE, ME, MD, MA, NH, NJ, NY, PA, RI, VT, VA and DC, and returned material in the reverse direction. For 180 days. Supporting Shipper: Raritan River Steel Co., P.O. Box 309, Perth Amboy, NJ 08862. Send protests to: Mr. John Thomas, District Supervisor, I.C.C., 150 Causeway Street, Boston, MA 02114.

MC 111812 (Sub-696TA), filed October 18, 1979. Applicant: MIDWEST COAST TRANSPORT, INC., P.O. Box 1233, Sioux Falls, SD 57101. Representative: Lamoyne Brandsma (same address as applicant). *Foodstuffs (except commodities in bulk)* from the facilities of Universal Foods Corporation at Peru, IN, Chicago, IL; and Beloit and Milwaukee, WI to points in AZ, CA, CO, ID, MT, NV, NM, OR, UT, WA and WY for 180 days. An underlying ETA seeks 90 days authority. Supporting Shipper: Universal Foods Corporation, 433 East Michigan Street, Milwaukee, WI 53201. Send protests to: J. L. Hammond, DS, I.C.C., Room 455, Federal Bldg., Pierre, SD 57501.

MC 111812 (Sub-697TA), filed October 18, 1979. Applicant: MIDWEST COAST TRANSPORT, INC., P.O. Box 1233, Sioux Falls, SD 57101. Representative: Lamoyne Brandsma (same address as applicant). *Dairy products* from the facilities of Swift & Co. at Green Bay, WI to points in AL, FL and GA for 180 days. An underlying ETA seeks 90 days authority. Supporting Shipper: Swift & Company, 115 West Jackson Blvd., Chicago, IL 60604. Send protests to: J. L. Hammond, DS, I.C.C., Room 455, Federal Bldg., Pierre, SD 57501.

MC 113362 (Sub-372TA), filed October 12, 1979. Applicant: ELLSWORTH FREIGHT LINES, INC., 310 East Broadway, Eagle Grove, IA 50533. Representative: Milton D. Adams, P.O. Box 429, Austin, MN 55912. *Floor covering and materials and supplies used in the installation thereof* (except in bulk) from the facilities of General Felt Industries at Philadelphia, PA, and its commercial zone to points in AR, LA, MS, OK, and TX, for 180 days. An underlying ETA seeks 90 days authority. Supporting Shipper: General Felt Industries, Inc., Park 80 Plaza West-One, Saddle Brook, NJ 07662. Send protests to: Herbert W. Allen, DS, I.C.C., 518 Federal Bldg., Des Moines, IA 50309.

MC 115092 (Sub-95TA), filed October 1, 1979. Applicant: TOMAHAWK TRUCKING, INC., P.O. Box O, Vernal, UT 84178. Representative: Walter Kobos, 1016 Kehoe Drive, St. Charles, IL 60174. *Cement and sheet rock* in packages, from Fort Worth, TX to points in Maricopa, Pina and Pinal Counties, AZ and San Luis, Obispo, Kern and San Bernardino Counties, CA and counties thereof, and from Amarillo, TX to points in AZ for 180 days. Supporting shipper(s): Contrade Company, 1908 E. Randol Mill Road, Arlington, TX 76010. Send protests to: L. D. Helfer, DS, ICC, 5301 Federal Bldg., Salt Lake City, UT 84138.

MC 115092 (Sub-94TA), filed October 1, 1979. Applicant: TOMAHAWK TRUCKING, INC., P.O. Box O, Vernal, UT 84078. Representative: Walter Kobos, 1016 Kehoe Drive, St. Charles, IL 60174. *Flat glass* From Provo, UT to Owensville, MO for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Jahabow Industries, P.O. Box 1164, Provo, UT 84601. Send protests to: L. D. Helfer, ICC, 5301 Federal Bldg., Salt Lake City, UT 84138.

MC 115092 (Sub-96TA), filed October 4, 1979. Applicant: TOMAHAWK TRUCKING, INC., P.O. Box O, Vernal, UT 84178. Representative: Walter Kobos, 1016 Kehoe Drive, St. Charles, IL 60174. *Lumber and lumber products* from Anderson, Blue Lake Calpella, Camino, Crescent Mills, Davenport,

Diamond Springs, Fresno, Grass Valley, Healdsburg, Inyokern, Johnsondale, Loomis, Martell, Northfork, Ordville, Sacramento, Santa Fe Springs, Stockton, Susanville, Yreka and Yuba City, CA to points in CO, OK and TX for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Eagle Forest Products, 5671 Warehouse Way, Sacramento, CA 95826. Send protests to: L. D. Helfer, DS, ICC, 5301 Federal Bldg., Salt Lake City, UT 84138.

MC 115162 (Sub-509TA), filed October 24, 1979. Applicant: POOLE TRUCK LINE, INC., P.O. Drawer 500, Evergreen, AL 36401. Representative: Robert E. Tate (same address of applicant). *Cement and lime.* From points in Jefferson, Marengo, St. Clair and Shelby Counties, AL to points in the states of FL, GA, MS and TN, for 180 days. Supporting shipper(s): Martin Marietta Cement, 1800 Daniel Building, Birmingham, AL 35233; Alpha Portland Cement Company, P.O. Drawer B, Midfield: Birmingham, AL 35228. Send protests to: Mabel E. Holston, T/A, ICC, Room 1616—2121 Building, Birmingham, AL 35203.

MC 115162 (Sub-510TA), filed October 30, 1979. Applicant: POOLE TRUCK LINE, INC., P.O. Drawer 500, Evergreen, AL 36401. Representative: Robert E. Tate (same address of applicant). *Fuel wood and compressed logs,* from Pocahontas, AR and Memphis, TN to points in the United States in and east of the states of ND, SD, NE, KS, OK and TX, for 180 days. Supporting shipper: Agnew Environmental Products, Inc., 211 SE 10th, P.O. Box 1168, Grants Pass, OR 97526. Send protests to: Mabel E. Holston, T/A, ICC, Room 1616—2121 Building, Birmingham, AL 35203.

MC 118142 (Sub-239TA), filed October 5, 1979. Applicant: M. BRUENGER & CO., INC., 6250 No. Broadway, Wichita, KS 67219. Representative: Brad T. Murphree, 814 Century Plaza Bldg., Wichita, KS 67202. *Alcoholic beverages* (except commodities in bulk in tank vehicles) from Lawrenceburg, IN; Bardstown, Clermont, Frankfort, Lawrenceburg and Louisville, KY; and Detroit, MI to points in KS; for 180 days, common, irregular; An underlying ETA seeks 90 days authority. Supporting shipper: Standard Liquor Corporation, 3629 N. Hydraulic, Wichita, KS 67219; Send protests to: M. E. Taylor, DS, ICC, 101 Litwin Bldg., Wichita, KS 67202.

MC 118142 (Sub-240TA), filed October 10, 1979. Applicant: M. BRUENGER & CO., INC., 6250 No. Broadway, Wichita, KS 67219. Representative: Lester C. Arvin, 814 Century Plaza Bldg., Wichita, KS 67202. *Bananas and agricultural commodities* otherwise exempt from regulation under Section 203(b)(3) of the Interstate Commerce Act when moving in mixed loads with bananas from New Orleans, LA to points in AR, CO, IL, IN, IA, KS, MI, MO, NE, ND, OK, SD, TN & TX. Restricted to the transportation of traffic having prior movement by water; for 180 days, common, irregular; An underlying ETA seeks 90 days authority. Supporting shipper: American Fruit Company, 725 Girod St., New Orleans, LA 70130; Send protests to: M. E. Taylor, DS, ICC, 101 Litwin Bldg., Wichita, KS 67202.

MC 119012 (Sub-17TA), filed August 22, 1979. Applicant: RIVER TERMINALS TRANSPORT, INC., 202 George Street, Aurora, IN 47001. Representative: Fred Schmits (same address as applicant). *Manufactured concrete block, steel, and brick, except commodities in bulk, in tank vehicles* (A) manufactured concrete block from the facilities of C-Block of Ohio, Inc. to points in OH, IN, KY & WV; (B) same from facilities of C-Block of Indiana, Inc. to points in OH, IN, KY & WV; (C) Steel from points in IN & OH to facilities of C-Block of OH & IN, Inc; (D) brick from points in IN & OH to facilities of C-Block of OH & IN, Inc. for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: C-Block, Inc., 4183 Taylor Road, Batavia, OH 45103. Send protests to: Beverly J. Williams, Transportation Assistant, ICC, 429 Federal Bldg., 46 E. Ohio St., Indianapolis, IN 46204.

MC 119192 (Sub-13TA), filed August 31, 1979. Applicant: EASTERN DELIVERY SERVICE, INC., 80 Central Avenue, Bridgeport, CT 06607. Representative: Morton E. Kiel, Suite 1832, 2 World Trade Center, New York, NY 10048. *Contract carrier:* irregular routes: (1) *Such commodities* as are dealt in by department stores, and materials, supplies and equipment (except in bulk) used in the conduct of such business, From Rutherford, NJ to points in PA and DE. From St. Davids, PA to points in NJ and DE. (2) *Return shipments* of the commodities specified in (1) above, From points in PA and DE to Rutherford, NJ. From points in DE and NJ to St. Davids, PA. For 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: B. Altman & Company, 1 Altman Blvd., Rutherford, NJ 07070. Send protests to: J. D. Perry, Jr., District Supervisor, Interstate Commerce Commission, 135 High Street, Hartford, CT 06103.

MC 124692 (Sub-313TA), filed August 30, 1979. Applicant: SAMMONS TRUCKING, P.O. Box 4347, Missoula, MT 59806. Representative: J. David Douglas (same address as applicant). (1) *Buildings, complete, knocked down or in sections;* (2) *building sections and building panels;* (3) *parts and accessories* used in the installation and completion of commodities in (1) and (2) above; and (4) *metal prefabricated structural components and panels and accessories* used in the installation and completion of such commodities, from the facilities of Armco, Inc., Hanford, CA to points in WA, OR, ID, NV, UT, AZ, CO, MT, WY, ND, SD, NE, KS, OK, NM and TX, for 180 days. Supporting shipper: Armco, Inc., 703 Curtis Street, Middletown, OH 45043. Send protests to: Paul J. Labane, DS, ICC, 2602 First Avenue North, Billings, MT 59101.

MC 126472 (Sub-25TA), filed October 1, 1979. Applicant: WILLCOXSON TRANSPORT, INC., R.R. #1, Kahoka, MO 63445. Representative: Kenneth F. Dudley, 1501 East Main St., P.O. Box 279, Ottumwa, IA 52501. *Nitrogen Fertilizer Solution, in bulk, in tank vehicles, and Potach, in hopper and dump trucks,* From Pekin, IL, Janesville, WI and Brunswick, MO, to points in IA. For 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Amoco Oil Company, 200 East Randolph Drive, Chicago, IL 60601. Send protests to: Vernon Coble D/S, 600 Federal Building, 911 Walnut St., Kansas City, MO 64106.

MC 127042 (Sub-288TA), filed October 12, 1979. Applicant: HAGEN, INC., 3232 Highway 75 North, Sioux City, IA 51108. Representative: Joseph B. Davis, same address as applicant. *Dairy products* from West Bend, WI to points in CA and WA for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Level Valley Dairy Company, Craig Devenport, Traffic Manager, 807 Pleasant Valley Road, West Bend, WI 53095. Send protests to: D/S Carroll Russell, ICC, Suite 620, 110 North 14th St., Omaha, NE 68102.

MC 127042 (Sub-289TA), filed October 16, 1979. Applicant: HAGEN, INC., 3232 Highway 75 North, P.O. Box 98—Leeds Station, Sioux City, IA 51108. Representative: Joseph B. Davis (same address as applicant). *Meats, meat products, meat by-products and articles distributed by meat packinghouses as described in Sections A and C of Appendix I to the report in Descriptions in Motor Carrier Certificates 61 M.C.C. 209 and 766 (except hides and commodites in bulk)* from Chicago, IL to points in IA, NE, MO, TX, OK and KS for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Nationwide Beef, Jim Nelson, Traffic Manager, 219 N. Green St., Chicago, IL. Send protests to: D/S Carrol Russell, ICC, Suite 620, 110 North 14th St., Omaha, NE 68102.

MC 128102 (Sub-1TA), filed August 13, 1979. Applicant: STATE MOTOR FREIGHT, INC., 3905 E. A, Pasco, WA 99300. Representative: Boyd Hartman, P.O. Box 3641, Bellevue, WA 98009. *Dry and liquid fertilizer (including anhydrous ammonia),* from points in Benton County, WA to points in the States of OR and ID, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: There are 7 statements of support attached to this application which may be examined at the ICC in Washington, D.C., or copies of which may be examined in the field office named below. Send protests to: Shirley M. Holmes, T/A, ICC, 858 Federal Building, Seattle, WA 98174.

MC 129032 (Sub-112TA), filed October 3, 1979. Applicant: TOM INMAN TRUCKING, INC., 5656 South 129th East Avenue, Tulsa, OK 74121. Representative: David R. Worthington (same address as applicant). *Candy and confectionery and commodities used in the production of candy and confectionery,* (except in bulk, in tank vehicles), from Chicago, IL and its commercial zone, to Oklahoma City, OK, (restricted to commodities originating at named origin and destined to the indicated destination), for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Bunte Candies, Inc., 129 E. California, Oklahoma City, OK 73126. Send protests to: Connie Stanley, ICC, Rm. 240, 215 N.W., 3rd, Oklahoma City, OK 73102.

MC 129732 (Sub-6TA), filed October 12, 1979. Applicant: EMPIRE FUEL & TRANSFER CO., P.O. Box 126, Coos Bay, OR 97420. Representative: David C. White, 2400 S.W. Fourth Ave., Portland, OR 97201. (1) Dry sodium sulfate, in bulk; and (2) paper mill machinery and machinery parts (10 from the facilities of Menasha Corpn. at North Bend, OR to Seattle, WA: and (2) between the facilities of Menasha Corpn. at North Bend, OR on the one hand, and, on the other, points in WA, for 180 days. A corresponding ETA has been granted and a permanent will be filed. Supporting shipper: Manasha Corpn, P.O. Box 329, North Bend, OR 97459. Send protests to: A. E. Odoms, D/S, Interstate Commerce Commission, 114 Pioneer Courthouse, Portland, OR 97204.

MC 135762 (Sub-6TA), filed October 15, 1979. Applicant: JOHN H. NEAL, INC., P.O. Box 3877, Ft. Smith, AR 72913. Representative: John H. Neal, (same address as applicant). Contract carrier over irregular routes; *Fencing, fencing materials, wire and wire products,* from the facilities of Bekaert Steel Wire Corporation, at or near Van Buren, AR, to points in IA, IL, IN, KS, KY, MI, MN, MO, NE, ND, OH, PA, SD, WV and WI, for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper: Bekaert Steel Wire Corporation, P.O. Box 668, Van Buren, AR 72956. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 136212 (Sub-30TA), filed October 11,, 1979. Applicant: JENSEN TRUCKING COMPANY, INC., P.O. Box 349, Gothenburg, NE 69138. Representative: Scott T. Robertson, P.O. Box 81849, Lincoln, NE 68501. *Inedible meats, meat products and meat by-products, as described in Sections A & C of Appendix I to the report in Descriptions in Motor Carrier Certificates, 61 M.C.C. 209 and 766 and offal (except commodities in bulk, in tank vehicles)* between points in AR, CO, IL, IN, IA, KS, KY, LA, MI, MN, MO, NE, OH, OK, SD, TN, TX, UT and WI for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: In-Tex Commodities Corporation, Lynn Gumm, Traffic Manager, Suite 705B, 605 South Sherman, Richardson, TX 75080. Send protests to: D/S Carroll Russell, ICC, Suite 620, 110 North 14th St., Omaha, NE, 68102.

MC 136342 (Sub-16TA), filed October 10, 1979.Applicant: JACKSON & JOHNSON, INC., P.O. Box 327, Savannah, NY 13146. Representative: S. Michael Richards, 44 North Ave., P.O. Box 225, Webster, NY 14580. Contract carrier-irregular routes. *Cranberries and cranberry products, grapefruit, grapefruit juice, prunes and prune products in containers,* for the account of Ocean Spray Cranberries, Inc., between North East, PA, on the one hand, and, on the other, points in MA, NY, OH, and Bordentown, NJ; and between the facilities of Ocean Spray Cranberries, Inc., in MA on the one hand, and, on the other, Bordentown, NJ (except as otherwise authorized), for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Ocean Spray Cranberries, Inc., Bridge & Wood St., P.O. Box 152, Middleborough, MA 02346. Send protests to: R. H. Cattadoris, DS, ICC, 910 Federal Bldg., 111 West Huron Street, Buffalo, NY 14202.

MC 138322 (Sub-15TA), filed October 3, 1979. Applicant: BHY TRUCKING, INC., 9231 Whitmore, El Monte, CA 91733. Representative: Robert Fuller, Suite 310, 13215 East Penn Street, Whittier, CA 90602. *Cat litter, in packages,* from Maricopa (Kern County), CA to points and places in the United States west of the Mississippi River, for 180 days. An underlying ETA seeks up to 90 days operating authority. Supporting shipper: Panamint Marketing, Traffic Manager, Elkhorn Valley Road, Maricopa, CA 93252. Send protests to: Irene Carlos, TA, ICC, Room 1321—Federal Building, 300 North Los Angeles Street, Los Angeles, CA 90012.

MC 13872 (Sub-32TA), filed October 1, 1979. Applicant: OSTERKAMP TRUCKING, INC., 764 North Cypress Street, P.O. Box 5546, Orange, California 92667. Representative: Michael R. Eggleton, 2500 Old Crow Canyon Road, Suite 325, San Ramon, California 94583. *Lumber, lumber products, and wood products,* from points in Oregon and Washington, to points in Arizona and New Mexico, for 180 days. Supporting shippers: Bendix Forest Products Corporation, Manager of Physical Distribution and Transportation, 2740 Hyde Street, San Francisco, California 94109. American International Forest Products, Inc., Manager of Truck Transportation, P.O. Box 4166, Portland, Oregon 97208. North Pacific Lumber Company, Trucking Division Manager, 1505 S.E. Gideon Street, P.O. Box 3915, Portland, Oregon 97208. Send protests to: Irene Carlos, TA, ICC, P.O. Box 1551, Los Angeles, CA 90053.

MC 138732 (Sub-33TA), filed October 12, 1979. Applicant: OSTERKAMP TRUCKING, INC., 764 N. Cypress St., P.O. Box 5546, Orange, CA 92667. Representative: Michael R. Eggleton, 2500 Old Crow Canyon Rd., Suite 325, San Ramon, CA 94583. *Building materials,* as described in Descriptions in Motor Carrier Certificates 61 MCC 209, 279–283 (1952) from points in Alameda, Contra Costa, Kern, Los Angeles, Orange, San Francisco and San Mateo Counties, California, to points in Carson City, Churchill, Douglas, Lyon, Mineral, Storey and Washoe Counties, Nevada for 180 days. Supporting shipper: Flintkote Supply Company, 2201 E. Washington Blvd. Los Angeles, CA 90021. Send protests to: Irene Carlos, T/A, ICC, 300 N. Los Angeles St., Rm. 1321, Los Angeles, CA 90012.

MC 139482 (Sub-161TA), filed October 9, 1979. Applicant: NEW ULM FREIGHT LINES, INC., P.O. Box 877, New Ulm, MN 56073. Representative: Samuel Rubenstein, 301 N. 5th St., Minneapolis, MN 55403. *Building materials and supplies, and fireplaces, wood stoves and materials and supplies used in the manufacture of fireplaces and wood stoves* between Santa Cruz, CA, Jacksonville and Miami, FL, Valdosta, GA, Boise, ID, Chicago, IL, Elkhart, IN, Blue Earth, Montevideo, New Ulm and Worthington, MN, St. Genevieve, MO, Madison and Watertown, SD, Beaverton, Eugene and Harrisburg, OR, Marion, VA and Stevens Point and Wisconsin Rapids, WI, for 180 days. An

underlying ETA seeks 90 days authority. Supporting shipper: DG Shelter Products Company, P.O. Box 174, New Ulm, MN 56073. Send protests to: Judith L. Olson, TA, ICC, 414 Fed. Bldg., 110 S. 4th St., Minneapolis, MN 55401.

MC 139482 (Sub-162TA), filed October 10, 1979. Applicant: NEW ULM FREIGHT LINES, INC., P.O. Box 877, New Ulm, MN 56073. Representative: James E. Ballenthin, 630 Osborn Bldg., St. Paul, MN 55102. *Plumbing fixtures and fittings and accessory parts and supplies* from the facilities of American Standard, Inc. at New Orleans, LA to points in and west of MT, WY, CO, and NM, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: American Standard, Inc., P.O. Box 2003, New Brunswick, NJ 08903. Send protests to: Judith L. Olson, TA, ICC, 414 Fed. Bldg., 110 S. 4th St., Minneapolis, MN 55401.

MC 141742 (Sub-7TA), filed October 4, 1979. Applicant: FLOWERS TRANSPORTATION, INC., P.O. Box B, Station A, Auburn, California 95603. Representative: William D. Taylor, 100 Pine Street, San Francisco, California 94111. *Millwork* from the facilities of Rocklin Forest Products, Inc. at or near Douglas, AZ, on the one hand, and, on the other, Albuquerque, NM and/or Colorado Springs and Denver, CO., for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Rocklin Forest Products, Inc., P.O. Box 400, Roseville, CA 95678. Send protests to: DS W. J. Huetig, ICC, 705 N. Plaza, Carson City, NV 89701.

MC 144572 (Sub-29TA), filed August 23, 1979. Applicant: MONFORT TRANSPORTATION COMPANY, P.O. Box G, Greeley, CO 80631 Representative: John T. Wirth, 717 17th St. Suite 2600, Denver, CO 80202. *Plastic and iron pipe fittings and adhesive cement* (except in bulk, in tank vehicles) from the facilities of U Brand Corporation at or near Shelby, OH to points in CO, KS, MO and NE for 180 days. Underlying ETA filed seeking 90 days authority. Supporting shipper: U Brand Corporation, Central Ohio Industrial Park, Building No. 6, P.O. Box 255, Shelby, OH 44875. Send protests to: R. Buchanan, 492 U.S. Customs House, Denver, CO 80202.

MC 144982 (Sub-9TA), filed September 4, 1979. Applicant: OHIO PACIFIC EXPRESS, INC., 2385 S. High St., Columbus, OH 43207. Representative: Harry F. Horak, Suite 115, 5001 Brentwood Stair Rd., Fort Worth, TX 76112. *Quarry Tile and building brick* from the facilities utilized by Summitville Tile, Inc. at or near Summitville, OH to points in CA, OR, and WA for 180 days. Supporting shipper: Summitville Tile, Inc., Summitville, OH 43962. Send protests to: ICC, Fed. Res. Bank Bldg., 101 N. 7th St., Rm. 620, Phila., PA 19106.

MC 145042 (Sub-5TA), filed September 17, 1979. Applicant: ZEELAND FARM SERVICES, INC., 2468 84th Street, Zeeland, MI 49464. Representative: James R. Neal, 1200 Bank of Lansing Bldg., Lansing, MI 48933. *Vegetable Oil,* in bulk, in tank vehicles, from the facilities of Cargill, Incorporated, at or near Chicago, IL to points in IL, IN, KY, MI and OH. For 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Cargill, Incorporated, 122nd Street and Torrence, Chicago, IL 60617. Send protests to: C. R. Flemming, D/S, Room 201 Corr Building, 300 East Michigan Avenue, Lansing, MI 48933.

MC 145072 (Sub-27TA), filed September 10, 1979. Applicant: M. S. CARRIERS, INC., 7372 Eastern Avenue, Germantown, TN 38138. Representative: A. Doyle Cloud, Jr., 2008 Clark Tower, 5100 Poplar Avenue, Memphis, TN 38137. *Petroleum products, lubricating oils (except in bulk), auto parts and accessories, material, equipment and supplies used in service station operations,* from Baton Rouge, LA to points in TN, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Exxon Company, U.S.A., P.O. Box 2180, Houston, TX 77001. Send protests to: Floyd A. Johnson, Suite 2006—100 N. Main St., Memphis, TN 38103.

MC 145152 (Sub-121TA), filed October 10, 1979. Applicant: BIG THREE TRANSPORTATION, INC., P.O. Box 706, Springdale, AR 72764. Representative: Don Garrison, P.O. Box 159, Rogers, AR 72756. (1) *Confectionery* from the facilities of Peter Paul-Cadbury, Inc., at or near Naugatuck, CT; Chicago, IL; Frankfort, IN; Hazleton and York, PA, to Salinas, CA; Dallas, TX and points in OR and WA; and (2) *Foodstuffs* from the facilities of Peter Paul-Cadbury, Inc., in CA to Naugatuck, CT; Frankfort, IN; and York, PA, for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper: Peter Paul-Cadbury, Inc., New Haven Road, Naugatuck, CT 06770. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 145152 (Sub-122TA), filed October 10, 1979. Applicant: BIG THREE TRANSPORTATION, INC., P.O. Box 706, Springdale, AR 72764. Representative: Don Garrison, P.O. Box 159, Rogers, AR 72756. *Paper bags* from the facilities of Environmental Control Systems, Inc., at or near Gallaway, TN to Philadelphia, PA and New York, NY, for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper: Environmental Control Systems, Inc., P.O. Box 167, Gallaway, TN 38036. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 145152 (Sub-123TA), filed October 12, 1979. Applicant: BIG THREE TRANPORTATION, INC., P.O. Box 706, Springdale, AR 72756. Representative: Don Garrison, P.O. Box 159, Rogers, AR 72756. *Candy and confectionery* from the facilities of Zachary Confections, Inc., at or near Chicago, IL to Orlando, FL; Shelbyville, KY; and Hattiesburg, MS for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper: Zachary Confections, Inc., 855 W. Washington Blvd., Chicago, IL 60607. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 145152 (Sub-124TA), filed October 12, 1979. Applicant: BIG THREE TRANSPORTATION, INC., P.O. Box 706, Springdale, AR 72764. Representative: Kent L. Tharel, P.O. Box 334, Fayetteville, AR 72701. *Such commodities as are dealt in by health and beauty aid distributors and wholesalers,* from facilities of Supreme Distributors Company and Advance Promotions, Inc., in or near Detroit, MI, to points in CA, NE, KS, OK, TX, MN, IA, MO, AR, LA, WI, IL, IN, OH, KY, TN, MS, AL, GA, FL, SC, NC, VA, WV, DC, MD, DE, NJ, PA, CT, RI, MA, NH and NY, for 180 days. Supporting shipper: Supreme Distributors Co., 6501 McNichols Rd., Detroit, MI 48212. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 145152 (Sub-125TA), filed October 15, 1979. Applicant: BIG THREE TRANSPORTATION, INC., P.O. Box 706, Springdale, AR 72764. Representative: Don Garrison, P.O. Box 159, Rogers, AR 72756. *Candy and confectionery* from the facilities of Queen Anne Candy Company, at or near Hammond, IN, to points in OR and WA for 180 days. Underlying ETA seeks 90 days authority. Supporting shipper: Queen Anne Candy Company, P.O. Box 948, Hammond, IN 46325. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 145152 (Sub-126TA), filed October 15, 1979. Applicant: BIG THREE TRANSPORTATION, INC., P.O. Box 706, Springdale, AR 72764. Representative: Don Garrison, P.O. Box 159, Rogers, AR 72756. (1) *BX broilers, cookers, roasters,* (outdoor BBQ type, gas-fired, cast aluminum; and (2) *materials, equipment and supplies* used in the manufacture and distribution of the commodities named in (1) above,

between the facilities of Arkla Industries, Inc., at or near Paragould, AR on the one hand, and on the other, points in the U.S., (except AK and HI) for 180 days. Underlying ETA seeks 90 days authority. Supporting Shipper(s): Arkla Industries, Inc., P.O. Box 1309, Paragould, AR 72450. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 145152 (Sub-127TA), filed October 16, 1979. Applicant: BIG THREE TRANSPORTATION, INC., P.O. Box 706, Springdale, AR 72764. Representative: Don Garrison, P.O. Box 159, Rogers, AR 72756. *Candy and confectionary products* from the facilities of R. M. Palmer Candy Company, at or near West Reading, PA, to points in the U.S. (except CT, DE, FL, MA, MD, ME, MT, NH, NJ, NY, RI, VA, VT, WV and WY) for 180 days. Underlying ETA seeks 90 days authority. Supporting Shipper(s): R. M. Palmer Candy Company, Second & Franklin Sts., West Reading, PA 19602. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 145152 (Sub-128TA), filed October 10, 1979. Applicant: BIG THREE TRANSPORTATION, INC., P.O. Box 706, Springdale, AR 72764. Representative: Don Garrison, P.O. Box 159, Rogers, AR 72756. *Candy and Confectionary* from the facilities of Bortz Chocolate Company, at or near Reading, PA to points in CA, FL, LA, MN, TN, TX and WA for 180 days, Underlying ETA sought corresponding authority for 90 days. Supporting Shipper(s): Bortz Chocolate Company, 1414 Moss Street, Reading, PA 19604. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 146102 (Sub-5TA), filed September 4, 1979. Applicant: TAMWAY CORPORATION, P.O. Box 888, Simpsonville, SC 29681. Representative: Henry P. Willimon, P.O. Box 1075, Greenville, SC 29602. *Tools and machinery, and materials and supplies used in the manufacture and sale therof,* between Greenville, SC, on the one hand, and, on the other, points in the United States, for 180 days. An underlying ETA seeks 90 days authority. Supporting Shipper(s): Standard Manufacturing Company, P.O. Box 4626, Taylors, SC 29608. North American Tool Co., Woodruff Rd., Industrial Park, Greenville, SC 29608. Consolidated Tool & Equipment Company, 18 Crestone Drive, Greenville, SC. Send protests to: E. E. Strotheid, D/S, ICC, Rm. 302, 1400 Bldg., 1400 Pickens St., Columbia, SC 29201.

MC 146102 (Sub-6TA), filed September 4, 1979. Applicant: TAMWAY CORPORATION, P.O. Box 888, Simpsonville, SC 29681. Representative: Henry P. Willimon, P.O. Box 1075, Greenville, SC 29602. *Insulation materials,* from points in IN and GA to points in SC, for 180 days. An underlying ETA seeks 90 days authority. Supporting Shipper(s): Gallaway & Tripp Insulation Co., P.O. Box 256, Easley, SC 29640. Send protests to: E. E. Strotheid, D/S, ICC, Rm. 302, 1400 Bldg., 1400 Pickens St., Columbia, SC 29201.

MC 146102 (Sub-7TA), filed September 4, 1979. Applicant: TAMWAY CORPORATION, P.O. Box 888, Simpsonville, SC 29681. Representative: Henry P. Willimon, P.O. Box 1075, Greenville, SC 29602. *Industrial chemicals, adhesives, solvents, cotton softeners, and cleaning compounds (except in bulk),* Between Greenville and Simpsonville, SC, on the one hand, and, on the other, points in the U.S. in and east of TX, OK, MO, IA and MN, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Intex Products, Inc., P.O. Box 6648, Greenville, SC 29606. Para-Chem Southern, Inc., P.O. Box 127, Simpsonville, SC 29681. Crucible Chemical Company, Donaldson Center, Greenville, SC. Send protests to: E. E. Strotheid, D/S, ICC, Rm. 302, 1400 Bldg., 1400 Pickens St., Columbia, SC 29201.

MC 146222 (Sub-5TA), filed August 27, 1979. Applicant: ILCO TRUCKING, INC., P.O. Box 57087, Birmingham, AL 35209. Representative: Marc A. Pearl, 3390 Peachtree Road NE, 5th Floor, Atlanta, GA 30326. Contract, Irregular: *Materials, machinery, equipment and supplies used in the manufacture, distribution and sale of iron and steel products and parts,* from points in the United States in and east of MT, WY, CO, and NM, to the facilities of American Cast Iron Pipe Company located at or near Birmingham, AL, under a continuing contract or contracts with American Cast Iron Pipe Company, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): American Cast Iron Pipe Company, P.O. Box 2727, Birmingham, AL 35202. Send protests to: Mabel E. Holston, T/A, ICC, Room 1616—2121 Building, Birmingham, AL 35203.

MC (148232TA), filed August 30, 1979. Applicant: LITTLE SQUAW TRUCK LINES, INC., 4420 Mariposa Road, Stockton, CA 95205. Representative: John E. Himle, P.O. Box 5038, Stockton, CA 95205. *Wood and wood products and building materials* between points in CA, AZ, NV and OR for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Down River International, Inc., P.O. Box 15290–C, Sacramento, CA 95813; Haley Bros., Inc., 5700 South San Pedro Street, Los Angeles, CA 90011. Send protests to: A. J. Rodriguez, TS, ICC, 211 Main Street, Suite 500, San Francisco, CA 94105.

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MC 1515 (Sub-280TA), filed October 3, 1979. Applicant: GREYHOUND LINES, INC., Greyhound Tower, Phoenix, AZ 85077. Representative: Lat J. Celmins (same address as applicant). Regular Route, *Passengers and their baggage and express and newspapers in the same vehicle with passengers,* (A) between the junction of Interstate Hwy 80 and Marconi Ave. and the junction of Marconi Ave. and Fulton Ave., serving all intermediate points: From the junction of Interstate Hwy 80 and Marconi Ave. over Marconi Ave. to junction Fulton Ave. and return over the same route, (B) between the junction of Interstate Hwy 80 and Fulton Ave. and the junction of Watt Ave. and U.S. Hwy 50, serving all intermediate points: From the junction of Interstate Hwy 80 and Fulton Ave. over Fulton Ave. to junction Fair Oaks Blvd., thence over Fair Oaks Blvd. to junction Watt Ave., thence over Watt Ave. to junction of U.S. Hwy 50 and return over the same route, for 180 days. An underlying ETA seeks 90 days authority. Applicant proposes to tack the authority here applied for to its MC–1515. Supporting shipper(s): There are twelve (12) supporting shippers. Their statements may be reviewed at the below listed field office or at Washington, D.C. Send protests to: Ronald R. Mau, District Supervisor, 2020 Federal Bldg., 230 N. 1st Ave., Phoenix, AZ 85025.

MC 1934 (Sub-43TA), filed October 26, 1979. Applicant: THE ARROW LINE, INCORPORATED, 105 Cherry Street, East Hartford, CT 06108. Representative: Dominick T. Bisesti (same address as applicant). *Common carrier:* irregular routes: *passengers and their baggage when moving in the same vehicles with pasengers* in special round trip operations during the televised racing meets of each year at "Teletrack", located in New Haven, Connecticut, beginning and ending at Springfield, Massachusetts on the one hand, and, on the other, the site of Teletrack at New Haven, Connecticut. Said operations are restricted to transportation of passengers and their baggage having a sole desire to attend televised racing meets at New Haven, Connecticut. For 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s):

Nineteen attached. Send protests to: J. D. Perry, Jr., District Supervisor, Interstate Commerce Commission, 135 High Street, Hartford, CT 06103.

MC 44605 (Sub-54TA), filed July 17, 1979. Applicant: MILNE TRUCK LINES, INC., 2500 West California Avenue, Salt Lake City, UT 84104. Representative: Ann M. Pougiales, Loughran & Hegarty, 100 Bush Street, San Francisco, CA 94104. *Common carrier:* regular routes: *General commodities,* except those of unusual value, classes A and B explosives, household goods as defined by the Commission, commodities in bulk and those requiring special equipment, between Reno, NV, and Los Angeles, CA, serving the intermediate point of Carson City, NV: (1) from Reno over US Hwy 395 to junction CA Hwy 14 or Walker Pass, the over CA Hwy 14 to Los Angeles, and return over the same route; (2) from Reno over US Hwy 395 to junction Interstate Hwy 15, then over Interstate Hwy 15 to junction Interstate Hwy 10, then over Interstate Hwy 10 to Los Angeles, and return over the same route; (3) from Reno over Interstate Hwy 80 to junction Interstate Hwy 5 at Sacramento, CA, then over Interstate Hwy 5 to Los Angeles, and return over the same route; and (4) from Reno over Interstate Hwy 80 to junction Temporary Interstate Hwy 5 and CA Hwy 99 at Sacramento, CA, then over Temporary Interstate Hwy 5 and CA Hwy 99 to junction Interstate Hwy 5 at Wheeler Ridge, then over Interstate Hwy 5 to Los Angeles, for 180 days. An underlying ETA seeks 90 days authority. NOTE: Applicant proposes to tack the authority here applied for to its MC 44605 (lead), Sub-No. 13, and Sub-No. 39, and to interline with other carriers at Sparks, NV, Fontana, CA, and points in the commercial zones of Reno, NV, and Los Angeles, CA. Supporting shipper(s): None. Send protests to: L. D. Helfer, DS, ICC, 5301 Federal Bldg., Salt Lake City, UT 84138.

MC 20894 (Sub-25TA), filed August 31, 1979. Applicant: P. CALLAHAN, INC., 5240 Comly St., Philadelphia, PA 19135. Representative: Maxwell A. Howell, 1100 Investment Bldg., 1511 K Street, N.W., Washington, DC 20005. *Such commodities* as are dealt in by retail stores, department stores and mail order houses, *glass products,* and *plastic products,* between Philadelphia, PA and points in Berks, Bucks, Chester, Delaware, Lancaster, Lehigh, Montgomery and Northampton Counties, PA, points in DE, points in Cecil, Harford, Baltimore, Kent, Queen Annes, Talbot, Caroline, Dorchester, Wicomico, Worcester and Somerset Counties, MD, Westminster, MD, and points in Accomack and Northampton Counties, VA, for 180 days. An underlying ETA seeks 90 days authority. Applicant intends to tack authority in this application to previous authority held under docket MC–20894. Applicant intends to interline with another carrier in Philadelphia, PA. Supporting shipper(s): J. C. Penny Catalog Distr. Ctr., 5500 S. Expressway, Forest Park, GA 30050. Wheaton Industries, Inc., Millville, NJ 08332. Sears Roebuck & Co., 4640 Roosevelt Blvd., Phila, PA 19132. Send protests to: I.C.C. Fed. Res. Bank Bldg., 101 N. 7th St., Rm 620, Phila, PA 19106.

MC 29555 (Sub-103TA), filed October 9, 1979. Applicant: GRIGGS TRANSPORTATION CO., N. 400 Griggs-Midway Bldg., St. Paul, MN 55104. Representative: Winston W. Hurd (same address as applicant). *Common carrier:* regular routes: *General commodities, except those of unusual value, livestock, Class A & B explosives, household goods as defined by the Commission, commodities in bulk, commodities requiring special equipment (except those requiring temperature control) and those injurious or contaminating to other lading* serving Milwaukee, West Milwaukee, West Allis, Wauwatosa Sherwood and Whitefish Bay, WI and the town of Milwaukee, Lake, Greenfield, Wauwatosa and Granville, Milwaukee County, WI, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): There are 15 statements of support attached to this application which may be examined at the ICC in Washington, DC or the field office named below. Send protests to: Judith L. Olson, TA, ICC, 414 Fed. Bldg., 110 S. 4th St., Minneapolis, MN 55401.

Note.—Applicant request authority to interline and to tack this authority with authority it presently holds in No. MC–29555 and MC–F–13936.

MC 69224 (Sub-47TA), filed September 27, 1979. Applicant: H & W MOTOR EXPRESS COMPANY, 3000 Elm St., Dubuque, IA 52001. Representative: James E. Ballenthin, 630 Osborn Bldg., St. Paul, MN 55102. Common carrier, regular routes, *general commodities (except classes A and B explosives, household goods as defined by the Commission, and commodities requiring special equipment)* between Davenport, IA, and points in its commercial zone and Peoria, IL, and points in its commercial zone, from Davenport, IA, over Interstate Highway 74 to Peoria, IL, and return over the same route, for 180 days. Applicant intends to tack with authority in MC–69224 and interline with other carriers at Davenport, IA, and points in its commercial zone and Peoria, IL, and points in its commercial zone. An underlying ETA seeks 90 days authority. Supporting shipper(s): There are 23 shippers. Their statements may be examined at the office listed below and Headquarters. Send protests to: Herbert W. Allen, DS, ICC, 518 Federal Bldg., Des Moines, IA 50309.

MC 94265 (Sub-325TA), filed October 11, 1979. Applicant: BONNEY MOTOR EXPRESS, INC., P.O. Box 305, Windsor, VA 23487. Representative: John J. Capo, P.O. Box 720434, Atlanta, GA 30328. *Toilet preparations and related sundries carried by retail chains;* (1) from Detroit, MI, to AL, GA, NC, VA, WV, MD, DE, TN east of I–65, Philadelphia, PA, and SC; and (2) from Pulaski and Falmouth, VA, and Irwin, TN, to Detroit, MI, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Supreme Distributors Company, 6501 E. McNichols, Detroit, MI 48205. Advance Promotions, Inc., 5570 Bellvue, Detroit, MI 48211. Send protests to: I.C.C., Fed. Res. Bank Bldg., 101 N. 7th St., Rm. 620, Phila, PA 19106.

MC 107544 (Sub-149TA), filed October 9, 1979. Applicant: LEMMON TRANSPORT CO., INC., P.O. Box 580, Marion, VA 24354. Representative: Daryl J. Henry, P.O. Box 580, Marion, VA 24354. *Coal Treating Compounds and industrial water treating compounds, liquid, in bulk,* from Muscle Shoals, AL to points in KY, TN, VA and WV for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Nalco Chemical Co., 2901 Butterfield Rd., Oak Brook, IL 60521. Send protests to: I.C.C., Fed. Res. Bank Bldg., 101 N. 7th St., Rm. 620, Philadelphia, PA 19106.

MC 109324 (Sub-44TA), filed October 25, 1979. Applicant: GARRISON MOTOR FREIGHT, INC., P.O. Box 1278, Harrison, AR 72601. Representative: W. D. Kirkpatrick, P.O. Box 1000, Staunton, VA 24401. Common carrier over regular routes: *General commodities* (except those of unusual value, class A and B explosives, household goods as defined by the Commission, commodities in bulk, and commodities requiring special equipment), between Oklahoma City, OK, and Sherman, TX, serving no intermediate points: from Oklahoma City over Interstate Hwy 35 to its junction with U.S. Hwy 82, then over U.S. Hwy 82 to Sherman, and return over same route, for 180 days. Underlying ETA seeks 90 days authority. Applicant intends to tack and interline. Supporting shipper(s): Approximately 10 shippers. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 109324 (Sub-45 TA), filed October 25, 1979. Applicant: GARRISON

MOTOR FREIGHT, INC., P.O. Box 1278, Harrison, AR 72601. Representative: W. D. Kirkpatrick, P.O. Box 1000, Staunton, VA 24401. Common carrier over regular routes: *General commodities,* except those of unusual value, class A and B explosives, household goods as defined by the Commission, commodities in bulk, and commodities requiring special equipment, between Joplin, MO and Quapaw, OK, serving no intermediate points: from Joplin over U.S. Hwy 66 to Quapaw, and return over same route; between junction of U.S. Hwy 82 and Interstate Hwy 30 and Sherman, TX, serving no intermediate points, and serving the junction of U.S. Hwy 82 and Interstate Hwy 30 for joinder only: from the junction of U.S. Hwy 82 and Interstate Hwy 30 over U.S. Hwy 82 to Sherman, and return over same route; between Sherman, TX and Dallas, TX, serving no intermediate points: from Sherman over U.S. Hwy 75 to Dallas, and return over same route, restricted against handling of traffic between any two points in TX, for 180 days. Underlying ETA seeks 90 days authority. Applicant intends to interline and tack. Supporting Shipper(s): Approximately 26 shippers. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

Note.—This authority shall become null and void if for any reason the control of Rocket Freight Lines Company by Garrison Motor Freight, Inc., authorized in Docket MC-F-13638, is terminated.

MC 110325 (Sub-114 TA), filed October 2, 1979. Applicant: TRANSCON LINES, 101 Continental Boulevard, El Segundo, CA 90245. Representative: Wentworth E. Griffin, Esq., Griffin, Dysart, Taylor, Penner & Lay, P.C., 1221 Baltimore Avenue, Kansas City, Missouri 64105. *General commodities, (except Classes A and B explosives, those of unusual value, household goods as defined by the Commission, commodities in bulk, and those requiring special equipment),* between the junction of Interstate Hwy 40 and U.S. Hwy 77 and the junction of Interstate Hwys 70 and 25, serving no intermediate points; from the junction of Interstate Hwy 40 and U.S. Hwy 77 over Interstate Hwy 40 to the junction of U.S. Hwy 270, then over U.S. Hwy 270 to the junction of OK Hwy 3, then over OK Hwy 3 to the junction of U.S. Hwy 83, then over U.S. Hwy 83, to the junction of Interstate Hwy 70, then over Interstate Hwy 70, to the junction of Interstate Hwy 25, and return over the same route, for 180 days. An underlying ETA seeks up to 90 days operating authority. Applicant intends to interline and tack. Supporting Shipper(s): Applicant's statement of operating economies. The statement of support may be examined at the office listed below and at the Interstate Commerce Commission Headquarters. Send protests to: Irene Carlos, TA, ICC, P.O. Box 1551, Los Angeles, CA 90053.

MC 110325 (Sub-115 TA), filed October 2, 1979. Applicant: TRANSCON LINES, 101 Continental Boulevard, El Segundo, CA 90245. Representative: Wentworth E. Griffin, Esq., Griffin, Dysart, Taylor, Penner & Lay, P.C., 1221 Baltimore Avenue, Kansas City, Missouri 64105. *General commodities, (except those of unusual value, Classes A and B explosives, household goods as defined by the Commission, commodities in bulk, and those requiring special equipment),* between the junction of Interstate Hwy 20 and U.S. Hwy 81 and the junction of Interstate Hwys 25 and 70 serving no intermediate points, but serving the junction of Interstate Hwy 40 and U.S. Hwy 287 for purposes of joinder only, from the junction of Interstate Hwy 20 and U.S. Hwy 81 over combined U.S. Hwys 81 and 287 to the junction of U.S. Hwy 287, then over U.S. Hwy 287 to the junction of combined U.S. Hwys 287 and 87, then over combined U.S. Hwys 287 and 87 to the junction of U.S. Hwy 87, then over U.S. Hwy 87, to the junction of Interstate Hwy 25, then over Interstate Hwy 25, to the junction of Interstate Hwy 70, and return over the same route, for 180 days. An underlying ETA seeks up to 90 days operating authority. Applicant intends to interline and tack. Supporting Shipper(s): Applicant's statement of operating economies. The statement of support may be examined at the office listed below and at the Interstate Commerce Commission Headquarters. Send protests to: Irene Carlos, TA, ICC, P.O. Box 1551, Los Angeles, CA 90053.

MC 110325 (Sub-121 TA), filed October 5, 1979. Applicant: TRANSCON LINES, 101 Continental Boulevard, El Segundo, CA 90245. Representative: Wentworth E. Griffin, Esq., Griffin, Dysart, Taylor, Penner & Lay, P.C., 1221 Baltimore Avenue, Kansas City, Missouri 64105. *General commodities, (except those of unusual value, Classes A and B explosives, household goods as defined by the Commission, commodities in bulk, and those requiring special equipment),* between the junction of Interstate Hwy 20 and U.S. Hwy 81 and the junction of CA Hwys 99 and 58, serving no intermediate points, from the junction of Interstate Hwy 20 and U.S. Hwy 81 over combined U.S. Hwy 81 and 287 to the junction of U.S. Hwy 287, then over U.S. Hwy 287 to to the junction of Interstate Hwy 40, then over Interstate Hwy 40 to the junction of CA Hwy 58, then over CA Hwy 58 to the junction of CA Hwy 99, and return over the same route, for 180 days. An underlying ETA seeks up to 90 days operating authority. Applicant intends to interline and tack. Supporting Shipper(s): There are no Certificates of Support attached, as this is an Application for an Alternate Route, and all the testimony will relate to the operating efficiencies and economy accruing to the Applicant. Send protests to: Irene Carlos, TA, ICC, 1321 Federal Building, 300 North Los Angeles St., Los Angeles, CA 90012.

MC 120364 (Sub-22TA), filed October 1, 1979. Applicant: A & B FREIGHT LINE, INC., 4805 Sandy Hollow Road, Rockford, IL 61109. Representative: Robert Kaske (same address as applicant). *General commodities (with the usual exceptions),* between Edgerton, Stoughton, and Madison, WI on the one hand, and, on the other, points in that part of IL bounded by a line beginning at the IL-WI line and extending southerly on IL 78, then to junction with IL Hwy. 88, then southeasterly on IL Hwy. 88 to junction IL Hwy. 92, then easterly on IL Hwy. 92 to junction with U.S. Hwy. 34, then easerly on U.S. Hwy. 34 to junction IL Hwy. 59, then northerly on IL Hwy. 59 to junction with IL Hwy. 83, to the IL-WI State line, then west on the State line to the place of beginning. Then also the points of Chicago, Des Plaines, Mt. Prospect, Arlington Heights, Elizabeth, Savanna, Mundelein, Round Lake, Woodbine, Apple River, Waudege Hanover, North Chicago, Galena, and Scales Mound, IL for 180 days. An underlying ETA seks 90 days authority. Applicant intends to interline and tack. Supporting shipper(s): There are ten supporting shippers. Their statements can be examined at the office listed below and Headquarters. Send protests to: Cheryl Livingston, TA, ICC, 219 S. Dearborn, Rm 1386, Chicago, IL 60604.

MC 121794 (Sub-7TA), filed November 9, 1979. Applicant: JAMES WILKETT, and individual, d.b.a. WILKETT TRUCKING COMPANY, P.O. Box 209, Stigler, OK 74462. Representative: John J. McMackin, Jr., Exq., 1101 Connecticut Avenue, Suite 500, Washington, DC 20036. *Coal,* from points in Haskell, LeFlore, Muskogee, Latimer, and Pittsburg Counties, OK, to points in Bosque, Morris, Freestone, and Harris Counties, TX, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Great National Corp.—Nevada, P.O. Box 35, McCurtain, OK 74944; Westhoff Brothers, Inc., Box 1096, Great Bend, KS 67930; and Randall

& Blake, Oklahoma, Inc., Box 133E, Route 1, Kinta, OK 74552. Send protests to: Connie Stanley, ICC, Rm. 240, 215 N.W. 3rd, Oklahoma City, OK 73102.

MC 123255 (Sub-218TA), filed September 14, 1979. Applicant: B & L MOTOR FREIGHT, INC., 1984 Coffman Rd., Newark, OH 43055. Representative: C. F. Schnee, Jr., (same address as applicant). *Paper and paper products* and *equipment, materials, and supplies* used in the manufacture and distribution thereof, from Philadelphia, PA commercial zone to all points in the States of IL, IN, and OH; from Columbus and Sandusky, OH, to all points in the States of IL, IN, and KY; from Jacksonville, FL, to all points in the States of AL, GA, and LA; From Mobile, AL, to all points in the States of IL, IN, OH and LA; and from Winslow, ME, to all points in the States of NJ, NY, OH and PA, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Scott Paper Co., Scott Plaza, Phila., PA 19113. Send protests to: I.C.C., Fed. Res. Bank Bldg., 101 N. 7th St., Rm. 620, Phila., PA 19106.

MC 124004 (Sub-53TA), filed November 2, 1979. Applicant: RICHARD DAHN, INC., 620 West Mountain Road, Sparta, NJ 07871. Representative: George A. Olsen, P.O. Box 357, Gladstone, NJ 07934. *Recycled materials,* between New York, NY on the one hand, and, on the other, points in the U.S. east of and including AR, IA, MN, MO and TX, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Parsons and Whittemore, Inc., 200 Park Avenue, New York, NY 10017. Send protests to: Joel Morrows, D/S, ICC, 744 Broad St., Room 522, Newark, NJ 07102.

MC 124774 (Sub-121TA), filed October 15, 1979. Applicant: MIDWEST REFRIGERATED EXPRESS, INC., 4440 Buckingham Avenue, Omaha, NE 68107. Representative: Arlyn L. Westergren, Westergren & Hauptman, Suite 106, 7101 Mercy Road, Omaha, NE 68106. *Iron and steel articles* from Marengo, IL to the facilities of Phillips Manufacturing Co., Inc. at Omaha, NE for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Phillips Manufacturing Co., Inc., Phil Sokolof, President, 4601 South 76th Street, Omaha, NE 68127. Send protests to: D/S Carroll Russell, ICC, Suite 620, 110 North 14th St., Omaha, NE 68102.

MC 124964 (Sub-60TA), filed October 17, 1979. Applicant: J. M. BOOTH TRUCKING, INC., P.O. Box 265, Tavares, FL 32778. Representative: George A. Olsen, P.O. Box 357, Gladstone, NJ 07934. *Contract carrier,* irregular routes, *transporting foodstuffs, as are dealt in by retail, wholesale, chain grocery, and food business houses,* from Starkville, MS, to points in FL, GA, and NC for 180 days. Under a continuing contract or contracts with Borden Foods, Division of Borden, Inc. An underlying ETA seeks 90 days authority. Supporting shipper: Borden Foods, Div. of Borden, Inc., 180 E. Broad Steet, Columbus, OH 43215. Send protests to: Jean King, TA, ICC, Box 35008, 400 West Bay Street, Jacksonville, FL 32202.

MC 126514 (Sub-61TA), filed October 30, 1979. Applicant: SCHAEFFER TRUCKING, INC., 5200 W. Bethany Home Rd., Glendale, AZ 85301. Representative: Leonard R. Kofkin, 39 S. La Salle St., Chicago, IL 60603. *Costume jewelry,* from the facilities of Avon Products, Inc., at Suffern, NY; Mansfield, MA; and Hoboken, NJ to Pasadena, CA, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Avon Products, Inc., 9 West 57th St., New York, NY 10019. Send protests to: Ronald R. Mau, District Supervisor, 2020 Federal Bldg., 230 N. 1st Ave., Phoenix, AZ 85025.

MC 129974 (Sub-16TA), filed June 28, 1979. Applicant: THOMPSON BROS., INC., 3604 Hoveland Drive, Sioux Falls, SD 57101. Representative: Richard P. Anderson, 502 First National Bank Bldg., Fargo, ND 58126. *Contract carrier:* irregular routes: (1) *Pipe, pipe fittings, conduit, couplings and building materials; (2) materials and supplies used in the installation of those commodities names in part (1) above* from the facilities of Certain-Teed Corp. at or near McPerson, KS to points in MN, ND and SD for the account of Certain-Teed Corp. for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Certain-Teed Corp., P.O. Box 860, Valley Forge, PA. Send protests to: J. L. Hammond, DS, ICC, Room 455, Federal Bldg., Pierre, SD 57501.

MC 133655 (Sub-190TA), filed October 22, 1979. Applicant: TRANS-NATIONAL TRUCK, INC., P.O. Box 31300, Amarillo, TX 79120. Representative: Neil A. DuJardin, P.O. Box 2298, Green Bay, WI 54306. *Boxed cookies* from Abilene, TX to Birmingham, AL: Chatanooga, TN; Knoxville, TN; and Memphis, TN, for 180 days. An underlying ETA filed. Supporting shipper: Sunbeam Cookies, Inc., 6803 Anson Hwy, Abilene, TX 79604. Send protests to: Marianne Minnich, TCS, Interstate Commerce Commission, Rm. 9A27 Federal Bldg., 819 Taylor St., Fort Worth, TX 76102.

MC 133405 (Sub-11TA), filed June 29, 1979. Applicant: BOWIE HALL TRUCKING, INC., P.O. Box 353, Waldorf, MD 20601. Representative: Daniel B. Johnson, 4304 Eastwest Highway, Washington, D.C. 20014. *Malt bererages and materials and supplies used or useful in the manufacture of malt beverages (except commodities in bulk)* (1) between St. Louis, MO; Columbus, OH; Newark, NJ; Merrimack, NH, Williamsburg, VA; and Jacksonville and Tampa, FL for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper: Anheuser-Busch, Inc., St. Louis, MO 63118. Send protests to: I.C.C., Fed. Res. Bank Bldg., 101 N. 7th St., Rm. 620, Phila., PA 19106.

MC 133805 (Sub-39TA), filed October 11, 1979. Applicant: LONE STAR CARRIERS, INC., Route 1, Box 48, Tolar, TX 76476. Representative: Gerald Ragle, 9632 Palo Pinto Road, Fort Worth, TX 76116. *Chemicals (except commodities in bulk) and mateials and supplies used in the distribution thereof* from St. Louis, MO, points in CA and WY, and all points in the states east of the states of MN, IA, MO, AR, and LA, except Memphis, TN and Midland, MI, to the facilities of McKesson Chemical Company in the states of AR, LA, OK, TX and at Memphis, TN for 180 days. Supporting shipper(s): McKesson Chemical Company, 3525 N. Causeway Blvd., Jefferson Bank Bdg., Metairie, LA 70002. Send protests to: Opal M. Jones, TCS, ICC, 9A27 Federal Bldg., 819 Taylor St., Fort Worth, TX 76102.

MC 134404 (Sub-55TA), filed October 11, 1979. Applicant: AMERICAN TRANS-FREIGHT, INC., P.O. Box 796, Manville, NJ 08835. Representative: Eugene M. Malkin, Suite 1832, 2 World Trade Center, New York, NY 10048. Contract, irregular. *Calcium carbonate, drugs, chemicals, medicines and toilet preparations* (except commodities in bulk), between the facilities of Miles Laboratories, Inc., at or near West Haven, CT; Savannah, Ga; Elkhart, IN; Mechanicsburg, PA and Memphis, TN, for 180 days. Supporting shipper(s): Miles laboratories, Inc., 1127 Myrtle Street, Elkhart, IN. Send protests to: Irwin Rosen, T/S, ICC, 744 Broad Street, Room 522, Newark, NJ 07102.

MC 134405 (Sub-91TA), filed October 26, 1979. Applicant: BACON TRANSPORT COMPANY, P.O. Box 1134, Ardmore, OK 73401. Representative: Wilburn L. Williamson, Suite 615–East, The Oil Center, 2601 Northwest Expressway, Oklahoma City, OK 73112. *Proppant,* in bulk, from Fort Smith, AR, to points in TX, OK, WY, and LA, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Norton Company, One New Bond St., Worcester, MA 01606. Send protests to: Connie Stanley, ICC, 240 Old U.S. Post Office and Courthouse, 215

Northwest Third Street, Oklahoma City, OK 73102.

MC 135605 (Sub-9TA), filed October 30, 1979. Applicant: WILKINSON TRANSPORT, INC., P.O. Box 25, Barton, AR 72312. Representative: R. Connor Wiggins, Jr., Suite 909, 100 North Main Building, Memphis, TN 38103.*(1) Plywood* from the facilities of McKnight Plywood, Inc., at or near Helena, AR, to points in the states of AL, KS, MS, OK, TN and TX; and *(2) particle board* from LA and OK to the facilities of McKnight Plywood, Inc. at or near Helena, AR; and *(3) veneer* from New Albany, IN, to the facilities of McKnight Plywood, Inc. at or near Helena, AR for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): McKnight Plywood, Inc., Garland Avenue, Helena, AR 72342. Send protests to: William H. Land, DS, 3108 Federal Bldg., Little Rock, AR 72201.

MC 135684 (Sub-98TA), filed October 16, 1979. Applicant: BASS TRANSPORTATION CO., INC., P.O. Box 391, Old Croton Road, Flemington, NJ 08822. Representative: Ronald L. Knorowski, P.O. Box 391, Old Croton Road, Flemington, NJ 08822. *Such commodities as are dealt in by retail, chain grocery and food business houses; material and supplies used in the manufacture and distribution of the above (restricted against transportation of commodities in bulk).* Between the facilities of Lever Brothers Company at or near Chicago, IL and Hammond, IN on the one hand, and on the other, points in CO, IL, LA, MN, MI, MO, MD, NJ, NY, OH, PA, RI, TX, and WI, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Lever Brothers Company, 390 Park Avenue, New York, NY 10022. Send protests to: Irwin Rosen, T/S, ICC, 744 Broad St., Room 522, Newark, NJ 07102.

MC 135895 (Sub-72TA), filed September 26, 1979. Applicant: B & R DRAYAGE, INC., P.O. Box 8534, Battlefield Sta., Jackson, MS 39204. Representative: Douglas C. Wynn, P.O. Box 1295, Greenville, MS 38701. (1) *Salt and salt products* and (2) *equipment, materials and supplies used in the manufacture and distribution of salt and salt products* (except commodities in bulk and those requiring special equipment) between the facilities of Morton Salt Divison of Morton-Norwich Products, Inc. at or near Weeks Island, LA, on the one hand, and, on the other, points in AL, AR, FL, GA, LA, MO, MS, NC, OK, SC, TN and TX. Supporting shipper: Morton Salt Division of Motor-Norwich Products, Inc., 110 N. Wacker Dr., Chicago, IL 60606. Send protests to: Alan Tarrant, D/S, ICC, Federal Bldg., Suite 1441, 100 W. Capitol St., Jackson, MS 39201.

MC 138635 (Sub-97TA), filed October 22, 1979. Applicant: CAROLINA WESTERN EXPRESS, INC., Box 3995, Gastonia, NC 28052. Representative: W. C. Sutton, Box 3995, Gastonia, NC 28052. *Printed matter* from Gallatin, TN to points in GA, SC, NC, VA, NJ, PA, MD, DE, NY, CT, DC, WA, ID, OR, CA, UT, NV, and AZ, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Donnelly Printing Company, Gallatin Manufacturing Division, Steam Plant Rd., Gallatin, TN 37066. Send protests to: Sheila Reece, T/A, 800 Briar Creek Rd., Rm CC516, Charlotte, NC 28205.

MC 138635 (Sub-98TA), filed October 22, 1979. Applicant: CAROLINA WESTERN EXPRESS, INC., P.O. Box 3995, Gastonia, NC 28052. Representative: W. C. Sutton, P.O. Box 3995, Gastonia, NC 28052. *Materials, equipment, parts, and accessories used in the manufacture and distribution of trucks and truck tractors* from points in CA, OR, WA to Madison, TN and Denton, TX, restricted to traffic destined to the facilities of Peterbilt Motors Company, for 180 days. An underlying ETA seeks 90 days authority. Supporting shipper(s): Peterbilt Motors Company, 430 Myatt Dr., Madison, TN 37115. Send protests to: Sheila Reece, T/A, 800 Briar Creek Rd., Rm CC516, Charlotte, NC 28205.

MC 138885 (Sub-3TA), filed June 25, 1979. Applicant: BALDWIN LEASING COMPANY, INC., 801 Industrial Blvd., Bay Minette, AL 36507. Representative: Robert E. Tate, P.O. Box 517, Evergreen, AL 36401. Contract, irregular: *Cabinets, moulding, lumber and other materials used in the manfacture of cabinets* between Bay Minette, AL, on the one hand, and, on the other, points in the U.S. (except Alaska and Hawaii, from 180 days. Supporting shipper(s): Southern Kitchens, and W. N. Stuckey Moulding & Dimension Co., Inc., P.O. Box 428, Bay Minette, AL 36507. Send protests to: Mabel E. Holston, TA, 2121 Building, Suite 1616, 2121 Eighth Avenue, North, Birmingham, AL 35203.

MC 147475 TA filed November 15, 1979. Applicant: WHITE TOP TRANSPORT, INC., P.O. Box 675, 355 2nd Street, Lafayette, OR 97127. Representative: Patton Boggs & Blow, 2550 M Street NW., Washington, DC 20037, 202-457-6495. Contract, Irregular *(1) Scrap iron and steel and other raw materials, used in the manufacturing operations of Cascade Steel* from points in the United States west of the Mississippi River (except points in Alaska and Hawaii), on the one hand, to McMinnville, OR, on the other; *(2) Steel bars, fence posts and finished steel products* from McMinnville, OR, on the one hand, to points in the United States west of the Mississippi River (except points in Alaska and Hawaii), on the other, for 180 days. Supporting shipper(s): Cascade Steel Rolling Mills, Inc., 3200 N. Highway 99W, P.O. Box 687, McMinnville, OR 97128. Send protests to: A. E. Odoms, DS, ICC, 114 Pioneer Courthouse, 555 S.W. Yamhill, Portland, OR 97204.

MC 147904 (Sub-1TA), filed July 27, 1979. Applicant: BALLY CASE & COOLER, INC., Bally, PA 19503. Representative: Irving W. Coleman, 825 N. 12th Street, Allentown, PA 18102. *Contract carrier:* irregular routes: *glass refrigerator and freezer doors,* from Anthony's Manufacturing Co., Inc.'s premises in San Fernando, CA, to Anthony's customers east of the Mississippi. Initially, delivery points will be Fleetwood, PA, and Mt. Vernon, NY, for 180 days. Supporting shipper(s): Anthony's Manufacturing Co., Inc., 12812 Arroyo Street, San Fernando, CA 91342. Send protests to: I.C.C., Fed. Res. Bank Bldg., 101 N. 7th St., Rm. 620, Phila, PA 19106.

By the Commission.

Agatha L. Mergenovich,

*Secretary.*

[FR Doc. 79-38502 Filed 12-14-79; 8:45 am]

BILLING CODE 7035-01-M

## Fourth Section Application for Relief; Correction

In FR Doc. 79-37456, appearing page 70274 in the issue of Thursday, December 6, 1979, make the following change:

In the fourth line the date "January 7, 1980" should read "December 21, 1979".

BILLING CODE: 1505-01-M

# Sunshine Act Meetings

Federal Register
Vol. 44, No. 243
Monday, December 17, 1979

This section of the FEDERAL REGISTER contains notices of meetings published under the "Government in the Sunshine Act" (Pub. L. 94-409) 5 U.S.C. 552b(e)(3).

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[M-260, Amdt. 1; Dec. 10, 1979]

**CIVIL AERONAUTICS BOARD.**

Notice of deletion and addition of items to the December 13, 1979, meeting agenda.

**TIME AND DATE:** 9:30 a.m., December 13, 1979.

**PLACE:** Room 1027 (Open), Room 1011 (Closed), 1825 Connecticut Avenue, NW., Washington, D.C. 20428.

**SUBJECT:**

Deletion

15. Dockets 36174, 36397, 36384, 36321, 36395, 36389, 36392, 36386, and 36460; Pittsburgh/Houston-El Peso/Albuquerque/San Diego Show Cause Proceeding; new applications of American, Continental, Eastern, Hughes Airwest, Pan American, Republic, Southwest, Texas International and USAir. (BDA).

Addition

24a. Fuel-related transpacific fare increases proposed by Air New Zealand. (BIA).

**STATUS:** Open (Items 1-24a), Closed (Item 25).

**PERSON TO CONTACT:** Phyllis T. Kaylor, the Secretary, (202) 673-5068.

**SUPPLEMENTARY INFORMATION:** Item 15 is being deleted because it was improperly identified (should have been submitted as a "delegated authority" item), it was inadvertently placed on December 13, 1979 calendar. Item 24a must be acted upon by the Board prior to December 18, 1979, in order that the President be given his full ten days for review period. Because of the press of other work, it was not possible to submit Item 24a on a more timely basis. Accordingly, the following Members have voted that agency business requires the deletion of Item 15 and the addition of Item 24a to the December 13, 1979 agenda and that no earlier announcement of these changes was possible:

Chairman, Marvin S. Cohen
Member, Richard J. O'Melia
Member, Elizabeth E. Bailey
Member, Gloria Schaffer

[S-2439-79 Filed 12-12-79; 4:29 pm]

BILLING CODE 6320-01-M

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[M-260, Amdt. 2; Dec. 12, 1979]

**CIVIL AERONAUTICS BOARD.**

Notice of addition of items to the December 13, 1979, meeting agenda.

**TIME AND DATE:** 9:30 a.m., December 13, 1979.

**PLACE:** Room 1027—(Open) 1825 Connecticut Avenue, NW., Room 1011—(Closed) Washington, D.C. 20428

**SUBJECT:**

16a. Dockets 37249 and 37250—Coleman Air Transport Corporation's 90-day notice and emergency exemption to suspend service at Cedar Rapids, Cincinnati, Des Moines, Indianapolis, Milwaukee and Moline (BDA) (Memo 9355)

24b. National's proposed fare increases between the Mainland and Puerto Rico (BDA) (Memo 9354)

**STATUS:** 1-24 (Open), 25 (Closed).

**PERSON TO CONTACT:** Phyllis T. Kaylor, the Secretary, (202) 673-5068.

**SUPPLEMENTARY INFORMATION:** The 90-day notice to terminate service was filed on December 11, 1979 along with an emergency exemption to terminate the service on one day's notice, effective December 11, 1979. Therefore, because of the time frame, Item 16a is being added to the December 13, 1979 agenda. Item 24b is being added to the December 13, 1979 agenda because that is the only remaining meeting before the effective date of the tariff, December 15. The reason for adding this item late is that the proposal was made on 30 days notice and a complaint was filed at the Division on November 27. Consultations were required with other offices of the Board. Accordingly, the following Members have voted that Items 16a and 24b be added to the December 13, 1979 agenda and that no earlier announcement of these additions was possible:

Chairman, Marvin S. Cohen
Member, Richard J. O'Melia
Member, Elizabeth E. Bailey
Member, Gloria Schaffer

[S-2443-79 Filed 12-13-79; 4:00 pm]

BILLING CODE 6320-01-M

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**FEDERAL HOME LOAN BANK BOARD.**

**TIME AND DATE:** 9:30 a.m., December 20, 1979.

**PLACE:** 1700 G Street NW., Sixth Floor, Washington, D.C.

**STATUS:** Open Meeting.

**CONTACT PERSON FOR MORE INFORMATION:** Franklin O. Bolling, (202-377-6677).

**MATTERS TO BE CONSIDERED:**

Application for Branch Office—Fidelity Federal Savings and Loan Association, West Palm Beach, Florida

Application for Branch Office—Heritage Federal Savings and Loan Association, Kingsport, Tennessee

Application for Branch Office—Rusk Federal Savings and Loan Association, Rusk, Texas

Application for Branch Office—Western Federal Savings and Loan Association, Los Angeles, California

Application for Branch Office—Coast Federal Savings and Loan Association, Los Angeles, California

Application for Branch Office—Home Federal Savings and Loan Association, Marion, Ohio

Application for Branch Office—Coast Federal Savings and Loan Association, Los Angeles, California

Application for Limited Facility Branch Office—Naples Federal Savings and Loan Association, Naples, Florida

Service Corporation Investment in Limited Partnership—First Federal Savings and Loan Association of LaCrosse, La Crosse, Wisconsin

Merger—Northeast Savings and Loan Association, Honesdale, Pennsylvania INTO Citizens Savings Association, Mount Pocono, Pennsylvania

Merger—Holdrege Savings and Loan Association, Holdrege, Nebraska INTO Commercial Federal Savings and Loan Association, Omaha, Nebraska

Merger—Commerce Building and Loan Association, Commerce, Georgia INTO Athens Federal Savings and Loan Association, Athens, Georgia

Modification of Merger Condition—First Federal Savings and Loan Association of Tuscaloosa, Tuscaloosa, Alabama

Application for Bank Membership—Poughkeepsie Savings Bank, Poughkeepsie, New York

Application for Bank Membership—Branford Savings Bank, Branford, Connecticut

Application for Insurance of Accounts—Concho Valley Savings and Loan Association, San Angelo, Texas

Bank Membership and Insurance of Accounts—Lynnwood Savings and Loan Association, Lynnwood, Washington

Request for Extension of Time for Membership and Insurance Compliance—Mother Lode Savings and Loan Association, Sacramento, California

Preliminary Application for Conversion to a Federal Mutual Association—Standard Savings and Loan Association, Columbia, South Carolina

Permission to Organize a New Federal Association—Porter S. Horgan, et al., Hammond, Louisiana

Modification of Order—Surety Savings Association, Houston, Texas

Nomination of Director—Farmington Valley Savings and Loan Association, Farmington, Connecticut

Reconsideration Request Re:—Westchester Federal Savings and Loan Association, New Rochelle, New York

Proposed Automation of Consumer Complaint System

Authority to Incur Debt—Greater Ohio Corporation, Columbus, Ohio

Modification of Branch Office Resolution—First Federal Savings and Loan Association of Council Bluffs, Council Bluffs, Iowa

No. 300, December 13, 1979.

[S-2442-79 Filed 12-13-79; 3:28 pm]

BILLING CODE 6720-01-M

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**SECURITIES AND EXCHANGE COMMISSION.**

Notice is hereby given, pursuant to the provisions of the Government in the Sunshine Act, Pub. L. 94-409, that the Securities and Exchange Commission will hold the following meetings during the week of December 17, 1979, in Room 825, 500 North Capitol Street, Washington, D.C.

An open meeting will be held on Tuesday, December 18, 1979, at 10 a.m., immediately followed by a closed meeting.

The Commissioners, their legal assistants, the Secretary of the Commission, and recording secretaries will attend the closed meeting. Certain staff members who are responsible for the calendared matters may be present.

The General Counsel of the Commission, or his designee, has certified that, in his opinion, the items to be considered at the closed meeting may be considered pursuant to one or more of the exemptions set forth in 5 U.S.C. 552b(c)(4)(8)(9)(A) and (10) and 17 CFR 200.402(a)(4)(8)(9)(i) and (10).

Chairman Williams and Commissioners Loomis, Evans, Pollack and Karmel determined to hold the aforesaid meeting in closed session.

The subject matter of the open meeting scheduled for Tuesday, December 18, 1979, at 10 a.m., will be:

1. Consideration of whether to amend certain rules which would (a) delegate to the Director of the Division of Investment Management ("Investment Management Director") the authority (i) to issue notices and orders in connection with certain applications for exemptive orders under the Investment Advisers Act of 1940 ("Advisers Act") and (ii) to permit the withdrawal of applications under the Advisers Act; and (b) delegate to the Investment Management Director, the Director of the Division of Enforcement and each of the Regional Administrators the authority to make written demands upon certain nonresident investment advisers to furnish to the Commission copies of certain books and records. For further information, please contact Michael J. Eizelman at (202) 272-2079.

2. Consideration of a petition of H. J. Heinz Company for review of the refusal by the Division of Corporation Finance to grant a request for an extension of time to file an annual report on Form 10-K for the fiscal year ended May 2, 1979, and the denial of a request for an extension of time to file the quarterly report on Form 10-Q for the three months ended August 1, 1979. For further information, please contact Michael A. Harring at (202) 272-2692 or Edward R. Zaval at (202) 272-2688.

3. Consideration of whether to adopt amendments to Rule 13a-13 [17 CFR 240.13a-13] and 15d-13 [17 CFR 240.15d-13] which are designed to defer the applicability of the quarterly reporting requirements to small life insurance companies through 1980. For further information, please contact Robert Rupp at (202) 272-2644.

The subject matter of the closed meeting scheduled for Tuesday, December 18, 1979, immediately following the 10 a.m. open meeting, will be:

Formal orders of investigation.

Access to investigative files by Federal, state, or self-regulatory authorities.

Litigation matters.

Chapter X proceedings.

Settlement of administrative proceeding of an enforcement nature.

Institution of injunctive action.

Freedom of Information Act appeal.

At times changes in Commission priorities require alterations in the scheduling of meeting items. For further information and to ascertain what, if any, matters have been added, deleted or postponed, please contact: John Ketels at (202) 272-2091.

December 12, 1979.

[S-2440-79 Filed 12-13-79; 9:18 am]

BILLING CODE 8010-01-M

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[Meeting No. 1233]

**TENNESSEE VALLEY AUTHORITY.**

**TIME AND DATE:** 9:30 a.m., EST, Thursday, December 20, 1979.

**PLACE:** Conference Room B-32, West Tower, 400 Commerce Avenue, Knoxville, Tenn.

**STATUS:** Open.

**MATTERS FOR ACTION:**

Personnel Actions

1. Change of status for Ronald G. Domer from Chief, Civil Engineering Branch, to Assistant Manager of Engineering Design, Office of Engineeting Design and Construction.[1]

2. Change of status for Robert O. Barnett, Jr., from Civil Engineer to Chief, Civil Engineering Branch, Office of Engineering Design and Construction.[1]

3. Change of status for George F. Dilworth, Jr., from Nuclear Engineer to Chief Nuclear Engineer, Office of Engineering Design and Construction.[1]

4. New wage schedules for hourly and annual trades and labor employees and other recommendations resulting from negotiations between TVA and Tennessee Valley Trades and Labor Council. 45th Annual Wage Conference.[1]

Purchase Awards

1. Amendment to Contract No. 65P-47-T1 with AMAX, Inc., for coal for Paradise Steam Plant.

2. Req. No. 603008—Indefinite quantity term contract for carbon steel sheets, coils and strips (nuclear) for any TVA nuclear plant.

Project Authorization

1. No 3217.1—Amendment to project authorization for participation in Concurrent Scrubber Test Project with Electric Power Research Institute.

Real Property Transaction

1. Abandonment of easement rights in the Cleveland-Lonsdale telephone line right of way in Cleveland, Tennessee.

Unclassified

1. Revised TVA policy code relating to transportation.

**CONTACT PERSON FOR MORE INFORMATION:** Lee C. Sheppeard, Acting Director of Information, or a member of his staff can respond to requests for information about this meeting. Call (615) 632-3257, Knoxville, Tennessee. Information is also available at TVA's Washington Office (202) 245-0101.

Dated: December 13, 1979.

[S-2441-79 Filed 12-13-79; 2:42 pm]

BILLING CODE 8120-01-M

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[1] These items were approved by individual Board members. This would give formal ratification to the Board's action.

# Reader Aids

Federal Register

Vol. 44, No. 243

Monday, December 17, 1979

## INFORMATION AND ASSISTANCE

Questions and requests for specific information may be directed to the following numbers. General inquiries may be made by dialing 202-523-5240.

**Federal Register, Daily Issue:**

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| 202-783-3238 | Subscription orders (GPO) |
| 202-275-3054 | Subscription problems (GPO) |
| | "Dial-a-Reg" (recorded summary of highlighted documents appearing in next day's issue): |
| 202-523-5022 | Washington, D.C. |
| 312-663-0884 | Chicago, Ill. |
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**Code of Federal Regulations (CFR):**

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**Presidential Documents:**

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| 523-5235 | Public Papers of the Presidents, and Weekly Compilation of Presidential Documents |

**Public Laws:**

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| 523-5266 | Public Law Numbers and Dates, Slip Laws, U.S. |
| -5282 | Statutes at Large, and Index |
| 275-3030 | Slip Law Orders (GPO) |

**Other Publications and Services:**

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| 523-5239 | TTY for the Deaf |
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## CFR PARTS AFFECTED DURING DECEMBER

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## AGENCY PUBLICATION ON ASSIGNED DAYS OF THE WEEK

The following agencies have agreed to publish all documents on two assigned days of the week (Monday/Thursday or Tuesday/Friday).

This is a voluntary program. (See OFR NOTICE FR 32914, August 6, 1976.)

| Monday | Tuesday | Wednesday | Thursday | Friday |
|---|---|---|---|---|
| DOT/SECRETARY* | USDA/ASCS | | DOT/SECRETARY* | USDA/ASCS |
| DOT/COAST GUARD | USDA/APHIS | | DOT/COAST GUARD | USDA/APHIS |
| DOT/FAA | USDA/FNS | | DOT/FAA | USDA/FNS |
| DOT/FHWA | USDA/FSQS | | DOT/FHWA | USDA/FSQS |
| DOT/FRA | USDA/REA | | DOT/FRA | USDA/REA |
| DOT/NHTSA | MSPB/OPM | | DOT/NHTSA | MSPB/OPM |
| DOT/RSPA | LABOR | | DOT/RSPA | LABOR |
| DOT/SLSDC | HEW/FDA | | DOT/SLSDC | HEW/FDA |
| DOT/UMTA | | | DOT/UMTA | |
| CSA | | | CSA | |

Documents normally scheduled for publication on a day that will be a Federal holiday will be published the next work day following the holiday.

Comments on this program are still invited. Comments should be submitted to the Day-of-the-Week Program Coordinator. Office of the Federal Register, National Archives and Records Service, General Services Administration, Washington, D.C. 20408

***NOTE: As of July 2, 1979, all agencies in the Department of Transportation, will publish on the Monday/Thursday schedule.**

## REMINDERS

The items in this list were editorially compiled as an aid to **Federal Register** users. Inclusion or exclusion from this list has no legal significance. Since this list is intended as a reminder, it does not include effective dates that occur within 14 days of publication.

### Rules Going Into Effect Today

**COMMODITY FUTURES TRADING COMMISSION**

65735 11-15-79 / Designation of senior official to oversee Commission use of national security information

**HEALTH, EDUCATION, AND WELFARE DEPARTMENT**

Food and Drug Administration—

65974 11-16-79 / Listing of silver as color additive exempt from certification

**HOUSING AND URBAN DEVELOPMENT DEPARTMENT**

65924 11-15-79 / Section 8 Housing assistance payments program—Fair market rents and automatic annual adjustment factors, Schedule C

Office of the Assistant Secretary for Community Planning and Development—

69590 11-15-79 / Community development block grants technical amendments; interim rule

**INTERSTATE COMMERCE COMMISSION**

62517 10-31-79 / Pipeline companies, annual and quarterly reporting; elimination effective 12-17-79

### Listing of Public Laws

**Last Listing December 12, 1979**

This is a continuing listing of public bills from the current session of Congress which have become Federal laws. The text of laws is not published in the **Federal Register** but may be ordered in individual pamphlet form (referred to as "slip laws") from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402 (telephone 202-275-3030).

**H.R. 3354 / Pub. L. 96-137** To authorize appropriations for fiscal year 1980 for conservation, exploration, development, and use of naval petroleum reserves and naval oil shale reserves, and for other purposes. (Dec. 12, 1979; 93 Stat. 1061) Price $.75.

**H.R. 4259 / Pub. L. 96-138** Authorizing the President of the United States to present a gold medal to the American Red Cross. (Dec. 12, 1979; 93 Stat. 1063) Price $.75.

**S. 1491 / Pub. L. 96-139** To designate the building known as the Federal Building, at 211 Main Street, in Scott City, Kans., as the "Henry D. Parkinson Federal Building". (Dec. 12, 1979; 93 Stat. 1064) Price $.75.

**S. 1535 / Pub. L. 96-140** To designate the Federal Building in Rochester, N.Y., the "Kenneth B. Keating Federal Building". (Dec. 12, 1979; 93 Stat. 1065) Price $.75.

**S. 1655 / Pub. L. 96-141** To designate the building known as the Department of Labor Building in Washington, District of Columbia, as the "Frances Perkins Department of Labor Building". (Dec. 12, 1979; 93 Stat. 1066) Price $.75.

**S. 497 / Pub. L. 96-142** To extend for three fiscal years the authorizations of appropriations under section 789 and title XII of the Public Health Service Act relating to emergency medical services, to revise and improve the authorities for assistance under such title XII, to increase the authorizations of appropriations and revise and improve the authorities for assistance under part B of title XI of such Act for sudden infant death syndrome counseling and information projects, and for other purposes. (Dec. 12, 1979; 93 Stat. 1067) Price $.75.

**S. 239 / Pub. L. 96-143** "Domestic Volunteer Service Act Amendments of 1979". (Dec. 13, 1979; 93 Stat. 1074) Price $1.00.

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## Part II

# Department of Defense

Privacy Act of 1974; Systems of Records; Annual Publication

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# DEPARTMENT OF DEFENSE

## Privacy Act Issuances; 1979 Annual Publication of Systems of Records

AGENCY: Department of Defense (DoD)

ACTION: 1979 Annual Publication of System of Records

SUMMARY: Federal agencies are required by the Privacy Act of 1974 to publish annually in the FEDERAL REGISTER a notice of record systems subject to the Act that are maintained by the agency. The purpose of this notice is to inform the public of the record systems maintained by the Components of the Department of Defense.

DATES: This document fulfills the annual notice requirement of the Privacy Act for the year 1979.

FOR FURTHER INFORMATION CONTACT: Lt Col Aurelio Nepa, Jr. USAF, Staff Director, Defense Privacy Board, ODASD (A), Room 818, Pomponio Plaza Building, 1735 N. Lynn Street, Arlington, VA 22209, telephone 202-694-3027.

SUPPLEMENTARY INFORMATION: This document gives public notice that the Department of Defense is issuing its annual publication for 1979 of system of records notices as required by 5 U.S.C. 552a(e)(4) of the Privacy Act of 1974 (Public Law 93-579). The system of records published herein by each individual Component of the Department of Defense represents the current record systems in effect as of October 26, 1979. This compilation includes all record systems that have been in existence, amended or added within the Department as of October 26, 1979. All systems included have been previously published in the FEDERAL REGISTER as a system notice for public review and comment. Accordingly, this annual compilation supersedes all previously published system of records and shall serve as a new base line of reference for citation purposes for any future deletions, additions, or amendments published subsequent to October 26, 1979, for the Department until the next annual publication.

### DEPARTMENT OF DEFENSE COMPONENTS

The system of records in the DoD which are subject to the Privacy Act are maintained by the Components of the Department. These Components are:

Defense Mapping Agency
Defense Civil Preparedness Agency
Office of the Secretary of Defense
Defense Advanced Research Projects Agency
Department of the Air Force
National Security Agency
Defense Nuclear Agency
Organization of the Joint Chiefs of Staff
Defense Communications Agency
Defense Intelligence Agency
Department of the Navy/U.S. Marine Corps
Defense Contract Audit Agency
Defense Logistics Agency
Defense Security Assistance Agency
Defense Investigative Service

The Defense Security Assistance Agency has no system of records which requires publication under the Privacy Act. The Defense Civil Preparedness Agency (DCPA) has been incorporated by the Federal Emergency Management Agency (FEMA) by Presidential Reorganization Plan No. 3, of 1978. Although the DCPA record systems for 1979 are included in this DoD compilation, henceforth any further publications pertaining to DCPA systems shall be under the control of FEMA. Taking all the individual Component listings together constitute the total record systems in the Department which are required to be published.

### DEPARTMENT OF DEFENSE COMPONENT IDENTIFIERS

Each published system of records is preceded by a code identifier. The first letter of the code represents the appropriate Component identifier. Following is a list of identifiers for the Department of Defense and its Components assigned by the Office of the Federal Register.

### IDENTIFIER-COMPONENTS

A—Department of the Army (DA)
B—Defense Mapping Agency (DMA)
C—Defense Civil Preparedness Agency (DCPA)
D—Office of the Secretary of Defense (OSD)
E—Defense Advanced Research Projects Agency (DARPA)
F—Department of the Air Force (AF)
G—National Security Agency (NSA)
H—Defense Nuclear Agency (DNA)
J—Organization of the Joint Chiefs of Staff (JCS)
K—Defense Communications Agency (DCA)
L—Defense Intelligence Agency (DIA)
M—U.S. Marine Corps (USMC)
N—Department of the Navy (DON)
R—Defense Contract Audit Agency (DCAA)
S—Defense Logistics Agency (DLA)
T—Defense Security Assistance Agency (DSAA)
V—Defense Investigative Service (DIS)
W—Uniformed Services University of the Health Sciences (USUHS)

November 28, 1979

H. E. LOFDAHL,
*Director, Correspondence and Directives, Washington Headquarters Services, Department of Defense*

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0406.12a Skills Bank File (Employee Skills Survey)
AAFES0406.12b
0406.12b Employee Career Development Plan File
AAFES0408.05
0408.05 Individual Trainee Files.
AAFES0408.06
0408.06 Trainee Card Index.
AAFES0408.14
0408.14 Tuition Assistance Case Files.
AAFES0408.15
0408.15 Correspondence Course Files.
AAFES0409.01
0409.01 AAFES Accident Report.
AAFES0410.01
410.01 Employee Travel Files
AAFES0410.04
410.04 Passport Files
AAFES0501.01
501.01 AAFES No-Notice Evaluation Report File
AAFES0501.04
0501.04 Universal Annual Photograph Files.
AAFES0505.02
0505.02 IO Biographical Files.
AAFES0602.01
602.01 Claims v. AAFES
AAFES0602.04a
602.04 Litigation Initiated by AAFES
AAFES0602.04b
602.04 Litigation Against AAFES Employees and/or AAFES
AAFES0604.02
604.02 Unfair Labor Practice Claim/Charges File
AAFES0702.01
0702.01 Paid Disbursement Files.
AAFES0702.22
0702.22 Check-Cashing Privilege Suspense Files.
AAFES0702.23
0702.23 Check-Cashing Privilege Files.
AAFES0702.23b
702.23 Dishonored Check Files
AAFES0702.34
0702.34 Accounts Receivable Files.
AAFES0702.43
0702.43 Travel Advance Register Files.
AAFES0702.44
0702.44 Travel Advance - Trial Balance Files.
AAFES0703.01
0703.01 AAFES Time Sheets.
AAFES0703.02
0703.02 Payroll Allotment Files.
AAFES0703.03
0703.03 United States Savings Bond Register Files.
AAFES0703.05
0703.05 Personnel Action/Discrepancy Notice Files.
AAFES0703.07
0703.07 Payroll Register Files.
AAFES0703.09
0703.09 Employer's Copy of Income Tax Withheld.
AAFES0703.10
0703.10 Employer's Quarterly Federal Tax Return Files.
AAFES0703.11
0703.11 Wage and Separation Information Report Files.
AAFES0703.12
0703.12 Payroll Adjustment Files.
AAFES0703.13
0703.13 Levy and Garnishment Files.
AAFES0703.14
0703.14 Payroll Report Files.
AAFES0704.04
704.04 Group Insurance Card Files
AAFES0704.05
0704.05 Retirement Card Files
AAFES0704.06
0704.06 Group Insurance Printout Files
AAFES0704.07
0704.07 Fidelity Bond Files
AAFES0704.08
0704.08 Accidental Death and Dismemberment Administrative Files
AAFES0704.09
0704.09 Personal Property Claim Files
AAFES0704.10
0704.10 Insurance Claims Files - Workmen's Compensation
AAFES0704.11
0704.11 Short/Long Term Disability Files
AAFES0704.12
704.12 Miscellaneous Employee Claim Files
AAFES0704.13
704.13 Annuity Eligibility Files
AAFES0704.14
704.14 Waiver of Premium Files
AAFES0704.15
704.15 Individual Retirement Files
AAFES0704.18
0704.18 Paid Death Claim Files
AAFES0803.01
0803.01 AAFES Incident Record.
AAFES0903.06a
0903.06 Systems Magnetic Tape Files.
AAFES0903.06c
0903.06 Systems Magnetic Tape Files.
AAFES0903.06d
903.06 Personal Property Transfer System
AAFES0903.06e
0903.06 Personal Profile.
AAFES0903.06f
0903.06 Personnel Management Information System (PMIS).
AAFES1100.31
1100.31 Personal Data Card
AAFES1203.03
1203.03 Appointment of Contracting Officers

AAFES1204.07
1204.07 Customers' Merchandise Returned for Repair or Replacement.
AAFES1300.01
1300.01 Progression Analysis Report (PAR)
AAFES1504.02
1504.02 Personal Property Shipment Files
AAFES1504.03
1504.03 Personal Property Storage Files
AAFES1504.04
1504.04 Carrier/Contractor Management Files
AAFES1609.03
1609.03 AAFES Catalog System (ACS)
AFAI-1
Federal Acquisition Personnel Information System.
AFAI-2
Individual Credentialing Services Program
A0007.02aDAPC
007.02 Information Personnel Files
A0101.20aAMC
101.20 Classified Matter Inventory Reporting Files
A0102.02aDARCOM
102.02 Office Personnel Register Files
A0102.03aDAAG
102.03 Office Personnel Locator/Organizational Rosters
A0102.04aDAPE
102.04 Supervisor/Manager Employee Records Files
A0102.04bNGB
102.04 Supervisor's Record of Technician Employment (NGB Form 904-1)
A0102.08aDAAG
102.08 Army Community Service (ACS) Volunteer Record
A0102.08bMTMC
102.08 Casualty Control Card
A0124.06aUSAREC
124.06 Recruiter Assignment Report
A0201.08aDACS
201.08 Central Files, Office of the Chief of Staff (DACS-DAS)
A0201.08bDAAG
201.08 Privacy Act Request File
A0201.08cOSA
201.08 Central Files, Office, Secretary of the Army (SAAA)
A0202.08DAAG
202.08 Request for Information Files
A0221.01aOSA
221.01a Committee Management Files
A0224.04DAIG
224.04 Inspector General Investigative Files
A0224.05aDAIG
224.05 Inspector General Complaint Files
A0225.01aDAPE
225.01 Military Police Management Information System (MPMIS) - Correctional Reporting System (CRS)
A0225.01bDAPE
225.01 Carpool Information/Registration System
A0225.06aTRADOC
225.06 Resource Accounting System
A0225.06bDACS
225.06 MISO Management (TWV)
A0225.06cDACS
225.06 Management of Army ADP
A0225.07aDACS
225.07 Teleprocessing Customer Identification System
A0225.09aAMC
225.09 Computer Technology Files
A0225.09bDARCOM
225.09 Visual Information System (VIS) Utilization.
A0225.11aDAAG
225.11 Master Index (NMI)
A0225.11bDAAG
225.11 USA Individual Ready, Standby and Retired Reserve Personnel Information System.
A0225.11eDAPC
225.ll Enlisted Master File (EMF)
A0225.11fDAPC
225.11 Enlisted Year Group Management File/RETAIN
A0225.11gDAPC
225.11 Recruit Quota System (REQUEST)
A0225.11iDAPC
225.11i Enlisted Evaluation System
A0225.11kDACS
225.11 Computer Users Information System
A0225.11lDACS
225.11 Consultant Reference System
A0225.12aDACS
225.12 Data Processing Installation Control System
A0228.01DAMH
228.01 Historian's Background Material
A0228.03DAMH
228.03 Historical Inquiry Files
A0228.04aDAMH
228.04 Historical Photographic Files
A0228.11DAAG
228.11 Memorialization Board Files
A0301.07aDAAG
301.07 Army Club Membership Registration System
A0301.08aDACA
301.08 Military and Civilian Waiver Files
A0301.08bDACA
301.08b Contractor Indebtedness Files
A0302.03aDACA
302.03 Subsidiary Ledger Files (Accounts Receivable)
A0302.06aDAIG
302.06 Travel Advance Accounting System (TAAS)
A0302.06bDACA
302.06b Absentee Apprehension/Reward/Expenses Payment SYSTEM
A0305.05aDACA
305.05 Travel Payment System
A0305.08aDACA
305.08 Military Pay System-Active Army (Manual)
A0305.10aDACA
305.10 Joint Uniform Military Pay System-Active Army (JUMPS-AA)
A0305.10bDACA
305.10 Joint Uniform Military Pay System-Reserve Components-Army
A0305.10cDACA
305.10 Joint Uniform Military Pay System-Army-Retired Pay
A0305.10dDACA
305.10 Health Program Pay and Reimbursement System
A0305.11aDAPE
305.11a USMA Cadet Pay and Accounts System
A0306.01aDACA
306.01 Civilian Employee Pay System
A0306.02aDACA
306.02 Nonappropriated Fund Employee Pay System
A0309.05aDAAG
309.05a Resource Management and Cost Accounting Files
A0314.08aDAAG
314.08 Check Cashing Privilege Files
A0314.09aDACA
314.09 Nonappropriated Fund Accounts Receivable System (NAFARS)
A0314.17aDAAG
314.17 Individual Transaction Files (Customer Orders)
A0314.24DAAG
314.24 Nonappropriated Fund Employee Insurance Files
A0314.30aDAAG
314.30 Nonappropriated Fund Instrumentality Membership Files
A0316.10DAIG
316.10 Program Management and Review System (PROMARS)
A0319.04DACA
319.04 Validation Files
A0319.06DACA
319.06 Household Goods Shipment Excess Cost Collection File
A0319.07DACA
319.07 Federal Housing Administration (FHA) Mortgage Payment Insurance Files
A0319.10DACA
319.10 Conversion Files
A0319.11DACA
319.11 Disbursing Office Establishment and Appointment Files
A0319.13DACA
319.13 Bankruptcy Processing Files
A0319.14DACA
319.14 Pecuniary Charge Appeal Files
A0320.01aDAEN
320.01 Corps of Engineers Management Information System Files
A0401.02bDAAG
401.02 Mailing List for Army Newspapers/Periodicals
A0401.07aOSA
401.07 Media Contact Files
A0401.07bOSA
401.07 Medal of Honor Recipient Files (Vietnam Era)

A0401.08DAJA
401.08 Prosecutorial Files
A0402.01aDAJA
402.01 General Legal Files
A0402.05aDAPE
402.05 Employment and Financial Interest Statement Files
A0402.06DAJA
402.06 Legal Assistance Case Files
A0402.07DAJA
402.07 Legal Assistance Interview Record Files
A0403.01aDAJA
403.01 U.S. Army Claims Service Management Information System (USARCS MISO).
A0403.06DAJA
403.06 Tort Claim Files
A0403.16DAJA
403.16 Army Property Claim Files
A0403.17DAJA
403.17 Medical Expense Claim Files
A0403.18DAAG
403.18 Claims Back-up File
A0404.08aDAPE
404.08 USMA Legal Files on Military and Civilian Personnel.
A0405.02DAJA
405.02 Foreign Jurisdiction Case Files.
A0405.04DAJA
405.04 Foreign Jurisdiction Reporting Files
A0406.01aDAJA
406.01 Patent, Copyright, Trademark, and Proprietary Data Files
A0406.01bUSAREUR
406.01b Civil Process Case Files and Reference Files
A0407.01aDAJA
407.01 Patent, Copyright, and Trademark Soliciting Files
A0408.01aDAJA
408.01 Patent, Copyright, and Data License Proffers, Infringement Claims, and Litigation Files
A0410.01DAJA
410.01 Litigation Case Files
A0410.04DAJA
410.04 Judicial Information Release File
A0411.03bDAAG
411.03 Congressional Correspondence Files
A0411.03cOSA
411.03 Congressional Inquiry File
A0411.08aOSA
411.08 Biographical Files of Members of Congress
A0412.01aDAAG
412.01 FUNERAL PLANS
A0412.05aOSA
412.05 Press Interest Reference Files
A0412.07DAJA
412.07 Witness Appearance Files
A0412.14aOSA
412.14 Biography Files
A0412.18aOSA
412.18 Correspondence (Civilian Aides to the Secretary of the Army)
A0501.02aDAMO
501.02 Security Issues Symposium
A0501.08eUSACIDC
501.08e Informant Register
A0501.10DAMI
501.10 Counterintelligence Research File System (CIRFS)
A0502.03aDAMI
502.03a Intelligence Collection Files
A0502.03bDAMI
502.03b Technical Surveillance Index
A0502.08aDAMI
502.08a Badge and Credential Files
A0502.10aDAMI
502.10 USAINSCOM Investigative Files System
A0503.03aDAMI
503.03a Department of the Army Operational Support Activities Files
A0503.06aDAMI
503.06 Counterintelligence Operations Files
A0506.01fDAMI
506.01 Personnel Security Clearance Information Files
A0506.01jUSAREUR
506.01 Employee Screening Program/Installation Access Files
A0506.05aUSMACTHAI
506.05 Diplomatic Immunity Roster
A0508.04USACIDC
508.04 US Army Criminal Investigation Fund Vouchers.
A0508.07aUSACIDC
508.07 Criminal Investigation Accreditation Files
A0508.09DAPE
0508.09 FBI Criminal-Type Reporting Files
A0508.11aUSACIDC
508.11 Criminal Investigation and Crime Laboratory Files
A0508.11bUSACIDC
508.11b Criminal Information Reports and Cross Index Card Files
A0508.11cUSACIDC
508.11c Special Agent Evaluation Files
A0508.16aDAPE
508.16 Absentee Case Files
A0508.17aDAPE
508.17 Military Police (MP) Reporting Files
A0508.17bUSARJ
508.17 Blackmarket Monitoring Files
A0508.17cUSARJ
508.17 Transfer of POV Files
A0508.24aDAPE
508.24 Serious Incident Reporting Files
A0508.25aUSACIDC
508.25a Index to Criminal Investigative Case Files
A0509.02aDAAG
509.02 Security Badge/Identification Card Files
A0509.03aDAPE
509.03 Trophy Firearm Registration
A0509.04aDAAG
509.04 Rod and Gun Clubs, Posts, Camps and Stations
A0509.05aTRADOC
509.05 Camper Trailer Registration Card File
A0509.08aDAPE
509.08a Registration and Permit Files
A0509.09aDAPE
509.09 Traffic Law Enforcement Files
A0509.18aDAAG
509.18 Solicitation Ban List Files.
A0509.18bDAPE
509.18b Expelled or Barred Person Files
A0509.19aDAPE
509.19a Military Police Investigator Certification Files
A0509.19bUSAREUR
509.19 US Army, Europe (USAREUR) Motor Vehicle Registry Files
A0509.19cUSMACTHAI
509.19 Vehicle Registration File
A0509.20aUSMACTHAI
509.20 Ration Control/Commissary/Cosmetic Purchase File
A0509.20bUSMACTHAI
509.20 Alphabetical Roster (Thailand)
A0509.21aDAPE
509.21a Local Criminal Information Files
A0601.08aDAAG
601.08 Club Management Personnel Files
A0603.05aDALO
603.05 Manpower Utilization Reporting System
A0606.07aDAPE
606.07 Safety Award Files
A0607.01bDAPE
607.01 Accident and Incident Case Files; Army Safety Management Information System
A0608.04aDASG
608.04 Radiation Incident Case Files
A0609.01aDASG
609.01 Individual Radiation Protection Files
A0611.05aDAAG
611.05 Individual Gravesite Reservation Files
A0614.01aNGB
614.01 Equal Opportunity Investigative Files
A0614.03aDAPE
614.03 Race Relations/Equal Opportunity & Equal Employment Opportunity Complaint Files
A0701.01aDAPC
701.01 Classification, Reclassification, Utilization of Soldiers
A0701.02aDAPC
701.02 Qualitative Management Program (QMP) Appeal File
A0701.02cDAPC
701.02 Separation Transaction Control/Records Transfer System
A0701.02eDAPC
701.02 Military Personnel Management Reports
A0701.02fDAPC

701.02 Selective/Variable Reenlistment Bonuses
A0701.02gDAPC
701.02 Dependents of Military Personnel/US Citizen Employees
A0701.07bAMC
701.07 Retirement Services Control Reference Paper Files.
A0701.07cDAPC
701.07 Enlisted Evaluation System/Report
A0701.07dUSAREC
701.07 High School Folder (Lead List)
A0701.08DAAG
701.08 Clemency Project
A0702.03aUSAREC
702.03 Enlistment Eligibility Files
A0702.04aDAAR
702.04 OCS Waiver Requests
A0702.04bDAPC
702.04 Eligibility Determination Files
A0702.08aDASG
702.08 Army Medical Procurement Applicant Files
A0703.01aDAPC
703.01 Military Personnel Action File
A0703.02aDAPE
703.02 United States (US) Military Academy Entrance Examination Result Files
A0703.04aDAPC
703.04 ROTC Member File
A0703.05aDAPC
703.05 ROTC Cadet Application Files
A0703.06bDAPC
703.06 Officer Candidate School (OCS) Application File
A0703.07aDAPE
703.07 Officer Availability and Civil School Mgt System
A0703.08a DAPE
703.08 Officer Personnel Information Files
A0703.09aDAPE
703.09 Evaluation Files on Cadets and Potential Instructors
A0704.03aDAPE
704.03 Accelerated Promotion/Early Discharge Report
A0704.04DASG
704.04 Medical and Dental Registrant Case Files
A0704.06aUSAREC
704.06 Recruiting Prospect Card Files
A0704.06bTRADOC
704.06b Army Reserve Officers' Training Corps (ROTC) LEADS Referral Card System
A0704.09aUSAREC
704.09 Center of Influence Card Files (USAREC Form 125)
A0704.09bDAPE
704.09 University of Hawaii Army ROTC Alumni
A0704.10aUSAREC
704.10 Recruiter Malpractice Files
A0704.10bMEPCOM
704.10 ASVAB Institutional Test Scoring and Reporting System
A0704.11aUSAREC
704.11 Recruiter Identification Report
A0706.02DAAG
706.02 Departure Clearance Files
A0706.06aUSAREC
706.06 Armed Forces Examining and Entrance Station (AFEES) Reporting System
A0707.05DAAG
707.05 Privilege Card Application Files
A0708.01aDAPC
708.01 Military Personnel Records Jacket Files (MPRJ)
A0708.01bNGB
708.01 Army National Guard Automated Personnel Reporting System
A0708.01cNGB
708.01 Military Personnel Records Jacket (MPRJ) (NGB)
A0708.02aDAPC
708.02 Official Military Personnel File
A0708.02bNGB
708.02 Official Military Personnel File (Army National Guard)
A0708.02cDAPC
708.02 Officer Personnel Management Information System (OPMIS)
A0708.03aDAPE
708.03 Special Review Board (SRB) Appeal Case Summary File
A0708.03bDAPC
708.03 Office General Reference/Information/Personnel File
A0708.05DAAG
708.05 Emergency Data Files
A0708.06aDAPC
708.06 Project Managers Development Program (PMDP).
A0708.07DAPE
708.07 Unfavorable Information Files
A0708.08aDAPC
708.08 Career Management Individual Files
A0708.08bUSAREC
708.08 Rapid Electric Ad Coupon Transmission (REACT)
A0708.13aDAIG
708.13 Inspector General Management Information System
A0708.13cDAPC
708.13 Foreign Area Officer (FAO) Training
A0708.13dDAPC
708.13 Enlisted Linguist Data Base (ELDB)
A0708.16aUSREDCOM
708.16 Military Personnel Data File, USREDCOM
A0708.17bDASG
708.17 Contract Surgeon Personnel Files
A0708.18aDAAG
708.18 Line of Duty Investigations
A0708.19aOSA
708.19 Correction Case Folders
A0708.20DAAG
708.20 Philippine Army Files
A0708.21aTRADOC
708.21 MASSTER Personnel Information System
A0708.21bDACA
Statement of Employment Files
A0709.01aDAPE
709.01 United States Military Academy Candidate Files
A0709.03aDAPE
709.03 United States Military Academy Cadet Files
A0709.03bDAPE
709.03 United States Corps of Cadets Personnel Records
A0709.03cDAPE
709.03 Admissions and Registrar Mailback Card
A0709.05aDAPE
709.05 Physical Profile
A0709.06aDAPE
709.06 Alumni Affairs and Gifts Program Division Donor Data Sys.
A0709.07aDAPE
709.07 Cadet Academic Management Information System
A0709.08aDAPE
709.08 Cadet Counseling File
A0709.09aDAPE
709.09 Biographical Card File
A0709.10aDAPE
709.10 Athletic Pointer File
A0709.11aDAPE
709.11 United STates Military Academy Cadet Record Card,
A0709.12aDAPE
709.12a USMA Admissions Participant Roster and File
A0710.02DAJA
710.02 JAGC Reserve Components Officer Personnel Records
A0710.08DAAG
710.08 Career Management Files of Dual Component Personnel.
A0710.09DAAG
710.09 Personnel Management/Action Working Files
A0710.10DAAG
710.10 Reserve Personnel Information Reporting System
A0711.02aDAPE
711.02 Personnel Research Survey Questionnaire and Test Records
A0713.09aTRADOC
713.09a Skill Qualification Test (SQT)
A0714.02aDAPC
714.02 Military Personnel Assignment Files
A0714.02dDAPC
714.02 Central Transient Account System (CTAS)
A0714.02fDAPC
714.02 Army Military Central Registry System.
A0714.04aDAPC
714.04 Branch Transfer/Detail Files.
A0714.06aHSC
714.06 Army Medical Department Personnel Management and Manpower Control System
A0714.06cDASG
AMEDD Personnel Management System
A0715.01aDAPC
715.01 Personnel Data Card
A0715.06aDAPC
715.06a Field Military Personnel Information System - SIDPERS

A0715.07bAMC
715.07 Computerized Time Accounting System (CTAS)
A0715.07cUSFK
715.07 Command Unique Personnel Information Data System (CUPIDS)
A0716.04aDAAG
716.04 Military Personnel Register Files
A0718.01DAPC
718.01 Military Award Case File
A0718.08DAAG
718.08 World War I Awards and Decorations Card File
A0719.01aDAPE
719.01 BOQ (Background Opinion Questionnaire)
A0719.01bDAPE
719.01 Attitude Surveys
A0720.04aDAPE
720.04 Individual Correctional Treatment Files
A0720.04bDAPE
720.04 Individual Correctional Treatment Files
A0721.11aDAPE
721.11 Individual Correctional Treatment Files
A0722.05aDACH
722.05 Chaplain Counseling/Interview Files
A0722.06aDACH
722.06 Religious Census, Education, and Registration Files
A0722.07aDACH
722.07 Religious Education Directors
A0723.01DAAG
723.01 Entertainment Case Files
A0723.02aUSAREUR
723.02 AYA Registration File
A0723.03aDAPE
723.03 Civilian Season Ticket Holders File
A0723.08bDAPE
723.08 Army Athletic Association Membership File
A0723.08cDACS
723.08 Pentagon Officers' Athletic Center Membership File
A0723.09aDAAG
723.09 Recreation Services Program Files
A0725.01aDAAG
725.01 Child Care Centers - Registration Files
A0725.01bDAAG
725.01 Financial Management Planning and Counseling
A0725.01cDAPC
725.01 Personnel Actions - Personal Affairs
A0725.01dDAAG
725.01 Personal Affairs Army Community Service Assistance Files
A0725.06aDAAG
725.06 Army Emergency Relief Transaction File
A0725.07aDAAG
725.07 Commercial Business Solicitation Files
A0726.04aDAAG
726.04 Casualty Case Files
A0726.04bDAAG
726.04 Report of Casualty Department of Defense (DD) Form 1300
A0726.06DAAG
726.06 Casualty Information System (CIS).
A0727.01DAPC
727.01 Misconduct/Unfitness/Unsuitability Discharge Board Proceedings File
A0727.05aOSA
727.05Army Council of Review Boards Files
A0727.05bDAPE
DOD Discharge Review Program (Special)
A0727.08aDAPC
727.08 Temporary Disability Retirement Master List (TDRL)
A0728.01DAAG
728.01 Retired Personnel Data File
A0802.01aNGB
802.01 Technician Personnel Management Information System (TPMIS)
A0807.01DAAG
807.01 MCT USAR Civilian Technician System
A0807.05aDAPE
807.05 NAF Personnel Records
A0807.09aDAPE
807.09 Grievances and Appeals Under Negotiated Grievance Procedures
A0807.14aDAPE
807.14 Department of the Army Civilian Personnel Systems
A0808.01aAMC
808.01 Hazardous Devices Course Graduates
A0810.01aAMC
810.01 Educational Development/Contractor Personnel
A0810.09DAEN
810.09 Contract Training File
A0810.10aDAEN
810.10 Military Construction Training Files
A0810.15AMC
810.15 Training Summary
A0811.05aAMC
811.05 Civilian Attorney/Patent Adviser Career Files
A0811.05bDAEN
811.05 Occupational Inventory Files
A0811.06DAPE
811.06 Referral Program for NAF Employees
A0812.04DAPE
812.04 NAF Complaint, Appeal & Grievance Case Files
A0814.02aDAPE
814.02 Labor Management Relations Records System
A0902.07aDASG
902.07 Medical Regulating Files
A0903.07DASG
903.07 Entrance Medical Examination Files
A0904.01aHSC
904.01 Medical Care Inquiry Files
A0905.03USAREUR
905.03 Claims Inventory of Active Claims for Medical Care under CHAMPUS
A0905.04USAREUR
905.04 Cross Reference List Report of Claims for CHAMPUS
A0905.05aUSMACTHAI
905.05 Active Claims for Medical Care Provided under CHAMPUS File
A0906.01DASG
906.01 Medical Review Files
A0906.02DASG
906.02 Mental Competency Review Files
A0906.03DASG
906.03 Medical Classification Files
A0906.04aDASG
906.04 Medical Evaluation Files
A0907.02DASG
907.02 USA Reserve Officer Training Corps (ROTC) Medical Examination Files
A0907.04DASG
907.04 United States Military Academy (USMA) Medical Qualification Files
A0909.01DASG
909.01 Patient Accountability Files
A0909.05DASG
909.05 Control Card Files
A0910.02DASG
910.02 Patient Trust Fund and Baggage Files
A0910.06DASG
910.06 Medical Services Account Files
A0911.05DASG
911.05 Individual Patient Diet Files (Department Army Form 2924)
A0912.01aDASG
912.01 Medical Staff Credentials File
A0912.01bDASG
912.01 Professional Consultant Control Files
A0912.01cDASG
912.01 Professional Personnel Informational File
A0913.02aDASG
913.02 Medical Prescription Files
A0914.02aDASG
914.02 Pathology Consultation Record Files
A0914.04aDASG
914.04 Clinical Investigation Record System
A0914.05DASG
914.05 Blood Donor Files
A0915.01aDASG
0915.01 Nursing Service Schedule Files
A0915.01bDASG
915.01 Nursing Service Personnel Data and Schedule Files
A0915.02DASG
915.02 Patient Condition Reporting File
A0915.03DASG
915.03 Temperature, Pulse, and Respiration Files
A0915.07DASG
915.07 Medical Facility Individual Reporting Files
A0916.02aDASG

916.02 Medical Treatment Indices
A0916.06DASG
916.06 Installation X-ray Index Files
A0917.01aDASG
917.01 Medical Treatment Record Files
A0917.05DASG
917.05 Spectacle Issue and Receipt Files
A0917.07DASG
917.07 Clinical Psychology Individual Case Files
A0917.08DASG
917.08 Social Work Individual Case Files.
A0917.09aDASG
917.09 Alcohol and Drug Abuse Rehabilitation Files
A0917.10aDAAG
917.10 Child Protection Case Management Files
A0918.05DASG
918.05 Tuberculosis Registry
A0920.02aDASG
920.02 Civilian Consultation Service Case Files
A0920.02bDASG
920.02 Military Consultation Service Case Files
A0920.04DASG
920.04 American Red Cross Consultation Service Case Files
A0921.01aDASG
921.01 Army Medical X-Ray Film Files.
A0921.06DASG
921.06 Patient Treatment X-ray Films
A0922.01aDASG
922.01 Occupational Health and Tuberculosis Control System
A0923.01aDASG
923.01 Individual Safety and Health System
A0924.01DASG
924.01 Health Nursing Case Files
A0924.02DASG
924.02 Family Index Files
A0924.04DASG
924.04 School Health Files
A0925.04aDASG
925.04 Prosthetic Case Files
A0926.01DASG
926.01 Dental Health Record Files
A0926.02DASG
926.02 Military Dental Files
A0926.03DASG
926.03 Civilian Dental Files
A0926.05DASG
926.05 American Red Cross Dental Files
A0927.01DASG
927.01 Extra Oral Dental X-ray Files
A0929.02aDASG
929.02 Privately Owned Animal Record Files
A0929.04aDASG
929.04 Animal Death Certificate Files
A1001.02aTRADOC
1001.02 MASSTER OSUT Individual Basic Training Survey
A1001.07aDAMO
1001.07 Student Research Report Index
A1001.07bDAPE
1001.07 Training Performance Rating (TPR)
A1001.07dUSAREUR
1001.07 Training Management System
A1001.08aMTMC
1001.08 Computer Directed Training System (CDTS)
A1001.08bDAMO
1001.08 Student Reference Files
A1002.02aTRADOC
1002.02 Assessment of Tank Crew Training
A1002.05aDAPC
1002.05 Enlisted Training Base (ACT)
A1004.06aTRADOC
1004.06 ROTC Financial Assistance (Scholarship) Application File
A1008.05aUSAMSSA
1008.05 SMART (System to Manage AMSSA Required Training)
A1010.03aDAMO
1010.03 National Security Seminar (NSS) Guest Reference File
A1010.07aTRADOC
1010.07 Army School Files
A1010.07bAMC
1010.07 AMC School Files
A1010.07cDAMO
1010.07 Representatives of Carlisle and Vicinity
A1010.07dDAMO
1010.07 Biographic Files
A1011.04aDAPE
1011.04 USMA Institutional Research Survey File
A1011.04bDAMO
1011.04 Delphi Evaluation
A1012.01bDAPE
1012.01 USMAPS Admissions File
A1012.01dAMC
1012.01 Student Selection Files
A1012.02aDAPC
1012.02 Language School Files
A1012.03aTRADOC
1012.03 Army School Student Files
A1012.03bAMC
1012.03 AMC School Student Files
A1012.03cDAPE
1012.03 USMAPS Academic Files
A1012.03dTRADOC
1012.03 TRADOC Educational Data System (TREDS-ARS)
A1012.03eTRADOC
1012.03 TRADOC Educational Data System (TREDS-NRI)
A1012.03fDASG
1012.03 Army School Student Files, Physical Therapy Program
A1012.03gDASG
1012.03 Academy of Health Sciences, Student Affiliated Academic Records.
A1012.03hDASG
1012.03 Academy of Health Sciences-Nonresident Instruction Files.
A1012.03iDLI
1012.03 Standardized Student Records System
A1012.03jHSC
1012.03 Army School Student Files
A1012.03kUSAREUR
1012.03 Individual Academic Record Files
A1012.03lDAAG
1012.03 Reserve Officer Training Corps - Active Duty Training
A1012.03mDAMO
1012.03 United States Army War College Graduate Directory File
A1012.03nTRADOC
1012.03 Nonresident Instruction Automated System (NRIAS)
A1012.03oDAMO
1012.03 US Army War College Cooperative Degree Program Files
A1012.03pDAMO
1012.03 USAWC Individual Student Counseling Records
A1012.03qHSC
1012.03 Resident Instruction & Support Files
A1012.03rUSACSC
1012.03 Training/Development Records USACSC Military Personnel
A1012.04aDAPE
1012.04 USMAPS Training Files
A1012.04bTRADOC
1012.04 Resident Student Record System (RSR)
A1012.04cDAPE
1012.04 Correspondence School Academic Data File
A1012.04dDAPE
1012.04 Resident Student Electives Assignment File
A1012.04eDAPE
1012.04 Resident Student Evaluation System File
A1012.04fDAPE
1012.04 Resident Student Biographical Data Base
A1012.04gDAPE
1012.04 Resident Section Assignment File
A1012.09aDASG
1012.09 House Staff Evaluation Report File
A1012.10aDASG
1012.10 AMEDD Training Application Status Record
A1012.11aDASG
1012.11 Continuing Medical Education Course Attendance Files
A1013.01DAPC
1013.01 Civilian School Files
A1013.02aDASG
1013.02 Long Term Civilian Training Student Contract Files
A1013.04aDASG
1013.04 Residency, Subspecialty and Fellowship Training
A1013.05aDASG
1013.05 US Army Graduate Medical Education Trainee Card File
A1014.06aDAAG

1014.06 College Equivalency Evaluation
A1014.07aDAAG
1014.07 Enrollment Application Files
A1014.07bDAPE
1014.07 Correspondence School Basic Data File
A1014.08aDAAG
1014.08 General Educational Development (GED) Individual Record.
A1014.08bDAAG
1014.08 GED Reference Papers/Participation Education Program
A1014.08cDAAG
1014.08 College Transcript Registry System
A1014.10aDAAG
1014.10 Army Apprenticeship Program Participation Files
A1015.01aDAAG
1015.01 Dependent Children School Program Files
A1015.06DAAG
1015.06 School Employee File
A1019.03FORSCOM
1019.03 US Army Marksmanship Unit Data System (AMUDS)
A1101.07aDAMO
1101.07 Telephone Directories
A1101.08aUSACC
1101.08 Operation of Private Radio Station/Citizen Band Radio
A1106.04USACC
1106.04 MARS Member Files
A1107.17DAMO
1107.17 Photographer Identification Files
A1107.20aDAMO
1107.20 Photographic Caption Files
A1107.21aDAMO
1107.21 Still Picture Files (Personalities/Categories)
A1108.05aDAAG
1108.05 Postal Personnel Designation Files
A1108.16aDAAG
1108.16 Postal Directory Files
A1108.18DAAG
1108.18 Standing Delivery Order Files
A1111.01aDAPC
1111.01 Individual Flight Record File
A1111.02DAMO
1111.02 Flight Examination Files
A1111.14aUSACC
1111.14 Flight Regulation Violation Files.
A1111.16aUSACC
1111.16 Controller Training and Proficiency Record Files.
A1201.02aMTMC
1201.02 Transportation Administrative Files
A1201.02bMTMC
1201.02 Discrepancy in Shipment Report (DISREP)
A1201.07aUSAREUR
1201.07 Passenger Reservation Reference Paper Files
A1201.07bMTMC
1201.07 Transportation Reference Paper Files
A1201.07cMTMC
1201.07 Surface Cargo Export System (SURS)
A1201.07dMTMC
1201.07 Surface Retrograde Cargo Accountability/Control System
A1201.07eMTMC
1201.07 Terminal Management System - TOLS, CARDPAC, PRELODGE
A1201.07fMTMC
1201.07 Mechanized Export Traffic System (METS)
A1201.08aTRADOC
1201.08 Marine Personnel Qualifications/Record of Service Files.
A1202.15aUSAREUR
1202.15 Statistical Files-Household Goods and Baggage System
A1203.12aMTMC
1203.12 Bill of Lading Files
A1203.14aMTMC
1203.14 Prepaid Inbound Bill of Lading Files
A1203.18aMTMC
1203.18 Household Shipment Bill of Lading Files
A1203.19aAMC
1203.19 Household Shipment Contract Files
A1203.19cMTMC
1203.19 Household Shipment Contract Files
A1203.19dMTMC
1203.19 Household Shipment Contract/Nontemporary Storage Files
A1203.20aMTMC
1203.20 Household Shipment Reimbursement Files
A1203.27aMTMC
1203.27 Privately Owned Vehicle Shipment Files
A1205.16aDAAG
1205.16 Passport Files
A1205.17aDALO
1205.17 Passenger Warrant Files
A1205.19aDALO
1205.19 Baggage Inspection and Clearance Files
A1205.26aDALO
1205.26 Local Transportation Authorization Files
A1205.27aDALO
1205.27a Bus Pass File
A1205.30aDAAG
1205.30 Individual travel files
A1205.30bMTMC
1205.30 Individual Travel Files
A1207.08aDAPE
1207.08 Operator's Examination and Qualification Record Files.
A1207.08bUSAREUR
1207.08 Government Equipment Operator Permit Files
A1207.09aUSAREUR
1207.09 School Bus System (SBS)
A1301.07aAMC
1301.07 Alphabetical Listing of Scientists
A1301.07bAMC
1301.07b Food Taste Test Panel Reference Files
A1301.07cAMC
1301.07c Visiting Scientist Research Associates Reference Files
A1302.15aDAJA
1302.15 Unsolicited Proposal Files
A1304.08aDASG
1304.08 Immunity Booster Files
A1304.21aDASG
1304.21 Sandfly Fever Files
A1401.07aAMC
1401.07 Resumes for Non-Government Technical Personnel
A1401.08aDAAG
1401.08 Alphabetical Library Borrowers' File
A1402.18DAJA
1402.18 Procurement Misconduct Files (Fraud Cases)
A1402.20aUSAREUR
1402.20 Procurement Management Information System Europe
A1403.30aDAAG
1403.30 Commercial Entertainment Transaction Records
A1405.01AMC
1405.01 Contractor Personnel Files
A1416.05DALO
1416.05 Property Officer Designation Files
A1416.16DALO
1416.16 Hand Receipt Files
A1416.20DALO
1416.20 Personal Property Accounting Files
A1416.34DALO
1416.34 Personal Clothing Record Files
A1417.02DALO
1417.02 Authorized Supply Representative Card Files
A1417.03DALO
1417.03 Authorized Supply Representatives Card Register Files
A1420.08aAMC
1420.08 Equipment Operator Permit Files.
A1420.09AMC
1420.09 Equipment Operator Permit Register Files
A1427.01aDALO
1427.01 Laundry and Dry Cleaning Accounting Files
A1434.10AMC
1434.10 Small Arms Sales Record Files
A1501.07aDAEN
1501.07 Users' Profile System
A1503.07aDAEN
1503.07 Resettlement Files
A1504.08aDAEN
1504.08a Real Estate Outgrants
A1506.02aDAEN
1506.02 Homeowners Assistance Case Files
A1509.11aDAEN
1509.11 Integrated Facilities System (IFS)
A1511.01aDAEN
1511.01 Army Housing Information Management System (HIMS)
A1522.10aDAEN
1522.10 Reservoir Permit Files

A1522.15aDAEN
1522.15 General Permit Files
A1524.11DAEN
1524.11 Violation Warning Files

## DEFENSE MAPPING AGENCY

B0102-01 HQHTASID
102-01 Office General Personnel Files
B0102-03 HQHTASI
102-03 Office Personnel Locator Files
B0102-04 HQHTASID
102-04 Employee Record Card Files
B0102-08 HQHTASID
102-08 Office Personnel Information Files
B0102-09 HQHTASID
102-09 Duty Roster Files
B0102-09-2 HQHTASID
102-09 Duty Roster Files
B0102-10 HQHTASID
102-10 Standard of Conduct Files
B0102-11 HQHTASID
102-11 Temporary Duty Travel Files
B0104-02 HQHTASID
104-02 Records Access Files
B0104-12 HQHTASID
104-12 Security Awareness Files
B0104-13 HQHTASID
104-13 Personnel Security Clearance Information Files
B0201-05 HQHTA
201-05 DMA Central Clearance Group Pre-Employment Files
B0201-07 HQHT
201-07 Communications Center Release Authorization
B0201-07-1 HQHTASID
201-07 Military Personnel Reference Paper Files
B0210-06 HQHTASI
210-06 Inspector General Investigative Files
B0210-07 HQHTASI
210-07 Inspector General Complaint Files
B0228-04 HT
AR 228-04 Historical Photographic Files
B0228-10 HT
AR 228-10 Installation Historical Files
B0302-21 HTA
302-21 Record of Travel Payments
B0303-01 A
303-01 Individual Pay Record Files
B0303-02 HTA
303-02 Compensation Data Request Files
B0303-03 HTA
303-03 Individual Retirement Record Control Files
B0303-04 A
303-04 Leave Record Files
B0303-21 HTA
303-21 Decedent Claim Files
B0401-02 HQHTA
401-02 Statements of Employment and Financial Interest Files
B0401-03 HQHTA
401-03 Legal Assistance Case Files
B0402-05 HQHTA
402-05 Personal Property Claim Files
B0402-06 HQHT
402-06 Tort Claim Files
B0402-13 HQHTA
402-13 Agency Claim Files
B0403-12 HQHTASI
403-12 Patent and Invention Files
B0407-03 HQHTASID
407-03 Congressional Correspondence Files (Civilian Personnel-Congressional Inquiries)
B0408-11 HQHTASI
408-11 Biography Files
B0502-03 HQHTA
502-03 Master Billet/Access Record
B0502-03-2 HQHTASI
502-03 Classified Material Access Files
B0502-15 HQHTASI
502-15 Security Compromise Case Files
B0502-15-2 A
502-15 Security Violation Card File
B0503-02 HTASI
503-02 Security Identification Accountability Files
B0503-03 HTA
503-03 Firearms Authorization Files
B0503-04 HQHTASI
503-04 Parking Permit Control Files
B0503-05 HQHTASI
503-05 Vehicle Registration and Driver Record File
B0503-07 HTA
503-07 Traffic Law Enforcement Files
B0503-09 HQHTASI
503-09 Key Accountability Files
B0504-01 HQHTA
504-01 Personnel Security Files
B0504-01-2 HQHTASI
504-01 Personnel Security Files
B0504-01-3 HQHTA
504-01 Personnel Security Investigative Files
B0504-02 HQHTASI
504-02 Security Briefing and Debriefing Files
B0504-02-2 HQHTA
504-02 Special Security Briefing and Debriefing Files
B0601-01 HQHTASI
601-01 Civilian Personnel Program Reporting Files (Master File Printout)
B0601-01-2 HTA
601-01 Civilian Personnel Program Reporting Files (Employee Retirement Record)
B0601-01-3 A
601-01 Personnel Assistance Files
B0601-03 HQHTASI
601-03 Advanced Personnel Data System - Civilian (APDS-C)
B0602-03 HQHTASI
602-03 Organization File
B0602-06 A
602-06 Differential and Allowance Files
B0604-03 HQHTASI
604-03 Active Application Files (Applicant Supply Files)
B0604-04 HTA
604-04 Pending Application Files
B0605-01 HQHTASID
605-01 Equal Employment Opportunity Reporting Files
B0605-03 HQHTASID
605-03 Equal Employment Opportunity Complaint Case Files
B0606-01 HQHTASI
606-01 Official Personnel Folder Files
B0606-02 HQHTASI
606-02 Employee Service Record File
B0606-03 HQHTA
606-03 Expert and Consultant Data Files
B0606-05 HQHTASI
606-05 Adverse Action Files
B0607-01 HQHTASI
607-01 Personnel Locator Files (Alpha Listing)
B0607-03 HQHTASI
607-03 Chronological Journal Files
B0608-06 HQHTASI
608-06 Civilian Training Reporting Files
B0608-07 HTA
608-07 Civilian Training Program Files
B0608-08 HQHTASI
608-08 Training Files
B0608-09 HQHTASI
608-09 Contract Training Files
B0608-10 HQHTASI
608-10 Record of Training Files
B0609-01 HQHTASI
609-01 Referral and Selection Files
B0609-05 A
609-05 Occupational Inventory Files
B0609-05-2 HQ
609-05 Comptroller/Financial Management Civilian Career Referral System.
B0609-07 HQHTAI
609-07 Individual Overseas Employment Referral Files
B0609-09 A
609-09 Occupational Qualification List Files
B0609-11 HQHTA
609-11 Repromotion Eligibility Files
B0610-01 HQHTASI
610-01 Hours of Work Files
B0610-03 HQHTASID
610-03 Appeals Files
B0610-03-2 HQHTASID
610-03 Grievance Files

B0611-01 HTAI
611-01 Reduction in Force Card Files
B0611-03 HTAI
611-03 Retention Register Files
B0612-01 HQHTASI
612-01 Basic Labor Relations Files
B0613-05 HQHTASID
613-05 Incentive Awards
B0614-01 HT
614-01 Official Records (Military) Files and Extracts
B0614-02 HTA
614-02 Military Services Administrative Record Files
B0615-02 HQHTASI
615-02 Federal, State and Professional Safety Councils and Committees Files
B0615-07 HQHTASI
615-07 Safety Awards Files
B0615-11 HQHTASID
615-11 Accidental Injury/Death Reporting Records Files
B0901-04 HTA
901-04 Civilian Employee Health Clinic Record
B0901-06 HTAS
901-06 Blood Donors Files
B0901-07 HQHTAI
901-07 Alcoholism and Drug Abuse Files
B1001-09 S
1001-09 School Reporting Files
B1001-11 S
1001-11 Faculty Development Program Files
B1002-02 S
1002-02 School Faculty Board Review Files
B1002-06 S
1002-06 Individual Academic Record Files
B1002-07 S
1002-07 Collateral Individual Training Record Files
B1202-17 HTA
1202-17 Contracting Officer Designation Files
B1205-05 HTA
1205-05 Property Officer Designation Files
B1205-23 HTASID
1205-23 Report of Survey Files
B1206-02 HTA
1206-02 Self Service Store Authorization Card Files
B1208-06 HTA
1208-06 Motor Vehicle Operator's Permits and Qualifications Files
B1211-03 HQHTAI
1211-03 Passport Files
B1211-06 HQHTA
1211-06 Transportation Officer Appointment Files
B1211-07 HQHTA
1211-07 Individual Government Transportation Files

## DEFENSE CIVIL PREPAREDNESS AGENCY

CACC 2,3,5,6.
DCPA ACC 2, 3, 5, and 6 Payroll and Leave Accounting
CACC 2,3,5,6A.
DCPA ACC 2, 3, 5, 6A, Travel and Transportation Accounting
CCOM 5
DCPA COM 5, Radio Amateur Civil Emergency Services (RACES) Plans
CEMO 1
DCPA EMO 1 EMERGENCY OPERATING PLANNING
CFEA 3-1
DCPA FEA 3-1 Civil Rights Complaint and Compliance Files
CIND 2
DCPA IND 2, Industrial Group Consultation
CINF 2-3
DCPA INF 2-3, Biographies
CINF 7
DCPA INF 7, Civil Defense Awards
CLEG 5
DCPA LEG 5-Interest-Conflict Review
CLEG 7-1
DCPA LEG 7-1-Claims (Litigation) - Employees
CLEG 7-2
DCPA LEG 7-2, Claims (Litigation)-Other than employees
CLEG 8-1
DCPA LEG 8-1 Enforcement, Compliance (DCPA Employees)
CLEG 8-2
DCPA LEG 8-2 Enforcement (Compliance) - Non-DCPA Employees
CMGT 2
DCPA MGT 2, Delegations and Designations Files
CMGT 4
DCPA MGT 4, Committee Management Files
CMGT 7
DCPA MGT 7, Defense Civil Preparedness Agency (DCPA) Central Files
CMGT 10
DCPA MGT 10, Program Management Information System
COSV 5
DCPA OSV-5, Office Services File System
CPER 1
DCPA PER 1, General Personnel
CPER 1-1
DCPA PER 1-1, Bond, Charitable, and Blood Donor Drives Files
CPER 4
DCPA Per 4, Military Reserve Program
CPER 5-1
DCPA PER 5-1 Executive Reserves
CPER 6
DCPA PER-6, Equal Employment Opportunity Discrimination Complaint Files
CPER 7
DCPA PER 7, Emergency Notification Lists
CPER 8
DCPA PER 8, Handicapped Employees and Handicapped Veterans
CPUB 3
DCPA PUB 3, Publications Distribution Lists - Computer Center
CPUB 3-2
DCPA PUB 3-2, Standard Publications Distribution Lists
CRAD 2-3
DCPA RAD 2-3, Instruments and Equipment, Loaned, Radioactive Materials
CRAD 3
DCPA RAD 3, Maintenance and Calibration
CRAD 4
DCPA RAD 4, Radiation Exposure and Radioactive Materials; Radiation Committee Records
CSEC 2
DCPA SEC 2, Classified Documents Control Files
CSEC 3-4
DCPA PER 3-4, Classified Clearances
CSHL 3
DCPA SHL 3, Summer Hire
CTNG 3
DCPA TNG 3, State and Local Civil Preparedness Instructional Program (SLCPIP)
CTNG 8
DCPA TNG 8, DCPA Form 1353, Appl for Enrollment in Arch & Engr Prof Dev Prog
CTNG 8-1
DCPA TNG 8-1 Qualified Instructor File
CTNG 13
DCPA TNG 13, Student Academic and Course Records, DCPA Staff College
CTNG 14
DCPA TNG 14, Home Study Courses, DCPA Staff College
CWNG 2-1
DCPA WNG 2-1, List of custodians of Decision Info Sys (DIDS) Radio Receivers

## OFFICE OF THE SECRETARY OF DEFENSE

DAE01
Office Social Roster and Locator Card.
DAE02
03-3 and 03-4 Individual Personnel Files, 03-1b Consultants Files
DAS 01
Defense Audit Management Information System (DAS/MIS).
DATSD01
Files of Personnel Evaluated for Presidential Support Duties
DATSD02
Files of Periodic Management Assessments of certain Key Management Personnel and in DoD
DATSD03

Files of Personnel Evaluated for Non-Career Employment in DoD
DCOMP 01
Personnel Roster
DCOMP MS01
Training Records.
DCOMP MS02
Personnel Leave Schedule
DCOMP MS03
Personnel Records
DCOMP MS04
Civilian Pay time and Attendance Report.
DCOMP MS05
Request for Overtime Authorization.
DCOMP MS06
Time and Attendance Report.
DCOMP MS07
Classified Container Custodian Data, SD 411.
DCOMP MS08
List of personnel and security clearances
DCOMP MS11
List of Female Employees of OSD/OJCS
DCOMP PB01
Personnel File/Biography
DCOMP PB02
Personnel Roster
DCOMP PB03
Personnel Roster
DCOMP PB04
Personnel Roster
DCOMP SP02
Industrial Personnel Security Clearance Case Files.
DCOMP SP03
Administrative Files on Active Psychiatric Consultants to DoD.
DCOMP SP04
Motions for Discovery of Electronic Surveillance Files
DGC02
Private Relief Legislation File
DGC03
General Administrative File
DHA 04
Variable Incentive Pay for Medical Officers-Data Management System
DISA 01
ISA TELEPHONE DIRECTORY
DISA 02
ISA LOCATOR FILE
DISA 03
Organizational Personnel Files and 201 Files
DLA01
Security Clearance File
DLA02
Biographic Data File.
DMRA&L 01.0
Teacher Correspondence Files
DMRA&L 02.0
Teacher Application Files.
DMRA&L 03.0
Employer Support File (PLEDGE)
DMRA&L 06.0
Department of Defense Priority Placement Program (STOPPER LIST)
DMRA&L 07.0
Department of Defense Overseas Employment Program
DMRA&L 09.0
Defense Race Relations Institute (DRRI) Student File
DMRA&L 10.0
Equal Opportunity Complaint File
DMRA&L 12.0
Reserve Components Common Personnel Data System (RCCPDS)
DMRA&L 15.0
Reports of Defense Related Employment.
DMRA&L 16.0
Retired Personnel Master File
DMRA&L 17.0
DoD Overseas Dependent School Teachers Retroactive Pay Project
DMRA&L 18.0
Administrative Files (MRA&L)
DMRA&L 19.0
Automated Career Management System (ACMS) DD-M(AR)1456.
DOCHA 01
Health Benefits File
DOCHA 02
AR 340-18-9 Medical Care Inquiry Files
DOCHA 03
Health Benefits Preapproval Files
DOCHA 04
AR 340-18-4 Legal Opinion Files
DOCHA 05
Health Facilities File
DOCHA 06
AR 340-18-9 Policy and Precedent Files
DOCHA 07
Medical Claim History Files
DOCHA 08
DoD Health Services Enrollment/Eligibility System.
DPA DCR.A 01
Joint Civilian Orientation Conference Files
DPA DDI.A 02
Biography File
DPA DDI.B 03
Portrait-Photograph File
DPA DDI.C 04
Case Files
DPA DFOI.A 05
Freedom of Information Program Case Files
DPA DSR.A 06
Security Review Index File
DPA DXA.A 07
Personnel Files
DPA DXA.B 08
Contact Files
DPA DXA.C 09
Public Correspondence Files
DPA DXA.D 10
Privacy Act Request for Access Files
DPA&E 02
Administrative Files for Office of the Assistant Secretary of Defense for PA&E
DSMC-01
Defense Systems Management College (DSMC) Personnel Information Files.
DSMC-02
Defense Systems Management College (DSMC) Student Files
DSMC-03
Defense Systems Management College (DSMC) Track Record System
DSMC-04
Defense Systems Management Collge (DSMC) Academic Analysis System
DSMC-05
Biographical Record System
DSMC-06
Defense Systems Management College (DSMC) Mailing List
DUSDRE 02
OUSDRE Personnel Administration Files
DUSDRE 03
Office of the Under Secretary of Defense for Research and Engineering (OUSDRE), Inventor's File.
DUSDRE 04
Requests for Two-year Foreign Residence Waiver Files
DWHS BF01
Travel Files
DWHS CD01
OSD General Correspondence Files
DWHS CD02
Cable Division Personnel Administration Files
DWHS IO&R01
Combat Area Casualties
DWHS P01
Supergrade Correspondence, Reports, and Case Files
DWHS P02
Job Opportunity Announcements
DWHS P03
DoD Program for Stability of Civilian Employment
DWHS P04
Reduction-In-Force Case Files.
DWHS P05
Roster of When Actually Employed Employees
DWHS P06
DoD-Wide Civilian Career Program for Comptroller/Financial Management Personnel
DWHS P07

Incentive Awards Records
DWHS P08
Worker's Compensation-On-The-Job Injuries Report File
DWHS P09
Computer Data Base.
DWHS P10
Training File.
DWHS P12
Executive Development Programs File
DWHS P13
Management Intern File
DWHS P14
Blood Donor Files
DWHS P17
Assignment Folders
DWHS P18
The Office of the Secretary of Defense Identification Badge Suspense Card System.
DWHS P19
General/Flag Officer Files
DWHS P20
Report of Personnel Assigned Outside of Department of Defense
DWHS P21
Duty Status Cards
DWHS P22
General/Flag Officer Roster
DWHS P23
Roster of Military Personnel.
DWHS P25
Overseas Staffing Files.
DWHS P26
Protective Services File
DWHS P27
Pentagon Building Pass Application File
DWHS P28
The Office of the Secretary of Defense Clearance File
DWHS P29
Employee Assistance Program Case Record Systems
DWHS P30
Labor Management Relations Records Systems
DWHS P32
Standards of Conduct Inquiry File
DWHS P33
Statements of Affiliations and Financial Interests File
DWHS P34
Non-Career Personnel Job Files
DWHS P36
Award records for military-Office of the Secretary of Defense (OSD) personnel.
DWHS SPM001
Application for Pentagon Parking Permit
DWHS SPM002
Pentagon Carpool Locator

## DEFENSE ADVANCED RESEARCH PROJECT AGENCY

E DARPA 001
Travel File
E DARPA 002
Biographical Sketch
E DARPA 004
DARPA Personnel.

## UNITED STATES AIR FORCE

F00401 05HCHLA
For Cause Separations of Personnel with Duty and Travel Restrictions (FCS/DTR)
F01001 AFA A
01001 AFA A Cadet Administrative Records.
F01001 CVAE A
01001 CVAE A Secretary of the Air Force Historical Records
F01001 DAYYT A
Unusual and Incoherent Translation Material
F01001 OBXQPCF
Planning and Resource Management Information System
F01001 REPX A
Inquiries (Presidential, Congressional)
F01001 SAFPC A
Air Force Discharge Review Board Retain Files
F01001 0CGBUZA
01001 0CGBUZA Individual Weight Control File.
F01001 0J DP F
Drug Abuse Ledger
F01001 0JDJDBB
Administrative Discharge Information Summary
F01001 0JMPLSA
Instructor of the Month Records
F01001 0KPNQSA
Potential Faculty Rating System
F01001 0QFJXTA
Office Projects/Studies (Behavioral Service Program)
F01001 0QKRSMA
Academic Completion Report
F01001 0QVDYDA
Correspondence, Message and Project Files (Civil Reserve Air Fleet Personnel)
F01001 05HCHLC
01001 05HCHLC Air Force Attache Record System
F01001 05HCHLD
01001 05HCHLD USAF Prisoner of War (PW) Debriefing Files
F01002 0QVDYDA
Military Airlift Command (MAC) Dishonored Check Program.
F01003 0IACYVA
01003 0IACYVA Background Material
F01101 DAYYT A
Operational Reference File
F01101 DPXJ B
Record of Air Force Personnel Assigned Outside the Department of Defense
F01101 DPXJC C
01101 DPXJC C USAF Reconstitution Requirements for Office of JCS and HQ USAF
F01101 PRES A
Check Cashing Privilege Files
F01101 0J TTSB
Graduate Evaluation Master File
F01101 0KPNQSA
Air Force Reserve Officer Training Corps (AFROTC) Membership System
F01101 0KPNQSB
Four Year Reserve Officer Training Corps (AFROTC) Scholarship Program Files
F01101 0KPNQSC
Individual Weight Loss Record.
F01101 0KPNQSD
Air Force Reserve Officer Training Corps (AFROTC) Guest Lecture Files
F01101 0SAWUBB
Source Support - Control Data
F01101 0UJCGJA
01101 0UJCGJA Career Development Graduates Historical Roster/Course Enrollees
F01101 02 ALSB
Complaints and Inquiries
F01102 ARPC A
01102 ARPC A Locator or Personnel Data.
F01102 DAYX A
01102 DAYX A Base, Unit, and Organizational Military and Civilian Personnel Locator Files
F01102 DPEEB A
01102 DPEEB A Congressional and Other High Level Inquiries.
F01102 DPXVH F
Congressional Inquiries
F01102 LLI A
01102 LLI A Microfilm Records Congressional/Executive Inquiries
F01102 OBXQPCA
Student Information Cards
F01102 SGA B
Medical Service Corps Personnel Files
F01102 SGPC C
Professional Inquiry Records System
F01102 SGPS D
Files of Waiver from flying duty (WAVR FILE)
F01102 SGPS F
High Level Inquiry File
F01102 SGV A
Veterinary Personnel Files
F01102 0IACYVB
01102 0IACYVB Locator Personnel Data.
F01102 0MUHHZA

Air Force Office of Information/OI Personnel Background Record.
F01102 0MUHHZB
General/Colonel Status Board.
F01102 0RKNMDA
General Colonel Personnel Data Action Report.
F01102 0UMCBVB
Visual Aid.
F01102 02 ALSB
Civil Engineer Personnel Data Cards
F01103 OBXQPCC
Faculty Biographical Sketch
F01103XOBXQPCD
Class Committee Products
F01201 DAD A
01201 DAD A Privacy Act Request File.
F01201 0QPTFLA
Information Requests-Freedom of Information Act
F01201X0IACYVA
01201X0IACYVA Fee Case File
F016301SGV A
Veterinary Records
F02501 0IACYVA
02501 0IACYVA Manpower standards study reports.
F02503 DPCXP A
Committee Management Records
F02503 NB A
Biographical Information File
F02503 0J DP A
Commander Commander selection file.
F02503 0J DP B
Brigadier General screening board results
F03001 SAC A
03001 SAC A Drug Rehabilitation Action Management Information System.
F03001 DPXVV A
File Designation, Drug Abuse, Waiver Requests
F03001 JALA A
03001 JALA A Confidential Statement of Employment and Financial Interest
F03001 SPI A
Duty and Travel Restriction Notification Letters.
F03001 0CGBUZA
03001 0CGBUZA Drug/Alcohol Abuse Control Case Files
F03001 0JMPLSC
Drug Abuse Control Case Files
F03001XOBXQPCB
Military and Leadership Order of Merit System
F03001X0IACYVB
03001X0IACYVB Inquiries on the Reserve Program
F03002 SPO A
Documentation for Identification and Entry Authority.
F03002 0IACYVA
03002 0IACYVA Applications for Identification (ID) cards.
F03003 DPMSACB
Deceased Service Member's Dependent File
F03003 DPMSACC
Indebtedness, Nonsupport, Paternity
F03003 DPMSC A
03003 DPMSC A Casualty Files
F03003 XOXXX
03003 XOXXX Next of Kin Inquiries Civilian MIA/PWs
F03004 AFDPMDA
Contingency Planning Support Capability (CPSC)-Data Systems Designator (DSD) A349
F03004 AFDPMDB
03004 AFDPMDB Advanced Personnel Data System (APDS) - ADS: E300
F03004 ARPC A
03004 ARPC A Point Credit Accounting Record System. (PCARS).
F03004 SGPA A
USAF Aerospace Medicine Personnel Career Information System
F03004 SGPA B
Bioenvironmental Engineer Personnel Career Information System
F03004 SGPA C
Aerospace Physiology Personnel Career Information System
F03004 0EACYVA
03004 0EACYVA Military Personnel Expense Distribution Listing.
F03004 0J RSSA
processing and Classification of Enlistees (PACE)
F03004 0J RSSB
Enlistee Quality Control Monitoring System E818.
F03004 0QVDYDA
military Airlift Command (MAC) Special Executive Development Program
F03004 0SGHLNA
Group Scheduling Listing
F03004 0TMUHJK
base Automated Mobility System (BAMS) Personnel Extract Tape
F030040BXQPCAB
Military Personnel Administrative Records.
F0300410HAJXFA
Air Force Systems Command (AFSC) Personnel Resource Management System
F0300410HAJXFB
potential Program Managers Tracking System (PPMTS)
F0300410HAJXFC
Air Force System Command Personnel Data Retrieval System.
F03005 PRENC A
Equal Opportunity in Off-Base Housing
F03005 PRENC B
Off-Base Housing Referral Service
F03005 PRENC C
Base Housing Management
F03005 02 ALSA
On/Off-Base Housing Records
F03007 0QPTFLB
Visiting Officer quarters-transient airman quarters reservation.
F03403 DPMSP A
Nonappropriated Fund (AF NAF) Employee Insurance and Benefits System File.
F03501 AFDPG O
03501 AFDPG O General Officer Personnel Data System
F03501 AFDPG Z
03501 AFDPG Z General Officer Personnel Data System
F03501 AFDPO U
Office File
F03501 AFREP T
Files on General Officers and Colonels Assigned to General Officer Positions
F03501 ARPC A
03501 ARPC A Informational Personnel Records.
F03501 ARPC B
03501 ARPC B Biographical File.
F03501 ARPC C
03501 ARPC C Personnel Management Records
F03501 ASGPS R
03501 ASGPS R Medical Opinions on Board for Correction of Air Force Military Records Cases (BCMR)
F03501 DP 3
03501 DP 3 Unit Assigned Personnel Information File.
F03501 DPMAK J
Separation Case Files (Officer and Airman).
F03501 DPMAKEI
03501 DPMAKEI Absentee and Deserter Information Files
F03501 DPMAO K
Officer Effectiveness Report (OER)/Airman Performance Report (APR) Appeal Case Files.
F03501 DPMAR
03501 DPMAR Disability/Non-Disability Retirements Records
F03501 DPMDQIA
03501 DPMDQIA Military Personnel Records System
F03501 DPMDRAB
Correction of Military Record Card
F03501 DPMHC L
Chaplain Applicant Processing Folder
F03501 DPMSG M
Health Education Records.
F03501 DPMSG N
Application for Appointment and Extended Active Duty Files.
F03501 DPMSG O
Medical Officer Personnel Utilization Records
F03501 DPMVO 1
Effectiveness/Performance Reporting Systems.
F03501 DPMYR R
Statutory Tour Program
F03501 DPPPS S
United States Air Force (USAF) Airman Retraining Program.
F03501 HC A
Chaplain Personnel Record
F03501 HC B

Chaplain Information Sheet
F03501 MPC A
F03501 MPC A Civilian/Military Service Review Board Card.
F03501 REP A
03501 REP A Personnel Files on Statutory Tour Officers
F03501 REP B
Files on AF Reserve General Officers; Colonels assigned to General Officer Positions
F03501 SAFCB A
Military Records Processed by the Air Force Correction Board
F03501 SAFOI B
Mobilization Augmentee Training Folders
F03501 SGPC M
Physician Personnel Files
F03501 0CGBUZA
Informational Personnel Training Records
F03501 0CGBUZB
Informational Personnel Records.
F03501 0IACYVG
03501 0IACYVG Correction of Military Records of Officers and Airmen
F03501 0J DP A
Officer Status File
F03501 0J DP B
Status of Ineffective Recruiter
F03501 0KPNQSC
03501 0KPNQSC AFJROTC Instructor Records System
F03501 0KPNQSD
Air Force Junior ROTC (AFJROTC) Instructor Applicant System.
F03501 0MUHHZA
Personnel Interview Record
F03501 0MUHHZB
Curriculum Vitae
F03501 0QAGGNA
Informational Personnel Records.
F03501 0TKWRDC
Informational Personnel Records.
F03501 0TMUHJA
Informational Personnel Records. (OI personnel background)
F03501 0UMCBVA
Geographically Separated Unit Copy Officer Effectiveness & Airman Performance Report
F03501 05HCHLH
Reserve Management and Mobilization System (RMAMS)
F03501 06SCEYA
Air Force Audit Agency (AFAA) Personnel Electronic Evaluation, Reporting System (PEERS)
F03501 06SCEYB
Informal Airmen/Reserve Information Record
F03501 06SCEYC
AFAA Management Information System - Career File
F03501 06SCEYD
Air Force Audit Agency Office Personnel File
F03501 06SCEYE
Air Force Audit Agency Office File
F03501 07YLNGA
Informational Personnel Records.
F03501 07YLNGB
Internal Personnel Data System
F03501A0SSGBP
Education and Training Fact Sheets.
F03501B0SBAEYA
Request for Clinical Priviledge at USAF Hosp Beale
F03501B0SPCZPB
Navigator Background Information
F03501FSFPC A
Air Force Discharge Review Board original case files.
F03501X0BXQPCB
Prospective Instructor Files
F03501X0IACYVA
03501X0IACYVA Reserve Supplement Officer (RSO) Case File.
F03501X0IACYVB
03501X0IACYVB Application for Separation from the Regular AF to AF Reserve/Air National Guard.
F03501X0IACYVD
03501X0IACYVD Servicemens Group Life Insurance (SGLI) Entitlement Case Files.
F03501X0OTAYZA
Management Control System (MCS)
F035010BXQPCAB
Admissions and Registrar Records
F0350120SSGBPA
Information Officer Background Record
F03502 AFA A
03502 AFA A Cadet Management System
F03502 DPMMB A
Selective Reenlistment Consideration
F03502 DPMMB B
Request for Variable Reenlistment Bonus (VRB) and/or Advance Payment of VRB.
F03502 OBXQPCB
03502 OBXQPCB Cadet Personnel Records System
F03502 OBXQPCD
Master Cadet Personnel Record (RR)/Historical
F03502 OBXQPCE
Master Cadet Personnel Record (RR)/Active, Directorate of Cadet Records
F03502 0MUHHZA
Manning Specialist Evaluation.
F03502 07YLNGA
Career Development Folder.
F03503 ATC A
03503 ATC A Recruiting Research and Analysis System
F03503 ATC RSL
03503 ATC RSL Basic Trainee Interview Record
F03503 ATC RSM
03503 ATC RSM Recruiting Activities Management Support System (RAMSS)
F03503 DPMMP A
Air Force Enlistment/Commissioning Records System
F03503 0MUHHZA
Reserve manning Report.
F03504 AA A
Secretary of the Air Force Military Personnel Administration
F03504 DPM A
03504 DPM A Relocation Preparation Project Folders.
F03504 DPMHC A
Chaplain Personnel Action Folder
F03504 DPMHC B
Assignment Action File
F03504 DPMRA C
Airmen Utilization Records System
F03504 DPMRO D
Officer Utilization Records System
F03504 DPMYCOF
Incoming Clearance Record
F03504 OYUEBLA
Training status Code.
F03504 OYUEBLB
03504 OYUEBLB Commander Identification.
F03504 OYUEBLC
03504 OYUEBLC Air Traffic Control (ATC) Personnel Reporting.
F03504 XOXXE A
Air Force Advisory Personnel in Latin America
F03504 0IACYVA
03504 0IACYVA Data Change/Suspense Notification.
F03504 0JMPLSB
Classification screening records.
F03504 0JMPLSC
03504 0JMPLSC Assessments screening records.
F03504 0JMPLSD
Redline control report.
F03504 0KPNQSB
Air University (AU) Advanced Degree Application.
F03504 0KPNQSC
Officer assignment files.
F03504 0SPCZPA
Bomber mobilization recovery roster.
F03504 0TMUHJD
PCS funds control log.
F03504AAFSS S
Office Personnel Data Informational Files
F03504B0SSGBPB
Palace Chase assignment applications.
F03504X0XOXASA
Officer Effectiveness Report Data Card
F03505 DPMAO A
Unfavorable Information Files (UIFs)
F03505 DPMAO B
03505 DPMAO B Personnel Action File (Digest File)
F03505 0IACYVA
03505 0IACYVA Unfavorable Information Files (UIFS) on Officers and Airmen.
F03506 DPMAW A

Air Force Personnel Test 851, Test Answer Cards.
F03506 DPMYA
03506 DPMYA Military Service Inventory Research Program.
F03506 0KPNQSA
Air Force Reserve Officer Training Corps Qualifying Test Scoring System
F03507 DPMAJDA
Flying Status Branch File
F03507 SGPA A
Application for Advanced Aeronautical Rating File (Senior and Chief Flight Surgeon)
F03507 0IACYVA
03507 0IACYVA Flying Status Actions
F03507 0J DP A
flying evaluation board(feb) file
F03508 DPMAJAA
Officer Promotion and Appointment
F03508 DPMAJBA
Recorder's Roster
F03508 DPMAW M
Historical Airman Promotion Master Test File (MTF)
F03508 0IACYVA
03508 0IACYVA Officer promotions.
F03508 0IACYVB
03508 0IACYVB Air Force Reserve Airman Demotions
F03508DPMAW
Airman Promotion Historical Records
F03509 0IACYVA
03509 0IACYVA Requests for Discharge From the Air Force Reserve.
F03509 0IACYVB
03509 0IACYVB Administrative Discharge for Cause on Reserve Personnel
F03509A0SSGBPA
Administrative Discharge File
F04001 DPCX A
Non-Appropriated Fund (NAF) Civilian Personnel Records
F04001 06SCEYA
Merit Promotion File
F04001 1PTAYZC
Civilian Pay-Personnel-Manpower (Paperman) - E205
F04002 DPCMS A
Civilian Personnel Applicant Supply Files
F04002 DPCMS B
Civilian Personnel Test Score Record
F04002 DPCMS C
Job Element Questionnaires for Civilian Trades and Labor occupations
F04002 DPCMS D
Civilian Personnel Occupational and suitability employment examinations
F04002 OBXQPCB
Temporary Quarters Subsistence Expense
F04002 0MUHHZA
Air Reserve Technician (ART) officer selection folders
F04002 0MUHHZB
Air Reserve Technician Data System
F04003 DPCMT A
Training and Employee Development Record Systems.
F04003 06SCEYB
Long-Term Full-Time Training File
F04004 DPCE B
04004 DPCE B Civilian Personnel Performance Awards and Outstanding Performance Ratings
F04004 DPCE C
Labor Management Relations Records Systems
F04004 DPCMS A
Employee Assistance Program Case Record Systems.
F04008 AA A
Civilain Personnel Files
F04008 DPCE A
Supervisor's Record of Civilian Employee
F04501 ARPC A
04501 ARPC A Air Force Reserve Application.
F04501 DPMMP A
Educational Delay Board Findings
F04501 OI A
04501 OI A Air National Guard Information Personnel Background File
F04501 0IACYVA
04501 0IACYVA Air Force Reserve Applications
F04501 0IACYVC
04501 0IACYVC Professional Officer Course(POC) and Financial Assistance Program Cadets
F04501 0KPNQSA
04501 0KPNQSA Cadet records.
F04501 0KPNQSB
04501 0KPNQSB Air Force ROTC Field Training Administration System.
F04501 0KPNQSC
AFROTC field training assigment system.
F04501 0KPNQSD
Flight instruction program (FIP).
F04501X0IACYVA
04501X0IACYVA Air Force Service Data of Employees and Relatives.
F04501X0IACYVD
04501X0IACYVD Air Force Reserve Officer Training Corps (AFROTC) Contract Violators.
F04501X0IACYVE
04501X0IACYVE Involuntary Recall.
F04501X0MUHHZA
Reserve medical service corps Officer appointments.
F04502 0IACYVA
04502 0IACYVA Inactive Duty Training, Extension Course Institute (ECI) Training
F05001 AFA A
05001 AFA A Faculty Academic Records.
F05001 AFSS A
05001 AFSS A Training Summaries.
F05001 SAFOI B
Information Officer Short Course Eligibility File
F05001 0BXQPBB
05001 0BXQPBB USAF Academy Cadet/Nominee/Applicants Athletic Records
F05001 0IACYVA
05001 0IACYVA Professional Military Education (PME).
F05001 0J DP A
Faculty board ledger.
F05001 0MUHHZA
Undergraduate pilot and navigator training.
F05001 0MUHHZB
Air Force Reserve Medical School tour allocations.
F05001 0QKRSMA
Training Instructors (Academic Instructor Improvement/ Evaluation)
F05001 0SGHLNE
Combat intelligence crew training record.
F05001 0SGHLNG
Officers Electronic Warfare Officer (EWO) training record.
F05001 0SGHLNH
Missile procedures training (MPT) accomplishment.
F05001 0SSZDTA
Nursing skill inventory.
F05001 06SCEYA
Advanced Degree File
F05001 06SCEYB
Air Force Audit Agency Office Training File
F05001A0SGHLNB
Upgrade training missile procedures training (MPT) critique form.
F05002 ATC A
Maintenance Management Automated Training System MMATS.
F05002 ATC TTS
05002 ATC TTS Student Record of Training.
F05002 DPPE A
Education Services Program Records (Individual)
F05002 OI A
Graduates of Air Force Short Course in Communication (Oklahoma University)
F05002 OYUEBLA
Air Traffic Control (ATC) Certification Documentation
F05002 OYUEBLB
Air Traffic Control (ATC) Certification Documentation
F05002 OYUEBLC
Air Traffic Control Rating and Training Program Documentation
F05002 OYUEBLD
05002 OYUEBLD Student Record
F05002 OYUEBLE
05002 OYUEBLE Individual Academic Training Record
F05002 0J DOZB
05002 0J DOZB Individual Academic Records - Survival Training Students

F05002 0J TTPA
Technical Training Course Management Information System
F05002 0KPNQSA
Air University Academic Records
F05002 0KPNQSB
Student Record Folder
F05002 0OJUBJB
Maintenance Management Information and Control System (MMICS)
F05002 0QSCEYA
Training Progress (Permanent Student Record)
F05002 0QVDYDA
Unit Training Program
F05002 0SGHLNA
Training Work Sheet (GRF Form 36)
F05002 0TMUHJA
Student Record File
F05002 0UJCGJA
Training Progress
F05002 0UJCGJB
Training Progress Student Data Records
F05002 0UMCBVA
Defense Language Institute Student History
F05002 07YLNGA
United States Air Force Special Investigations School Individual Academic Records
F05002X0J ED A
05002X0J ED A Community College of the Air Force Student Record System
F05004 0QKRSMA
Training Systems Research and Development Materials
F05101 ADC A
05101 ADC A Aircrew Training Records, Aerospace Defense Command (ADCOM).
F05101 OJ DOTA
05101 OJ DOTA Flying Training Records - Nonstudent.
F05101 OJ DOTB
Flying Training Records - Student
F05101 0JMPLSA
Flying Training Records
F05101 0QKRSMA
Aircrew Instruction Records (Flying Training Records)
F05101 0QKRSMB
Training Aids Usage (Simulator Student Training Records)
F05101 0TMUHJA
Tactical Air Command Automated Flying Training Management System.
F05101A0SSGBPA
Aircrew Resource Management System (SACARMS)/Aircrew Qualification Report
F05301 DPP A
Air Force Academy Appointment and Separation Records
F05301XOBXQPCB
Education and Research Data Base
F05302 OBXQPCB
Air Force Academy Candidate System
F053030BXQPCAB
053030BXQPCAB Preparatory School Records
F06003 ANGBXOB
Progress Report, Undergraduate Pilot Training
F06005 XOOFF A
06005 XOOFF A Air Force Operations Resource Management Systems (AFORMS).
F06604 AFLC A
Maintenance Labor Distribution and Cost System
F06608 SAC A
06608 SAC A ICBM Maintenance Standardization and Evaluation Program.
F06608 0OJUBJB
Maintenance Management Information and Control System MMICS
F06608 0OJUBJC
Exception Time Accounting (ETA) System (G001A)
F06711 AFSC A
06711 AFSC A Equipment Maintenance Management Program (EMMP).
F06711 LGYPS A
Personal Clothing and Equipment Record
F06711 0OJUBJA
Tool Kit Control Card
F07001 0EACYVA
Accounts Payable Records
F07503 AA A
07503 AA A Office, Secretary of Air Force Travel Files
F075031LGTT A
075031LGTT A Personal Property Movement Records
F0750310JUBJH
Household Goods Nontemporary Storage Accounts System (NOTEMPS)
F07601 MAC A
07601 MAC A Passenger Reservation and Movement System.
F07702 LGTN A
Motor Vehicle Operators' Records
F08001 0HMASIS
Research and Development Planning and Programming Records
F08002 0JMPLSA
Research and Development (R&D) Projects Records.
F08003 OBXQPCA
08003 OBXQPCA Minnesota Multiphase Personality Inventory Research Program
F08003 0HCNBCA
08003 0HCNBCA Aeromedical Research Data.
F08003 0HMPLSA
Personnel Research Laboratory Historical Data Base File.
F09503 0JMPLSA
Sound Recordings.
F10010 AFCS A
10010 AFCS A Military Affiliate Radio System (MARS) Member Records.
F11001 AJA
Judge Advocate Personnel Records
F11001 IGQ A
11001 IGQ A Inspector General Records Freedom of Information Act
F11001 JACA H
Legal Assistance Administration
F11001 JACL F
Freedom of Information Act Appeals
F11001 JAG A
11001 JAG A Litigation Records (Except Patents).
F11001 SAFPC A
Air Force Discharge Review Board Voting Cards
F11001 SAFPC B
Air Force Discharge Review Board Case Control/Locator Cards
F11001 0EACYVA
Legal Administration Records of the Staff Judge Advocate
F11001AJACI A
USAF Foreign Criminal Jurisdiction cases
F11001X0MUHHZA
Reserve Judge Advocate Training Report
F11002 AJACP
Invention, Patent Application and Patent Application Secutiry, and Patent Files
F11002 JACP C
11002 JACP C Patent Infringement and Litigation Records
F11101 AJAJM
Court-Martial and Article 15 Records
F11101 0SPCZPA
11101 0SPCZPA Military Justice Administration
F11101 0UMCBVA
Military Justice Administration
F11101XJAJM C
Automated Military Justice Analysis and Management System (AMJAMS)
F11201 JACC A
Claims Administrative Management Program (CAMP) E064
F11201 JACC B
Claims Records
F12001 DPX B
12001 DPX B Investigation/Complaint Files
F12001 IGQ A
Inspector General Records
F12301 02SCEYA
United States Air Force (USAF) Inspection Scheduling System
F12401 07YLNGA
Badge and Credentials
F12401 07YLNGB
12401 07YLNGB Investigative Applicant Processing Records
F12404 07YLNGA
Investigative Support Records
F12406 07YLNGA
Security and Related Investigative Records
F12408 07YLNGA
Counterintelligence Operations and Collection Records
F12410 07YLNGA

Criminal Records
F12501 ASPP
Firearms Authorization and Safety Records
F12501 SPO D
Provisional Pass
F12501 SPO E
Registration Records (Excluding Private Vehicle Records)
F12501 SPO F
Notification Letters to Persons Barred From Entry to Air Force Installations
F12501 SPO G
Complaint/Incident Reports
F12501 SPO H
Serious Incident Reports
F12501 SPO I
Incident Investigation Files
F12501 SPO J
Traffic Accident and Violation Reports
F12501 0QVDYDC
12501 0QVDYDC Field Interview Card
F12501 02 ALSB
Temporary Private Vehicle Impoundment Record
F12501XSPP B
Pickup or Restriction Order
F12502 SPP A
12502 SPP A Correction Records
F12503 SPO A
Vehicle Administration Records
F12503 02 ALSB
Bicycle Registration File
F12503 02 ALSC
Storage and Special Permits for Recreational and Utility Trailers
F12701 0J IGYA
Air Training Command Aircraft Accident Board Resources List
F12701 02SCEYA
Safety Education File
F12702 02SCEYA
Aircraft Accidents and Incidents Computer File
F12702 02SCEYB
human factors in aircraft accident/incident computer file.
F12702 02SCEYC
United States Air Force (USAF) Ground Accident Fatality File
F14001 0SGHLNA
Bachelor Airmen's Quarters (BAQ) Temporary Issue Receipt
F16001 AFA A
16001 AFA A Cadet Hospital/Clinic Records.
F16001 SGPC A
16001 SGPC A Medical Professional Staffing Records
F16001 SGPS A
Aircrew Standards Case File
F16002 SGPS A
Department of Defense Medical Examination Review Board Medical Examination Files
F16002 SGPS B
16002 SGPS B Retirements/Separations Records System
F16002 0IACYVA
16002 0IACYVA Physical Examination Reports Suspense File
F16003 ASGH R
Air Force Clinical Laboratory Automation Systems (AFCLAS)
F16003 0SPCZPA
Laboratory Course Phase II
F16003 02 ALSA
Chain of Custody Receipt
F16006 ASGPA R
USAF Hearing Conservation Record System
F16006 SGPC A
Central Medical Registry Files
F16007 SGPA A
Drug Abuse Rehabilitation Report System
F16101 SGPA A
Medical Recommendation for Flying Duty
F16101 0SSGBPA
Aerospace Medicine Program Medical Recommendation Missile Duty
F16102 SGPA A
Air Force Aerospace Physiology Training Programs
F16102 SGPA B
USAF Compression Chamber Operation
F16104 SGPA A
USAF Master Radiation Exposure Registry
F16201 SGD A
Dental Health Records
F16202 SGD A
Dental Personnel Actions
F16202 SGD B
Dental Professional Activities
F16401 GHXO S
Patient Evacuation Manifest
F16802 CSGH R
MAMS-R (Medical Administrative Management System - Revision)
F16802 SGHB B
Casualties in Southeast Asia
F16802 SGPC A
16802 SGPC A Child Advocacy Case Files
F16802 0RKNMDA
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F16803 ASGHB R
Patient Index and Locator System
F16803 SGH A
OASIS (Outpatient Appointment Scheduling Information System)
F16803 SGHB B
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F16803RSGHXO B
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F16804 SGHB A
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F16805 ASGHB R
16805 ASGHB R Health and Outpatient Records
F16806 SGHB A
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F16808 SGHC A
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F16810 SGN A
Nursing Service Records
F17101 SGHB A
Automated Inpatient Data System
F17101 SGHB B
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F17101 0HZHTVA
Manhour Accounting System (MAS)
F17101 0HZHTVD
Management Oriented Personnel System (MOP)
F17101 0JNTMUA
Behavioral Automated Research System (BARS) (B-3500)
F17101 0OJUBJA
Planning and Resources Management Information System
F17101 0UMCBVA
Military Personnel Management System
F1710100HAJXFA
Personnel Data Used For Management Engineering (ME) Program Manning Purposes
F17501 06SCEYA
Air Force Audit Agency Management Information System - Report File
F17501 06SCEYB
Internal Audit and Control Records
F17602 0EACYVA
Nonappropriated Funds Standard Payroll System
F17603 AA A
Accounts Receivable
F17603 HC
Chaplain Fund Service Contract File
F17603 OYUEBLA
17603 OYUEBLA Individual Earning Data
F17607 DPM A
17607 DPM A Morale, Welfare, and Recreation (MWR) Participation/Membership/Training Records
F17607 DPMS
17607 DPMS Nonappropriated Fund Instrumentalities (NAFIs) Financial System.
F17701 NGBJA A
Confidential Statement of Employment and Financial Interest
F17701 OBXQPCA
17701 OBXQPCA Cadet Accounting and Finance, System Code RZ, Data System Designator E516
F17705 0EACYVA
17705 0EACYVA Accounting and Finance Officer Accounts and Substantiating Documents
F17707 0EACYVA
17707 0EACYVA Loss of Funds Case Files
F17708 0EACYVA
17708 0EACYVA Claims case file - corrected military pay and allowances.

F17708 0EACYVB
17708 0EACYVB Claims case file - missing in action data
F17708 0EACYVC
17708 0EACYVC Claims case file - death gratuity records
F17708 0EACYVD
17708 0EACYVD Indebtedness and claims
F17709 0EACYVA
17709 0EACYVA Reports of Survey.
F17718 0EACYVA
17718 0EACYVA Account receivable records maintained by Accounting & Finance
F17720 SGHC A
Control Logs
F17720 0CGBUZA
Control log for civilian medical care
F17720 0EACYVA
17720 0EACYVA Travel Records
F17721 ADPMSNA
Employee Group Life and Health Insurance Plan
F17721 DPMSN B
Employee's Quarterly Federal Tax Return
F17721 0EACYVA
17721 0EACYVA Civilian Pay Records
F17721 02 ALSA
Civilian Pay - Control Data
F17722 0EACYVA
17722 0EACYVA Accrued military pay system, discontinued (AMPS 360/390)
F17722 0EACYVC
17722 0EACYVC Military Pay Records
F17722 0EACYVD
17722 0EACYVD Uniformed Services Savings Deposit Program (USSDP).
F17724 0KPNQSA
17724 0KPNQSA Air Force ROTC Cadet Pay System
F17725 0EACYVA
17725 0EACYVA Air Reserve Pay and Allowance System (ARPAS)
F17726 0EACYVA
17726 0EACYVA Pay and Allotment Records
F17730 0EACYVA
17730 0EACYVA Joint uniform military pay system (JUMPS)
F17734 0EACYVA
17734 0EACYVA USAF Retiree/Annuitant Pay System (RAPS)
F17801 OJ RS A
17801 OJ RS A Recruiting Advertising Evaluation (RAE).
F17801 0HFREZA
Rome Air Developement Center(RADC) manpower resources expenditure system
F17801 0HZHTVA
Intergrated Management Information and Control System(IMICS)
F17801 0KPNQSA
student questionaire
F17802X0OTAYZM
17802X0OTAYZM Personnel Cost Accounting System (PCAS)
F18201 DAC A
18201 DAC A Air Force Postal Directory File
F18202 HC A
Current Official Active Duty Chaplains Mailing List
F19001 AA AB
19000 Public Affairs References
F19001 OI B
Biographies of Officers and Key Civilians Assigned to SAF/OI
F19001 OI AB
Official Biographies
F19001 SAFOI
Special Events Planning - Protocol
F19002 A58WWYK
Home Town News Release Background Data File
F20002 05HCHLA
20002 05HCHLA Operations Security File for Foreign Intelligence Collection Activities
F20002 05HCHLB
20002 05HCHLB DIA Source Administration Program for Foreign Intelligence Collection Activities
F20002 05HCHLC
20002 05HCHLC Events and Installation File
F20002 05HCHLD
20002 05HCHLD Master Alpha Resource List (MARLA)
F20501 SPI A
Requests for Access to Classified Information by Historical Researchers
F20501 0UMCBVA
20501 0UMCBVA Compartmented Intelligence Access Roster
F20503 DAI A
20503 DAI A Personnel Security Case Files.
F20503 DAI C
20503 DAI C Presidential Support Files.
F20505 AFIS A
20505 AFIS A Sensitive Compartmented Information Personnel Security Records
F20505 SPI A
Personnel Security Clearance Investigation Records
F20505 SPI B
Personnel Security Access Records
F20505 SPI C
Special Security Files
F20505 0QVDYDA
Clearence Certificate Records
F20505 0UMCBVA
20505 0UMCBVA Security Records Behavioral Data Reports
F21101 0UMCBVA
Family Services Volunteer of Year.
F212010BXQPCAB
Library/Special Collections Records
F21208XOBQPCE
21208XOBQPCE Library Authorized Patron File
F21301 DPMSS A
Air Force Educational Assistance Loans
F21301 0J DP A
Completion of courses/degrees under operation bootstrap
F21301 0J DP C
education services test control Officers
F21301 0J DP D
predischarge education program certifying Officers
F21306 0SPCZPA
Individual Class Record Form
F21401 OJ SSFK
21401 OJ SSFK Kindergarten Student File.
F21401 0KPNQSA
Pupil Registration and Cummulative Record Cards.
F21401 0RKNMDA
Personnel Movement Program
F26501 AFA A
26501 AFA A Cadet Chaplain Records.
F26501 HC A
Non-Chaplain Ecclesiastical Endorsement Files
F26501 HC B
Chaplain Personnel Roster
F26501 HC C
Directory of Active Duty and Retired Chaplains
F26501 02 ALSA
Religious Education Registration and Attendance Records
F26501XHC A
26501XHC A Records on Baptisms, Marriages and Funerals by Air Force Chaplains
F40-1-7 FZHTVA
Air Force Logistics Command (AFLC) Supergrade Information File.
F90001 DAYY A
Annual Outstanding Air Force Administration and Executive Support Awards
F90001 DPMSAAB
Military Decorations
F90001 0KPNQSA
Air University Outstanding Junior Officer of the Year.
F90001 0TMUHJA
Special Awards File.
F90001 0UMCBVA
Outstanding Airman of Year.
F90001XOBXQPCA
90001XOBXQPCA Cadet Awards Files
F90001XRDE A
90001XRDE A Harold Brown Award
F90001XRDE B
90001XRDE B USAF Research and Development Award
F90002 MPC A
F90002 MPC A Suggestions, Inventions, Scientific Achievements.

## NATIONAL SECURITY AGENCY

GNSA01
NSA/CSS Access, Authority and Release of Information File
GNSA02
NSA/CSS Applicants
GNSA03
NSA/CSS Correspondence, Cases, Complaints, Visitors, Requests
GNSA04
NSA/CSS Cryptologic Reserve Mobilization Designee List
GNSA05
NSA/CSS Equal Employment Opportunity Data
GNSA06
NSA/CSS Health, Medical and Safety Files
GNSA07
NSA/CSS Motor Vehicles and Carpools
GNSA08
NSA/CSS Payroll and Claims
GNSA09
NSA/CSS Personnel File
GNSA10
NSA/CSS Personnel Security File
GNSA11
NSA/CSS Time, Attendance and Absence
GNSA12
NSA/CSS Training

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HDNA 001
DNA001 Employee Assistance Program Case Record Systems.
HDNA 002
DNA002 Employee Relations
HDNA 003
Labor Management Relations Records Systems
HDNA 004
Training and Employee Development Record Systems.
HDNA 102-03
102-03 Headquarters Personnel Roster
HDNA 412-14
412-14 Biography Files
HDNA 501-01
501-01 Personnel Security Files
HDNA 505-18
505-18 Visitor Access Control System
HDNA 609-03
Personnel Exposed to Radiation from Atmospheric Nuclear Tests
HDNAAFRRI102-03
102-03 AFRRI Personnel Roster
HDNAFCPD41
PD41 FCDNA Personnel Data Systems
HDNA005
MANPOWER/PERSONNEL MANAGEMENT SYSTEM
HDNA609-02
Personnel Radiation Exposure Records

## JOINT CHIEFS OF STAFF

JOJCS001MILPERS
OJCS Medals and Awards Files and Reports System; Microfilmed Historical Awards
JOJCS002MILPERS
Military Personnel Files
JOJCS003SMB
Directorate Administrative Services Management Information System (DASMIS)
JOJCS004SECDIV
Personnel Security File, Security Division, DAS

## DEFENSE COMMUNICATIONS AGENCY

KCIV.01
Records Relating to DCA Transactions under the Privacy Act of 1974
KDCE.01
Visit notification/Clearance Verification Records NR501-11.
KDCE.02
Parking Permit Control Files 501-07.
KDCE.03
DA Form 727 Classified Container Information File 503-02
KDEC.01
Vehicle Registration
KDEC.02
Authorization to Sign for Classified Material List
KDEC.03
Classified Material Receipt Authorization List
KDEC.04
Authority to Review/Sign for Classified Messages at 1918 Communications Center
KDEC.05
Access Listing to Classified Material (NATO)
KDEC.06
Nominations/Enrollments for Training Courses
KDEC.07
601-11 Duty Rosters
KDEC.08
101-06 Request and Authorization for Temporary Duty Travel
KEUR.02
DCA Form 605, Personnel Data Sheet.
KEUR.03
Incident Report File
KEUR.04
Security Clearance File
KEUR.05
Classified Container Information Forms
KEUR.07
Postal Directory File
KEUR.08
Travel Order and Voucher File
KEUR.09
NONCOMBATANT Information Card, AEZ Form 6-106.
KEUR.10
Personnel File.
KMIN.01
Minority Identification File List
KNCS.01
National Communications Systems Continuity of Operations Plan (NCS COOP).
KNCS.02
National Communications System (NCS) Plan for Emergencies and Major Disasters.
KNCS.03
National Communications System Emergency Action Group (NEAG).
KPAC.01
Classified Container Information Form DA 727
KPAC.02
Authorization to sign for classified material lists.
KPAC.03
420-20 permanent change of station and temporary duty travel order file.
KPAC.04
Time and attendance cards and labor distribution cards
KPAC.05
403-03 Injury Records
KSPT.01
Military Personnel Management/Assignment Files
KSPT.02
Vehicle Parking Registration Card
KWHC.01
Agency Training File System
KWHC.02
Military Personnel Files System
KWHC.03
Personnel Locator File System
KWHC.04
Military Financial File System.
KWHC.05
Personnel Information System
KWHC.06
Personnel Security Files
KWHC.07
Agency Access/Pass File System
K105.01
208.10 Confidential Statement of Employment and Financial Interest.
K107.01
Investigation of Complaint of Discrimination
K232.01
Travel Orders Records System
K232.02
Injury Record File

K240.01
Personnel Security Investigative Dossier File (PSIDF)
K240.02
Sensitive Compartmented Info (SCI) Posn/Pers Accountability System
K240.03
Clearance Card File for Defense Communications Agency (DCA) Personnel
K240.04
Identification Badge System
K240.05
visitor Clearance File
K240.06
Classified Container Information on Form (DA Form 727)
K240.07
Vehicle and Parking Registration Card
K240.08
Security Violation Case File
K660.01
303-41-42 Claims Files, Requests for Waiver of Pay and Allowances
K700.01
Employee-Management Relations and Services Files
K700.02
Civilian Awards Program File
K700.03
Personnel Management Information System (PERMIS)
K700.035
602-11 Active Application Files (Applicant Supply Files)
K700.04
Priority Reassignment Eligibles File
K700.05
Executive Level Position Files
K700.06
Report of Defense Related Employment
K700.07
Employee Record File
K700.08
USAF CAREER MOTIVATION PROGRAM
K700.09
603-02 Service Record Card Files
K700.10
603-08 Annual Classification Maintenance Review File
K700.11
602-18 Promotion Register and Record Files
K700.12
602-10 Civil Service Certificate Files
K700.13
602-26 Retention Register Files (Reduction-in-Force)
K700.15
603-05 Chronological Journal Files
K700.16
Classification Appeals File
K700.17
603-01 Official Personnel Folder Files (Standard Form 66)
K890.01
Freedom of Information Act File (FOIA)
K890.02
Navy Officers Service Record
K890.03
Awards Case History File
K890.04
Military Personnel Management/Assignment Files
K890.05
Overseas Rotation Program Files
K890.06
Card File for Forwarding Mail of Departed Personnel
K890.07
Education, Training, and Career Development Data System

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L DIA 0005
Personnel Management Information System (PMIS).
L DIA 0010
Requests for Information
L DIA 0011
Student Information Files
L DIA 0012
Directory Service
L DIA 0015
Biographic Sketch
L DIA 0140
Passports and Visas
L DIA 0209
Litigation and Disposition Documentation.
L DIA 0271
Investigations and Complaints
L DIA 0330
Civilian Payroll, Leave and Travel Disbursement
L DIA 0435
DIA Awards Files
L DIA 0480
Reserve Training Records
L DIA 0590
Defense Intelligence Special Career Automated System (DISCAS).
L DIA 0660
Security Files
L DIA 0800
Operation Record System
L DIA 0801
Defense Attache System Personnel Information File.
L DIA 0813
Bibliographic Data Index System
L DIA 0819
DIA Financial Management
L DIA 1728
DIA Prisoner of War Intelligence Analysis and Debriefing Files

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MAA00001
Flight Readiness Evaluation Data System (FREDS)
MAA00002
Marine Corps Aircrew Performance/Qualification Information
MAA00003
Naval Aviator/Naval Flight Officer Reporting Management System (NANFORMS)
MFD00001
Automated Leave and Pay System (ALPS)
MFD00002
PRIMARY MANAGEMENT EFFORTS (PRIME)/ OPERATIONS SUBSYSTEM
MFD00003
Joint Uniform Military Pay System/Manpower Management System (JUMPS/MMS)
MFD00004
Bond and Allotment (B&A) System
MFD00005
Retired Pay/Personnel System (RPPS)
MFD00006
Centralized Automated Reserve Pay System (CAREPAY)
MFD00007
Examination Division Records System
MFD00008
Civilian Labor Projection, Operations and Maintenance, MC Budget Report (Job Procedure 5576)
MFD00009
Pay Vouchers for Marine Corps Junior Reserve Officer Training Course Instructors
MFD00010
Per Diem and Travel Payment System
MHD00001
Biographical Files
MHD00006
Register/Lineal Lists
MIL00001
Assignment and Occupancy of Family Housing Records
MIL00002
Bachelor Housing Registration Records System
MIL00003
Laundry Charge Accounts Records
MIL00004
Personal Property Program
MIL00005
Passenger Transportation Program
MIL00006
Dealer's Record of Sale of Rifle or Pistol, State of California
MIL00007
Marine Corps Exchange Service Station Work Orders
MIL00008
Cigarettes Sales Abuse File
MIL00009

Fire Arms Transaction Record
MIL00010
Customer Service Records/Special Accounts
MIL00011
MDSVEN Vendor Directory
MIL00012
Standard Licensing Procedures For Operators of Military Motor Vehicles
MIL00013
Individual Uniform Clothing Records
MIL00014
Exchange Privilege Authorization Log
MIL00015
Housing Referral Services Records System
MIL00016
Depot Maintenance Management Subsystem (DMMS)
MIL00017
Transportation Data Financial Management System (TDFMS)
MIL00018
Organization Clothing Control File
MIL00019
Equipment and Weapons Receipt or Custody Files
MIL00021
Working Files, Division Supply Sections and Wing Supply Sections
MIL00022
Delinquent Clothing Alteration List
MIN00001
Personnel Security Eligibility and Access Information System
MIN00002
POW/MIA Intelligence Analysis and Debrief Files
MIS00001
Personnel Management Subsystem, RESOURCE CONTROL SYSTEM (RCS)
MJA00001
Business Complaint File
MJA00002
Staff Judge Advocate Working Papers
MJA00003
Magistrate Court Case Files
MJA00004
In Hands of Civil Authorities Case File
MJA00005
Financial Assistance/Indebtedness Files
MJA00006
2nd Marine Aircraft Wing General Correspondence Files for Legal Administration
MJA00007
Delivery Agreement
MJA00008
Letters of Indebtedness/Credit Inquiry
MJA00009
Marine Corps Command Legal Files
MJA00010
Unit Punishment Book
MJA00011
Delinquent Mail Order Account System
MJA00012
Individual Accounts of Mail Order Clothing (bill file)
MJA00013
Dishonored Personal Check Records and Withdrawal of Check Cashing Privileges Lists
MJA00014
File of Confidential Statements of Employment and Financial Interests
MJA00015
Indebtedness Correspondence Record
MJA00016
Judge Advocate Division 'D' Files
MJA00017
Correspondence Branch, JA Division, HQMC Correspondence Control Files
MJA00018
Performance File
MMC00002
Working Files, Inspection Division, Headquarters, U S Marine Corps
MMC00003
Activity Check In/Check Out File
MMC00004
Adjutant Services Section Discharge Working Files
MMC00005
Insurance Files
MMC00007
Inspection of government property assigned to individual
MMC00008
Message Release/Pickup Authorization File
MMC00009
Narrative Biographical Data with Photos (NAVMC Form 10573)
MMN00001
Deserter Inquiry File
MMN00002
Listing of Retired Marine Corps Personnel
MMN00004
Marine Corps Club Records
MMN00005
Marine Corps Education Program Applicant/Participant Information File
MMN00006
Marine Corps Military Personnel Records (OQR/SRB)
MMN00007
Marine Corps Motion Picture/Instructional Television (ITV) Archives
MMN00008
Marine Corps Still Photographic Archives
MMN00009
Military Police Information System (MILPINS)
MMN00010
Personnel Services Working Files
MMN00011
Source Data Automated Fitness Report System (SDAFRS)
MMN00013
Personnel Management Working Files
MMN00014
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MMN00016
Accident and Injury Reporting System
MMN00017
Armory Access and Individual Weapons Assignments
MMN00018
Base Security Incident Reporting System
MMN00019
Drug/Alcohol Abuse Reporting Program
MMN00020
Pet Registration
MMN00021
Weapons Registration
MMN00022
Vehicle Control System
MMN00023
Prisoner Records
MMN00024
Absentee Processing File
MMN00027
Marine Corps Military Personnel Records Access Files
MMN00032
Personal History Card File
MMN00034
Personnel Procurement Working Files
MMN00035
Truth Teller/Static Listings
MMN00036
Identification Card Control
MMN00037
Library Patron File
MMN00038
Amateur Radio Operator's File
MMN00039
Amateur/Citizen Band Radio Operation Request and Authorization File
MMN00040
Individual Training Records/Files for Training Related Matters
MMN00041
Non-Appropriated Fund (NAF) Employee and Applicant Personnel Records
MMN00042
Marine Corps Locator Files
MMN00043
Marine Corps Recreation Property Records and Facilities
MMN00045
Automated Systematic Recruiting Support System (ASRSS)
MMT00001
Dependent (Title 6) Schools Records System
MMT00002

Marine Corps Institute Correspondence Training Records System
MRS00001
Reserve Personnel Management Information System (REPMIS)
MRS00003
Employment Referral Questionnaire for Members of Reserve Units
MRS00004
Individual Drill Attendance and Retirement Transaction Card (IDART) File
MTE00001
Telephone Billing/Accounting File

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N00011 C01
Correspondence files
N00011 C02
Vehicle Control System
N00011 C03
Special Membership Listing of the Organizational Recreation Association
N00011 C04
Organization Locator and Social Roster
N00011 J01
Administrative Personnel Management System
N00011 J010
Navy and Marine Corps Exchange and Commissary Sales Control and Security Files
N00011 J011
Safety Equipment Needs, Issues, Authorizations
N00011 J02
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N00011 J03
Security Incident System
N00011 J04
Weapons Registration
N00011 J05
Security inspection and violation system
N00011 J06
Blood Donor Program Files
N00011 J07
Combined Federal Campaign
N00011 J08
Pet Registration
N00011 J09
Administrative Civilian Personnel Management System
N00013 A
JAG Manual Investigative Records
N00013 O
Roster, Naval Reserve Law Companies
N00013 1
General court-martial records of trial.
N00013 11
Determinations on Origins of Disabilities For Which Military Members Have Retired
N00013 12
Relief of Accountable Personnel From Liability For Losses of Public Funds
N00013 13
Conflicts of interest and employment activities.
N00013 17
Summary courts-martial and non-bad conduct discharge courts-martial--navy and marine corps
N00013 2
Special courts-martial resulting in bad conduct discharges or concerning commissioned officers.
N00013 3
Article 138 Complaint of Wrongs
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N00013 5
Court-martial statistics.
N00013 6
Ethics file.
N00013 7
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N00013B
Article 73 petitions for new trial.
N00013C
Legal Assistance Card Files
N00013D
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Affirmative Claims Files
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N00013G
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N00013H
'Nonscope' Claims Files
N00013I
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N00013J
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N00013L
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N00013M
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N00013N
Personal injury and illness reports on civilian and govt-service seaman employed on MSC ships
N00013P
Reservists reporting for active duty for training, background questionnaires
N00013Q
Naval Reserve Law Program Officer Personnel Information
N00013S
Directory of Retired Regular and Reserve Judge Advocates
N00013T
Office of the Judge Advocate General, Reporting Questionnaire
N00013X
Fiduciary Affairs Records
N0001310
Physical disability evaluation proceedings
N0001314
JAG Corps Officer Personnel Information
N00014ONR300-1
Patent, Invention, Trademark, Copyright and Royalty Files
N00014ONR400-1
Principal Investigator Record of Active Contracts
N00014ONR723-1
Naval Research Reserve Program Personnel Accounting System
N00015. 050101
Reserve Personnel History File
N00015.L1000
Naval Intelligence Management Information System (NIMIS)
N00015.OOK1
Special Intelligence Personnel Access File
N00015.0NI53-1A
Status of Downed Naval Aviation Personnel, Southeast Asia Operations
N00015.00K2
Naval Attache Files
N00015.050102
Intelligence Reserve Personnel Management File
N00018 01
N00018 Medical Department Training Records System
N00018 02
Bureau of Medicine and Surgery Headquarters Personnel System
N00018 03
Health Care Treatment Record System
N00018 04
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N00018 05
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N00018 09
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N00018 10
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N00022 NONAPACTSUPSYS
Nonappropriated Fund Activity Information Support System
N00022.56
Navy Overseas Assignment Inventory System.
N00022.81
Personnel Security Eligibility information System
N00022.82
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N00022CASINFOSUPPSYS
Casualty Information Support System
N00022CIVEMPNAF
Record System for Civilian Employees of Nonappropriated Fund (NAF) Activities
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Civilian Personnel Administrative Services Record System
N00022ENLDEVDISTSYS
Enlisted Development and Distribution Support System
N00022ENLMAUSTSYS
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N00022EQOPPINFOSYS
Equal Opportunity Information and Support System
N00022NAVHOMRESINFSY
Naval Home Resident Information System
N00022OFFDEVDISTSYS
Naval Officer Development and Distribution Support System
N00022OFFMAUSTSYS
Officer Master File Automated System
N00022OFFPROMSYS
Officer Promotion System
N00022PERSCOMSOLPRSY
Personal Commercial Affairs Solicitation Privilege File System
N00022PERSERVDEPSERVS
Personal Services and Dependents Services Support System
N00022PERSRECSYS
Navy Personnel Records System
N00022PERSREHSUPPSYS
Nav4 Personnel Rehabilitation Support System
N00022PERSTRANSSYS
Personnel Transportation System
N00025 FAMHSGASSIGNSY
Family Housing Assignment Application System
N00025 FAMHSGROMTSUSY
Family Housing Requirements Survey Record Systems
N00025 HSGREFSVCSYS
Housing Referral Services Records System
N00025 MILFAMHOUSSUBT
Family Housing Mock Utility Billing System
N00025 STAHSGREC
Station Housing Records
N00028 PROP ACCT REC
Property Accountability Records
N00030 DASO CREW EVAL
Fleet Ballistic Missile Submarine Demo and Shakedown Operation Crew Evaluation
N00033 MSC01
MSC/NCSORG Reserve Personnel Record
N00034 AFHPSP
Armed Forces Health Professional Scholarship System
N00034 EMPSTATS REG
Statements of Employment (Regular Retired Officers)
N00034 FHA PAYMENTS
FEDERAL HOUSING ADMINISTRATION MORTGAGE INSURANCE SYSTEM
N00034 NFC ACCTS REC
Accounts Receivable System
N00034 NFC RET PAY
Retired Pay System
N00034 NRDP PAY SYS
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N00034 NROTC
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N00034 SAV-DEP-SYS
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N00034 13
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N0003404
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N0003408
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N0003411
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N0003412
Commercial Invoice Payments History System
N0003415
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N00037 CNM (MAT 09G1)
Investigatory (Fraud) System
N00037 NAVWUIS
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N00037 R&D PLANNING
NAVY RESEARCH AND DEVELOPMENT PLANNING SUMMARY (DD-1634) SYSTEM
N00037 TECH REPORTS
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N00039 CONTFLDSERV
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N00060 CUBEX
List of Cuban Exile Families at U.S. Naval Base Guantanamo Bay, Cuba
N00062 INSGEN
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N00062 LORR 1130
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N00062 NEDRECS
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N00062 NROTC
NROTC Educational Development Records
N00063CDP
Career Development Program for Communicators
N00063FTAR
Field Training Assistance Representatives (FTAR) File
N00063NC09PS
Personnel Information System
N00069NSGAGNPAC01
Professional Qualifications Records (PQR's)
N00069NSGHG11PAC01
NAVAL RESERVE SECURITY GROUP PERSONNEL RECORDS
N00069NSGHG12PAC01
Naval Security Group Personnel Security/Access Files
N00069NSGHG13PAC01
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N00159 D-3/01
Seismic survey list of companies involved in outer continental shelf.
N00164 01
Employee Explosives Certification Program
N00173 DEC10-ADPBUD
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N00250 CHK/DEBT-LIST
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N00250 PAY&BENEFITS
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N00250NAVLODGE RECORD
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N00251 007
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N00251 080
Puget Sound Naval Shipyard, Navy Exchange Tobacco Sales
N00344 BP 714003
Youth Activities Association Membership Record
N00600-1NAVTIS
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N0529A NAVJAG 5813-1
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N09191 POW DEBRIEFS
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N09520 CMIS
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N30460(STUDENT)
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N30571 STAEMP/FININ
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N31708NC&PB

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N57043 NAVMAR4065
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N60258 002
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N61339 WA1144
Design of Training Systems Data Base - Instructor File
N61581 LOGISTICS
Otsu Prision health and comfort items
N62585 RATION PERMITS
Ration Card, Luxury Permit Record Cards.
N62585POV/GAS RECORDS
Privately-owned Tax-free Vehicle Record Cards. Tax-free Gasoline Record Cards.
N62695-01
Naval Audit Personnel Development System
N62769 02
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N6276903
International Legal Hold Files
N62932 COMSYSTOSHOPRE
Commissary store monetary allowance records
N63110 ATJ
Aviation Training Jacket
N63110 FIST
Flight Instruction Standardization and Training (FIST) Jacket
N63116 MASTER FILE
Naval Health Research Center Date File
N63116 POW/MIA FILE
pow/mia captivity studies
N63285 ADMIN
Administrative Files System
N63285 01
NIS Investigative Files System
N63285 03
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N63393 F0013BA013
Aviation Medical Officer's Report
N63393 F0015BA054
Aircraft Mishap
N63393 F0024CA171
Diving Log
N63393 F0024CA174
Diving Accidents and Injuries
N63393 F0025AA041
Occupational Injury and Illness
N63393 F0026EA033
Motor Vehicle Accidents and Injuries
N63393 F0048BA111
Individual Flight Activity Report
N63395 10140.IF
USAREUR/USAFE Ration Card
N63395 11240.3E
File of Records of Acquisition, Transfer and Disposal of Privately Owned Vehicles
N63425 SHELTER LIST
Military and Civilian Employee Dependents Hurricane Shelter Assignment List
N63427 AUTOIMPEXPREC
Record of Import and Export of Foreign Made Auto Vehicles into and out of Australia
N63427 COMWEALTHPASS
Commonwealth Pass Application Form
N63427 NEXSALESSLIP
Large purchases in Navy Exchange.
N64168 NUC
Nuclear Program Interview and Screening
N64168 RADINJCLRDS
NAVSEA RADIATION INJURY CLAIM RECORDS
N64168 SEA TRIAL
Next of Kin Information for Sea Trial Riders
N64223 NMRI
Kidney transplant histocompatibility study
N64648-EARB
Employee Grievances, Complaints, and Adverse Action Appeals.
N64980 CONCESSION VEH
Duty Free Vehicle Log
N64980GAS RATION FILE
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N64980RATION PRMT LOG
Application for U.S. Navy Ration Permit
N65196 DODCI.01
DODCI Student Record System
N65196 DODCI.02
DODCI Student/Faculty/Senior Staff Biography System
N65196 DODCI.03
DODCI Course Evaluation System
N65196 DODCI.04
DODCI Lecture-Instructor Inventory System.
N65872SA14102
Project Analysis and Control System (PAC)
N65872SA53105
VGA Personnel and Manpower Information System (PERMIS).
N66001 TECHAUTHIND
Technical Paper/Author Cross Index System
N66123 PRIVATE RELIEF
Private Relief Legislation
N66715.1RLPS
NAME/LEAD Processing System
N66715.20SAS
Officer Selection and Appointment System
N66715.3RESS
Recruiting Enlisted Selection System
N66715.4RATS
Navy Recruiting Command Attrition Tracking System
N66715.5RCSS
Navy Recruiting Support System
N68056 005
Legal Records System
N68142MHAS
Manhour Accounting System
N68142PDBA/SIPM
Personnal Data Base Application/Student Instructor Performance Module
N68221 PERSRESCHSYSTM
Personnel Management and Training Research Statistical Data System
N96021 - 263
Tests and Examinations Record Systems
N96021-LQA
Living Quarters and Lodging Allowance
N96021-02
Supervisors Report of Potential to Perform and Reference Check Records System
N96021-06
Navy Automated Civilian Manpower Information System (NACMIS)
N96021-07
Area Coordinator Information and Operation Files
N96021-21
Navy Civilian Career Management Inventory and Referral System
N96021-26
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N96021-261
Appraisals of Performance Record System
N96021-41
Labor Management Relations Records System
N96021-431
Employee Relations Including Discipline, Employee Grievances, Complaints, etc.
N96021-433
Employee Assistance Program Case Record System
N96021-434
Suggestions and Awards Record System
N96021-44A
Navy Central Clearance Group (NCCG) Records
N96021-44B
Civilian Personnel Security Files
N96021-51
Job Evaluation, Position Classification, Job Grading, Position Management, etc.
N96021-53
Health Programs, Insurance and Annuties
N96021-54
Travel Allowance Claims Record System
N96021-62
Personnel Automated Data System (PADS)
N96021-63
Local Automated Personnel Information System (LAPIS)—Prototype.

N96021-64A
Computer Assisted Manpower Analyses System (CAMAS)
N96021-64B
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N96021/23
Training and Employee Development Record System

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152.13 Notifications of Visits
RDCAA 152.17
152.17 Security Status Master List
RDCAA 152.2
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152.3 Reports of Personnel Security Investigations
RDCAA 152.4
152.4 Personnel Security Adjudication File
RDCAA 152.5
152.5 Notification of Security Determinations
RDCAA 152.6
152.6 Regional Security Clearance Request Files
RDCAA 152.7
152.7 Clearance Certification
RDCAA 160.5
160.5 Travel Orders
RDCAA 240.1 2
240.1 Cross Reference Index to Legal Opinions
RDCAA 240.2
240.2 Statements of Employment and Financial Interest
RDCAA 240.3
240.3 Legal Opinions
RDCAA 240.5
240.5 Standards of Conduct, Conflict of Interest
RDCAA 260.4
260.4 White House Correspondence
RDCAA 260.5
260.5 Congressional Committee Correspondence
RDCAA 260.6
260.6 Congressional Correspondence
RDCAA 311.3
311.3 Applicant Supply File Index
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311.4 Applicant correspondence
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315.10 Executive Development Program
RDCAA 315.11
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347.2 Labor Management Relations Case Files
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358.1 General EEO Files
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358.21 EEO Complaints Resolved by DCAA
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358.22 EEO Cases resolved by CSC.
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358.23 Other copies of EEO Complaint Case files
RDCAA 358.24
358.24 EEO Background Documents not included in case files.
RDCAA 358.3
358.3 Grievance & Appeal Files
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371.1 Name Files
RDCAA 371.13
371.13 Official Personnel Folders
RDCAA 371.2
371.2 Supervisor Personnel Records
RDCAA 371.5
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RDCAA 371.7
371.7 Service Record File
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371.8 Inactive Service Records
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440.2 Time and Attendance Reports
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503.5 Privacy Act Administrative Appeals
RDCAA 575.4
575.4 Postal Directory
RDCAA 590.8
590.8 DCAA Management Information System (MIS)
RDCAA 590.9
590.9 DCAA Automated Personnel Inventory System (APIS)

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Atlanta Personnel Data Bank System.
S111.11DCRT-E
111.11 Defense Contract Administration Services Region (DCASR) Dallas Personnel Data Bank
S111.11DDTC-R
111.11 Civilian Personnel Data Bank
S111.11DESC-KER
Civilian Personnel and Manpower Control System
S111.11DLA-K
111.11 Rotation of Employees From Foreign Areas and the Canal Zone
S111.11DLA-KP
111.11 Bye-Bye Retirement System
S111.11DLA-KS
111.11 Official Records for Host Enrollee Programs
S111.11DLA-XA
111.11 Personnel Roster/Locator Files
S120.05DLA-K
120.05 Schedule and Record of Overtime Assignment and Request
S120.05DLA-KP
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S153.01 DLA-T
153.01 Personnel Security Files
S153.20 DLA-T
153.20 Personnel Security Clearance Status - CAPSTONE
S155.05 1DLA-NS
155.05 Enrollment, Registration and Course Completion Record.
S155.05 2DLA-NS
155.05 2 Guest Instructor Introduction Card
S155.53DLA-NS
155.53 Industrial Personnel Security Clearance File
S160.50 DLA-T
160.50 Criminal Incidents/Investigations file
S161.20DLA-T
161.20 Visitors and Vehicle Temporary Passes and Permits File
S161.25DLA-T
161.25 Individual Access Files
S161.30DLA-T
161.30 Motor Vehicle Registration Files
S161.40DLA-T
161.40 Vehicle Accident Investigation Files
S161.50DLA-T
161.50 Traffic Violations File
S161.60DLA-T
161.60 Seizure and Disposition of Property Records
S161.70DLA-T
161.70 Firearms Registration Records
S162.60DLA-T
162.60 Police Force Records
S214.10DCRN-MA
214.10 Emergency Transportation of Essential Personnel
S214.20DLA-L
214.20 Emergency Assignment and Training Records
S233.10DLA-K
233.10 Work Assignment, Performance and Productivity Records and Reporting Systems
S233.20DLA-L
233.20 Data Processing Project Control Assignment and Machine Utilization
S243.30DLA-K
243.30 Complaints
S252.50 DLA-G
252.50 Claims & Litigation, other than Contractual
S253.10 DLA-G
253.10 Invention Disclosures
S253.30DLA-G I
253.30 Royalties

S253.30DLA-G 2
253.30 Patent Licenses and Assignments
S253.40DLA-G
253.40 Patent Infringement.
S255.01 DLA-G
255.01 Fraud & Irregularities
S257.10 DLA-G
257.10 Standards of Conduct
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259.05 Legal Assistance
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S270.30DLA-B
270.30 Biography File
S322.10DLA-LZ
Defense Manpower Data Center Data Base.
S322.15 DLA-M
322.15 Information Military Personnel Records
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Reenlistment Eligible File (RECRUIT).
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322.35 Officer/Enlisted Evaluation Report File and File Summary
S322.45 DLA-M
322.45 Military Personnel Data Bank System
S322.70 DLA-M
322.70 Reserve Affairs
S322-35DLA-LZ
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S330.15 DPSC-G
330.15 Authorization File
S330.50DPSC
330.50 Defense Personnel Support Center (DPSC) Civilian Personnel File
S330.60DCRT-E-Z
330.60 Dallas Internal Personnel Management Information System (DIPMIS)
S332.01DLA-KS
332.01 Employment Inquiries
S333.10 DLA-G
333.10 Attorney Personal Information and Applicant Files
S334.05DLA-K
334.05 Civilian Personnel Administration Career Program
S334.10DLA-KT1
334.10 Central Inventory, Comptroller/Financial Management Career Program
S335.01DLA-K
335.01 Training and Employee Development Record Systems
S335.80DLA-Q
335.80 Quality Assurance Staff Development Program
S336.10 DCRS-F
336.10 Personnel Cost Forecast System
S336.60DLA-KM
336.60 Position Classification Appeals
S337.01DLA-K
337.01 Labor Management Relations Records Systems
S337.25DLA-K
337.25 Employee Relations under Negotiated Grievence Procedures
S339.10 DLA-C
339.10 Auditor Profile
S339.10DLA-K
339.10 Headquarters Defense Logistics Agency (HQ DLA) Automated Civilian Personnel Data Bank Sy
S339.50DLA-K
339.50 Supervisors' Personnel Records
S339.50DSAO-S
339.50 DSAO Staff Information File
S352.10DLA-K
352.10 Nominations for Awards
S370,20DLA-KH
370.20 Individual Accident Case Files
S380.01DLA-K
380.01 Employee Assistance Program Case Record Systems
S380.20DLA-K
380.20 Civilian Medical Case Files
S390.01DLA-KS
390.01 Grievance Examiners and Equal Employment Opportunity Investigators Program
S390.05 DCRB-M
S390.05 Boston Equal Employment Opportunity (EEO) Skills Bank.
S431.15DLA-C
431.15 Travel Record
S434.15DLA-C
434.15 Automated Payroll Cost and Personnel System (APCAPS)
S434.15DLA-KP
434.15 Automated Payroll, Cost and Personnel System (APCAPS) Personnel Subsystem
S434.20DLA-C
434.20 Mechanization of Contract Administration Services - 1B Payroll (MOCAS 1B)
S434.87DLA-C
434.87 Debt Records for Individuals
S491.10 DLA-M
491.10 Nonappropriated Fund (NAF) Membership Records
S493.10DLA-K
493.10 Official Personnel Folders for Non-Appropriated Fund Employees
S672.70DLA-X
672.70 Dependents Travel
S690.10DLA-W
690.10 Individual Vehicle Operators File
S810.50 DLA-P-1
810.50 Contracting Officer Files
S850.10DLA-Q 1
850.10 Quality Assurance Activity Certification Report
S850.10DLA-Q 2
850.10 Monthly Quality Assurance Activity Report by Person
S866.15DPSC
866.15 Manufacturing Payroll System; Weekly Piece Work

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V1-01
V1-01 Privacy and Freedom of Information Request Records
V1-02
V1-02 DIS Personnel Locator System
V2-01
V2-01 Inspector General Complaints
V4-01
V4-01 Civilian Employee Personnel Records
V4-02
V4-02 Optional Personnel Management Records (OPMR)
V4-04
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V4-05
V4-05 Military Personnel Management Information System (MILPERS)
V4-06
V4-06 Civilian Personnel Management Information System (CPMIS)
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V4-10 Incentive Awards
V5-01
V5-01 Investigative Files System
V5-02
V5-02 Defense Central Index of Investigations (DCII)
V5-03
V5-03 National Agency Check (NAC) Case Control System (NCCS)
V5-04
V5-04 Defense Case Control System (DCCS)
V5-05
V5-05 Subject and Reference Locator Records.
V6-01
V6-01 Personnel Security Files
V6-02
V6-02 Special Compartmented Intelligence (SCI) Access file.

## UNIFORMED SERVICES UNIVERSITY OF HEALTH SCIENCES

WUSU01
Uniformed Services University of the Health Sciences (USUHS) Personnel Files
WUSU02
Uniformed Services University of the Health Sciences (USUHS) Payroll System.
WUSU03
Uniformed Services University of the Health Sciences (USUHS) Student Record System.
WUSU04
Uniformed Services University of the Health Sciences (USUHS) Applicant Record System.

BILLING CODE 3810-70-F

# UNITED STATES ARMY

HOW SYSTEMS OF RECORDS ARE ARRANGED. Department of the Army records are arranged by major functional categories. Systems of records notices are grouped similarly. For example, a system of records about assignment of military personnel may be found in the 'military personnel' functional area - the 700 series; medical treatment records are in the 'medical' functional area - the 900 series. Some subjects, such as investigations, are treated as sub-elements of a major function; e.g., 'military police', 'security', and 'intelligence' investigations are found in the 500 series; 'criminal' investigations in the 400 series; 'military personnel' investigations in the 700 series. 'Civilian personnel' investigations, however, are not covered by Army system notices but can be found in Civil Service Commission systems of records - in this case, under 'CSC/GOVT-4'. The following list serves as a general guide to subjects which are retrieved by personal identifier and are contained in the Army systems of record notices. To this guide have been added Civil Service Commission systems of record notices which identify records in the temporary custody of the Army and bear CSC/GOVT identification numbers.

HOW TO USE THE INDEX GUIDE. As an aid in locating a particular system of records, follow the general guide below. The series in which the subject is located will appear as numbers of the system notice identification. For example: pay records for military and civilian personnel are in the 300 series; comparable system notices are A0305.08aDACA and A0306.01aDACA respectively. The first letter A represents the Army and the suffix letters are internal management accounting devices. System notices are published in numerical sequence. Following the identification number, the system notice is further identified by name, location, and the category of individuals included.

| SUBJECT SERIES | SYSTEM IDENTIFICATION SERIES |
|---|---|
| Appeals, Grievances, Complaints (civilian) | A0614 and CSC/GOVT-1. |
| Awards and Decoration | A0600 and A0718. |
| Civilian Personnel Investigations | A0502 and CSC/GOVT-4 |
| Civilian Personnel Records | A081 and CSC/GOVT-3 |
| Congressional Inquiries | A0411. |
| Contractors | A1405 and A1519. |
| Court-martials | A0404. |
| Criminal Investigations | A0508. |
| Dependents' Education | A1015. |
| Housing | A1511. |
| Inspector General Inspections/Investigations | A0224. |
| Intelligence/Counterintelligence | A0500. |
| Labor-Management Relations | A0814. |
| Laundry and Drycleaning | 1427. |
| Law Enforcement | A0225 and A0509. |
| Legal Assistance | A0402. |
| Logistics | A1400. |
| Locator Files | A0100. |
| Management Functions | A0200. |
| Medical Records (civilian) | A0609, A0917, and CSC/GOVT-3. |
| Medical Records (military) | A0714 and A0900. |
| Military History | A0228. |
| Military Personnel Records | A007, A0200, and A0700. |
| Non-appropriated Funds | A0314. |
| Passports | A1205. |
| Pay (civilian and military) | A0300. |
| Pharmacy Services | A0913. |
| Photographic Records | A1107. |
| Planning, Programming, and Operations | A0200. |
| Postal | A1108. |
| Privacy Act Requests | A0201. |
| Procurement | A1402. |
| Real Estate | A10504. |
| Review Boards (military) | A0708 and A0727. |
| Security Access/Clearance | A0506. |
| School Files | A1010 and A1012. |
| Telephone Directories | A1101. |
| Training | A0700, A0800, A1000, A1111, and CSC/GOVT-3. |
| Travel and Transportation | A0302, A1201, and A1205. |
| Veterinary Service | A0929. |

## REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

## BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

## ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

## ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

## ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

## ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

## ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

## ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

## ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

## ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

## ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

### AAFES0207.02

System name:

0207.02 Customer Comments, Complaints, and Direct Line Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Command and Public Relations Division; also oversea system headquarters, regional headquarters, area exchanges and individual exchanges, within the worldwide system.

Categories of individuals covered by the system:

Customer inquiries, complaints, and comments on all phases of AAFES operations; also, customer opinion survey information.

Categories of records in the system:

File contains: Customer addresses, telephone numbers, information pertaining to nature of the inquiry, research information, and AAFES response to the customer.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To aid the exchange management in determining the needs of the customers and deciding a course of action, if deemed necessary in settling any complaint to the customer's satisfaction.

Information regarding the customer's inquiry may be exchanged between AAFES HQs and field elements for the purpose of expediting customer satisfaction, corrective action and response.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders stored in metal cabinets. All records are retrieved, retained, stored, and disposed of by authorization of the Director, Command and Public Relations Division.

**Retrievability:**

Customer correspondence is logged by name and cross-referenced, then filed in metal containers by number and by exchange.

**Safeguards:**

Folders maintained in metal filing cabinets. Buildings employ security guards.

**Retention and disposal:**

Command and Public Relations Division - Regulation 1300-01b. Cutoff at close of fiscal year. Destroyed after 3 years.

**System manager(s) and address:**

Director, Command and Public Relations Division, HQ AAFES, Dallas, TX 75222.

**Notification procedure:**

Information may be obtained from:
HQ AAFES (AAFES-AD)
ATTN: CP
Dallas, Texas 75222
Telephone: Area Code 214/330-3865

**Record access procedures:**

Requests from individuals should be addressed to HQ AAFES ATTN: CP, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, current address and telephone number, and the case (control) number that appears with the office symbol on all correspondence received from this office.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

AAFES Form 1200-75/1200-76, Personnel Action.

**Systems exempted from certain provisions of the act:**

None.

## AAFES0306.03

**System name:**

306.03 Debriefing Acknowledgment Files

**System location:**

Primary Safety and Security Office, Headquarters AAFES Decentralized segments - Commanders OES and Regions

**Categories of individuals covered by the system:**

Any person whose access authorization for classified defense information has been terminated due to lack of need.

**Categories of records in the system:**

File contains individual's cancelled Access Authorizations which have been signed and dated by the individuals who have been debriefed, acknowledging the debriefing.

**Authority for maintenance of the system:**

Section 6, Executive Order 11652, Classification and Declassification of National Security Information and Material.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To determine if a person charged with disclosing classified information was debriefed and knew the consequences of such disclosure.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Filed alphabetically by last name

**Safeguards:**

Building has security guards. Records are maintained in a locked file/safe.

**Retention and disposal:**

Records are permanent. They are retained in active file until the end of the fiscal year in which the debriefing occurred, held two additional years in inactive status and retired to the National Records Center.

**System manager(s) and address:**

Security Specialist, Safety and Security Office HQ AAFES, Dallas, Texas 75222

**Notification procedure:**

Information may be obtained from:
HQ AAFES, ATTN: AAFES-SS
Dallas, Texas 75222
Telephone AC 214-330-2721

**Record access procedures:**

Requests from individuals should be addressed to Headquarters, Army and Air Force Exchange Service (ATTN: AAFES-SS) Dallas, Texas 75222.

Written requests should contain the full name of the individual, current address and telephone number.

For personal visits, valid acceptable identification is required.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Application and related forms from individual requesting access personal clearance from Defense Investigative Service.

**Systems exempted from certain provisions of the act:**

None

## AAFES0306.04

**System name:**

306.04, Classified Material Access Files

**System location:**

Primary System - Safety and Security Office, HQ AAFES; Decentralized Segments in Offices of Commanders OES, Region Chiefs and Division Directors.

**Categories of individuals covered by the system:**

Any citizen whose trustworthiness has been established (in accordance with applicable military regulations) and access granted in response to a request from a region chief or division director.

**Categories of records in the system:**

File contains Director's/Chief's request and Access Authorization Form granted by Security Control Officer.

**Authority for maintenance of the system:**

Section 6, Executive Order 11652, Classification and Declassification of National Security Information and Material

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Documents are maintained in Division/Region/OES Offices by custodians of classified defense information files to determine personnel with access to such information.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Filed alphabetically by last name of individual with access

**Safeguards:**

Building has security guards. Files kept in locked file cabinet. Records available to those with a need to know.

**Retention and disposal:**

Records are retained in active file until access is terminated for any reason, then transferred to AAFES Security Control Officer for retention under AAFES 306-03

**System manager(s) and address:**

Security Specialist, Headquarters AAFES, ATTN: AAFES-SS, Dallas, Texas 75222

**Notification procedure:**

Information may be obtained from:
HQ AAFES
ATTN: AAFES-SS
Dallas, Texas 75222
Telephone AC 214-330-2721

**Record access procedures:**

Requests from individuals should be addressed to: Headquarters, AAFES, ATTN: AAFES-SS, Dallas, Texas 75222

Written requests for information should contain the full name of the individual, correct address, telephone number and job title.

For personal visits, the individual should be able to provide acceptable valid identification.

Contesting record procedures:

The agency's rules for contesting contents and appealing determinations may be obtained from HQ AAFES-SS, Dallas, Texas 75222

Record source categories:

From security control officer in response to request from manager requesting access for individual. Access based on trustworthiness established by investigation completed by Defense Investigative Service.

Systems exempted from certain provisions of the act:

None

AAFES0306.12

System name:

306.12 Personnel Security Case Files

System location:

Primary, Safety and Security Office Headquarters AAFES, Dallas, Texas Decentralized segments - Commanders AAFES-PAC, AAFES-EUR and AAFES-ALX

Categories of individuals covered by the system:

Persons whose trustworthiness has been established (in accordance with appropriate regulations) at the request of their division director or region chief.

Categories of records in the system:

File contains individual's request for clearance, copy of Statement of Personal History, Certificate of Clearance and results of investigation.

Authority for maintenance of the system:

Section 6, Executive Order 11652, Classification and Declassification of National Security Information and Material.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Safety and Security Office - To obtain and grant security clearances and access authorizations to personnel whose trustworthiness has been established.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name

Safeguards:

Building has security guards. Records are maintained in a locked safe file.

Retention and disposal:

Records are maintained until end of fiscal year of individual's separation and placed in inactive status for two years and are then destroyed.

System manager(s) and address:

Security Specialist, HQ AAFES, Dallas, Texas 75222

Notification procedure:

Information may be obtained from:
Headquarters Army and Air Force Exchange Service
Attention: AAFES-SS
Dallas, Texas 75222
Telephone AC 214-330-2721

Record access procedures:

Requests from individuals should be addressed to: Headquarters AAFES, ATTN: AAFES-SS, Dallas, Texas 75222

Written requests should include the full name of the individual, current address, Social Security number and telephone number

For personal visits, valid, acceptable identification is required.

Contesting record procedures:

The Agency's rules for contesting contents and appealing determinations may be obtained from the SYSMANAGER.

Record source categories:

Applications and related forms from individual, notification of results of security investigation from Defense Investigative Service. Certificates of clearance from this headquarters and other Department of Defense entities

Systems exempted from certain provisions of the act:

None

AAFES0306.13

System name:

306.13, Personnel Security Status Files

System location:

Primary roster - in Safety and Security Office HQ AAFES, Dallas, Texas. Rosters by OES and Regions are maintained in respective OES and region headquarters.

Categories of individuals covered by the system:

Any employee with a valid Certificate of Clearance in their Official Personnel File.

Categories of records in the system:

Roster is a computer print-out listing all personnel with valid clearance certificates.

Authority for maintenance of the system:

Section 6, Executive Order 11652, Classification and Declassification of National Security Information and Material.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Roster copies are provided OES and region security control officers to identify personnel with security clearance levels since the original documents are maintained in Official Personnel Files.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer print out in ACCO binder

Retrievability:

Listed alphabetically by region by facility

Safeguards:

Building has security guards. Records maintained in locked filesafe

Retention and disposal:

Records are maintained until the next quarterly run, and held in inactive status for an additional nine months and then destroyed.

System manager(s) and address:

Security Specialist, Headquarters AAFES, Dallas, Texas

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: AAFES-SS
DALLAS, TEXAS 75222
Telephone AC 214-330-2721

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service, ATTN: AAFES-SS Dallas, Texas 75222

Written request for information should include the full name and Social Security number of the individual and job location.

For personal visits, the individual should provide valid acceptable identification.

Contesting record procedures:

The agency's rules for contesting may be obtained from SYSMANAGER

Record source categories:

Printout is requested from Personnel Division from information on ID Automated SYSNAME 903-06, System Magnetic Tape Files.

Systems exempted from certain provisions of the act:

None

AAFES0307.01

System name:

0307.01 Carpooling Program

System location:

Headquarters Army and Air Force Exchange Service (HQ AAFES), Administrative Services Division, Headquarters Personnel Branch (AD-P), Dallas, TX 75222.

Categories of individuals covered by the system:

All HQ AAFES personnel who voluntarily participate in carpool program.

Categories of records in the system:

Name, duty address and phone number, hours of duty, residence address and phone number, and any other information necessary for carpool arrangements which may include map coordinates of home or nearby reference points, working hours, etc.

Authority for maintenance of the system:

10 U.S.C. 3012 and 8012 which identify the powers and duties delegated by the Secretary of the Army and the Secretary of the Air Force, respectively, each of whom is responsible for and has the authority necessary to conduct all affairs of his respective department, including functions necessary or appropriate for administration.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Internal use: To assist HQ AAFES personnel who desire to form carpools.

External use: To the City of Dallas, TX for inclusion in its Ride-sharing Program.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Alphabetically by employee name.

**Safeguards:**

Information is retained in file cabinets. Work and storage area is within a controlled building, access to which is limited to assigned personnel.

**Retention and disposal:**

Retained until such time as individual's employment with HQ AAFES is terminated, after which record is destroyed.

**System manager(s) and address:**

Director, Administrator Services Division, HQ AAFES, Dallas, TX 75222.

**Notification procedure:**

Information may be obtained from:
HQ AAFES (AD-P)
Dallas, TX 75222
Telephone: Area Code 214/330-3871

**Record access procedures:**

Requests from individuals should be addressed to: HQ AAFES, ATTN: AD-P, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, and duty phone number.

Personal visits may be made to the Administrative Services Division, HQ AAFES. Individual should be able to provide acceptable identification such as a valid driver's license.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned are contained in Army Regulation 340-21.

**Record source categories:**

Provided by individual interested in carpool program.

**Systems exempted from certain provisions of the act:**

None.

## AAFES0401.04

**System name:**

0401.04 Official Personnel Folders (OPF).

**System location:**

Primary: OPF - Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ, AAFES-Pacific; HQ AAFES-Europe; HQ AAFES-Alaska; all regional offices; and post and base area exchanges within the AAFES system.

Decentralized: Career Management Folder (CMF) - Personnel Division, HQ AAFES, Dallas, TX 75222.

Convenience Personnel Folder (CPF) - HQ AAFES, Dallas, TX 75222 HQ AAFES-Pacific; HQ AAFES-Europe; HQ AAFES, Alaska; all regional offices; all past and base exchanges and satellites within the AAFES system.

**Categories of individuals covered by the system:**

OFP: All United States (US) citizen (to include permanent-resident alien and non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

CMF: All US citizen (to include permanent-resident alien and non-immigrant alien) employees with category of regular full-time temporary full-time who are at the managerial level.

CPF: All US citizen (to include permanent-resident alien and non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

**Categories of records in the system:**

OPF: Name; social security number (SSN); employment history; education; job and pay data; performance reviews; letters of commendation, reprimand; training certificates; salary and benefits information to include allowances and insurance data; travel orders and general correspondence; other personal data such as security clearance, loyalty, non-affiliation, etc.

CMF: Name; SSN; employment history; education; job and pay data; performance reviews; letters of commendation, reprimand; training certificates; travel orders and general correspondence; personal data to include health, security clearance, military separation, etc.

CPF: Name; SSN; training certificates; employment history; job and pay data; performance reviews; letters of commendations, reprimand; travel orders and general correspondence.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

OPF: Servicing Personnel Offices to provide hard-copy documentation on employee's current job and pay data, past job history, career progression, etc.

CMF: Personnel Division to obtain information on current and past employment for the purposes of job assignments, promotions, and career progression.

CPF: Maintained by non-servicing personnel offices for ready reference of employee's current and past employment history, job and pay data, etc.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Alphabetically by employee name.

**Safeguards:**

Folders maintained in locked filing cabinets.

**Retention and disposal:**

OPF: Placed in active file upon separation. Hold 1 year then forward to National Personnel Records Center (NPRC) (Civilian), 111 Winnebago Street, St. Louis, MO 63118. Inactive OPF may be retired to NPRC 3 months after separation by AAFES elements when the volume of inactive OPFs creates a storage problem.

CMF: Cutoff at close of fiscal year in which employee is separated. Destroyed after 3 years.

CPF: Transferred with OPF to gaining location upon transfer. Cutoff at close of fiscal year employee is separated. Destroy after 1 year.

**System manager(s) and address:**

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

**Notification procedure:**

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

**Record access procedures:**

Requests from individuals should be addressed to HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personal visits are provided at this time.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

OPF: Application for Employment; Application for Fidelity Bond; College Transcripts; Personnel Actions; Performance Reviews and/or Personnel Evaluation Reports; Letters of Commendation, Reprimand; Training Certificates; Travel Orders; Employee Insurance Data; Housing Allowance; Certificate of Clearance; Loyalty Affidavit; Certificate of Non-Affiliation; and Bonds.

CMF: Application for Employment; College Transcripts; Personnel Actions; Personel Evaluation Reports; Letters of Commendation,

Reprimand; Training Certificates; Travel Orders; Certificate of Clearance; and other related papers.

CPF: Personnel Actions; Training Certificates; Performance Reviews and/or Personnel Evaluation Reports; Letters of Commendation, Reprimand; Travel Orders; and other related papers.

Systems exempted from certain provisions of the act:

None.

AAFES0401.05

System name:

0401.05 Employee Service Record Card Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe; HQ AAFES-Alaska; all regional offices; and all post and base exchanges and satellites within the AAFES system.

Categories of individuals covered by the system:

All United States citizen (to include permenent-resident alien and non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

Categories of records in the system:

Official summary of employment history to include name; social security number (SSN); date of birth; home address and telephone number; emergency contact; passport data; identification card data; dependent data; foreign languages to include degree of proficiency; clerical skills; education to include schools attended, degree achieved; AAFES education/training courses; performance reviews to include date and type; service award data; employment record to include date, job data, pay data, and separation data.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To have as ready reference to official summary of employment history, chronology of personal and service data for employees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in kardex or file boxes.

Retrievability:

Alphabetical by employee name.
Alphabetical within activity and branch.

Safeguards:

Maintained in locked cabinets.

Retention and disposal:

Cutoff at close of fiscal year in which employee is separated or transferred. Retain 5 additional years in current files area and retire. Destroy 15 years after cutoff. Exception: Forward files to employees of discontinued installations to National Personnel Records Center (Civilian).

System manager(s) and address:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

Record access procedures:

Requests from individuals should be addressed to: HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personal visits are provided at this time.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Personnel Actions: Performance Reviews and/or Personnel Evaluation Reports; application form; training certificates; and service award certificates.

Systems exempted from certain provisions of the act:

None.

AAFES0401.11

System name:

0401.11 Personnel Records Maintained at Supervisory Level.

System location:

All supervisory personnel within the Army and Air Force Exchange Service (AAFES) for subordinate employees.

Categories of individuals covered by the system:

All United States citizen (including permanent-resident alien and non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

Categories of records in the system:

Name; social security number (SSN); job data; performance review data to include date and rating; counseling interview record; training record to include courses, type, and completion data; job description; and standards of conduct review.

Authority for maintenance of the system:

Title 10, U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Ready reference for supervisor of pertinent data on subordinate employees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper file maintained in file folder.

Retrievability:

Alphabetical by employee's name.

Safeguards:

Maintained in locked filing cabinet or supervisor's desk.

Retention and disposal:

Destroy upon separation, retirement, or non-local transfer of employee.

System manager(s) and address:

Director, Personnel Division, Headquarters, (HQ) AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

Record access procedures:

Requests from individuals should be addressed to: HQ ATFES, AATN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personal visits are provided at this time.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Supervisor's Record of Employee, Employee Interview Record Card (Counseling), Job Description, Employee Training Record, and comparable papers.

Systems exempted from certain provisions of the act:

None.

AAFES0403.01

System name:

0403.01 Application for Employment Files

System location:

Executive and Managerial: Personnel Division, Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

Non-Managerial - HQ AAFES, Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe; HQ AAFES-Alaska; all regional offices; and all post and base exchanges and satellites within the AAFES system.

**Categories of individuals covered by the system:**

Individuals outside of AAFES applying for positions within the AAFES.

**Categories of records in the system:**

Active applications: Application for Employment, resume, applicant referals, interview form, previous employers' references, and related papers.

Inactive applications: Application for Employment, resumé, letter of rejection, and related papers.

**Authority for maintenance of the system:**

Title 10, U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Personnel Division: Filling of vacancies at the managerial level for which outside recruitment is necessary.

Servicing Personnel Office: Filling of vacancies of non-managerial level that require outside recruitment.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records filed in file folders.

**Retrievability:**

Active applications: Alphabetical within position category.

Inactive applications: Alphabetical by individual name.

**Safeguards:**

Maintained in locked cabinets.

**Retention and disposal:**

Active applications: Destroy after 2 years, except that on request they may be returned to individuals.

Inactive applications: Cutoff monthly. Destroy after 3 months.

**System manager(s) and address:**

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

**Notification procedure:**

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

**Record access procedures:**

Requests from individuals should be addressed to: HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personal visits are provided at this time.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Applicant; previous employers.

**Systems exempted from certain provisions of the act:**

None.

## AAFES0403.04

**System name:**

0403.04 College Recruitment Files.

**System location:**

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Personnel Division, Career Management Branch, Recruitment and Executive Development Section, Dallas, TX 75222.

**Categories of individuals covered by the system:**

All United States citizens (to include permanent-resident alien, non-immigrant alien) who have been interviewed at a college or university for employment with the AAFES.

**Categories of records in the system:**

File contains copies of correspondence with school, school recruiting trip report, and report of campus visit.

**Authority for maintenance of the system:**

Title 10, U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Personnel Division: To maintain information on school placement functions and curriculums, available on-campus interviewing dates, and other information relevant to students' interest in AAFES employment.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Locked containers.

**Retrievability:**

Alphabetical by school name. Each request for information evaluated as to need before release.

**Safeguards:**

Stored in locked containers.

**Retention and disposal:**

Cutoff at close of fiscal year. Destroy after 3 years.

**System manager(s) and address:**

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

**Notification procedure:**

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

**Record access procedures:**

Requests from individuals should be addressed to: HQ AAFES, ATTN-PE, Dallas, Texas 75222.

Written requests for information should contain the name of the school and date visited and the name of the student/applicant interviewed.

Neither instructions nor provisions for personal visits are provided at this time.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Information obtained directly from school in correspondence form.

**Systems exempted from certain provisions of the act:**

None

## AAFES0403.05

**System name:**

0403.05 Employee Examination Records.

**System location:**

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

**Categories of individuals covered by the system:**

All managerial and regular full-time hourly-paid employees who have been considered for promotion to managerial level.

**Categories of records in the system:**

File contains test scores and normative data on those persons who have taken the AAFES test battery which consists of (a) SET tests; (b) Thurstone Test of Mental Alertness; (c) Wesman Personnel Classification Test; (d) Thurston Tempermanent Schedule; and (e) Personagraph (Allston B. Hobby Associates).

**Authority for maintenance of the system:**

Title 10, U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used as research data and a predictor of success in given situations during job considerations. Test battery is read only by a professional psychologist with a minimum of a MA in Psychology.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Locked containers.

**Retrievability:**

Alphabetical by employee name. Each request for data evaluated as to need before release.

Safeguards:

Stored in locked containers.

Retention and disposal:

Permanent; cutoff at close of fiscal year.

System manager(s) and address:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

Record access procedures:

Requests from individuals should be addressed to: HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personnel visits are provided at this time.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Individual tests taken by employee.

Systems exempted from certain provisions of the act:

None.

AAFES0403.08

System name:

0403.08 Reference and Pre-Employment Credit Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

Categories of individuals covered by the system:

All United States citizens (to include permanent-resident alien, non-immigrant alien) who have interviewed for a management or management trainee position with the AAFES.

Categories of records in the system:

File contains correspondence and other documents regarding employment suitability. Includes letters to and replies from previous employers, personal reference checks, security and/or other preemployment investigations and clearances deemed appropriate to the position, and evidence that the applicant is in satisfactory physical condition.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Assure that an individual, after having been selected for appointment but prior to official appointment, has cleared for employment suitability.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetical by employee's name.

Safeguards:

Maintained in locked filing cabinet.

Retention and disposal:

Cutoff at close of fiscal year. Destroy after 1 year for satisfactory reference and credit checks. Destroy after 3 years for adverse reference and/or derogatory credit checks.

System manager(s) and address:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

Record access procedures:

Requests from individuals should be addressed to HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information obtained from employee's previous employer(s) and from personal references provided AAFES by the employee.

Systems exempted from certain provisions of the act:

None.

AAFES0403.11

System name:

403.11 Personnel Clearance Records

System location:

Headquarters, Army and Air Force Exchange Service, Dallas, Texas; Headquarters, AAFES-Pacific; Headquarters, AAFES-Europe; Headquarters, AAFES-Alaska; all regional offices; all base and post exchanges and satellites within the Army and Air Force System.

Categories of individuals covered by the system:

All US citizen (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time and intermittent.

Categories of records in the system:

Name; social security number; job data; clearance reason and clerking office's approval.

Authority for maintenance of the system:

Title 10, United States Code, Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Assure that departing personnel have been properly processed and cleared prior to transfer, termination or leave without pay.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records filed in file folders.

Retrievability:

Alphabetical by employees name.

Safeguards:

Maintained in locked filing cabinet.

Retention and disposal:

Cutoff at close of fiscal year of departure. Destroy after 1 year.

System manager(s) and address:

Director, Administrative Services Division, Army and Air Force Exchange Service, Dallas, Texas.

Notification procedure:

Information may be obtained from:
HEADQUARTERS AAFES (AAFES-AD)
Dallas, Texas 75222
Telephone: Area Code 214/330-3871

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service (AAFES-AD), Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation and last employing location in addition to the above.

Instructions nor provisions for personal visits are provided at this time.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Personnel Actions; Performance Reviews and/or Personnel Evaluation Reports; application form; training certificates; service award certificates.

**Systems exempted from certain provisions of the act:**

None

**AAFES0403.12**

**System name:**

403.12 Oversea Processing Records

**System location:**

Administrative Services Division, Headquarters, Army and Air Force Exchange Service, Dallas, Texas.

**Categories of individuals covered by the system:**

All US citizen employees of a managerial level who are programmed for transfer from CONUS to an oversea activity of the Army and Air Force Exchange Service.

**Categories of records in the system:**

Name; social security number; grade; transfer date; household goods; privately-owned vehicle authorization; residence information; dependent data; passport data; security clearance data; flight information and related papers.

**Authority for maintenance of the system:**

Title 10, United States Code, Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To accomplish travel arrangements on a timely basis to insure departure/arrival of employee (and family) to new location in support of operational requirements.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper files maintained in filing cabinet.

**Retrievability:**

Alphabetical by employee name.

**Safeguards:**

Files maintained in locked cabinet.

**Retention and disposal:**

Cutoff when employee departs the US. Destroy after 1 year.

**System manager(s) and address:**

Director, Administrative Services Division, Army and Air Force Exchange Service, Dallas, Texas.

**Notification procedure:**

Information may be obtained from:
Headquarters AAFES (AAFES-AD)
Dallas, Texas 75222
Telephone: Area Code 214/330-3871

**Record access procedures:**

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service (AAFES-AD), Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation and last employment location in addition to the above.

Instructions nor provisions for personal visits are provided at this time.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Personnel Request; Relocation Questionnaire; Travel Orders; Passport; Airline tickets.

**Systems exempted from certain provisions of the act:**

None

**AAFES0404.01**

**System name:**

0404.01 Incentive Awards Case Files.

**System location:**

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

**Categories of individuals covered by the system:**

All United States citizen (to include permanent-resident alien, nonimmigrant alien) employees with category of regular full-time, regular part-time, temporary part-time, and intermittent employment.

**Categories of records in the system:**

File contains name, social security number (SSN), grade/step, position title, organization, award nominated for, accomplishment, requirements of the position occupied during period covered in award nomination, and staff comments/ concurrence/non-concurrence.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To accomplish staff comments and recommendations to support justification for award nominations in order to present findings to AAFES Incentive Awards Committee for recommendation of honorary award to Commander, AAFES.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper files stored in filing cabinets.

**Retrievability:**

Alphabetical by employee name.

**Safeguards:**

Files maintained in locked filing cabinets.

**Retention and disposal:**

Cutoff at close of fiscal year in which case is closed; destroyed after 2 years.

**System manager(s) and address:**

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

**Notification procedure:**

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222 Telephone: Area Code 214/330-2761

**Record access procedures:**

Requests from individuals should be addressed to: HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to above.

Neither instructions nor provisions for personal visits are provided at this time.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

AAFES Form 1900-19, Award Nomination Form, submitted by employees' supervisor; AAFES Form 1900-22, Evaluation of Honorary Award Nomination.

**Systems exempted from certain provisions of the act:**

None.

**AAFES0404.03**

**System name:**

0404.03 Award Control Files.

**System location:**

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas TX 75222.

**Categories of individuals covered by the system:**

United States (US) citizen, US national and permanent resident alien employees; local national and third-country national AAFES employees providing there is no conflict with local treaties, host-country agreements or command directives.

**Categories of records in the system:**

Managerial and nonmanagerial employees (Hourly Pay Plan/Universal Annual): name, social security number (SSN), grade/step, organization, and for which nominated.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Personnel Division: To control award nominations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Three four-drawer and one five-drawer file cabinets.

Retrievability:

By name.

Safeguards:

Files maintained in locked filing cabinets.

Retention and disposal:

Cutoff at close of fiscal year in which case is closed; destroyed after 2 years.

System manager(s) and address:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

Record access procedures:

Requests from individuals should be addressed to HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personal visits are provided at this time.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

AAFES Form 1900-19, Award Nomination Form, submitted by employee's supervisor.

Systems exempted from certain provisions of the act:

None.

AAFES0404.04

System name:

0404.04 Award Ceremony Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Personnel Branch, Dallas, TX 75222; and Command and Public Relations Division and Office of the Commander.

Categories of individuals covered by the system:

HQ AAFES employees who have been recipients of military awards, AAFES service, and other awards.

Categories of records in the system:

Managerial and nonmanagerial employees (Hourly Pay Plan/Universal Annual): name, grade, position title, organization, award for which nominated, accomplishments, and requirements of the position occupied during period covered in award nomination.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 3012 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Background on recipients of awards to be read at an awards ceremony held by the Commander, AAFES or his designated representative.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored in file folders in one four-drawer file cabinet.

Retrievability:

By name

Safeguards:

Files maintained in filing cabinets.

Retention and disposal:

Cutoff at close of fiscal year. Destroyed after 3 years.

System manager(s) and address:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

Record access procedures:

Requests from individuals should be addressed to HQ AAFES, ATTN: PE, Dallas, TX 75222.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information is obtained from employee on AAFES Form 1100-22 and from employee's Official Personnel Folder.

Systems exempted from certain provisions of the act:

None.

AAFES0405.03

System name:

405.03 Personnel Appeals and Grievances

System location:

Office of the General Counsel, Headquarters Army and Air Force Exchange Service (AAFES); Office of the General Counsel, AAFES Europe; Office of the General Counsel, AAFES PAcific.

Categories of individuals covered by the system:

Any AAFES employee who has filed an appeal of an adverse action and/or who is contesting a personnel action when the appeal/contest has been referred to the servicing General Counsel's office.

Categories of records in the system:

Files contain correspondence, documentation and memoranda concerning the employee's appeal/contest.

Authority for maintenance of the system:

Title 10, United Stated Code, Sections 3012 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The servicing General Counsel's office uses the file to review the appeal for legal sufficiency. Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense and Department of Justice who have a need for the information in the performance of their duties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of AAFES employee.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Files are retained in the servicing General Counsel's office for one year after the final decision is made and subsequently retired to the servicing AAFES warehouse or to the servicing General Services Administration Records Holding Center. Records are destroyed seven years after the fiscal year in which the case is closed.

System manager(s) and address:

General Counsel, Headquarters AAFES; General Counsel AAFES-Europe; General Counsel, AAFES-Pacific.

Notification procedure:

Information may be obtained from the servicing General Counsel (Headquarters AAFES, AAFES-Europe, or AAFES-Pacific).

Record access procedures:

Requests from individuals should be addressed to the servicing General Counsel's office.

Written requests for information should contain the full name of the individual, current address and telephone number, and the latest correspondence received from the servicing General Counsel's office, if available.

Neither instructions nor provisions for personal visits are provided at this time.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the servicing General Counsel's office (Headquarters AAFES, AAFES-Europe, or AAFES-PAcific).

**Record source categories:**

File information and documentation is provided by the AAFES personnel office responsible for records on the AAFES employee, the AAFES Grievance Examiner, and by the AAFES employee or his/ her representative.

**Systems exempted from certain provisions of the act:**

None

**AAFES0405.05**

**System name:**

405.05 Statement of Employment and Financial Interests

**System location:**

Office of the General Counsel; Headquarters Army and Air Force Exchange Service (AAFES); Office of the General Counsel, AAFES Europe; Office of the General Counsel, AAFES Pacific.

**Categories of individuals covered by the system:**

All general military officers assigned to AAFES and all AAFES employees classified as Universal Annual grade 16 or above; and all AAFES employees classified as Universal Annual grade 13 or above, and commissioned military officers in the rank of lieutenant colonel or above assigned to AAFES whose basic duties and responsibilities require the exercise of judgement in making an AAFES/government decision or in taking an AAFES/ government action in regard to contracting or procurement, auditing, and activities in which the final decision or action has a significant economic impact on the interests of any nonfederal enterprise.

**Categories of records in the system:**

File contains Department of Defense (DD) Form 1555, 'Confidential Statement of Employment and Financial Interest' and the indorsement of said Form by the AAFES employee's superior.

**Authority for maintenance of the system:**

Executive Order No. 11222, 'Prescribing Standards of Ethical Conduct For Government Officers And Employees' dated 11 May 1965 and Title 10, United States Code, Sections 3012 and 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Servicing General Counsel's Office - To collect and maintain complete DD Forms 1555 as required. Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense who have a need for the information in the performance of their duties.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file.

**Retrievability:**

Filed alphabetically by last name of AAFES employee or military officer.

**Safeguards:**

Buildings employ security guards. Records are maintained in locked safe or cabinet and maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

File is retained in active status until the close of the fiscal year in which the employee leaves a position for which a DD Form 1555 is required, or when the employee leaves AAFES, or when the statement is superseded, whichever is earlier. Obsolete DD Forms 1555 are maintained for two years in servicing General Counsel's inactive office files and then destroyed.

**System manager(s) and address:**

Deputy General Counsel in servicing General Counsel's office (Headquarters AAFES, AAFES-Europe or AAFES-Pacific).

**Notification procedure:**

Information may be obtained from the Deputy General Counsel of the servicing General Counsel's office (Headquarters AAFES, AAFES-Europe or AAFES-Pacific).

**Record access procedures:**

Requests from individuals should be addressed to the servicing General Counsel's office.

Written requests for information should contain the full name of the individual, current address and telephone number and the latest correspondence received from the servicing General Counsel's office, if available.

Neither instructions nor provisions for personal visits are provided at this time.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the servicing General Counsel's office (Headquarters AAFES, AAFES-Europe or AAFES-Pacific).

**Record source categories:**

Information is furnished by the AAFES employee.

**Systems exempted from certain provisions of the act:**

None

**AAFES0405.07**

**System name:**

0405.07 Retirement Assistance Files

**System location:**

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

**Categories of individuals covered by the system:**

All United States citizen (to include permanent-resident alien, nonimmigrant alien) employees with category of regular full-time, regular part-time, temporary part-time, temporary full-time, and intermittent employment.

**Categories of records in the system:**

File contains social security number (SSN), name, exchange location, date of birth, date of hire, leave accrual date, retirement participation date, service award base date, citizenship, marital status, sex, security clearance, current military status, prior AAFES service, job and pay data, type of insurance coverage, deductions, mobility status, date in grade, and step.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

To accomplish authority to employ a retired member of the armed forces during the 180 days immediately following retirement.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Contains inquiries and the replies to questions submitted in writing by employees concerning their own retirement situations.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Five drawer metal file cabinet.

**Retrievability:**

Alphabetical by employee's name.

**Safeguards:**

File cabinets are locked when not in use.

**Retention and disposal:**

Cutoff at close of fiscal year. Destroyed after 1 year.

**System manager(s) and address:**

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

**Notification procedure:**

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

**Record access procedures:**

Requests from individuals should be addressed to HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personnel visits are provided at this time.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Information is furnished by Servicing Personnel Office.

Systems exempted from certain provisions of the act:

None.

AAFES0405.11

System name:

405.11 Individual Health Records

System location:

Headquarters, Army and Air Force Exchange Service, Dallas, Texas

Categories of individuals covered by the system:

All Headquarters employees

Categories of records in the system:

Contains on managerial and nonmanagerial employees (Hourly Pay Plan/Universal Annual); Military: Name, address, birthdate, telephone and short health history. All are given voluntarily. Contains date of visit to dispensary, complaint of illness or injury and exact treatment given. The file contains correspondence from doctors regarding illnesses with special instructions for returning to work.

Authority for maintenance of the system:

Title 10 United States Code, Section 3012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To aid Occupational Health Nurses in giving better health care to employees who become ill or are injured during working hours. To help employees maintain good health. Used as reference for past injuries and/or treatment, since recall on medical treatment may be vague and personnel may have changed.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

One five-drawer file cabinet and one four-shelf cabinet.

Retrievability:

Name, alphabetical order (active files)
Name, alphabetical order; year (inactive files).

Safeguards:

Maintained in dispensary in locked cabinets.

Retention and disposal:

Cut off active file when employee is transferred or separated. Destroy after six years.

System manager(s) and address:

Director, Administrative Services Division, Army and Air Force Exchange Service, Dallas, Texas

Notification procedure:

Information may be obtained from:
Headquarters AAFES (AAFES-AD)
Dallas, Texas 75222
Telephone: Area Code 214/330-3871

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service (AAFES-AD), Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation and last employing location in addition to the above.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the system manager.

Record source categories:

Employee

Systems exempted from certain provisions of the act:

None

AAFES0405.15

System name:

0405.15 Retirement Extension Files

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

Categories of individuals covered by the system:

All United States citizen employees who have applied for deferred retirement.

Categories of records in the system:

File contains social security number (SSN), name, Exchange location, date of birth, service award base date, citizenship, marital status, sex, security clearance, current military status, prior AAFES service, job and pay data, type of insurance coverage, deductions, mobility status, date in grade, and step.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To accomplish authority to employ a retired member of the armed forces during the 180 days immediately following retirement.

Used to approve and control requests for extension of normal retirement date.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Five-drawer metal file cabinet.

Retrievability:

Alphabetical by employee's name.

Safeguards:

File cabinets are locked when not in use.

Retention and disposal:

Cutoff at close of fiscal year. Destroyed after 1 year.

System manager(s) and address:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

Record access procedures:

Requests from individuals should be addressed to:
HQ AAFES
ATTN: PE
Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personnel visits are provided at this time.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information is furnished by servicing personnel office.

Systems exempted from certain provisions of the act:

None.

AAFES0406.12a

System name:

0406.12a Skills Bank File (Employee Skills Survey)

System location:

Headquarters Army and Air Force Exchange Service (HQ AAFES), Dallas, TX; HQ AAFES-Europe; HQ AAFES-Pacific: HQ AAFES-Alaska; all regional offices; base and post exchange offices within the Army and the Air Force.

Categories of individuals covered by the system:

All AAFES regular full time (RFT) and regular part-time (RPT) hourly pay plan (HPP) employees and intermittent (regularly scheduled) employees.

Categories of records in the system:

Name, social security number (SSN), current job title, grade, duty phone, job location, date of Skills Survey (AAFES Form 1200-61), education/training courses completed, skills/experience acquired, skills used in daily work, and those identified as needed.

Authority for maintenance of the system:

10 U.S.C. 3012 and 8012 which identify the powers and duties delegated by the Secretary of the Army and the Secretary of the Air Force, respectively, each of whom is responsible for and has the authority necessary to conduct all affairs of his respective depart-

ment, including functions necessary or appropriate for the training operations and administration.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To aid servicing personnel office in identifying and referring qualified employees for vacant positions. A skills bank for HQ AAFES employees is established/maintained from Employee Skills Survey, AAFES Form 1200-61. The completed forms are filed alphabetically by employee name.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Alphabetically by employee name.

**Safeguards:**

Files are maintained in locked file cabinets.

**Retention and disposal:**

Retained until such time as employee retires, resigns, or is otherwise separated, at which time record is destroyed. Upon employee's transfer to another AAFES location file is forwarded to gaining personnel office.

**System manager(s) and address:**

Director, Administrative Services Division, HQ AAFES, Dallas, TX 75222.

**Notification procedure:**

Information may be obtained from:
HQ AAFES (AD-P)
Dallas, TX 75222
Telephone: Area Code 214/330-3871

**Record access procedures:**

Requests from individuals should be addressed to: HQ AAFES, ATTN: AD-P, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, duty phone, and job location.

Personal visits may be made to the Administrative Services Division. Individuals should provide acceptable identification such as a valid driver's license.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned are contained in Army Regulation 340-21.

**Record source categories:**

Employee Skills Survey (AAFES Form 1200-61), submitted by eligible RFT and RPT HPP employees and intermittent (regularly scheduled) employees.

**Systems exempted from certain provisions of the act:**

None.

## AAFES0406.12b

**System name:**

0406.12b Employee Career Development Plan File

**System location:**

Headquarters Army and Air Force Exchange Service (HQ AAFES), Dallas, TX; HQ AAFES-Europe; HQ AAFES-Pacific; HQ AAFES-Alaska; all regional offices; base and post exchange offices within the Army and the Air Force.

**Categories of individuals covered by the system:**

All AAFES regular full time (RFT) and regular part-time (RPT) hourly pay plan (HPP) employees and intermittent (regularly scheduled) employees.

**Categories of records in the system:**

Name, social security number (SSN), current job title, grade, duty phone, job location, career goals as identified on AAFES Form 1200-62 and progress in achieving goals, career appraisals, and employee/supervisor comments.

**Authority for maintenance of the system:**

10 U.S.C. 3012 and 8012 which identify the powers and duties delegated by the Secretary of the Army and the Secretary of the Air Force, respectively, each of whom is responsible for and has the authority necessary to conduct all affairs of his respective department, including functions necessary or appropriate for the training operations and administration.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To provide HQ AAFES Personnel Branch (AD-P) a central reference of identifiable employees who have devised a career development plan, or who have attained eligiblity for referral consideration to vacant HPP positions. File also provides a source of information from which referral rosters of HPP employees for junior/middle management positions may be compiled.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Alphabetically by employee name.

**Safeguards:**

Files are maintained in locked file cabinets.

**Retention and disposal:**

Retained until such time as employee retires, resigns, or is otherwise separated, at which time record is destroyed. Upon employee's transfer to another AAFES location, file is forwarded to gaining personnel office.

**System manager(s) and address:**

Director, Administrative Services Division, HQ AAFES, Dallas, TX 75222.

**Notification procedure:**

Information may be obtained from:
HQ AAFES (AD-P)
Dallas, TX 75222
Telephone: Area Code 214/330-3871

**Record access procedures:**

Requests from individuals should be addressed to: HQ AAFES, ATTN: AD-P, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, duty phone and job location.

Personal visits may be made to the Administrative Services Division. Individuals should provide acceptable identification such as a valid driver's license.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned are contained in Army Regulation 340-21.

**Record source categories:**

Employee Career Development Plan (AAFES Form 1200-62), submitted by interested/eligible RFT and RPT HPP employees and intermittent (regularly scheduled) employees.

**Systems exempted from certain provisions of the act:**

None.

## AAFES0408.05

**System name:**

0408.05 Individual Trainee Files.

**System location:**

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

**Categories of individuals covered by the system:**

All United States citizens (to include permanent-resident alien, non-immigrant alien) who have been selected for a college trainee or management development trainee position.

**Categories of records in the system:**

Copy of employment application forms; copy of trainee appointment personnel action; copy of trainee appointment letter; copy of completion of college/university baccalaureate degree requirements; if Hourly Pay Plan (HPP), letter of nomination to college trainee or management development trainee programs; if HPP, and participating in AAFES Upward Mobility Program, copy of Employee Qualification Record and Employee Career Appraisal Form; copy of Statement of Mobility; if HPP, copy of supervisor's record of employee; and if HPP, copies of last three performance reviews.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Personnel Division: To obtain information on current and past employment, education, training history, mobility preference, and personal data for the purpose of assignment to a college trainee or a management development trainee position.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Locked container.

Retrievability:

Alphabetical by employee's name. Each file is retrieved, retained, stored, and disposed of by authorization of the Director, Personnel Division.

Safeguards:

Stored in locked container.

Retention and disposal:

Cutoff at close of fiscal year following completion of training. Destroy after 5 years.

System manager(s) and address:

Director, Personnel Division, HQ AFFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

Record access procedures:

Requests from individuals should be addressed to:
HQ AAFES,
ATTN: PE,
Dallas, TX 75222

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition of the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information is based on initial written data provided by the applicant and AAFES to assist in the employment selection process.

Systems exempted from certain provisions of the act:

None.

AAFES0408.06

System name:

0408.06 Trainee Card Index.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

Categories of individuals covered by the system:

All United States citizens (to include permanent-resident alien, non-immigrant alien) selected for college trainee or management development trainee positions.

Categories of records in the system:

Card contains trainee category, name, social security number (SSN), date of hire, date of birth, training location, marital status, position and grade to which assigned, and date and location of assignment.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel Division: To obtain ready reference regarding summary information, trainee employment status, and pertinent data for trainee employees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Locked cabinet.

Retrievability:

Alphabetical by employee name.

Safeguards:

Stored in locked cabinet.

Retention and disposal:

Cutoff at close of fiscal year in which individual's trainee program is completed. Destroy after 1 year.

System manager(s) and address:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AFFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

Record access procedures:

Requests from individuals should be addressed to:
HQ AAFES,
ATTN: PE,
Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information is obtained from employee's Career Management Folder.

Systems exempted from certain provisions of the act:

None.

AAFES0408.14

System name:

0408.14 Tuition Assistance Case Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

Categories of individuals covered by the system:

All United States citizens (to include permanent resident aliens) who are regular full-time employees.

Categories of records in the system:

Managerial and non-managerial employees: Application for Tuition Assistance, approval letters, letters of congratulations, copies of Request for Disbursement, transcripts, curricula, grade reports, and course receipts.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel Division: To maintain information on participants in the tuition assistance program of the AAFES in order to properly administer the program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Filing cabinets.

Retrievability:

Alphabetical by employee's name.

Safeguards:

Stored in locked cabinets.

Retention and disposal:

Cutoff at close of fiscal year in which course is completed or 2 years after date of last action, if completion is unknown. Destroy after 2 years.

System manager(s) and address:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

Record access procedures:

Requests from individuals should be addressed to:

HQ AAFES,
ATTN: PE,
Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personal visits are provided at this time.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

AAFES Form 1850-3, Application for Tuition Assistance.

**Systems exempted from certain provisions of the act:**

None.

**AAFES0408.15**

**System name:**

0408.15 Correspondence Course Files.

**System location:**

Headquarters (HQ) Army and Air Force Exchange Services (AAFES), Dallas, TX 75222.

**Categories of individuals covered by the system:**

All United States citizens (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

**Categories of records in the system:**

Managerial and non-managerial employees who are enrolled in AAFES correspondence courses and US Army correspondence courses: Application for enrollment, notice of enrollment, notice of completion, and certificate of completion.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To maintain information on participants in the correspondence course program of the AAFES in order to properly administer the program.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File cabinets.

**Retrievability:**

Alphabetical by employee's name.

**Safeguards:**

None.

**Retention and disposal:**

Cutoff at close of fiscal year in which course is completed, or 2 years after date of last action, if completion date is unknown. Destroy after 2 years.

**System manager(s) and address:**

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

**Notification procedure:**

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

**Record access procedures:**

Requests from individuals should be addressed to:
HQ AAFES,
ATTN: PE,
Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Neither instructions nor provisions for personal visits are provided at this time.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

AAFES Form 1850-43, Management Development Program Course/ Correspondence Course Enrollment Application; DA Form 145.

**Systems exempted from certain provisions of the act:**

None.

**AAFES0409.01**

**System name:**

0409.01 AAFES Accident Report.

**System location:**

Primary system will be at the Exchange reporting the accident/incident, at the Safety and Security Office at Exchange Region/Regional Exchange, and the Overseas Exchange System (OES) having jurisdiction over the reporting Exchange.

**Categories of individuals covered by the system:**

Any individual injured in Army and Air Force Exchange Service (AAFES) controlled property/equipment/facility or involved in accidents or mishaps resulting in reportable damage to AAFES property or facilities; or who is injured or becomes ill when those injuries or illnesses are covered by the Williams-Steiger Occupational Safety and Health Act of 1970.

**Categories of records in the system:**

AAFES Accident Report/Supplementary Record of Federal Occupational Injuries and Illnesses/physicians' reports.

**Authority for maintenance of the system:**

Executive Order 11807.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Files are maintained at Headquarters (HQ) AAFES/HQ OES/Exchange Regions/Regional Exchanges/Area Exchanges/Exchanges as a primary record of accidents, incidents, mishaps, fires, or illnesses to be used in correcting deficiencies in safety field; in initiating insurance and workman's compensation claims; and in satisfying statistical reporting requirement to higher echelons of AAFES and the Department of Labor.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed by location of incident and code identifier.

**Safeguards:**

Buildings have security guards. Files kept in file cabinets. Records available to those with a need-to-know.

**Retention and disposal:**

Retained by reporting Exchange for 5 years and by Safety and Security Offices for 2 years, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

**System manager(s) and address:**

Director, Safety and Security Division, HQ AAFES, Dallas, TX 75222.

**Notification procedure:**

Information may be obtained from:
HQ AAFES
ATTN: SS
Dallas, TX 75222
Telephone: Area Code 214-330-2721

**Record access procedures:**

Requests from individuals should be addressed to:
HQ AAFES,
ATTN: SS,
Dallas, TX 75222.

Written requests for information should contain the full name of the individual, correct address, social security number, status, telephone number, job title, and date/place/time of the incident.

For personal visits, the individual should be able to provide acceptable identification.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations may be obtained from HQ AAFES, ATTN: SS, Dallas, TX 75222.

Record source categories:

Data obtained from medical institutions/police/investigating officials/bureau of motor vehicle/state and local governments/witnesses and victims.

Systems exempted from certain provisions of the act:

None.

AAFES0410.01

System name:

410.01 Employee Travel Files

System location:

Headquarters, Army and Air Force Exchange Service, Dallas, Texas; Headquarters, AAFES-Pacific; Headquarters, AAFES-Europe; Headquarters, AAFES-Alaska; all regional offices; all base and post exchanges and satellites within the Army and Air Force System.

Categories of individuals covered by the system:

All US citizen employees at the managerial level.

Categories of records in the system:

Name; social security number; location; travel orders; itineraries; travel expense vouchers and related papers.

Authority for maintenance of the system:

Title 10, United States Code, Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Statistical analysis for the purpose of personnel costs, requirements, etc.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files maintained in file folders.

Retrievability:

Alphabetical by employee name.

Safeguards:

Maintained in locked filing cabinets.

Retention and disposal:

Cutoff at close of fiscal year. Destroy after 2 years.

System manager(s) and address:

Director, Administrative Services Division, Army and Air Force Exchange Service, Dallas, Texas.

Notification procedure:

Information may be obtained from:
Headquarters AAFES (AAFES-AD)
Dallas, Texas 75222
Telephone: Area Code 214/330-3871

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service (AAFES-AD), Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation and last employing location in addition to the above.

Instructions nor provisions for personal visits are provided at this time.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Travel Expense Vouchers; Travel Orders; Receipt and related paper.

Systems exempted from certain provisions of the act:

None

AAFES0410.04

System name:

410.04 Passport Files

System location:

Office responsible for security passports and visas for official foreign travel.

Categories of individuals covered by the system:

All US citizen employees at the managerial level.

Categories of records in the system:

Name; job data; passport data and related papers.

Authority for maintenance of the system:

Title 10, United States Code, Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Renewal purposes: ready-reference to identify employees possessing current passports.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper cards maintained in file box.

Retrievability:

Alphabetical by employee name.

Safeguards:

None

Retention and disposal:

Destroy when employee is separated or when passport has expired without request for renewal or revoked, whichever is earlier.

System manager(s) and address:

Director, Administrative Services Division, Army and Air Force Exchange Service, Dallas, Texas.

Notification procedure:

Information may be obtained from:
Headquarters AAFES (AAFES-AD)
Dallas, Texas
Telephone: Area Code 214/330-3871

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service (AAFES-AD), Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation and last employing location in addition to the above.

Instructions nor provisions for personal visits are provided at this time.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Request for Passport; Passport.

Systems exempted from certain provisions of the act:

None

AAFES0501.01

System name:

501.01 AAFES No-Notice Evaluation Report File

System location:

Headquarters (HQ), Army and Air Force Exchange Service (AAFES), Command and Public Relations Division, Dallas, Texas.

Categories of individuals covered by the system:

Military and civilian personnel assigned to Customer Services Evaluation Branch and military and civilian personnel interviewed at posts/bases in continental United States (CONUS) and offshore stations.

Categories of records in the system:

Files contain no-notice evaluation reports which contain customer names, addresses and comments on all phases of AAFES activities.

Authority for maintenance of the system:

Title Five, United States Code, Section 301, Voluntary Information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Commander, AAFES and exchange management in determining customer needs, and in resolving customer complaints.

Information regarding the customers' names and addresses may be exchanged between AAFES headquarters and field elements for the purpose of expediting customer satisfaction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Retained and controlled by Director, Command and Public Relations Division and those exchange regions the reports pertain to.

Storage:

Reports are stored in a metal safe with combination lock.

Retrievability:

Alphabetically by post/base and by region.

Safeguards:

Building employs security guards. Records maintained in areas accessible only to authorized personnel.

Retention and disposal:

Reports are permanent records.

System manager(s) and address:

Director, Administrative Services Division, Army and Air Force Exchange Service, Dallas, Texas.

Notification procedure:

Information may be obtained from:
Headquarters, AAFES (AAFES-AD).
Dallas, TX 75222
Telephone: Area Code 214/330-2011

Record access procedures:

Information may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

No-notice evaluation reports.

Systems exempted from certain provisions of the act:

None

AAFES0501.04

System name:

0501.04 Universal Annual Photograph Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

Categories of individuals covered by the system:

All Universal Annual (UA) Salary Plan employees worldwide.

Categories of records in the system:

File contains photographs of UA employees with their name and date of photograph.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 3012 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used for publicity purposes when photograph is needed for publication.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File cabinet. All records are retrieved, retained, stored, and disposed of by authorization of the Director, Personnel Division.

Retrievability:

Alphabetically by employee's name.

Safeguards:

Maintained in locked file cabinet. Available only to personnel having specific authorization to retrieve photographs.

Retention and disposal:

Maintained in active status for duration of UA's employment. Maintained in inactive status for 3 years after separation, after which time it is destroyed.

System manager(s) and address:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

Record access procedures:

Requests for individuals should be addressed to:
HQ AAFES,
ATTN: PE,
Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Photographs taken of UA employees at duty stations.

Systems exempted from certain provisions of the act:

None.

AAFES0505.02

System name:

0505.02 IO Biographical Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Command and Public Relations Division; AAFES-Europe-CP; and AAFES-Pacific-CP.

Categories of individuals covered by the system:

Military and Universal Annual personnel assigned to HQ AAFES, continental United States Exchange Regions, and overseas headquarters.

Categories of records in the system:

File contains: Individual's name; current position title; home address to include street, city, state, zip code, Army Post Office; date of birth; place of birth; marital status; maiden name of spouse; place of birth; name and ages of children; education to include high school and/or college attended, degree; military history, rank, date and type of discharge; reserve status, awards and decorations; membership in fraternal and civic organizations; prior employment; AAFES assignments, AAFES training, awards of honors; special interests or hobbies, name of hometown newspaper, and individual 5x7/8x10 photograph.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 3012 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Command and Public Relations Division, Information Service Branch: To prepare news and feature articles about employees for employee newspaper, trade media, and/or hometown newspaper.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

All records are retrieved, retained, stored and disposed of by authorization of the Director, Command and Public Relations Division.

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by employee's name.

Safeguards:

Buildings employ security guards. Records maintained in areas accessible only to authorized personnel.

Retention and disposal: Records are retained in active file for as long as individual is employed. Destroyed upon termination of employment.

System manager(s) and address:

Director, Command and Public Relations Division, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: CP
Dallas, TX 75222
Telephone: Area Code 214/330-3865

Record access procedures:

Requests from individuals should be addressed to: HQ AAFES, ATTN: CP, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

AAFES Form 1200-75/1200-76, Personnel Action.

Systems exempted from certain provisions of the act:

None.

AAFES0602.01

System name:

602.01 Claims v. AAFES

System location:

Office of the General Counsel, Headquarters Army and Air Force Exchange Service (AAFES); Office of the General Counsel, AAFES-Europe; Office of the General Counsel, AAFES-Pacific.

Categories of individuals covered by the system:

Any individual who has filed a claim against AAFES and whose claim has been forwarded to this office.

Categories of records in the system:

File contains correspondence received from the claimant or claimant's attorney and related claim documentation.

Authority for maintenance of the system:

Title 10, United States Code, Sections 3012 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Servicing General Counsel's office-To investigate the claims and prepare responses when necessary. Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense and Department of Justice who have a need for the information in the performance of their duties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed aphabetically by last name of claimant.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

The file is retained until the claim is settled or withdrawn or one year from the date of the claimant's latest submission if the claim is not pursued. The file is then retired to the servicing AAFES warehouse or the servicing General Services Administration Records Holding Center for six years. Files are destroyed after six years.

System manager(s) and address:

General Counsel, Headquarters AAFES; General Counsel, AAFES-Europe; General Counsel, AAFES-Pacific.

Notification procedure:

Information may be obtained from the servicing General Counsel (Headquarters AAFES, AAFES-Europe, or AAFES-Pacific).

Record access procedures:

Requests from individuals should be addressed to the servicing General Counsel's office.

Written requests for information should contain the full name of the individual, current address and telephone number, and the latest correspondence received from the servicing General Counsel's Office, if available.

Neither instructions nor provisions for personal visits are provided at this time.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the servicing General Counsel's office (Headquarters AAFES, AAFES-Europe or AAFES-Pacific).

Record source categories:

Information is obtained from any individual who can provide information concerning the claim and from all available documentation concerning the claim.

Systems exempted from certain provisions of the act:

None

AAFES0602.04a

System name:

602.04 Litigation Initiated by AAFES

System location:

Office of the General Counsel, Headquarters Army and Air Force Exchange Service (AAFES); Office of the General Counsel, AAFES-Europe; Office of the General Counsel, AAFES-Pacific.

Categories of individuals covered by the system:

Any individual against whom AAFES has filed a complaint or similar pleading in a court or administrative body.

Categories of records in the system:

File contains pleadings and documents filed by parties to the action and documentation, correspondence and memoranda pertaining thereto.

Authority for maintenance of the system:

Title 10, United States Code, Sections 3012 and 8013.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Servicing General Counsel's office-To process and respond, as necessary, to all complaints and other pleadings filed. Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense and Department of Justice who have a need for the information in the performance of their duties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of defendant in the proceeding.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Files are retained in the servicing General Counsel's office until the judicial proceeding has been resolved, then retired to the servicing AAFES warehouse or servicing General Services Administration Records Holding Center. Files are permanent.

System manager(s) and address:

General Counsel, Headquarters AAFES; General Counsel, AAFES-Europe; General Counsel, AAFES-Pacific.

Notification procedure:

Information may be obtained from the servicing General Counsel (Headquarters AAFES, AAFES-Europe, or AAFES-Pacific).

Record access procedures:

Requests from individuals should be addressed to the servicing General Counsel's office.

Written requests for information should contain the full name of the individual, current address and telephone number, and the latest correspondence received from the servicing General Counsel's office, if available.

Neither instructions no provisions for personal visits are provided at this time.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the servicing General Counsel's office (Headquarters AAFES, AAFES-Europe and AAFES-Pacific).

Record source categories:

Information is obtained from any individual who can provide information concerning the proceedings and from all available documentation concerning the proceedings.

Systems exempted from certain provisions of the act:

None

AAFES0602.04b

System name:

602.04 Litigation Against AAFES Employees and/or AAFES

System location:

Office of the General Counsel, Headquarters Army and Air Force Exchange Service (AAFES); Office of the General Counsel, AAFES-Europe; Office of the General Counsel, AAFES-Pacific.

Categories of individuals covered by the system:

Any individual who has filed a complaint or similar pleading in a court or administrative body in which an AAFES employee and/or AAFES is named as a defendant.

Categories of records in the system:

File contains pleadings and documents filed by parties to the action and documentation, correspondence and memoranda pertaining thereto.

Authority for maintenance of the system:

Title 10, United States Code, Sections 3012 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Servicing General Counsel's office-To process and respond, as necessary, to all complaints and other pleadings filed. Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense and Department of Justice who have a need for the information in the performance of their duties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of plaintiff in the proceeding.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Files are retained in the servicing General Counsel's office until the judicial proceeding has been resolved, then retired to the servicing General Services Administration Records Holding Center. Files are permanent.

System manager(s) and address:

General Counsel, Headquarters AAFES; General Counsel, AAFES-Europe; General Counsel, AAFES-Pacific.

Notification procedure:

Information may be obtained from the servicing General Counsel (Headquarters AAFES, AAFES-Europe; or AAFES-Pacific).

Record access procedures:

Requests from individuals should be addressed to the servicing General Counsel's office.

Written requests for information should contain the full name of the individual, current address and telephone number, and the latest correspondence received from the servicing General Counsel's office, if available.

Neither instructions no provisions for personal visits are provided at this time.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the servicing General Counsel's office (Headquarters AAFES, AAFES-Europe and AAFES-Pacific).

Record source categories:

Information is obtained from any individual who can provide information concerning the proceedings and from all available documentation concerning the proceedings.

Systems exempted from certain provisions of the act:

None

AAFES0604.02

System name:

604.02 Unfair Labor Practice Claim/Charges File

System location:

Office of the General Counsel, Headquarters Army and Air Force Exchange Service (AAFES); Office of the General Counsel, AAFES-Europe; Office of the General Counsel, AAFES-Pacific; All Continental United States (CONUS) exchange region personnel offices.

Categories of individuals covered by the system:

All AAFES civilian employees, except those not permitted to file charges/claims under Executive Order 11491, as amended.

Categories of records in the system:

File contains written allegation(s) by AAFES employees of an unfair labor practice (ULP), correspondence, documentation and memoranda concerning the ULP claim/charge.

Authority for maintenance of the system:

Title 10, United States Code, Sections 3012 and 8012; and Executive Order 11491, 'Labor-Management Relations in the Federal Service,' dated 31 October 1969, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

General Counsel offices-To process all ULP charges/claims through informal and formal negotiations, to provide information and documentation to U.S. Department of Labor personnel, to officials and employees of the Department of Defense and Department of Justice who have a need for the information in the performance of their duties.

All personnel offices-To accumulate information and documentation regarding ULP charges/claims, to provide information to the servicing General Counsel office and to AAFES management personnel on a need-to-know basis.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed alphabetically by last name of individual and by installations where the employee is located.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are retained in an active file for five calendar years and then stored in the servicing AAFES warehouse or General Services Administration Records Holding Center for five additional years after which time they are destroyed.

System manager(s) and address:

General Counsel, Headquarters Army and Air Force Exchange Service, Dallas Texas 75222.

Notification procedure:

Information for all Headquarters AAFES employees may be obtained from General Counsel, Headquarters AAFES.

Information for all AAFES-Alaska employees may be obtained from the Chief of Personnel, AAFES-Alaska.

Information for all AAFES-Europe employees may be obtained from the Chief of Personnel, AAFES-Europe.

Information for all AAFES-Pacific employees may be obtained from the Chief of Personnel, AAFES-Pacific.

Information for all AAFES employees of the Alamo Exchange Region may be obtained from the Chief of Personnel, Alamo Exchange Region.

Information for all AAFES employees of the Capitol Exchange Region may be obtained from the Chief of Personnel, Capitol Exchange Region.

Information for all AAFES employees of the Golden Gate Exchange Region may be obtained from the Chief of Personnel, Golden Gate Exchange Region.

Information for all AAFES employees of the Ohio Valley Exchange Region may be obtained from the Chief of Personnel, Ohio Valley Exchange Region.

Information for all AAFES employees of the Southeast Exchange Region may be obtained from the Chief of Personnel, Southeast Exchange Region.

Record access procedures:

Requests from individuals should be addressed to Headquarters AAFES (AAFES-GC), Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, and last employing location.

Neither instructions nor provisions for personal visits are provided at this time.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the General Counsel, Headquarters Army and Air Force Exchange Service, Dallas, Texas 75222.

Record source categories:

Information is furnished by the AAFES employee, the union representing the AAFES employee, any individual who can provide information concerning the ULP charge/claim, and from all available documentation concerning the ULP charge/claim.

Systems exempted from certain provisions of the act:

None

AAFES0702.01

System name:

0702.01 Paid Disbursement Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; in continental United States: AAFES Exchange Regions, Area Exchanges; Overseas: HQ AAFES-Alaska, HQ AAFES-Europe, HQ AAFES-Pacific, and Exchange Regions.

Categories of individuals covered by the system:

All U.S. citizen Universal Annual Salary Plan employees and foreign national employees who are required to travel.

Categories of records in the system:

File contains alphanumeric: Employee's social security number (SSN)/payroll number, employee's name, and payments made to or on behalf of employee for travel-transfer expenses.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

HQ AAFES Comptroller Division, General Accounting Branch, utilizes file to control payments to employees and furnish necessary information to both employee and Internal Revenue Service for income tax purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Copies of checks and supporting documents such as travel orders, travel vouchers, invoices, etc. All records are retrieved, retained, stored, and disposed by authorization of AAFES Comptroller.

Retrievability:

By SSN/payroll number, employee's name or check number.

Safeguards:

Documents maintained in file folders in metal containers such as standard file cabinets. Retrievability request must be written and requires signature of section chief or unit supervisor.

Retention and disposal:

Cutoff at close of fiscal year; destroyed after 6 years.

System manager(s) and address:

Chief, General Accounting Branch, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:

HQ AAFES
ATTN: Comptroller Division, CM-G
Dallas, TX 75222
Telephone: Area Code 214/330-2631

Record access procedures:

Request from individuals should be addressed to: HQ AAFES, ATTN: CM-G, Dallas, TX 75222.

Written request should contain full name of individual, SSN/payroll number, and location of employment.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Travel orders, travel vouchers, records of expenses incurred, and copies of checks issued for reimbursement.

Systems exempted from certain provisions of the act:

None.

AAFES0702.22

System name:

0702.22 Check-Cashing Privilege Suspense Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; in continental Unites States: AAFES Exchange Regions and Main Stores at Exchanges; Overseas: HQ AAFES-Alaska, HQ AAFES-Europe, HQ AAFES-Pacific, Exchange Regions and Main Stores.

Categories of individuals covered by the system:

Exchange customers; military, dependents, retirees, and exchange employees.

Categories of records in the system:

File contains alphanumeric: Customer name and social security number (SSN), amounts of checks not paid by bank, and category (military, dependent, retiree, etc.) of customer.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Printout of listing distributed to applicable locations where mechanical device is not available. Mechanical device, where used, will indicate eligibility to cash a check by displaying a colored light. Printout or mechanical device used to control customer eligibility to cash checks.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer disks and computer printouts. All records are established, maintained, and/or deleted by authorization of AAFES Comptroller.

Retrievability:

By SSN.

Safeguards:

Computer printouts usually covered by pressboard binders and are located in offices accessible only by personnel authorized to cash checks.

Computer disks maintained by Computer Processing Branch, Data Systems Division. Retrievability by persons authorized to cash checks.

Retention and disposal:

Destroyed when superseded.

System manager(s) and address:

Chief, General Accounting Branch, Comptroller, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information is restricted to personnel authorized to cash checks and is presented only to person who presents a check for encashment.

Record access procedures:

Information is assessed at time a check is presented for encashment.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Checks that were cashed and not paid by the bank.

Systems exempted from certain provisions of the act:

None.

AAFES0702.23

System name:

0702.23 Check-Cashing Privilege Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; in continental United States: AAFES Exchange Regions, Area Exchanges and Installation Exchanges; Overseas: HQ AAFES-Alaska, HQ AAFES-Europe, HQ AAFES-Pacific, and Exchange Regions.

Categories of individuals covered by the system:

Exchange Customers: Military, dependents, retirees, and Exchange Service employees.

Categories of records in the system:

File contains alphanumeric: Customer name and social security number (SSN), indebtedness amount and collection efforts documentation.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

HQ AAFES Comptroller Division, General Accounting Branch, utilizes file to collect checks that were not paid by the bank.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored in metal filing cabinets; access is restricted to employees with a need-to-know. All records are retrieved, retained, stored, and disposed by authorization of AAFES Comptroller.

**Retrievability:**

By SSN and customer name.

**Safeguards:**

Documents maintained in file folders and stored in metal containers such as standard file cabinets.

**Retention and disposal:**

Cutoff at time case is closed and destroyed after 3 years.

**System manager(s) and address:**

Chief, General Accounting Branch, HQ AAFES, Dallas, TX 75222.

**Notification procedure:**

Information may be obtained from:
HQ AAFES, Comptroller Division, CM-G
ATTN: Comptroller Division, CM-G
Dallas, TX 75222
Telephone: Area Code 214/330-2631

**Record access procedures:**

Request from individuals should be addressed to: HQ AAFES, ATTN: CM-G, Dallas, TX 75222.

Written request should contain full name of individual and SSN.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Checks cashed by customers and not paid by the bank.

**Systems exempted from certain provisions of the act:**

None.

## AAFES0702.23b

**System name:**

702.23 Dishonored Check Files

**System location:**

Office of the General Counsel, Headquarters Army and Air Force Exchange Service (AAFES); Office of the General Counsel, AAFES-Europe; Office of the General Counsel, AAFES-Pacific.

**Categories of individuals covered by the system:**

Any individual who has negotiated dishonored checks at AAFES facilities and whose check cashing privilege file has been transferred to the servicing General Counsel's office for further collection as appropriate.

**Categories of records in the system:**

File contains alpha-numeric: customer name and social security number, indebtedness amount and collection efforts and documentation.

**Authority for maintenance of the system:**

Title 10, United States Code, Sections 3012 and 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The servicing General Counsel's office uses the file to collect the dishonored check indebtedness from the responsible individual. Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense and Department of Justice who have a need for the information in the performance of their duties.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of the individual responsible for the dishonored checks.

**Safeguards:**

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

Files are retained in the servicing General Counsel's office until the indebtedness has been collected, the indebtedness has been determined uncollectible, or additional administrative action from Comptroller Division, Headquarters AAFES, AAFES-Pacific or AAFES-Europe is required. Files are returned to the servicing Comptroller Division to be maintained with the appropriate check cashing privilege files.

**System manager(s) and address:**

General Counsel, Headquarters AAFES; General Counsel, AAFES-Europe; General Counsel, AAFES-PAcific.

**Notification procedure:**

Information may be obtained from the servicing General Counsel (Headquarters AAFES, AAFES-Europe, or AAFES-Pacific).

**Record access procedures:**

Requests from individuals should be addressed to the servicing General Counsel's office.

Written requests for information should contain the full name of the individual, current address and telephone number, and the latest correspondence received from the servicing General Counsel's office, if available.

Neither instructions nor provisions for personal visits are provided at this time.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the servicing General Counsel's office (Headquarters AAFES, AAFES-Europe, or AAFES-Pacific).

**Record source categories:**

Dishonored checks returned by a banking facility, information from the individual's employer or military commander (as applicable), information received from law enforcement investigative agencies, and information concerning the individual's credit.

**Systems exempted from certain provisions of the act:**

None

## AAFES0702.34

**System name:**

0702.34 Accounts Receivable Files.

**System location:**

Headquarters (HQ), Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe; HQ AAFES-Alaska; continental United States and oversea exchange regions, area exchanges, and post and base exchanges and satellites within the AAFES system.

**Categories of individuals covered by the system:**

All AAFES customers to include military, retirees, civilians, and civilian dependents.

**Categories of records in the system:**

File contains charge or credit vouchers, oil company credit card tickets, cash receipts documents, purchase orders, receiving reports, and correspondence with the customer.

**Authority for maintenance of the system:**

Title 10 U.S.C., Sections 3012 and 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to establish exchange receivables from customers for purchase under a deferred payment plan, book store catalog sales, mail order payment shortages, and rejected oil company credit cards/tickets. Provides documentation to monitor amounts due to take necessary collection actions. Provides support for monthly detailed listings of open items which are prepared to support ledger balances.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of customer.

Safeguards:

Records are maintained in areas accessible only to authorized personnel. Paper documents are maintained in steel storage cabinets.

Retention and disposal:

Records are retained in current files until close of fiscal year in which receivable is cleared. At year end, files are stored and subsequently destroyed after 6 years.

System manager(s) and address:

Chief, General Accounting Branch, Comptroller, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: Comptroller Division, General Accounting Branch
Dallas, TX 75222
Telephone: Area Code 214/330-2631

Record access procedures:

Requests from individuals should be addressed to: HQ AAFES, ATTN: CM-G, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, current address and telephone number, AAFES activity at which the receivable was established, and date of transaction.

Contesting record procedures:

The agency's rules for access to records for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information is collected directly from the customer either in writing or verbally. Additional data may be obtained from correspondence between AAFES and vendors.

Systems exempted from certain provisions of the act:

None.

AAFES0702.43

System name:

0702.43 Travel Advance Register Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Comptroller Division, Dallas, TX 75222.

Categories of individuals covered by the system:

Universal Annual Salary Plan employees who are required to travel either for frequent intermittent periods or sustained periods of time.

Categories of records in the system:

File contains alphanumeric: employee's name, area of assignment, and dollar amount advanced.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

HQ AAFES Comptroller Division, General Accounting Branch, utilizes file to monitor travel advances paid out.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in locked metal filing cabinets; access is restricted to employees who have a need-to-know. All records are retrieved, retained, stored, and disposed by authorization of AAFES Comptroller.

Retrievability:

By employee's name.

Safeguards:

Documents maintained in file folders in combination locked file cabinet. Retrievability authorized by unit supervisor.

Retention and disposal:

Cutoff after advance has been repaid. Destroy after 1 year.

System manager(s) and address:

Chief, General Accounting Branch, Comptroller, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: Comptroller Division, CM-G
Dallas, TX 75222
Telephone: Area Code 214/330-2631

Record access procedures:

Request from individuals should be addressed to: HQ AAFES, ATTN: CM-G, Dallas, TX 75222.

Written request should contain full name of individual.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Checks issued to employees for permanent travel advance.

Systems exempted from certain provisions of the act:

None.

AAFES0702.44

System name:

0702.44 Travel Advance - Trial Balance Files.

System location:

Headquarters (HQ), Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; in continental United States: AAFES Exchange Regions and Area Exchanges; Overseas: HQ AAFES-Alaska, HQ AAFES-Pacific, HQ AAFES-Europe, and Exchange Regions.

Categories of individuals covered by the system:

Universal Annual Salary Plan employees who have been issued travel advances.

Categories of records in the system:

File contains alphanumeric: Employee name and dollar amount advanced.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

HQ AAFES Comptroller Division, General Accounting Branch, utilizes file to control travel advances issued.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in metal filing cabinets; access is restricted to employees who have a need-to-know. All records are retrieved, retained, stored, and disposed by authorization of AAFES Comptroller.

Retrievability:

By employee's name and location where advance was issued.

Safeguards:

Documents maintained in file folders in standard file cabinets. Retrievability authorized by section supervisor.

Retention and disposal:

Cutoff at close of fiscal year. Destroy after 1 year.

System manager(s) and address:

Chief, General Accounting Branch, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: Comptroller Division, CM-G
Dallas, TX 75222
Telephone: Area Code 214/330-2631

Record access procedures:

Request from individuals should be addressed to: HQ AAFES, ATTN: CM-G, Dallas, TX 75222.

Written request should contain full name and area of assignment.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Trial balances prepared by exchange elements.

Systems exempted from certain provisions of the act:

None.

AAFES0703.01

System name:

0703.01 AAFES Time Sheets.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; in Continental Unites States (CONUS): AAFES Exchange Regions, Area Exchanges, post and base exchanges including satellites; overseas: HQ AAFES-Europe, HQ AAFES-Pacific, and HQ AAFES-Alaska.

Categories of individuals covered by the system:

All United States citizens (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

Categories of records in the system:

File contains alphanumeric: Facility number, employee's name, social security number (SSN), category, leave balance, and shift identification number. Printout is combination Time Sheet and Time and Attendance (TA), Register for CONUS exchanges and TA Register only for oversea exchanges.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Printout distributed to all exchanges biweekly two pay periods in advance for recording hours worked, leave hours, and other data essential to payroll processing. CONUS exchanges record payroll data from TA Register to Optical Character Recognition (OCR) Time Sheet and submit to HQ AAFES for OCR Reader. Oversea exchanges key punch data from TA Register and submit via wire transmission to HQ AAFES.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer tape and printouts resulting from source input. OCR paper source documents stored by exchange number in steel file cabinets in HQ AAFES CM-M. All records are retrieved, retained, stored, and disposed of by Authorization of the Comptroller.

Retrievability:

Source documents by payroll period, exchange number, SSN or name.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel on a need-to-know basis.

Retention and disposal:

Maintained 3 months in Payroll Branch. Transferred to AAFES Records Warehouse. Destroyed after 2 years.

System manager(s) and address:

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222

Notification procedure:

Information may be obtained from:
HQ AAFES, Comptroller, Payroll Branch
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

Record access procedures:

Requests from individuals should be addressed to: HQ AAFES, ATTN: CM-M, Dallas, TX 75222

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

TA Registers.

Systems exempted from certain provisions of the act:

None.

AAFES0703.02

System name:

0703.02 Payroll Allotment Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Comptroller Division, Dallas, TX 75222.

Categories of individuals covered by the system:

All regular full-time employees of HQ AAFES and all Universal Annual employees worldwide.

Categories of records in the system:

File contains alphanumberic: Employee's social security number (SSN) or pseudo number, employee's name, exchange number, amount of allotment, and allottee's name and address.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used as source document to update employee's payroll master records and name and address file for mechanical preparation of checks payable to allottee.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer printouts and paper documents in file folders. All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

Retrievability:

Usually by name within Exchange.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel on a need-to-know basis.

Retention and disposal:

Replaced when superseded by new or revised document or deleted upon employee termination. Pulled documents destroyed after 1 year.

System manager(s) and address:

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

Record access procedures:

Requests from individuals should be addressed to: HQ, AAFES, ATTN: CM-M, Dallas, TX 75222

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Employee completes and submits document through servicing personnel office.

Systems exempted from certain provisions of the act:

None.

AAFES0703.03

System name:

0703.03 United States Savings Bond Register Files.

System location:

Headquarters (HQ), Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; in Continental United States: AAFES Exchange Region, Area Exchanges, post and base exchanges including satellites; Overseas: HQ AAFES-Europe, HQ AAFES-Pacific, and HQ AAFES-Alaska.

Categories of individuals covered by the system:

All United States citizen (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

Categories of records in the system:

Computer printout showing employee's name, social security number (SSN), Exchange number, maturity value, cost of bond,

current deduction, refund, old balance, new balance, and serial number of bond purchased.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Printout of listing by exchange distributed to each applicable servicing personnel office biweekly with purchased bonds. HQ AAFES Comptroller Division, Payroll Branch, utilizes printout to control employee's bond balance.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer tape, printout, and microfiche. All records are retrieved, stored, and disposed of by authorization of the Comptroller.

Retrievability:

Usually by SSN or pseudo number within exchange number.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible to authorized personnel on a need-to-know basis.

Retention and disposal:

HQ AAFES Payroll Branch: Destroy after 4 years.
Other offices: Destroy after 1 year.

System manager(s) and address:

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222

Notification procedure:

Information may be obtained from:
HQ AAFES, Comptroller, Payroll Branch
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

Record access procedures:

Requests from individuals should be addressed to: HQ, AFFES, ATTN: CM-M, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Bond application form completed by employee.

Systems exempted from certain provisions of the act:

None.

AAFES0703.05

System name:

0703.05 Personnel Action/Discrepancy Notice Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222 and applicable Servicing Personnel Offices within the AAFES worldwide system.

Categories of individuals covered by the system:

All United States citizen (to include permanent-resident alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

Categories of records in the system:

File contains: social security number (SSN); name; exchange location; home address to include street, city/state/county, zip code/Army Post Office; date of birth; date of hire; leave accrual date; retirement participation date; service award base date; citizenship; marital status; prior military status; prior AAFES service; sponsor affiliation where the employee is a dependent of a U.S. government/military member; job code and job title; mobility status; employment category; pay plan wage schedule number; grade/step; base hourly rate; scheduled work week; scheduled shift; commission rate/override where applicable; Federal tax exemptions; state tax code and exemptions; type of insurance coverage and deduction amount; deductions to include janitorial fee, union dues, employees' association, and Combined Federal Campaign; and overseas allowances where applicable to include cost of living allowance, post differential, quarters allowance, and separate maintenance allowance.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 3012 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel Division: To correct errors in keypunch Personnel Actions which are identified through machine edits.

Comptroller Division: To maintain hard copy documentation of the employee's current and past personnel records for pay purposes.

Servicing Personnel Offices: To document corrections to the personnel actions in the employee's Official Personnel Folder (OPF).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders. All records are retrieved, retained, stored, and disposed of by authorization of the Director, Personnel Division.

Retrievability:

Alphabetically by employee's name.

Safeguards:

Folders maintained in locked filing cabinets.

Retention and disposal:

Personnel Division: Destroyed upon verification of error correction.

Comptroller Division: Cutoff at close of fiscal year in which employee is terminated. Destroyed after 4 years.

Servicing Personnel Office: Destroyed after posting correction to the employees OPF.

System manager(s) and address:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

Record access procedures:

Requests from individuals should be addressed to: HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

AAFES Form 1200-75/1200-76, Personnel Action

Systems exempted from certain provisions of the act:

None.

AAFES0703.07

System name:

0703.07 Payroll Register Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; in Continental United States: AAFES Exchange Region, Area Exchanges, post and base exchanges including satellites; overseas: HQ AAFES-Europe, HQ AAFES-Pacific, and HQ AAFES-Alaska.

Categories of individuals covered by the system:

All United States citizen (to include permanent-resident alien, nonimmigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

Categories of records in the system:

File contains alphanumeric: Employee's social security number (SSN) or psuedo number, employee's name, current payroll data, quarter-to-date and year-to-date wages and/or deductions, leave balances, and control information.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Printout of listing by exchange distributed to each applicable servicing personnel office biweekly. HQ AAFES Comptroller Division, Payroll Branch, utilizes microfiche of subject report. Printout serves to control employees current pay status and year-to-date data in order to reply to valid inquiries to individual employee's payroll data.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer tape and computer printout. All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

**Retrievability:**

Usually by SSN or psuedo number within Exchange number.

**Safeguards:**

Tape file maintained at Data Systems Division, Computer Processing Branch - Computer Processing Tape Library. Retrievability requests must be written and need the signature of the Comptroller.

**Retention and disposal:**

Tape file: 1 year.

Computer Printout: Permanent, cutoff at close of fiscal year and maintained for 2 years, then retired to National Personnel Records Center.

Other offices: Cutoff at close of fiscal year. Destroy after 1 year.

**System manager(s) and address:**

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222

**Notification procedure:**

Information may be obtained from:
HQ AAFES
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

**Record access procedures:**

Requests from individual should be addressed to: HQ AAFES, ATTN: CM-M, Dallas, TX 75222

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above information.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Personnel Action, Time Sheet, other related documents, and calculated results from current payroll.

**Systems exempted from certain provisions of the act:**

None.

## AAFES0703.09

**System name:**

0703.09 Employer's Copy of Income Tax Withheld.

**System location:**

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Comptroller Division, Payroll Branch, Dallas, TX 75222.

**Categories of individuals covered by the system:**

All United States citizen (to include permanent-resident alien, nonimmigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

**Categories of records in the system:**

File contains alphanumberic: Employee's name; address; social security number (SSN); exchange number; Federal, social security, State or local information; and other information required.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Printout is replica of wage and tax statement Form W-2 on microfiche. File is utilized to reply to valid inquiries and to replace lost W-2 Forms for employees.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer tape and microfiche printout. All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

**Retrievability:**

By employee's last name.

**Safeguards:**

Tape file maintained at Data Systems Division, Comptroller Processing Branch, Tape Library. Retrievability request should be written and requires authority of Comptroller.

**Retention and disposal:**

Destroy microfiche after 5 years.

**System manager(s) and address:**

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222.

**Notification procedure:**

Information may be obtained from:
HQ AAFES
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code: 214/330-3870

**Record access procedures:**

Request from individuals should be addressed to: HQ AAFES, ATTN: CM-M, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

At end of taxable year from mechanically stored payroll data (Payroll Master File).

**Systems exempted from certain provisions of the act:**

None.

## AAFES0703.10

**System name:**

0703.10 Employer's Quarterly Federal Tax Return Files.

**System location:**

Headquarters (HQ) Army and Air Force Exchange System (AAFES), Comptroller Division, Payroll Branch, Dallas, TX 75222.

**Categories of individuals covered by the system:**

All United States citizen (to include permanent-resident alien, nonimmigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

**Categories of records in the system:**

These files consist of Treasury Department Form 941, other comparable forms, computer printouts, magnetic tape, and related documents showing reports of Federal and State tax withheld from employees and the banking and payment thereof.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

For reconciliation and payment of taxes withheld from employees and employer's share.

To provide Internal Revenue Service (IRS) with magnetic tape representating wages covered by Social Security.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer tape and microfilm received from IRS and computer printouts. All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

**Retrievability:**

By social security number (SSN).

**Safeguards:**

Building employs security guards. Records are maintained in areas accessible only to authorized personnel on a need-to-know basis.

**Retention and disposal:**

Destroy after 5 years.

**System manager(s) and address:**

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES, Comptroller, Payroll Branch
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

Record access procedures:

Requests from individuals should be addressed to: HQ AAFES, ATTN: CM-M, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Data stored in payroll master file.

Systems exempted from certain provisions of the act:

None.

AAFES0703.11

System name:

0703.11 Wage and Separation Information Report Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Comptroller Division, Payroll Branch, Dallas, TX 75222

Categories of individuals covered by the system:

All United States citizen (to include permanent-resident alien, nonimmigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

Categories of records in the system:

File contains alphanumeric: Employee's social security number (SSN), employee's name, last employment facility, reason for separation, and wage data as requested.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To furnish data requested by State Employment Service.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Documents maintained alphabetically in file folders. All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

Retrievability:

By employee's name.

Safeguards:

Building employs security guards. Records are maintained in area accessible only to authorized personnel on a need-to-know basis.

Retention and disposal:

Destroy after 4 years.

System manager(s) and address:

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

Record access procedures:

Request from individuals should be addressed to: HQ AAFES, ATTN; CM-M, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Document received from State Employment Service. Data retrieved from computer printouts, microfilm, and personnel actions.

Systems exempted from certain provisions of the act:

None.

AAFES0703.12

System name:

0703.12 Payroll Adjustment Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Comptroller Division, Payroll Branch, Dallas, TX 75222

Categories of individuals covered by the system:

All United States citizen (to include permanent-resident alien, nonimmigrant alien) employees with category of regular fill-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

Categories of records in the system:

File contains alphanumeric: Facility number, employee's name, social security number (SSN), hours, and dollar amount by type to be paid or withheld to/from employee.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To adjust employee's pay due to retroactive increases/decreases or over/under withholding deductions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

By exchange number within pay period ending date. Copy maintained in servicing personnel office and copy furnished to employee. All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

Retrievability:

By Exchange, by employee's name.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel on a need-to-know basis.

Retention and disposal:

Destroy after 4 years.

System manager(s) and address:

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

Record access procedures:

Request from individuals should be addressed to: HQ AAFES, ATTN: CM-M, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Documents completed by servicing personnel offices or HQ AAFES, Comptroller Division, Payroll Branch.

Systems exempted from certain provisions of the act:

None.

AAFES0703.13

System name:

0703.13 Levy and Garnishment Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Comptroller Division, Payroll Branch, Dallas, TX 75222

**Categories of individuals covered by the system:**

All United States citizen (to include permanent resident alien, nonimmigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

**Categories of records in the system:**

File contains alphanumeric: Employee's name and address, social security number (SSN), and tax assessment data. File is applicable only to Internal Revenue Service (IRS) Notice of Levy.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To comply with IRS requirements regarding the Notice of Levy.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper documents maintained in file folders. All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

**Retrievability:**

Filed alphabetically by employee's name.

**Safeguards:**

Building employs security guards. Records are maintained in areas accessible only to authorized personnel on a need-to-know basis.

**Retention and disposal:**

Destroy after 4 years.

**System manager(s) and address:**

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222.

**Notification procedure:**

Information may be obtained from:
HQ AAFES
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

**Record access procedures:**

Request from individuals should be addressed to: HQ AAFES, ATTN: CM-M, Dallas, TX 75222.

Written requests should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Notice of Levy received from IRS.

**Systems exempted from certain provisions of the act:**

None.

## AAFES0703.14

**System name:**

0703.14 Payroll Report Files.

**System location:**

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; in Continental United States: AAFES Exchange Region, Area Exchanges, post and base exchanges including satellites; Overseas: HQ AAFES-Europe, HQ AAFES-Pacific, and HQ AAFES-Alaska.

**Categories of individuals covered by the system:**

All United States citizen (to include permanent-resident alien, nonimmigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

**Categories of records in the system:**

File contains alphanumeric: Facility number, employee's name, social security number (SSN) or pseudo number, employee category, pay plan, current wages and deductions, quarter-to-date wages, year-to-date wages and deductions, hours worked, and leave hours accrued and taken.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Computer printouts distributed biweekly to exchanges to facilitate adjustment to employee's pay, if applicable, and to identify payments to employee unions, associations, Federal campaigns, allotments, and to facilitate payment of Federal and State taxes.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer magnetic tape, computer printouts, and microfiche. All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

**Retrievability:**

Usually by SSN within Exchange.

**Safeguards:**

Tape file maintained at Data Systems Division, Computer Processing Branch - Computer Processing Tape Library. Retrievability request should be written and requires authority of the Comptroller.

**Retention and disposal:**

Destroy after 4 years.

**System manager(s) and address:**

Chief, Payroll Branch, Comptroller, HQ AAFES, Dallas, TX 75222.

**Notification procedure:**

Information may be obtained from:
HQ AAFES
ATTN: Comptroller, Payroll Branch
Dallas, TX 75222
Telephone: Area Code 214/330-3870

**Record access procedures:**

Request from individuals should be addressed to: HQ AAFES, ATTN: CM-M, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of separation and last location in addition to the above.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Payroll master file.

**Systems exempted from certain provisions of the act:**

None.

## AAFES0704.04

**System name:**

704.04 Group Insurance Card Files

**System location:**

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, Texas

**Categories of individuals covered by the system:**

Regular full-time employees who participate in group insurance plan

**Categories of records in the system:**

Card contains: Employees name, social security number or certificate number, name of beneficiary, date of employees birth, date insurance began, date amount of insurance changed or terminated

**Authority for maintenance of the system:**

Title 10 USC Section 3012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Card serves to assist in establishing employees eligibility for continued group insurance at retirement

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

All records are retrieved, retained, stored and disposed of by authorization of the Comptroller

**Storage:**

Vertical file cards and roll microfilm

**Retrievability:**

Alphabetical by name

**Safeguards:**

Building employs security guards. Records are maintained in steel storage cabinets

Retention and disposal:

Cutoff at close of fiscal year in which employee separates or cancels insurance. Destroy after 6 years.

System manager(s) and address:

Director, Administrative Services Division, Headquarters AAFES, Dallas, Texas 75222

Notification procedure:

Information may be obtained from:
Headquarters, AAFES, Comptroller, Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-2271

Record access procedures:

Request from individuals should be addressed to: Headquarters, AAFES, CM-I, Dallas, Texas 75222

Written requests for Information should contain the full name of the individual, current address (date of separation) and last location.

Contesting record procedures:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER

Record source categories:

Employee's request for insurance and personnel actions

Systems exempted from certain provisions of the act:

NONE

AAFES0704.05

System name:

0704.05 Retirement Card Files

System location:

Headquarters Army and Air Force Exchange Service, (AAFES) Dallas, Texas 75222

Categories of individuals covered by the system:

All regular full-time AAFES employees assigned to AAFES exchanges located in the U.S. and the Canal Zone, Panama and those regular full-time civilian employees assigned to AAFES exchanges located overseas who are U.S. citizens, non-citizen nationals or permanent residents of U.S.

Categories of records in the system:

File contains alphanumeric-employees' social security number, pseudo social security number,, employee name and certificate number if assigned. Information relative to retirement contributions and credited service.

Authority for maintenance of the system:

Title 10 USC Section 3012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is collected as necessary to compute and effect payment of individual employee's retirement, death or termination benefits. Referrals to insurance carriers. Referrals for active, retired or terminated employees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

All records are retrieved, retained, stored and disposed of by authorization of Comptroller.

Storage:

Individual files are retained at Headquarters AAFES in steel cabinets.

Retrievability:

Usually by social security number or pseudo social security number, name and certificate number if assigned.

Safeguards:

Retained in locked retrievers. Retrievability request must be approved by Assistant Comptroller, Insurance Branch.

Retention and disposal:

Kept at Army and Air Force Exchange Service Headquarters until close of fiscal year following AAFES involvement. Destroyed after six years of storage.

System manager(s) and address:

Director, Administrative Services Division, AAFES Headquarters, Dallas, Texas 75222

Notification procedure:

Information may be obtained from AAFES Headquarters Comptroller Division, Insurance Branch, Dallas, Texas 75222

Record access procedures:

Requests should be addressed to Headquarters, Army and Air Forces Exchange Service, Headquarters Comptroller Division, Insurance Branch, Dallas, Texas 75222

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Personnel actions, enrollment applications, retirement applications, death certificates, termination notices, year-end printout listing of employees retirement contributions and requests for prior service credit.

Systems exempted from certain provisions of the act:

None

AAFES0704.06

System name:

0704.06 Group Insurance Printout Files

System location:

Headquarters Army and Air Force Exchange Service (AAFES) Dallas, Texas 75222

Categories of individuals covered by the system:

All regular full-time employees who participate in group insurance plan. All retirees who have obtained eligibility for continued group insurance.

Categories of records in the system:

File contains: Employee name, social security number, date of birth, date insurance changed or terminated, exchange location, amount of disability income and life insurance, dependent coverage, executive management program member or not.

Authority for maintenance of the system:

Title 10 USC Section 3012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Forwarded to insurance carrier for payment of submitted claims. Verify existence of insurance coverage, date of insurance change

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

All records are retrieved, retained, stored and disposed of by authority of the Comptroller.

Storage:

Paper records in hard-back folders and roll microfilm.

Retrievability:

Alphabetical by name.

Safeguards:

Building employs security guards.

Retention and disposal:

Cutoff at close of fiscal year in which superseded or cancelled, then destroy

System manager(s) and address:

Director, Administrative Services Division, Headquarters AAFES, Dallas, Texas 75222

Notification procedure:

Information may be obtained from:
Headquarters, Army and Air Force Exchange Service
Comptroller, Insurance Branch, Dallas, Texas 75222
Telephone Number: Area Code 214/330-2271

Record access procedures:

Request from individuals should be addressed to: Headquarters, AAFES, CM-I, Dallas, Texas 75222

Written requests for information should contain the full name of the individual, current address, last location, and social security number.

Contesting record procedures:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER

Record source categories:

Employee's request for insurance and personnel action

Systems exempted from certain provisions of the act:

None

AAFES0704.07

System name:

0704.07 Fidelity Bond Files

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; in Continental United States: AAFES Exchange Region, Area Exchanges; overseas: HQ AAFES-Europe, HQ AAFES-Pacific, HQ AAFES-Alaska and Exchange Regions.

Categories of individuals covered by the system:

All United States citizen (to include permanent-resident alien, non immigrant alien) employees with caregory of regular full-time, regular part-time, temporary full-time, and temporary part-time employment.

Categories of records in the system:

File contains fidelity bond applications, transmittal letter to insurance company, and related correspondence.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Exchange activities as listed in location above. Uses are primarily as a record to assure that all individuals as listed above did submit a fidelity bond application. The originals are submitted to the bonding company for review and retention.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders. All records in AAFES are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Cutoff as close of fiscal year in which bond becomes inactive. Destroy after 3 years.

System manager(s) and address:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: Personnel Division
Dallas, TX 75222
Telephone: Area Code 214/330-2621

Record access procedures:

Requests from individuals should be addressed to HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Fidelity bond applications completed by the employee; correspondence relating thereto.

Systems exempted from certain provisions of the act:

None.

AAFES0704.08

System name:

0704.08 Accidental Death and Dismemberment Administrative Files

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, Texas 75222

Categories of individuals covered by the system:

All regular full-time employees and military personnel assigned to AAFES who submit application to participate in insurance plan.

Categories of records in the system:

File contains: Employees name, social security number, effective date, date of birth, occupation, name of beneficiary and relationship and address, amount of insurance on application. Renewals and payment of premium records.

Authority for maintenance of the system:

Title 10 USC Section 3012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Verify existence of insurance, amount of insurance in force, identity of beneficiary and assistance in responding to written inquiries; obtain renewal premiums.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

Storage:

Paper records in file folders,

Retrievability:

Alphabetical by name,

Safeguards:

Building employs security guards. Files are maintained in steel storage cabinets.

Retention and disposal:

Cutoff at close of fiscal year in which insurance is cancelled or claim is paid. Destroy after 3 years.

System manager(s) and address:

Director, Administrative Services Division, Headquarters AAFES, Dallas, Texas 75222

Notification procedure:

Information may be obtained from:
Headquarters AAFES, Comptroller, Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-2271

Record access procedures:

Request from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service, Dallas, Texas 75222

Written requests for information should contain the full name of the individual, social security number, current address, and last location.

Contesting record procedures:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER.

Record source categories:

Application from the individual requesting insurance.

Systems exempted from certain provisions of the act:

None

AAFES0704.09

System name:

0704.09 Personal Property Claim Files

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, Texas 75222; AAFES Exchange Regions; Area Exchanges, HQ AAFES-Europe; HQ AAFES-Pacific; HQ AAFES-Alaska

Categories of individuals covered by the system:

All civilian employees entitled to permanent change of station moves at AAFES expense.

Categories of records in the system:

File contains employee's claim, travel orders, exception reports, repair bills/ estimates, and correspondence pertaining to the employee's insurance and claim.

Authority for maintenance of the system:

Title 10 USC Section 3012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Employee - To file claim for loss/damage to household goods in conjunction with Permanent change of Station (PCS) moves.

Exchange Activities - To assist employee in filing claim and transmit to HQ AAFES.

HQ AAFES - To adjudicate and pay claim.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of employee

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Cutoff at close of fiscal year in which claim is closed. Destroy after 6 years.

System manager(s) and address:

Director, Administrative Services Division, HQ AAFES, Dallas, Texas 75222.

Notification procedure:

Information may obtained from:
HQ AAFES, Comptroller, Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-3583

Record access procedures:

Request from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service, CM-I, Dallas, Texas 75222
Written requests for information should contain the full name of the individual, current address and telephone number.

Contesting record procedures:

The agency's rule for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Inventory of household goods, exceptions noted on delivery, application for movement of household goods and personal effects, repair estimates, bills and correspondence relating thereto

Systems exempted from certain provisions of the act:

None

AAFES0704.10

System name:

0704.10 Insurance Claims Files - Workmen's Compensation

System location:

Headquarters Army and Air Force Exchange Service (AAFES), Dallas, Texas 75222 In continental United States: AAFES Exchange Region, Area Exchanges, base and post exchanges, including satellites; overseas: Headquarters AAFES-Europe, Headquarters AAFES-Pacific, Headquarters AAFES-Alsaka

Categories of individuals covered by the system:

All employees who suffer on the job accidents, illness or death

Categories of records in the system:

Claim reports, correspondence and documents relating to claims arising under the insurance program.

Authority for maintenance of the system:

Title 10 USC Section 3012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Verify amount of weekly compensation, transmit documents to insurance carrier for reimbursement, transmit payment received to exchange. Respond to inquiries relating to claim. Processing and settlement of workmen's compensation claims.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

All records are retrieved, retained, stored and disposed of by authorization of the Comptroller.

Storage:

Paper records in file folders.

Retrievability:

Alphabetical by name; claim number by location.

Safeguards:

Files are maintained in file folders and stored in steel storage cabinets.

Retention and disposal:

Cutoff at close of fiscal year in which claim is closed. Destroy after 6 years.

System manager(s) and address:

Director, Administrative Services Division, Headquarters AAFES, Dallas, Texas 75222

Notification procedure:

Information may be obtained from:
Headquarters AAFES, Comptroller, Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-2271

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service, Dallas, Texas 75222
Written requests for information should contain the full name, social security number, claim number that appears on all correspondence received on claim, date of accident, and location of accident.

Contesting record procedures:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER.

Record source categories:

Claim application received from exchange. Correspondence and documents received from insurance company and individual.

Systems exempted from certain provisions of the act:

None

AAFES0704.11

System name:

0704.11 Short/Long Term Disability Files

System location:

Headquarters, Army and Air Force Exchange Service (AAFES) Dallas, Texas 75222

Categories of individuals covered by the system:

Short Term: All insured headquarters employees who file claims for disabilities extending beyond seventeen days,
Long Term: All insured employees when file claims for disabilities extending beyond six months,

Categories of records in the system:

Claims for disabling injuries or illness includes employee's application for benefits, medical reports, records of payments received and communications pertaining to the claim.

Authority for maintenance of the system:

Title 10 USC Section 3012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Verify existence of coverage, amount of payment owed ,and length of payment period.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

All records are retrieved, retained, stored and disposed of by authorization of the Comptroller.

Storage:

Paper records in file folders.

Retrievability:

Alphabetical by name.

Safeguards:

Building employs security guards. Records are maintained in steel storage cabinets.

Retention and disposal:

Short term: Cutoff at close of fiscal year in which employee returns to work. Destroy after 6 years.
Long term: Cutoff at close of fiscal year in which employee returns to work or when age 62 is reached. Destroy after 6 years.

System manager(s) and address:

Director, Administrative Services Division, Headquarters, AAFES, Dallas, Texas 75222

Notification procedure:

Information may be obtained from:
Headquarters AAFES, Comptroller, Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-2271

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service, Dallas, Texas 75222
Written requests for information should contain the full name, social security number, current address ,and last location.

Contesting record procedures:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER.

Record source categories:

Claim application received from exchange, correspondence, and documentation from individual, and insurance company.

Systems exempted from certain provisions of the act:

None

AAFES0704.12

System name:

704.12 Miscellaneous Employee Claim Files

System location:

Headquarters, Army and Air Force Exchange Service (AAFES) Dallas, Texas 75222

Categories of individuals covered by the system:

Medical, hospital, and surgical claim files,

Categories of records in the system:

Documents accumulated on benefit payments made, disputed claims, and related papers not included in other categories of the insurance plan records.

Authority for maintenance of the system:

Title 10 USC, Section 3012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Record of assistance provided on claims, response to inquiries regarding benefit coverage, and correspondence pertaining to claims.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

Storage:

Paper records in file folders.

Retrievability:

Alphabetical by name.

Safeguards:

Building employs security guards. Records are maintained in steel storage cabinets.

Retention and disposal:

Cutoff at close of fiscal year in which claim is closed. Destroy after 6 years.

System manager(s) and address: Director, Administrative Services Division, Headquarters AAFES, Dallas, Texas 75222

Notification procedure:

Information may be obtained from:
Headquarters AAFES Comptroller, Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-2271

Record access procedures:

Requests from individuals should be addressed to: Headquarters Army and Air Force Exchange Service, Dallas, Texas 7522

Written requests for information should contain the individual's full name, current address, and last location,

Contesting record procedures:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER,

Record source categories:

Claim application received from overseas exchange. Correspondence and supporting documents from individual, and insurance company.

Systems exempted from certain provisions of the act:

None

AAFES0704.13

System name:

704.13 Annuity Eligibility Files

System location:

Headquarters Army and Air Force Exchange Service (AAFES) Dallas, Texas 75222

Categories of individuals covered by the system:

Retired employees who completed fifteen years of insured employment and are eligible for life insurance and hospitalization insurance after retirement.

Categories of records in the system:

File contains employee name, social security number, name of beneficiary, current address, amount of insurance, and related papers.

Authority for maintenance of the system:

Title 10 USC Section 3012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Verify continuance of insurance coverage for retiree and dependents. Assist in replying to written inquiires, and processing claims.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

Storage:

Paper records in file folders.

Retrievability:

Alphabetical by name.

Safeguards:

Building employs security guards. Records are maintained in steel storage cabinets.

Retention and disposal:

Cutoff at close of fiscal year in which AAFES involvement is terminated. Destroy after 6 years.

System manager(s) and address:

Director, Administrative Services Division, Headquarters AAFES, Dallas, Texas 75222.

Notification procedure:

Information may be obtained from:
Headquarters AAFES Comptroller, Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-2271

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Army andAir Force Exchange Service, Dallas, Texas 75222.

Written requests for information should contain the individual's full name, current address, date of retirement, and last location.

Contesting record procedures:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER.

Record source categories:

Claim application received from individual. Correspondence and documents received from individual and insurance company.

Systems exempted from certain provisions of the act:

None

AAFES0704.14

System name:

704.14 Waiver of Premium Files

System location:

Headquarters, Army and Air Force Exchange Service (AAFES) Dallas, Texas 75222.

Categories of individuals covered by the system:

Employees who have been disabled for more than 9 months and who have applied for waiver of group insurance premiums due to diability.

Categories of records in the system:

File contains employee's claim application and supporting documents, record of action by the insurance carrier to approve or disapprove the waiver, and related correspondence.

Authority for maintenance of the system:

Title 10 USC Section 3012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Accumulation of documentation to verify continuance of extended insurance coverage.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

Storage:

Paper records in file folders.

Retrievability:

Alphabetical by name.

Safeguards:

Building employs security guards. Files are maintained in steel storage cabinets.

Retention and disposal:

Cutoff at close of fiscal year in which employee returns to work or AAFES involvement is terminated. Destroy after 6 years.

System manager(s) and address:

Director, Administrative Services Division, Headquarters AAFES, Dallas, Texas 75222

Notification procedure:

Information may be obtained from:
Headquarters AAFES, Comptroller, Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-2271

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service, Dallas, Texas 75222.

Written requests for information should contain the individuals full name, current address, and last location.

Contesting record procedures:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER.

Record source categories:

Employee's claim application received from exchange. Correspondence and documentation received from insurance company and individual and other sources.

Systems exempted from certain provisions of the act:

None

AAFES0704.15

System name:

704.15 Individual Retirement Files

System location:

Headquarters, Army and Air Force Exchange Service (AAFES) Dallas, Texas 75222

Categories of individuals covered by the system:

Regular full-time AAFES employees assigned to AAFES exchanges located in the U.S., and the Canal Zone, Panama and regular full-time employees in oversea areas who are U.S. citizens, noncitizen nationals or permanent residents of the U.S.

Categories of records in the system:

File contains alphanumeric employee's social security number and certificate number of assigned, employee name, retirement plan participation data, documents and correspondence pertaining to participation and benefits of the Plan.

Authority for maintenance of the system:

Title 10, USC Section 3012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is collected for use in administering retirement plan, computation of annuities, processing of retirements, subsequent follow-up inquiries, and processing of actions pertaining to retirement benefits.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

Storage:

Individual files are maintained in file folders at HQ AAFES.

Retrievability:

Usually by social security number or pseudo social security number, and certificate number, if assigned.

Safeguards:

Building employs security guards.

Retention and disposal:

Retained until cutoff at close of fiscal year in which the involvement of AAFES is terminated. Destroy after 6 years.

System manager(s) and address:

Director, Administrative Services Division, AAFES Headquarters, Dallas, Texas 75222.

Notification procedure:

Information may be obtained from AAFES Headquarters, Comptroller Division, Insurance Branch, Dallas, Texas 75222.

Record access procedures:

Request should be addressed to:
Headquarters,Army and Air Force Exchange Service Comptroller Division, Insurance Branch, Dallas, Texas 75222

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Personnel actions, enrollment applications, retirement applications, relating correspondence, and documents pertaining to the individual's retirement plan participation.

Systems exempted from certain provisions of the act:

None

AAFES0704.18

System name:

0704.18 Paid Death Claim Files

System location:

Headquarters, Army and Air Force Exchange Service (AAFES), Dallas, Texas 75222

Categories of individuals covered by the system:

Incidents of death on which insurance proceeds have been paid by the carrier

Categories of records in the system:

file contains application for benefits, death certificate and related supporting documentation and correspondence.

Authority for maintenance of the system:

Title 10 USC Section 3012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Processing death claims for payment of benefits, assistance in responding to inquiries.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

All records are retrieved, retained, stored, and disposed of by authorization of the Comptroller.

Storage:

Paper records in file folders.

Retrievability:

Alphabetical by name.

Safeguards:

Building employs security guards. Records are maintained in steel storage cabinets.

Retention and disposal:

Cutoff at close of fiscal year in which claim is paid. Destroy after 6 years.

System manager(s) and address:

Director, Administrative Services Division, Headquarters AAFES, Dallas, Texas 75222.

Notification procedure:

Information may be obtained from:
Headquarters, AAFES, Comptroller, Insurance Branch
Dallas, Texas 75222
Telephone: Area Code 214/330-2271

Record access procedures:

Requests from individuals should be addressed to: Headquarters Army and Air Force Exchange Service, Dallas, Texas 75222

Written requests for information should contain the individual's full name, current address, date of separation, date of death, and last location.

Contesting record procedures:

The agency's rules for access to records and for contesting contents may be obtained from the SYSMANAGER.

Record source categories:

Claim application received from exchange or beneficiary. Correspondence and documentation received from insurance company, and exchange or beneficiary.

Systems exempted from certain provisions of the act:

None

AAFES0803.01

System name:

0803.01 AAFES Incident Record.

System location:

Primary System: Safety and Security Office, Headquarters (HQ) Army Air Force Exchange Service (AAFES); Dallas, TX 75222.

Decentralized Segments: Safety and Security Offices in Overseas Exchange System Regions.

Categories of individuals covered by the system:

Any individual suspected to be involved in criminal activities/fires/accidents at AAFES activities or involving AAFES property who are identified in criminal reports of investigation furnished AAFES by military and civilian investigating agencies.

Categories of records in the system:

AAFES Incident Record.

Authority for maintenance of the system:

Title 44 U.S.C., Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To identify in a single AAFES record system, criminal reports prepared by investigating and law enforcement agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records stored in card index filing cabinets.

Retrievability:

Filed alphabetically by last name of individual and by identifier code.

Safeguards:

Buildings have security guards. Files kept in locked file cabinets. Records available only to those with a need-to-know.

Retention and disposal:

Records are retained until corresponding investigative files are destroyed or until the records are no longer needed. Records are destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Director, Safety and Security Division, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: SS
Dallas, TX 75222
Telephone Area Code: 214/330-2721

Record access procedures:

Requests from individuals should be addressed to HQ AAFES, ATTN: SS, Dallas, TX 75222.

Written requests for information should contain the full name of the individual; correct address; telephone number; status; job title; social security number; and time, date, and place incident occurred.

For personal visits, the individual should be able to provide acceptable identification.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

From AAFES Incident Reports and Criminal Investigative Reports.

Systems exempted from certain provisions of the act:

None.

AAFES0903.06a

System name:

0903.06 Systems Magnetic Tape Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

Categories of individuals covered by the system:

All United States citizen (to include permanent-resident alien, nonimmigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

Categories of records in the system:

File contains information on (a) non-managerial employees: social security number (SSN); name; exchange location; home address to include street, city, state/country, zip code/Army Post Office (APO); date of birth; date of hire; leave accrual date; retirement participation date; service award base date; citizenship; marital status; sex; security clearance to include type; current military status; prior military status; prior AAFES service to include type; sponsor affiliation where the employee is a dependent of a US government/military member; job code and job title; employment category; pay plan; wage schedule, number, grade, and step; base hourly rate; scheduled work week and shift; commission rate where applicable to commission pay plan employees; Federal exemptions; State exemptions; type of insurance coverage; deductions to include janatorial fee, union dues, employees association, Combined Federal Campaign, and Panamanian hospital and life insurance supplement; (b) managerial employees: All of the above as well as mobility status; place of birth ;date in grade and step; assignment/health restrictions; date of last Executive Management Program (EMP) physical examination, passport issuance date; number of dependents, to accompany upon reassignment; dates number of months active military service; date assigned to an oversea area; date returned to the Continental United States (CONUS); foreign languages to include degree of proficiency; education to include high school, name of college, major, minor, type of degree, date completed, non-graduate semester/quarter hours completed, whether or not currently enrolled in college, and whether or not seeking a degree; professional licenses; professional/technical field of study to include date completed; assignment preference locations (overseas and within the CONUS); career area interests outside current field; dependents to include name, date of birth, relationship, country of citizenship, health restrictions, and emergency contact to include name and address; whether or not employee is home-owner; training courses to include date, title, type (AAFES, management development, correspondence, professional/technical); EMP member and date status attained; and Personnel Evaluation Report (PER) to include period covered, total score, overall evaluation, promotion potential, career area, and recommended outside career area.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel Division: To accomplish statistical analysis of the work force for the purpose of projecting trends in such areas as personnel costs, organizational configurations, strength requirements, etc. For managerial employees, to obtain information on current and past employment for the purposes of job assignment, promotions, and career progression.

Comptroller Division: To provide updated data on pay and deductions necessary to compute bi-weekly payrolls.

Servicing Personnel Offices: To provide hard-copy documentation on employee's current pay and job data, career progression, cost analysis, etc.

Employee: To provide a permanent record of his personal master file record as updated.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Disk file and computer printout. All records are retrieved, retained, stored, and disposed of by authorization of the Director, Personnel Division.

Retrievability:

Usually by SSN; however, capability exists to retrieve by any data item listed under Record-Category.

Safeguards:

Disk files maintained in locked room. Retrievability requests must be written and under signature of Director, Personnel Division.

Retention and disposal:

Disk file: Retained for 18 months after separation and destroyed, with the exception of employees terminated under disciplinary action (ineligible for rehire), retired employees, and all Universal Annual Salary Plan employees whose file remains a permanent record.

Personnel Management Information System: Back-up tapes retained for 90 days.

Computer printouts of purged files maintained for 1 year.

System manager(s) and address:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222

Notification procedure:

Information may be obtained from:
HQ AAFES (AAFES-AD)
ATTN: PE
Dallas, TX 75222

Telephone: Area Code 214/330-2761.

Record access procedures:

Requests from individuals should be addressed to: HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Personnel Action: PER and Personal Profile Questionaires for managerial personnel only; bonds.

Systems exempted from certain provisions of the act:

None.

AAFES0903.06c

System name:

0903.06 Systems Magnetic Tape Files.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

Categories of individuals covered by the system:

All United States citizens (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary full-time, temporary part-time, and intermittent employment.

Categories of records in the system:

Managerial and non-managerial employees: social security number (SSN), name, job title, course number and name, date enrolled, enrollment action/status, and transaction date.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel Division: To provide updated data on employees worldwide who are enrolled in Management Development Program (MDP) courses as to status of their continuing participation, drop-out or completion.

Servicing Personnel Offices: To provide updated data on employees, under jurisdiction of particular servicing personnel offices, who are enrolled in MPD courses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Disk file and computer printout. All records are retrieved, retained, stored, and disposed of by authorization of the Director, Personnel Division.

Retrievability:

By SSN.

Safeguards:

Disk files maintained in locked room. Retrievability requests made through Personnel Division.

Retention and disposal:

Disk file: Retained for 90 days after processing cycle is completed.

System manager(s) and address:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:

Headquarters
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-3871

Record access procedures:

Requests from individuals should be addressed to: HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

AAFES Form 1850-33, Study Course - Notice of Status.

Systems exempted from certain provisions of the act:

None.

AAFES0903.06d

System name:

903.06 Personal Property Transfer System

System location:

Primary System - Personal Property Section, Distribution Division, Headquarters, Army and Air Force Exchange Service (HQ AAFES), Dallas, Texas; Data Systems Division, HQ AAFES, Dallas, Texas.

Categories of individuals covered by the system:

Any Army and Air Force Exchange Service employee who has made or is in the process of making a permanent change of station (PCS) officially connected with his position as an AAFES employee.

Categories of records in the system:

File contains automated records pertaining to receipt, shipment, storage, weight allowances, and payments of employees' household goods. Specifically data includes such things as employee's name and social security number, PCS order number, employee's grade, marital status, number of dependents, present location and new assignment location. Additionally, all cost data relating to shipment, handling and storage of employee's personal property is captured in this system.

Authority for maintenance of the system:

Title 10, United States Code, Sections 3012 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personal Property Section-to review costs, by type, for all employee personal property shipments. To monitor records of payment and other statistical reports pertaining to personal property transactions.

General Accounting Branch, Comptroller Division-to monitor charges incurred by AAFES for shipping, handling, and storing of employee's personal property and to initiate payments accordingly.

Regional Storage Management Offices (RSMO)-to monitor volume of AAFES employees' personal property in non-temporary storage and the value of invoices paid.

Release of information contained in this system of records is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense who have a need for the information in the performance of their duties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes, microfiche, and computer paper printouts.

Retrievability:

Microfiche-by social security number and employee's name.

Computer Magnetic Tapes-by specific parameters as required by System Operating Procedures-AAFES Training Guide No. 1014.

Computer Paper Printouts-access depends upon the parameters used to generate the reports. The reports will be filed either by general parameter or by employee's name and social security number. Reports that specify employee name and social security number are of a one time nature and are destroyed after use.

Safeguards:

Building employs security guards. Magnetic tapes are kept in secured room in Data Processing Division which allows authorized personnel only.

Microfiche-maintained by Personal Property Section and Data Processing Division in filing cabinets accessible to authorized personnel only.

Computer Paper Printouts are maintained in filing cabinets in Personal Property Section.

Retention and disposal:

Magnetic Tapes (Active)-maintained for 4 weeks in Data Processing Division, HQ AAFES.

Magnetic Tapes (History)-records are permanent, maintained in Data Processing Division, HQ AAFES.

Magnetic Tapes (COM)-maintained for 6 weeks in Data Processing Division, HQ AAFES.

Microfiche-maintained for 3 years by Personal Property Section, Distribution Division, HQ AAFES, and then destroyed.

Computer Paper Printouts-as needed by Personal Property Section, Distribution Division, HQ AAFES.

**System manager(s) and address:**

Director, Administrative Services Division, HQ AAFES.

**Notification procedure:**

Information may be obtained from:
HQ AAFES (AD)
3911 Walton Walker Blvd.
Dallas, Texas 75222
Telephone: Area Code 214/330-2011

**Record access procedures:**

Requests from individuals should be addressed to Headquarters, Army and Air Force Exchange Service (HQ AAFES), Director, Distribution Division, Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address, and telephone number.

For personal visits, the individual should be able to provide acceptable identification such as driver's license, etc.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager.

**Record source categories:**

Employee's travel orders; Department of Defense (DOD) approved carriers and storage contractors invoices and substantiating documentation; Military Airlift Command, Military Sealift Command, and Military Traffic Management Command billing offices; Comptroller Division-HQ AAFES.

**Systems exempted from certain provisions of the act:**

None

## AAFES0903.06e

**System name:**

0903.06 Personal Profile.

**System location:**

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe; HQ AAFES-Alaska; Continental United States (CONUS) exchange regions; oversea regional Exchanges; post and base area exchanges within the AAFES system.

**Categories of individuals covered by the system:**

All United States citizen (to include permanent-resident alien, nonimmigrant alien) employees with category of regular full-time, regular part-time temporary full time, and temporary part-time who are serving as managerial (Universal Annual (UA)) employees.

**Categories of records in the system:**

File contains social security number (SSN); name; date of birth; date of hire; citizenship; marital status; sex; security clearance to include type; employment category; pay plan; grade; step; mobility status; place of birth; date in grade; date in step; assignment/health restrictions; date of last Executive Management Program (EMP) physical examination; passport issuance date; number of dependents to accompany upon reassignment; dates of military service; number of months active military service; date assigned to an overseas area; date returned to the CONUS; foreign languages to include degree of proficiency; education to include high school, name of college, major, minor, type of degree, date completed, non-graduate semester/quarter hours completed, whether or not currently enrolled in college, and whether or not seeking a degree; professional licenses; professional/technical field of study to include date completed; assignment preference locations (overseas and within CONUS); career area interests outside current field; dependents to include name, date of birth, relationship, country of citizenship, and health restrictions; emergency contact to include name and address; whether or not employee is home-owner; training courses to include date, title, and type (AAFES, management development, correspondence, professional/technical; EMP member and date status attained; employment experience (beginning with current data) to include date in facility, location, date-in-job, job code, and job title.

**Authority for maintenance of the system:**

Title 10 U.S.C., Sections 3012 and 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Personnel Division: To obtain information on current and past employment training history, education, and personal data for the purposes of job assignment, promotions, and career progression.

Servicing Personnel Offices located at CONUS exchange regions, area exchanges; and oversea headquarters, regional exchanges, and area exchanges: To provide hard-copy documentation on employee's career progression. CONUS exchange regions and overseas headquarters forward copy to gaining regional/area exchange where it is filed in Official Personnel Folder (OPF).

Personnel Division and Servicing Personnel Offices: Release of information contained in the system of records is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense who have a need for the information in the performance of their duties.

Employee: To provide a permanent record of data as updated.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer printout maintained in Career Management Folder (CMF), Personnel Division; Convenience Personnel Folder (CPF) at CONUS Exchange regions; oversea headquarters; and OPF at gaining regional/area Exchange. All records are retrieved, retained, stored, and disposed of by authorization of the Director, Personnel Division.

**Retrievability:**

Usually by SSN; however, capability exists to retrieve by any data item.

**Safeguards:**

The computer facility and terminal are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained. Personal Profiles are available only to authorized personnel having access to CMFs and OPFs where copies are maintained.

**Retention and disposal:**

Disk file: Retained for 18 months after separation and destroyed, with the exception of employees terminated under disciplinary action (ineligible for rehire), retired employees and all UA Salary Plan employees, whose files remain a permanent record.

Computer printout:

CMF: Maintained in Career Management Branch, HQ AAFES and destroyed 3 years after employee is separated.

CPF: Transferred to gaining CONUS exchange region upon transfer of employee; oversea headquarters. Destroyed 1 year after employee is separated.

OPF: Placed in inactive file upon separation. Held at Servicing Personnel Office 1 year then forwarded to National Personnel Records Center (Civilian), 111 Winnebago Street, St. Louis, MO 63118. May be retired 3 months after separation when the volume of inactive OPF creates a storage problem.

**System manager(s) and address:**

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

**Notification procedure:**

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

**Record access procedures:**

Requests from individuals should be addressed to: HQ AAFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, and current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Personnel Actions; Training Certificates; College Transcripts; Personal Profile Questionnaires.

**Systems exempted from certain provisions of the act:**

None.

AAFES0903.06f

System name:

0903.06 Personnel Management Information System (PMIS).

System location:

Disk files and computer tapes are maintained at Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222.

System maintenance and output products are maintained by Servicing Personnel Offices of the AAFES.

Categories of individuals covered by the system:

All United States citizen (to include permanent-resident alien, non-immigrant alien) employees with category of regular full-time, regular part-time, temporary full-time, temporary part-time, and intermittent employment.

Categories of records in the system:

The system consists of those documents necessary to maintain the centralized AAFES personnel data base, that information which is mechanically stored, and a variety of computer printouts related to the personnel management function of AAFES. The system contains the following information: (a) non-managerial employees: social security number (SSN); name; Exchange location; home address to include street, city, state/country, zip code/Army Post Office (APO); date of birth; date of hire; leave accrual date; retirement participation date; service award base date; citizenship; marital status; sex; security clearance to include type; current and prior military status; prior AAFES service to include type; sponsor affiliation where the employee is a dependent of a US government/military member; job code and title; employment category; pay plan; wage schedule number; grade step; base hourly rate; scheduled work week and shift; commission rate where applicable to commission pay plan employees; Federal and State exemptions; type of insurance coverage; deductions to include janitorial fee, union dues, employees' association, Combined Federal Campaign, Panamanian hospital and life insurance supplement; disability identification; minority code; city tax code and deduction; (b) managerial employees: all of the above as well as mobility status; place of birth; date in grade and step; assignment/health restrictions; date of last Executive Management Program (EMP) physical examination; passport issuance date; number of dependents to accompany upon reassignment; dates of military service; number of months' active military service; date assigned to an oversea area; date returned to the Continental United States (CONUS); foreign languages to include degree of proficiency; education to include high school, name of college, major, minor, type of degree, date completed, non-graduate semester/quarter hours completed, whether or not currently enrolled in college and seeking a degree; professional licenses; professional/technical field of study to include date completed; assignment preference location (overseas and within the CONUS; career area interests outside current field; dependents to include name, date of birth, relationship, country of citizenship, and health restrictions; emergency contact to include name and address; whether or not employee is homeowner; training courses to include date, title, type (AAFES, management development, correspondence, professional/technical); EMP member and date status attained; and Personnel Evaluation Report to include period covered, total score, overall evaluation, promotion potential, career area, and recommended outside career area.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 3012 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel Division: To produce statistical reports (without individual identification) for various echelons of AAFES management for use in projecting trends and evaluating results in such areas as personnel costs, organizational configurations, strength requirements, etc., or evaluating programs not directly related to personnel management function; to obtain information on individual's current and past employment for the purposes of job assignments, promotions, and career progression; to identify and correct errors in employees computerized data files; and to provide summary reports (with or without personal identification) in support of the function for which the records are maintained or for related personnel management or manpower studies.

Comptroller Division: To provide updated data on pay and deductions necessary to computer biweekly payrolls and/or to determine the validity of individual claims related to pay adjustments.

Audit and Inspection Division: To produce summary reports (with or without personal identification) in support of auditing the conduct of personnel programs within various AAFES elements.

Office of the Commander: To provide summary statistics (without individual identification) to evaluate AAFES Equal Employment Opportunity (EEO) programs and to report to the Civil Service Commission, and to produce summary listings or information (with or without individual identification) necessary to the investigation of EEO complaints or employee grievances and complaints.

Servicing Personnel Offices: To provide hard-copy documentation on employee's current pay and job data, career progression, cost analysis, etc.; to produce statistical reports (without individual identification) for various echelons of AAFES management for use in projecting trends and evaluating results in such areas as personnel costs, organizational configurations, strength requirements, etc., or evaluating programs not directly related to personnel management functions; to obtain information on individual's current and past employment for the purpose of job assignments, promotions, and career progression; to identify and correct errors in employees computerized data files; and to provide summary reports (with or without personal identification) in support of the function for which the records are maintained or for related personnel management or manpower studies.

Employee: To provide a permanent record of his/her personal master file record as updated.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on disk file, computer tapes, computer printouts, and in file folders. All records are retrieved, retained, stored, and disposed of by authorization of the Director, Personnel Division.

Retrievability:

Computer records are indexed by SSN, but may be retrieved by any data item listed under Record Category. Computer printouts are normally indexed by name or SSN within employment location but may be sorted chronologically and/or on the basis of any data item listed under Record Category.

Safeguards:

Disk files and tapes are located in restricted areas accessible only to authorized personnel who are properly screened, cleared, and trained. Retrievability requests must be written and under the signature of the Director, Personnel Division; manual records and computer printouts which contain individual identification are maintained in locked file drawers or storage cabinets and are available only to individuals having a need-to-know.

Retention and disposal:

Disk file retained for 18 months after separation and destroyed, with the exception of employees terminated under disciplinary action (ineligible for rehire), retired employees and all Universal Annual Salary Plan employees whose file remains a permanent record. PMIS back-up tapes retained for 90 days. Computer printouts are maintained as follows: system edit reports are destroyed upon verification that identified errors have been corrected, printouts produced in connection with management functions (as described in routine uses) are maintained for periods varying from 2 to 10 years, and source documents and computer printouts which are included as part of the employees official personnel folder are permanent.

System manager(s) and address:

Director, Personnel Division, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: PE
Dallas, TX 75222
Telephone: Area Code 214/330-2761

Record access procedures:

Requests from individuals should be addressed to: HQ AFFES, ATTN: PE, Dallas, TX 75222.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number; if terminated, date of birth, date of separation, and last employing location in addition to the above.

Visits are limited to HQ AAFES, Director, Personnel Division, Dallas, TX 75222.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Employee, employee's supervisor, servicing personnel office representatives, and other AAFES management officials.

Systems exempted from certain provisions of the act:

None.

AAFES1100.31

System name:

1100.31 Personal Data Card

System location:

Headquarters, Army and Air Force Exchange Service, Dallas, Texas, Desk File, Administrative Section, Audit & Inspection Division.

Categories of individuals covered by the system:

All auditors/inspectors who perform temporary duty travel (TDY).

Categories of records in the system:

File contains card with personal data such as name, address, telephone number, and authorization for Audit and Inspection Administrative Assistant to act on individual's behalf regarding disposition of personal mail, payroll checks, expense checks, bonds, etc. while individual is on TDY.

Authority for maintenance of the system:

10 USC 3012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used solely to assure compliance with auditors/inspectors instructions regarding disposition of their personal mail while on TDY.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Retained in Audit & Inspection Division until auditor/inspector is transferred then destroyed.

Storage:

Desk file within Administrative Section of Audit & Inspection Division.

Retrievability:

By name.

Safeguards:

Desk file is accessible to Administration Section, Audit & Inspection Division personnel. Offices are locked at closing time.

Retention and disposal:

Card records are destroyed upon employee's transfer or termination from Audit & Inspection Division.

System manager(s) and address:

Director, Audit & Inspection Division, Army and Air Force Exchange Service, Dallas, Texas.

Notification procedure:

Information may be obtained from:
Headquarters AAFES (AAFES-AI)
Dallas, Texas 75222
Telephone: Area Code 214/330-2251

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service (AAFES-AI), Dallas, Texas 75222.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information provided by auditors/inspectors, Audit & Inspection Division.

Systems exempted from certain provisions of the act:

None

AAFES1203.03

System name:

1203.03 Appointment of Contracting Officers

System location:

Procurement Management Office, Headquarters Army and Air Force Exchange Service (HQ AAFES); HQ AAFES-Europe; HQ AAFES-Pacific; HQ AAFES-Alaska; all regional offices within the Continental United States.

Categories of individuals covered by the system:

All civilian employees and/or military personnel assigned to AAFES who are appointed as contracting officers.

Categories of records in the system:

Name, social security number (SSN), job title and grade; qualifications, training and experience; request for appointment as contracting officer; copy of Certificate of Appointment, and other correspondence and documents relating to the individual's qualifications to act as a contracting officer.

Authority for maintenance of the system:

10 U.S.C. 5012 and 8012 which identify the powers and duties delegated by the Secretary of the Army and the Secretary of the Air Force, respectively, each of whom is responsible for and has the authority necessary to conduct all affairs of his respective department, including functions necessary or appropriate for the training operations and administration.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by AAFES contracting officer appointing authority to ascertain an individual's qualifications to be appointed as contracting officer, to determine if limitations on procurement authority are appropriate; and to complete the Certificate of Appointment.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by employee name.

Safeguards:

Information is retained in filing cabinets. Both the working and storage areas are within a controlled building, the entrance to which is limited to personnel assigned to AAFES.

Retention and disposal:

Records in this system are retained only so long as individual's appointment as contracting officer is valid. Upon termination of this appointment, records are destroyed.

System manager(s) and address:

Director, Procurement Management Office, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information may be obtained from:
HQ AAFES
ATTN: Procurement Management Office
Dallas, TX 75222
Telephone: Area Code 214/330-3761

Record access procedures:

Requests from individuals should be addressed to HQ AAFES, ATTN: Procurement Management Office, Dallas, TX 75222.

Written requests for information should contain the full name of the individual and activity to which assigned.

Personal visits may be made to HQ AAFES, or to an AAFES regional office, as appropriate. Individual should provide acceptable identification such as a valid driver's license, military identification card, or SSN.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned are contained in Army Regulation 340-21.

Record source categories:

The individual concerned, personnel records, former employers, educational institutions.

Systems exempted from certain provisions of the act:

None.

AAFES1204.07

System name:

1204.07 Customers' Merchandise Returned for Repair or Replacement.

System location:

Headquarters (HQ) Army and Air Force Exchange Service (AAFES), Dallas, TX 75222; HQ AAFES-Pacific; HQ AAFES-Europe; HQ AAFES-Alaska; all Continental United States and oversea exchange regions, area exchanges, and post and base exchanges and satellites within the AAFES system.

Categories of individuals covered by the system:

All AAFES customers to include military, retirees, civilians, and civilian dependents.

Categories of records in the system:

File contains charge or credit vouchers, shipping and receiving documents, warranty documents, correspondence between AAFES and customers, and correspondence between AAFES and vendors.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 3012 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To document receipt from customers of merchandise which is subsequently returned to vendors for repair or replacement. Used for follow-up actions with vendor and provides details of vendor's actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of customer.

Safeguards:

Records are maintained in areas accessible only to authorized personnel. Paper documents are maintained in steel storage cabinets.

Retention and disposal:

Records are retained in current files until close of fiscal year in which transaction is completed. At year end, files are stored and subsequently destroyed after 2 years.

System manager(s) and address:

Chief, General Accounting Branch, Comptroller, HQ AAFES, Dallas, TX 75222.

Notification procedure:

Information should be obtained from:
HQ AAFES
ATTN: Comptroller Division, General Accounting Branch
Dallas, TX 75222
Telephone: Area Code 214/330-2631

Record access procedures:

Requests from individuals should be addressed to: HQ AAFES, ATTN: CM-C, Dallas, TX 75222.

Written requests for information should contain full name of the customer, current address and telephone number, AAFES activity to which the merchandise was returned, and date of return.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANGER.

Record source categories:

Information is collected directly from the customer in writing or verbally. Additional data may be obtained from correspondence between AAFES and vendors.

Systems exempted from certain provisions of the act:

None.

AAFES1300.01

System name:

1300.01 Progression Analysis Report (PAR)

System location:

Headquarters, Army and Air Force Exchange Service, Dallas, Texas, Audit & Inspection Division.

Categories of individuals covered by the system:

Auditors/Inspectors within Audit & Inspection Division.

Categories of records in the system:

File contains name and information regarding individual's work performance and progression during each audit/inspection.

Authority for maintenance of the system:

10 USC 3012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To evaluate auditor's performance/progression during audits/ inspection.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

PAR's are retained within Audit & Inspection Division files for a period of 1 year then destroyed.

Storage:

Filed within Administrative Section of the Audit & Inspection Division.

Retrievability:

By name.

Safeguards:

Files are maintained in locked cabinet. Retrieved upon request from Director, Deputy Director, Assistant Deputy Director and Group Chiefs, Audit & Inspection Division.

Retention and disposal:

Retained for 12 month period and destroyed.

System manager(s) and address:

Director, Audit & Inspection Division, Army and Air Force Exchange Service, Dallas, Texas.

Notification procedure:

Information may be obtained from:
Headquarters AAFES (AAFES-AI)
Dallas, Texas 75222
Telephone: Area Code 214/330-2251

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service (AAFES-AI), Dallas, Texas 75222.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Visual evaluation of personnel on the job.

Systems exempted from certain provisions of the act:

None

AAFES1504.02

System name:

1504.02 Personal Property Shipment Files

System location:

Primary System - Personal Property Section, Distribution Division, Headquarters, Army and Air Force Exchange Service (HQ AAFES), Dallas, Texas;

Decentralized Segments - HQ AAFES-Pacific; HQ AAFES-Europe; Military Transportation Offices (European, Pacific, Alaskan, and United States Army Southern Commands); and Department of Defense (DOD) - Approved Household Goods and Mobile Home Carriers.

Categories of individuals covered by the system:

Any Army and Air Force Exchange Service employee who has made or is in the process of making a permanent change of station (PCS) officially connected with his position as an AAFES employee.

Categories of records in the system:

File contains documents relating to the receipt, crating, shipment, and storage of employees' household goods, privately-owned vehicles, and/or mobile homes pursuant to competent travel orders. Included are applications for shipment, travel orders, bills of lading, purchase orders, shipment orders, delivery orders, one-time manual rate tenders, insurance papers, accessorial service statements, inventories, receipts, loss and damage claims, payment and collection vouchers, and related documents.

Authority for maintenance of the system:

Title 10, United States Code, Sections 3012 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personal Property Section - to prepare and issue Government Bills of Lading (GBL) covering movement of employees' personal property, to audit carrier's handling and shipping charges, to verify employee shipping within authorized weight limits and between authorized locations.

DOD-Approved Household Goods and Mobile Home Carriers - to facilitate movement of employees' property and preparation of subsequent handling and shipping charges.

Employee - to maintain personal records and receipts pertaining to employee's shipping and storage data and entitlements.

Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense who have a need for the information in the performance of their duties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

**Storage:**

Paper records in file folders.

**Retrievability:**

Arranged in fiscal year groups alphabetically by employee name.

**Safeguards:**

Building employs security guards. Files are kept in filing cabinets in walled off section occupied by authorized Personal Property employees only. Auditing personnel have access to files for auditing of bills.

**Retention and disposal:**

Records are permanent. They are retained in active file for three fiscal years and subsequently retired to the servicing AAFES warehouse and/or servicing General Services Administration Records Holding Center.

**System manager(s) and address:**

Director, Administrative Services Division, HQ AAFES.

**Notification procedure:**

Information may be obtained from:
HQ AAFES (AD)
3911 Walton Walker Blvd.
Dallas, Texas 75222
Telephone: Area Code 214/330-2011

**Record access procedures:**

Requests from individuals should be addressed to Headquarters Army and Air Force Exchange Service (HQ AAFES), Director, Distribution Division, Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address, and telephone number.

For personal visits, the individual should be able to provide acceptable identification such as driver's license, etc.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager.

**Record source categories:**

Owner of personal property shipped; DOD-approved carriers involved with given shipment; Military Finance and Accounting Offices; AAFES Personnel and AAFES Administrative Services Offices and Military Transportation Offices of the Europe, Pacific, Alaska, and United States Army Southern commands.

**Systems exempted from certain provisions of the act:**

None

## AAFES1504.03

**System name:**

1504.03 Personal Property Storage Files

**System location:**

Primary System - Personal Property Section, Distribution Division, Headquarters, Army and Air Force Exchange Service (HQ AAFES), Dallas, Texas;

Decentralized Segments - HQ AAFES-Europe, Military Transportation Offices (European, Pacific, Alaskan, and United States Army Southern Commands), and Department of Defense (DOD) approved Household Goods Storage Contractors.

**Categories of individuals covered by the system:**

Any Army and Air Force Exchange Service employee who has made or is in the process of making a permanent change of station (PCS) officially connected with his position as an AAFES employee.

**Categories of records in the system:**

File contains documents relating to the receipt, crating, drayage, and storage of employees' household goods pursuant to competent travel orders. Included are applications for storage, travel orders, purchase orders, service orders, warehouse receipts, insurance papers, inventories, delivery orders, loss and damage claims, payment and collection vouchers and related documents.

**Authority for maintenance of the system:**

Title 10, United States Code, Sections 3012 and 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Personal Property Section - to prepare and issue Service Orders covering storage of employees' personal property, to audit contractors' invoices and storage charges, and to verify that employee is not exceeding storage entitlements.

DOD Approved Household Goods Storage Contractors - to facilitate the procurement of required storage space and provide related services as needed.

DOD Regional Household Goods Storage Management Offices - to facilitate the maintenance and monitoring of all storage account records under their jurisdiction.

Employee - to maintain personal records and receipts pertaining to employee's storage entitlements and actual use.

Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense who have a need for the information in the performance of their duties.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Arranged alphabetically by employee name, color coded to indicate year in which storage began.

**Safeguards:**

Building employs security guards. Files are kept in filing cabinets in walled off section occupied by authorized Personal Property employees only. Auditing personnel have access for auditing of bills.

**Retention and disposal:**

Records are retained in the Personal Property Section, Distribution Division, HQ AAFES, until the close of fiscal year in which final payment is made and subsequently retired to servicing AAFES warehouse and/or servicing General Services Administration Records Holding Center and destroyed after 6 years.

**System manager(s) and address:**

Director, Administrative Services Division, HQ AAFES.

**Notification procedure:**

Information may be obtained from:
HQ AAFES (AD)
3911 Walton Walker Blvd.
Dallas, Texas 75222
Telephone: Area Code 214/330-2011

**Record access procedures:**

Requests from individuals should be addressed to: Headquarters, Army and Air Force Exchange Service (HQ AAFES), Director, Distribution Division, National Traffic Branch (DD-N), Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address, and telephone number.

For personal visits, the individual should be able to provide acceptable identification such as driver's license, etc.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager.

**Record source categories:**

From individuals to whom records pertain, DOD-Approved Storage Contractors, Finance and Accounting Office-HQ AAFES and Comptroller Office-HQ AAFES.

**Systems exempted from certain provisions of the act:**

None

## AAFES1504.04

**System name:**

1504.04 Carrier/Contractor Management Files

**System location:**

Primary System - Personal Property Section, National Traffic Branch, Headquarters, Army and Air Force Exchange Service (HQ AAFES), Dallas, Texas.

Decentralized Segments - HQ AAFES-Pacific, HQ AAFES-Europe, Military Transportation Offices (European, Pacific, Alaskan, and the United States Army Southern Commands) and Department of Defense (DOD) approved household goods and mobile home carriers.

**Categories of individuals covered by the system:**

Any Army and Air Force Exchange Service employee who has made a permanent change of station (PCS) officially connected with his position as an AAFES employee and subsequently has experienced a problem resulting in claim action or other related action against the carrier.

Categories of records in the system:

File contains reports, complaints, commendations, inspection reports, performance records, quality control information, claims, and related documents pertaining to carrier/contractor qualification, selections, and performance.

Authority for maintenance of the system:

Title 10, United States Code, Sections 3012 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personal Property Section - to review carrier performance in shipment and storage of personal property and to issue letters of warning and suspensions when necessary.

DOD-Approved Household Goods and Mobile Home Carriers - to facilitate self evaluation of performance and to be aware when corrective action is required by AAFES.

Release of information contained in the files is made to civil or criminal law enforcement agencies for law enforcement purposes and to officials and employees of the Department of Defense who have a need for the information in the performance of their duties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Arranged in fiscal year groups subjectively and/or alphabetically by carrier/contractor.

Safeguards:

Building employs security guards. Files are kept in filing cabinets in walled off section occupied by authorized Personal Property employees only. Auditing personnel have access for auditing of bills.

Retention and disposal:

Files are retained in the Personal Property Section, Distribution Division, HQ AAFES, until the close of the fiscal year in which action has been completed and subsequently retired to the servicing AAFES warehouse and/or servicing General Services Administration Records Holding Center. Records are destroyed after 6 years.

System manager(s) and address:

Director, Administrative Services Division, HQ AAFES.

Notification procedure:

Information may be obtained from:
HQ AAFES (AD)
3911 Walton Walker Blvd.
Dallas, Texas 75222
Telephone: Area Code 214/330-2011

Record access procedures:

Requests from individuals should be addressed to Headquarters Army and Air Force Exchange Service (HQ AAFES), Director, Distribution Division, National Traffic Branch (DD-N), Dallas, Texas 75222.

Written requests for information should contain the full name of the individual, social security number, current address, and telephone number.

For personal visits, the individual should be able to provide acceptable identification such as driver's license, etc.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

From employee, Personal Property Section - HQ AAFES, DOD-approved carriers, HQ AAFES-Europe, and Military Transportation Offices (Europe, Pacific, Alaska, and United States Army Southern commands).

Systems exempted from certain provisions of the act:

None

## AAFES1609.03

System name:

1609.03 AAFES Catalog System (ACS)

System location:

Catalog Sales Center (MR-S), Merchandising Division, Headquarters (HQ) Army and Air Force Exchange Service (AAFES)
Command and Public Relations Division, AAFES-Europe;
Command and Public Relations Division, AAFES-Pacific.

Categories of individuals covered by the system:

All exchange customers who place a catalog sales order.

Categories of records in the system:

Order Master Record containing the following: customer name, grade, social security number, address; recipient name and address; description and prices of items ordered; method of shipment; amount of order; amount of any refund; returned check identifier; claim data for returns, loss non-receipt, damage of shipments; accounts receivable or paid; replacement mailing; communication dates; and roster of customers and recipients.

Authority for maintenance of the system:

Title 10, United States Code, Sections 3012 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To locate order information to reply to customer inquiries, complaints; to create the necessary labels to effect shipment to the proper location; to refund customer remittances or to collect monies due; to provide claim and postal authorities with confirmation/certification of shipment for customer claims for damage or lost shipments; and to release information contained in the System of Records to civil or criminal law enforcement agencies for law enforcement purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes, computer printouts, microfiche, microfilm

Retrievability:

Primarily by control number assigned to order when received. Customer order information is also retrievable by social security number (SSN) or insurance number assigned to shipment when the control number assigned to the order is not located. Microfiche and microfilm records are retrievable by order control number.

Safeguards:

Active order information can only be obtained by submission of an approved file maintenance request to appropriate computer operation personnel. Computer operations rooms are locked and all visitors screened and visitor registers maintained. Microfiche and microfilm records are stored in a locked room.

Retention and disposal:

Records are maintained on computer files for a period of 180 days following completion of shipment. Microfiche and microfilm records are retained for two years for postal claim purposes. These are destroyed after six years.

System manager(s) and address:

Chief, Catalog Sales Center, HQ AAFES, Dallas, Texas

Notification procedure:

Requests for information should be submitted to the System Manager.

Record access procedures:

Same as Notification procedures.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

The record contains all specifics pertaining to the order for catalog merchandise. The complete name, title, SSN and address of the customer, the complete name and address of the recipient.

Systems exempted from certain provisions of the act:

None

## AFAI-1

System name:

Federal Acquisition Personnel Information System.

System location:

Federal Acquisition Institute (FAI), 5001 Eisenhower Avenue, Alexandria, VA 22333.

Categories of individuals covered by the system:

Personnel of Federal agencies (civilian and military) involved in Federal acquisition and logistics management. Such individuals are generally employed in the Business and Industry (GS-1100); Equipment, Facilities and Services (GS-1600); Quality Assurance, Inspection and Grading (GS-1900); Supply (GS-2000); and Transportation (GS-2100) General Schedule occupational fields, or equivalent military fields.

Categories of records in the system:

Records contain biographical data on individuals such as name, social security number (SSN), birth date, past and present pay levels, position title, occupational series, training, and past personnel actions. Data also include employee's work such as description of tasks, types and number of contracts assigned.

**Authority for maintenance of the system:**

Title 41 U.S.C., Sections 404, 406, and 411, which established the Office of Federal Procurement Policy (OFPP), OMB, and requires executive agencies to furnish such Office access to all information and records determined to be necessary for the performance of its missions.

OFPP Policy Memorandum of July 14, 1976, which established the Federal Procurement Institute (now the Federal Acquisition Institute) and delegated responsibility to the Institute for the Government-wide planning, development, implementation and evaluation of programs in procurement research, education and training, and career development.

Memorandum of Understanding for the Sponsorship and Operation of the Federal Procurement Institute (May 11, 1976), which is an agreement between its signatories (at present: 24 Federal departments and agencies) for the interagency sponsorship and operation of the FAI and further provides that the FAI's policies and programs will be under the direction and guidance of a Policy Board comprised of representatives from the FAI's member departments and agencies.

Title 5 U.S.C., Sections 4103 and 4105, which authorize agencies to establish interagency training facilities such as the FAI, and to jointly operate training programs for Government personnel.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The primary purpose of this system of records is to enable the FAI to prepare statistical reports on characteristics of the acquisition and logistics occupations and to periodically contact individual employees for personnel research projects that extend over a period of time (longitudinal studies). The FAI obtains data from employees and the management information systems of its member agencies, applying such data in the development of training, career development, education and research reports and programs.

Automated data processing services are provided FAI by the Bureau of Personnel Management Information Systems, U. S. Civil Service Commission; Defense Manpower Data Center (Alexandria, VA); Air Force Human Resources Laboratory (Lackland Air Force Base, TX); and the US Army Military Personnel Center (Alexandria, VA).

Records at the FAI are used to prepare reports on the acquisition and logistics workforce, addressing: (1) the distribution of acquisition and logistics tasks among Federal occupations, agencies and pay levels, (b) employee perceptions of the relative learning difficulty of each acquisition and logistics task, and (c) the frequency of promotions in acquisition and logistics occupations as compared to other Federal professional and administrative occupations. These reports consist of summary descriptive statistics only. No individually identifiable information on employees is disclosed in the reports. Copies of the reports are therefore made available to Federal agencies, educational institutions, and any other individual who requests general statistical information on acquisition and logistics occupations.

The FAI may transmit lists of names, SSN's, birth dates, organizational mailing addresses and phone numbers of individual employees to the Federal agencies listed below. Purposes served thereby are to identify specific individuals who should be included in agency reports on members of the acquisition and logistics workforce and/or to locate specific individuals for personnel research. No individually identifiable data will be disclosed that would permit an individual's employing agency to make a decision about the individual.

Department of Energy
National Aeronautics and Space Administration
General Services Administration
Department of Health, Education and Welfare
Department of Justice
Department of Interior
Environmental Protection Agency
State Department
Veterans Administration
Department of Transportation
Department of Treasury
Department of Agriculture
Department of Housing and Urban Development
Department of Commerce
Small Business Administration
United States Civil Service Commission
Department of Defense
Department of Labor
National Science Foundation
Office of Management and Budget

The above agencies are signatories to the Memorandum of Understanding for the Sponsorship and Operation of the FAI. No individually identifiable information is furnished outside the agencies enumerated above.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

At FAI: paper records and computer printouts.

At U. S. Civil Service Commission; Defense Manpower Data Center; Air Force Human Resources Laboratory; and US Army Military Personnel Center: magnetic tapes and discs, and computer printouts.

The FAI may, on occasion, employ contractors to print questionnaires, transfer questionnaire responses to magnetic tapes and discs, and analyze responses. No such contractor shall be allowed to retain any data on individual employees for longer than one year, and any such contractor shall be obligated to observe the policies and practices of this notice and in Army Regulation 340-21 for storing, retrieving, accessing, retaining and disposing of records in this system.

**Retrievability:**

By name, SSN, and date of birth.

**Safeguards:**

Manual records are stored in buildings which employ security guards; records are accessible only to authorized personnel.

Automated records are under the control of a cardkey access system which requires positive identification and authorization, and are located in a designated controlled area to which access is limited to selected personnel only. Output products bear the annotation: 'This document contains Privacy Act information and will not be released unless request meets the requirements of AR 340-21'.

**Retention and disposal:**

Records are retained indefinitely by FAI for longitudinal studies of changes in the acquisition and logistics workforce. Re-examination of the same population will occur at four year intervals (approximate) to update records on work assigned employees. Biographical data are updated annually through the acquisition of data from the Central Personnel Data File of the U. S. Civil Service Commission and agency personnel management information systems.

**System manager(s) and address:**

Director, FAI, 5001 Eisenhower Avenue, Alexandria, VA 22333.

**Notification procedure:**

Information may be obtained for the System Manager.

**Record access procedures:**

Requests from individuals should be addressed to the System Manager.

Written requests should contain the individual's full name, SSN, birth date, and current address.

**Contesting record procedures:**

The FAI is guided by the Army's rules for access to records, contesting contents and appealing initial determinations. These are contained in 32 CFR Part 505 (Army Regulation 340-21).

**Record source categories:**

The Civil Service Commission's Central Personnel Data File is the primary source of biographical data on members in this system of records. The primary source of data on work performed by an employee is the employee to whom the record pertains. This information is collected through questionnaires which are re-issued to employees on a four year cycle to update their records. Additional information may be obtained from management information systems of the individual's employing agency, from professional societies (which would report only the names and other identifiers of individual Federal employees they have certified as professional acquisition or logistics specialists), and from educational institutions (which would report only the names and other identifiers of individual Federal employees who have attended educational programs in the fields of acquisition and logistics management) on an annual basis.

**Systems exempted from certain provisions of the act:**

None.

## AFAI-2

**System name:**

Individual Credentialing Services Program

**System location:**

Federal Acquisition Institute (FAI), 5001 Eisenhower Avenue, Alexandria, VA 22333. A segment of the records may reside temporar-

ily at the American Council on Education (ACE) or the University of the State of New York, which serve a contractual role for evaluation of individuals' questionnaires, transcripts, training, and work experience and determination of academic credit.

Categories of individuals covered by the system:

Personnel of Federal agencies involved in government procurement/ acquisition and Federal assistance functions.

Categories of records in the system:

Questionnaires completed by Federal employees who provide name, social security account number (SSAN), date of birth, home address and telephone number, military and civilian service data, citizenship, work experience, educational attainment level, and other similar relevant biographical data, together with appropriate support documents that may be required; academic transcripts furnished by colleges/universities; results of program manager/participant consultation; determinations/recommendations of the accrediting organization.

Authority for maintenance of the system:

Pub. L. 93-400, August 30, 1974 (Title 41 U.S.C. 404, 405, 406, and 411 which established the Office of Federal Procurement Policy (OFPP) within the Office of Management and Budget (OMB) and authorizes the Administrator for Federal Procurement Policy to recommend and promote programs for recruitment, training, career development, and performance evaluation of procurement personnel. These functions were delegated to the Federal Procurement Institute by the Administrator by 'Memorandum to Heads of Executive Departments and Agencies', dated July 14, 1976. (The name of the Institute was changed to the Federal Acquisition Institute on 1 March 1978.)

Title 5 U.S.C. 4104 and 4105 which authorizes the establishment of interagency training centers, such as the FAI, and the joint operation of a training program applicable to Government personnel.

Pub. L. 93-400, August 30, 1974 which sets forth OFPP responsibility for improving the quality, efficiency, economy, and performance of Government procurement organizations and personnel and the 'Memorandum of Understanding' issued by the Administrator for Federal Procurement Policy on May 11, 1976 and signed by 24 member agencies, for the organization and operation of the FAI to assist in these responsibilities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of this system is to enable FAI to provide academic and/or other training accreditation services to Federal employees of Government agencies involved in procurement/acquisition and Federal assistance functions. This service will be provided by the organizations mentioned under 'System Location', and will constitute an authenticated evaluation of experience, education, and training and a determination of allowable credit. Information may be disclosed to an individual's employing agency.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Hard copy records.

Retrievability:

By name.

Safeguards:

Records are stored in cabinets accessible only to authorized personnel, within buildings secured by guards.

Retention and disposal:

Retained by FAI indefinitely; disposition will be negotiated with GSA National Archives and Records Service. Records at supporting accreditation organizations are retained only for time necessary to review and provide credentialing service, after which they are returned to FAI.

System manager(s) and address:

Director, FAI, 5001 Eisenhower Avenue, Alexandria, VA 22333.

Notification procedure:

Information may be obtained from the System Manager.

Record access procedures:

Requests from individuals should be addressed to the System Manager. Written inquiries should contain requester's full name, SSAN, date of birth, and current address. For personal visits, the individual must provide sufficient identification such as valid driver's license, and information that can be verified with his/her records.

Contesting record procedures:

The FAI is guided by the Army's rules for access to records and for contesting contents and appealing initial determinations. These are contained in 32 CFR Part 505 (Army Regulation 340-21).

Record source categories:

Primary information is furnished by the individual to whom the record pertains. With consent of the individual, additional information is obtained from college/university registrars.

Systems exempted from certain provisions of the act:

None.

A0007.02aDAPC

System name:

007.02 Information Personnel Files

System location:

Segments are maintained in each company, battery, troop, detachment, and element of the active Army, US Army Reserve, and US National Guard which performs unit level administration for military personnel.

Categories of individuals covered by the system:

Military personnel, and in some instances dependents of military personnel, who are assigned or attached to the respective unit.

Categories of records in the system:

Records include papers/documents relating to the individual's assignment/attachment including promotion, reduction, trans- fer, reassignment, special duty, correspondence relating to the individual concerning indebtedness, unit actions, dependents, and similar matters which are within the purview of the unit commander.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provide commanders a means of communication/correspon- dence and documentation of actions relating to day-to-day actions pertaining to the assigned/attached service member.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by name.

Safeguards: Records are kept in file containers, locked desks, cabinets, or rooms accessible only to authorized personnel.

Retention and disposal:

Individual records are retained for 2 years and destroyed in the office of origin.

System manager(s) and address:

Commander of the unit maintaining the file.

Notification procedure:

Information may be obtained from the commander of the unit to which the individual is assigned or attached.

Record access procedures:

Requests should be addressed to the appropriate commander.

Written requests should include the full name, social security number, and grade.

For personal visits, individual must provide military identification card.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information is obtained from the individual, from personnel files, or generated by subject matter in correspondence relating to the individual.

Systems exempted from certain provisions of the act:

None

A0101.20aAMC

System name:

101.20 Classified Matter Inventory Reporting Files

System location:

Document Control Center, Administrative Services Branch, Technical and Administrative Support Office, Harry Diamond Laboratories (HDL), Adelphi, MD 20783

Categories of individuals covered by the system:

Any HDL employee

**Categories of records in the system:**

Listing of controlled classified documents for which the employee has provided a receipt to the Document Control Center

**Authority for maintenance of the system:**

Executive Order 11652

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Document Control Center is notified by employing organization that an employee will leave, the classified document file in the computer is searched by employee name and social security number (SSN). All documents listed for either the name or the social security number are listed and furnished to the Document Control Center. Final clearance is withheld until all documents are accounted for and the computer file cleared of any charges to that name or number.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Stored in computer data base.

**Retrievability:**

Alphabetically by full name and numerically by social security number (SSN).

**Safeguards:**

Building is a security restricted area guarded full time. Computer data available only to authorized, trained personnel.

**Retention and disposal:**

Until data is cleared from data base as a result of satisfactory disposal of all documents.

**System manager(s) and address:**

Chief, Administrative Services Branch, Technical & Administrative Support Office, Harry Diamond Laboratories, 2800 Powder Mill Rd., Adelphi, MD 20783

**Notification procedure:**

Inquiries may be addressed to:
Commander, Harry Diamond Laboratories
2800 Powder Mill Road
Adelphi, MD 20783

**Record access procedures:**

Official mailing address of SYSMANAGER is listed above.

Written requests should contain full name, social security number, dates of employment at HDL, and current address.

For personal visits, employees should show their picture badge. Former employees should present acceptable identification such as a driver's license and be identified by a badged escort.

**Contesting record procedures:**

The Department's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

From receipts for classified documents signed by the employee and filed in the document control center.

**Systems exempted from certain provisions of the act:**

None

## A0102.02aDARCOM

**System name:**

102.02 Office Personnel Register Files

**System location:**

Visitor registration forms are maintained at the U. S. Army Material Development and Readiness Command (DARCOM), and all subordinate elements.

**Categories of individuals covered by the system:**

Any visitor who represents a person, firm, corporation, academic institution, or other entity involved in business transactions with DARCOM.

**Categories of records in the system:**

Records comprise business registration forms that give an individual's name, name and address of company represented, purpose of visit and individual's affiliation with the Department of Defense.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The information obtained is used to determine the visitor's purpose and status to prevent a conflict of interest.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are maintained in locked file cabinets.

**Retrievability:**

By name of visitor.

**Safeguards:**

Paper records are maintained in the Office of the General Counsel (GC), with access limited to Division and Branch Chiefs having primary interest.

**Retention and disposal:**

The information is retained for 1 year, after which time it is destroyed.

**System manager(s) and address:**

General Counsel
US Army Material Development and Readiness Command
5001 Eisenhower Avenue
Alexandria, VA 22333

**Notification procedure:**

Information may be obtained from the System Manager.

**Record access procedures:**

Information may be obtained from the System Manager.

**Contesting record procedures:**

The agency's rules for access to records, for contesting contents and appealing initial determinations may be obtained from the System Manager.

**Record source categories:**

Information on the Visitor Registration Form is obtained from the individual concerned.

**Systems exempted from certain provisions of the act:**

None

## A0102.03aDAAG

**System name:**

102.03 Office Personnel Locator/Organizational Rosters

**System location:**

Segments are maintained by offices at Headquarters, Department of the Army, Staff and field operating agencies, commands, installations and activities. Official mailing addresses are in the organizational directory in the appendix to these system notices.

**Categories of individuals covered by the system:**

Military personnel and civilian employees and in some instances their dependents.

**Categories of records in the system:**

Records include cards, sheets of individual paper files, lists and compilations of individual's name, social security number, unit of assignment and/or home address, unit and/or home telephone number, and related information. Rosters of office personnel, military alert rosters, and office directories are included in this system.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Provide commanders and supervisors with locator information and emergency notification data pertaining to present and former military members or civilian employees.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders, card files and loose leaf and bound notebooks. Rosters may also be stored on mag- netic tape, cards, or disks.

**Retrievability:**

Filed alphabetically by name. Rosters may be filed by unit or organization.

**Safeguards:**

Records are filed in secure file containers, locked desks, or rooms accessible only to authorized personnel.

**Retention and disposal:**

Individual records are destroyed upon separation or transfer of employee.

Previous rosters are destroyed when listing is updated.

**System manager(s) and address:**

Commander/supervisor of organization maintaining locator information, roster, or office directory.

Notification procedure:

Information may be obtained from commander/supervisor of organization to which the individual is assigned or at which he/she is employed. Individual must provide full name and social security number.

Record access procedures:

Requests should be addressed to appropriate commander or supervisor. Official mailing addresses are in the appendix to Department of the Army system notices.

Written requests should include full name of individual and social security number.

For personal visits, individual must provide acceptable identification; e.g., driver's license, military or civilian identification card.

No identification is required if the individual has previously given consent for release to the general public.

Contesting record procedures:

The Department of the Army rules for contesting contents and appealing initial determinations may be obtained from the system manager.

Record source categories:

Information is obtained directly from the individual concerned or from official personnel files.

Systems exempted from certain provisions of the act:

None

A0102.04aDAPE

System name:

102.04 Supervisor/Manager Employee Records Files

System location:

Offices of supervisors/managers of the functional elements of an Army activity, installation or agency.

Categories of individuals covered by the system:

Any civilian (both appropriated non-appropriated fund) who is employed within the specific organizational element.

Categories of records in the system:

Files contain copies of documents pertaining to the administration of individual civilian employees which are duplicated in, or are generated in support of actions recorded in, the Official Personnel Folder, or related personnel files maintained in the civilian personnel office. The records in this file contain information about an individual relating to birth date; social security number; veteran's preference; tenure; handicap; past and present salaries, grades, and position titles; letters of commendation, reprimand, charges, and decision on charges; personnel actions, including but not limited to, appointment, reassignment, demotion, detail, promotion, transfer, and separation; training; performance ratings, data documenting the reasons for personnel actions or decisions made about an individual; and awards.

Authority for maintenance of the system: Title 5, U.S.C. Section 301, 1302, 2951, 4118, 4308, 4506, and EO 1056, September 13, 1954.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information in these records is used for reference or to support supervisory/managerial actions required in the conduct of official civilian personnel management business; by the US Civil Service Commission in the conduct of its responsibilities; To Justice Department, Department of Labor, or other Federal agencies or judiciary bodies in the conduct of official business.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in folders, Kardex files.

Retrievability: Alphabetically, by surname.

Safeguards:

Filed in locked files. Access limited to management/supervisory official supervising or managing the assigned employees and the clerical personnel maintaining the files.

Retention and disposal:

When an employee leaves the activity through transfer or other separation, the Supervisor/Manager Employee Records File will immediately be forwarded to the civilian personnel office maintaining the Official Personnel Folder. There it will be screened to insure that it contains no documents that should be permanently filed in the Official Personnel Folder other than exact duplicates of papers already so filed. The Supervisor/ Manager Employee Folder and its contents will then be destroyed.

System manager(s) and address:

The Deputy Chief of Staff for Personnel, Department of the Army, The Pentagon, Washington, DC, 20310

Notification procedure:

Information may be obtained from the individual's supervisor/manager.

Record access procedures:

Requests, verbal or written, should be addressed to the individual's supervisor or manager.

Contesting record procedures:

The Army's rules for contesting contents of the records and appealing initial determinations may be obtained from HQDA (DAPE-HRE), Washington, DC 20310.

Record source categories:

From the supervisor/manager by documenting facts or statements of judgments; copies of records maintained in the civilian personnel office or information obtained from same records.

Systems exempted from certain provisions of the act:

None

A0102.04bNGB

System name:

102.04 Supervisor's Record of Technician Employment (NGB Form 904-1)

System location:

Appropriate supervisory personnel for all National Guard Technicians of each State, Puerto Rico, Virgin Islands and District of Columbia.

Categories of individuals covered by the system:

All personnel within the National Guard Technician Program.

Categories of records in the system:

Record includes an NGB Form 904-1 for each technician assigned to the supervisor together with copies of documents pertaining to the administration of technician personnel. This includes but is not limited to performance rating notices, debt letters, letters of warning, reprimand and similar disciplinary papers, job descriptions and documents necessary for the furtherance of equal opportunity.

Authority for maintenance of the system:

Title 5 of U.S.C., Section 301 and Title 32 U.S.C., Section 709.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides supervisor with up-to-date record of technician employment data, locator files, and information for requesting personnel actions. Routine uses include recording changes in technician employment data, discussions relevant to technician employment, and information for use in future personnel actions. May be reviewed by Management Officials and Civil Service Commission personnel. May be transferred to any component of the Department of Defense. May be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetical by technician's last name.

Safeguards:

Records are maintained in filing cabinet or supervisor's desk. Access limited to supervisor, management officials, the technician concerned, and individuals to whom the technician has given written permission.

Retention and disposal:

Maintain throughout technician employment within a particular State. Record is destroyed 60 days after movement to a technician position in another State, separation, or retirement. Maintained in Technician Personnel Office while technician is on extended active military duty. Record may be kept longer than 60 days if needed as reference material. Destroyed by tearing into pieces, shredding, or burning.

System manager(s) and address:

Chief, Office of Technician Personnel, National Guard Bureau (NGB-TN), Defense Post Office Unit, R-411, 5600 Columbia Pike Office Building, Falls Church, VA 22041.

Decentralized segments - Office of the State Adjutant General (Attention: Technician Personnel Office) of each State, Puerto Rico, Virgin Islands and District of Columbia.

**Notification procedure:**

If currently employed in the National Guard Technician Program, contact current supervisor. Other requests may be sent to the State Adjutant General (Attention: Technician Personnel Office) of appropriate State, Puerto Rico, the Virgin Islands or District of Columbia.

Individual must supply full name, dates of employment in technician program, military status while employed and SSN.

Requesters may visit the appropriate State Technician Personnel Office.

Verification not required for current employee. Other requesters must provide proof of identity by driver's license, date and place of birth.

**Record access procedures:**

Contact current supervisor or sysmanager of decentralized segments.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21.

**Record source categories:**

Information from Technician Personnel Office, supervisor, technician concerned, financial institutions.

**Systems exempted from certain provisions of the act:**

None

## A0102.08aDAAG

**System name:**

102.08 Army Community Service (ACS) Volunteer Record

**System location:**

Army Community Service Centers, Army-wide; Headquarters of installations. Official mailing addresses are in the appendix, to this Federal Register.

**Categories of individuals covered by the system:**

Active duty and retired military personnel and their dependents and civilians with no formal affiliation with the military community who serve as ACS volunteers.

**Categories of records in the system:**

File contains special skills, experience or education of volunteer, volunteer training, awards and special recognition received, and record of hours volunteered.

**Authority for maintenance of the system:**

Title 10 U.S.C. Section 3012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

ACS Centers - To record essential background information on volunteers; to assist in planning and assigning volunteer duties; to keep records of hours volunterred and awards received; to coordinate volunteer services in ACS Program.

Volunteers - To maintain personal record of time and services volunteered to ACS Program.

Installation Commanders - To determine eligibility of volunteers for ACS awards.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

5x8 cards in card file, and individual possession by volunteers.

**Retrievability:**

Filed alphabetically by last name of individual volunteer.

**Safeguards:**

Cards maintained in ACS files and accessible to ACS officer, volunteer supervisor, and individual volunteer upon transfer from one ACS center to another.

**Retention and disposal:**

Cards are reviewed at end of each year; documents which have been superseded or are no longer applicable are destroyed.

**System manager(s) and address:**

The Adjutant General, Headquarters, Department of the Army, The Pentagon, Washington, D.C.

**Notification procedure:**

Information may be obtained from ACS officers at installation ACS centers.

**Record access procedures:**

Requests for assistance should be addressed to ACS Officers at installations having ACS centers. Official mailing addresses are in the appendix.

For personal visits individual must provide full name and social security number and suitable proof of identity (e.g., drivers license, employee identification card).

**Contesting record procedures:**

The Department's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

ACS Centers

**Systems exempted from certain provisions of the act:**

None

## A0102.08bMTMC

**System name:**

102.08 Casualty Control Card

**System location:**

Commander, Military Traffic Management Command, Eastern Area, Bayonne, NJ 07002

**Categories of individuals covered by the system:**

All individuals working for Commander, Military Traffic Management Command, Eastern Area, Bayonne, NJ 07002

**Categories of records in the system:**

File contains blood type, religious preference, social security number of individual and name and address of individual to be notified in event of emergency.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

For casualty reporting only.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Cards are stored in each office.

**Retrievability:**

Cards are filed in each office of Commander, Military Traffic Management Command, Eastern Area, Bayonne, NJ 07002 by individual's name.

**Safeguards:**

Installation is secure-patrolled by security guards.

**Retention and disposal:**

Destroy upon transfer or separation of the individual.

**System manager(s) and address:**

Commander, Military Traffic Management Command, Washington, D.C. 20315

**Notification procedure:**

Information may be obtained from SYSMANAGER.

**Record access procedures:**

Requests should be addressed to Commander, Military Traffic Management Command, Washington, DC 20315

**Contesting record procedures:**

The Army's rule for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Information is obtained from the individual.

**Systems exempted from certain provisions of the act:**

None

## A0124.06aUSAREC

**System name:**

124.06 Recruiter Assignment Report

**System location:**

Military Personnel Division, Directorate of Recruiting Force Management, US Army Recruiting Command, USARCRFM-MP-A, Fort Sheridan, IL 60037

Directorate of Management Information Systems/ADP, US Army Recruiting Command, USARCMIS, Fort Sheridan, IL 60037

Categories of individuals covered by the system:

Individuals who have been relieved from or not accepted for recruiting duty.

Categories of records in the system:

System contains name, social security number (SSN), and reason for nonselection or relief from recruiting duty, and unit of assignment.

Authority for maintenance of the system:

Federal Property and Administrative Services Act of 1949 (64 Stat. 578), as amended by act of 22 Oct 1968 (82 Stat. 1238; 44 U.S.C. 3101-03).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To screen applications for recruiting duty to insure that previously rejected or relieved individuals are not accepted for recruiting duty unless previous disqualification has been corrected.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer printout in file cabinet.

Retrievability:

Listed alphabetically by last name.

Safeguards:

Building secured. Records are maintained in area accessible only to properly screened and trained personnel.

Retention and disposal:

Listing updated monthly and previous listing destroyed. Information contained in report covers a 6-year period.

System manager(s) and address:

Director, Recruiting Force Management, US Army Recruiting Command

Notification procedure:

Information may be obtained from:
Director, Recruiting Force Management, USARCRFM-MP-A
US Army Recruiting Command
Ft Sheridan, IL 60037
Telephone: 312/926-3910

Request for information should contain full name, SSN, and military status.

Record access procedures:

Requests from individuals should be addressed to: Headquarters, US Army Recruiting Command, ATTN: USARCRFM-MP-A, Ft Sheridan, IL 60037.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, ID card.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Individual applications and relief actions.

Systems exempted from certain provisions of the act:

None

A0201.08aDACS

System name:

201.08 Central Files, Office of the Chief of Staff (DACS-DAS)

System location:

Office of the Chief of Staff, Department of the Army, The Pentagon, Washington, DC 20310.

Categories of individuals covered by the system:

Any military or civilian employee or correspondent of the Army who may have been the subject of, or initiated correspondence referred to, the Office of the Chief of Staff, Army.

Categories of records in the system:

Original or copies of papers relating to matters concerning individuals which have been directed to the Office of the Chief of Staff, Army (e.g., inquiries, complaints, appeals, investigations, personnel actions).

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Correspondence control and reference files used by action officers in Headquarters, Department of the Army (HQDA), in processing paperwork and documenting actions taken in Office of the Chief of Staff, Army (OCSA).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system: Files are coded, indexed, and filed in alpha-numeric files arrangement under The Army Functional Files System.

Storage:

Paper records in file folders are stored in mechanized files shelves.

Retrievability:

Location of file folder is determined by searching files record cards, which are filed by numerical code, and alphabetically arranged by name, with further chronological breakdown of each entry. Each entry is cross referenced to all previous related entries.

Safeguards:

Files are released only to OCSA staff action officers cleared and authorized access. Pentagon employs security guards. Files area is protected by electronic surveillance system with combination lock doors.

Retention and disposal:

Records are permanent. They are retained in active file until end of calendar year, held two additional years in inactive file and subsequently retired to Washington National Records Center.

System manager(s) and address:

The Chief of Staff, Headquarters, Department of the Army, The Pentagon, Washington, DC.

Notification procedure:

Information may be obtained from:
HQDA (DACS-DSA)
Rm 3D-671
Pentagon
Washington, DC
Telephone: Area Code 202/695-3503 or 695-2765.

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Department of the Army, ATTN: DACS-DSA, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number, and nature of information desired.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Internal action correspondence processed by Army Staff.

Individuals addressing correspondence to Department of Defense or United States (US) Army regarding Army matters.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information, contact the SYSMANAGER.

A0201.08bDAAG

System name:

201.08 Privacy Act Request File

System location:

Primary System: Headquarters, Department of the Army, The Adjutant General Center, Records Management Division (DAAG-AMR), Washington, DC 20314.

Decentralized Segments-Headquarters, Department of the Army, staff agencies, field operating agencies, commands, installations and activities. Official mailing addresses are in the Department of Defense directory in the Appendix.

Categories of individuals covered by the system:

All individuals who request information on records concerning them which are in the custody of Department of the Army (DA), or individuals who request access or amendment to such records under the provisions of Title 5 United States Code, section 552a (The Privacy Act of 1974).

Categories of records in the system:

Files contain copies of correspondence between the individual and Army custodian officials; written summaries of verbal conversations

with the individual; coordination documents between the Army and other Federal, state, and local government agencies when records which are the subject of an individual inquiry were originated by another agency; and copies of documents which are the subject of an individual inquiry.

Originals of amendment requests, refusals, and appeals accumulated by the custodian of the records concerned are included in the file containing those records.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Files are used to process and coordinate individual requests for information access, and amendment of personal records; to process and record appeals by the individual against agency rulings; and to ensure timely response to requesters.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed by individual's name.

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel. Classified documents are stored in locked containers approved for this purpose by the General Services Administration.

**Retention and disposal:**

Records are permanent. They are cut off at the end of the calendar year, held two years in inactive files, and subsequently retired to the Washington National Records Center, Washington, DC 20409.

**System manager(s) and address:**

The Adjutant General, Headquarters, Department of the Army, The Pentagon, Washington DC 20310.

**Notification procedure:**

Requests from individuals should be addressed to:
HQDA (DAAG-AMR)
Forrestal Building
1000 Independence Avenue, SW
Washington, DC 20314
Telephone: Area Code 202/Extension 693-0631

**Record access procedures:**

Written requests should be addressed to Headquarters, Department of the Army (DAAG-AMR), Forrestal Building, or to the Army office that processed the initial inquiry, access request, amendment request, or appeal.

Personal visits may be made to Room GA 175, Forrestal Building, 1000 Independence Avenue, SW, Washington, DC.

For personal visits the individual should present acceptable identification (e.g., driver's license, employee identification card) and furnish some verbal information which could be verified from his case file.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYS-MANAGER.

**Record source categories:**

Records are obtained from the individual requester, DA organizations, other Department of Defense organizations, and agencies of Federal, state and local governments.

**Systems exempted from certain provisions of the act:**

The majority of records in this system are not exempt; however, copies of documents to which an individual has been denied access infer the provisions of 5 USC 552a, subsections j(2), k(1), k(2), k(3), k(4), k(5), k(6), or k(7), are exempt from diclosure.

## A0201.08cOSA

**System name:**

201.08 Central Files, Office, Secretary of the Army (SAAA)

**System location:**

Office, Secretary of the Army (OSA), Administrative Support Group, Rm 3D-718, The Pentagon, Washington, DC.

Relevant segments of the system are maintained throughout Secretariat offices.

**Categories of individuals covered by the system:**

Any military or civilian employee or correspondent of the Army who may have been the subject of, or initiated, correspondence referred to the Office, Secretary of the Army.

**Categories of records in the system:**

Originals or copies of letters, reports, complaints, appeals, inquiries, investigations, personnel actions, requests for assistance and any other documents referring to any subject that requires action of, or that should be brought to the attention of the Office of the Secretary of the Army.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Correspondence control and reference files used by action officers in Headquarters, Department of the Army (HQDA), in processing paperwork and documenting actions taken in the Office, Secretary of the Army.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

Files are coded, indexed, and filed in alpha-numeric files arrangement under The Army Functional File System.

**Storage:**

Paper records in file folders are stored in mechanized file shelves.

**Retrievability:**

Location of file folder is determined by searching files record index sheets, which are filed by numerical code, and alphabetically arranged by subject, with further chronological breakdown of each entry. Each entry is cross referenced to all previous related entries.

**Safeguards:**

Files are released only to OSA staff action officers cleared and authorized access. The Pentagon employs security guards. Files area is protected by electronic surveillance system with combination lock doors.

**Retention and disposal:**

Records are permanent. They are retained in active file until end of calendar year, held 2 additional years in inactive file and subsequently retired to Washington National Records Center.

**System manager(s) and address:**

The Administrative Assistant, Office, Secretary of the Army, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from:
HQDA (SASG)
Room 3D-718
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-2092 or 695-3565

**Record access procedures:**

Requests from individuals should be addressed to: Office, Secretary of Army, SASG, The Pentagon, Washington, DC 20310.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYS-MANAGER.

**Record source categories:**

Internal action correspondence processed by the Army Secretariat.

Individuals addressing correspondence to Department of Defense or the Secretary of the Army regarding Army matters.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under Title 5 U.S.C., Section 552a (j) or (k) as applicable. For additional information, contact the System Manager.

## A0202.08DAAG

**System name:**

202.08 Request for Information Files

**System location:**

Primary System: Records Management Division, Administrative Directorate, The Adjutant General Center (Department of Army Adjutant General, Records Management Division, Access and Release Branch).

Decentralized Segments: Office of the Secretary of the Army, initial denial authorities of the Department of the Army, and Department of the Army Staff agencies and commands.

**Categories of individuals covered by the system:**

Any person that requests documents under the Freedom of Information Act, mandatory review under Executive Order 11652, or under any other circumstances.

Categories of records in the system:

File contains individual's request for documents and related processing papers, correspondence between the office receiving requests, records custodians, Army staff offices and other government agencies, retained copies of classified documents, and other selective documents.

Authority for maintenance of the system:

Title 5 U.S.C., Section 552(b) Freedom of Information Act and Executive Order 11652.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records Management Division: to control requests from the public, to insure requests are answered within time limits; to process denials and individual appeals.

Office Secretary of the Army: to control and accomplish appeals of initial denials.

Initial Denial Authority of the Department of the Army: to process denials and release of requested documents.

Department of the Army staff agencies and commands: to process requests for release or recommend denials to initial denial authorities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed alphabetically by last name of requester.

Safeguards:

Records are maintained in areas accessible only to authorized personnel that are properly trained.

Retention and disposal:

Records are permanent. They are retained in active file until end of calendar year in which case is completed, held 2 additional years in inactive file and subsequently retired to Washington National Records Center.

System manager(s) and address:

The Adjutant General, Headquarters Department of the Army, The Pentagon, Washington, DC.

Notification procedure:

Information may be obtained from:
HQDA (DAAG-AMR-S)
Room GA 084
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-1847

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Department of the Army (DAAG-AMR-S) Room GA 084, Forrestal Building, Washington, DC 20314.

Written requests for information should contain the full name of the individual, current address and telephone number and reference to original request.

Visits can be made to any office releasing documents. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card.

Contesting record procedures:

The Army's rules for contesting contents and appealing determinations may be obtained from HQDA (DAAG-AMR-S), Washington, DC 20314.

Record source categories:

Requesting letters or related forms from the individual requesting documents; correspondence originating from the document custodian; documents concerning appeals from General Counsel, Office, Secretary of the Army, Washington, DC 20310.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a(j) or (k) as applicable. For additional information, contact the SYSMANAGER.

## A0221.01aOSA

System name:

221.01a Committee Management Files

System location:

Primary System: DA Committee Management Office, Studies & Analyses Staff, Office of the Administrative Assistant to the Secretary of the Army, Department of the Army (DA), Pentagon, Washington, DC 20310 and each DA Agency, Activity, Major Army Command, and Command to which a DA Advisory Committee reports and individual DA Advisory Committee offices when the committee maintains offices separate from those of the Agency, Command, or Activity to which it reports.

Categories of individuals covered by the system:

Army Member or Consultant, current and past, of any duly chartered DA Advisory Committee.

Categories of records in the system:

Documents reflecting name, date established or approved for continuation, function, dates of meetings held, and similar data on each advisory committee. Included are feeder reports, Army-wide consolidations or summaries, and papers directly related to them and documents in connection with appointment to and retirement from individual advisory committees by the Secretary of the Army, Confidential Statements of Employment and Financial Interests, Travel and Pay records, correspondence reflecting participation in the various ad hoc group efforts of Committees, Conflict of Interest Statements, and biographical data.

Authority for maintenance of the system:

5 USC, Appendix 1 (Federal Advisory Committee Act - PL 92-463) E011769, OMB Circular A63, DOD Directives 1442.4, 5500.7, and 5105.18.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To obtain and maintain personal and professional information on individuals who are not full-time employees or officers of the Federal Government who are nominated or being considered for membership on a Federal Advisory Committee. This information is provided the Office, Secretary of Defense for review to determine eligibility and propriety for membership on a particular advisory committee. Under the provisions of P.L. 92-463, the Congress and the public are to be kept informed with respect to the number, purpose, membership, activities, and cost of advisory committees. Therefore, individual membership and all background information relating thereto is available as a part of committee records for public review and is used to comply with advisory committee reporting requirements as stated in P.L. 92-463 and implementing directives. Other uses are to obtain clearance for access to classified information; to enter on payroll for reimbursement when actually employed; to preclude ad hoc group participation which could lead to individual conflict of interest; and to compile individual biographies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and looseleaf binders.

Retrievability:

Filed alphabetically by last name of individual Member and Consultant within individual Advisory Committee Files.

Safeguards:

Records are maintained in Army offices or areas normally accessible only to authorized personnel, and which are secured during nonduty hours.

Retention and disposal:

DA Committee Management Office: Permanent, they are retained in active file until member or consultant is retired from the Committee, at which time the records are placed in an inactive file for 2 years. They are then retired to the Federal Records Center. Agency and Command Committee Management Offices: Destroyed 1 year after disapproval or dissolution of the committee. Reviewing and Commenting Offices: Destroyed after 2 years or on discontinuance, whichever is first.

System manager(s) and address:

DA Committee Management Office, Office of the Administrative Assistant to the Secretary of the Army, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from:
HQDA SAAA-SS (DA Committee Management Officer)
Room 3E 749
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-2604

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Department of the Army (SAAA), Washington, DC 20310; to the individual committee concerned or to the agency, activity, or command to whom the committee reports. For personal visits, individual should contact the DA Committee Management Officer, Room 3E 749, The Pentagon at Area Code 202/697-2604.

**Contesting record procedures:**

The Department's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Applications and related forms from the individual; notification of personnel (security) clearances from The Army Staff Personnel Security Office; correspondence originating between individual and the DA Advisory Committee concerned or the Agency, Activity or Command to whom it reports; Department of the Army Staff agencies and commands, and other Federal agencies.

**Systems exempted from certain provisions of the act:**

None

**A0224.04DAIG**

**System name:**

224.04 Inspector General Investigative Files

**System location:**

Primary System, Office of The Inspector General and Auditor General, Department of the Army.

Decentralized Segments: Washington National Records Center, Suitland, Maryland; US Army Inspector General offices and records holding areas located worldwide. Official mailing addresses are in the Department of Defense directory.

**Categories of individuals covered by the system:**

Any person who has been the subject of, witness for, or referenced in an Inspector General investigation.

**Categories of records in the system:**

File contains Inspector General reports of investigation which normally contain the authority for the investigation, the matters investigated, a narrative report, documentary evidence, and transcripts of verbatim testimony, or summaries thereof.

**Authority for maintenance of the system:**

Title 10 U.S.C., Sections 3039 and 3040.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The purpose of an Inspector General investigation is to determine the facts and circumstances surrounding the allegation(s)/problem(s). The information is assembled in report format and presented to the official directing the investigation.

The report of investigation may be used by any Department of Defense organization which has an official interest in the matters under investigation. The information contained therein may be used to take corrective action or as a basis for making decisions concerning: Department of Defense/Department of the Army policy; personnel actions; legal, fiscal, logistic, operational, public information, personnel management, and procurement matters.

The report of investigation may be forwarded to the Department of Justice if it contains evidence of possible criminality not within the jurisdiction of the Uniform Code of Military Justice. The Department of Justice will review the report to determine if further investigation by that agency is warranted.

The report of investigation may be used as a basis for summaries or briefing presented to Members of Congress. Members of Congress may use the material to respond to constituents, or to enlighten themselves on matters of concern and interest to them.

The report of investigation may be used as a basis for responses to agencies in the Executive Branch of the Federal government. This information may be used as a basis for responses to concerned citizens and other individuals/organizations querying the Executive Branch.

All or part of reports of investigation, subject to the rules of evidence, may be entered as evidence in court proceedings.

The report of investigation may be provided to appropriate individuals/organizations under the provisions of the Freedom of Information Act.

The report of investigation may be used as the basis for responding to press queries.

Reports of investigation may be analyzed to determine trends within the Army.

Nonsensitive portions of reports of investigation may be used as instructional vehicles in certain Army schools to inform students about lessons learned as a result of the investigation.

The report of investigation may be used as reference material in other reports of investigation.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in hard cover binders and/or file folders.

**Retrievability:**

Reports are accessed and retrieved by reference to the case name which is normally derived from either the nature of the allegation, the geographic location of the investigation, or, in some instances, the name of the subject or the complainant. Case files are frequently, but not always, assigned a file code number which is cross-referenced with the case name. The file code number, if assigned, is used to administratively file the case, chronologically by calendar year.

**Safeguards:**

Primary System: Building employs security guards and access is limited to authorized personnel. Files are stored in locked containers and access given only to persons with an official need to know.

Safeguards for decentralized segments vary but should include, as a minimum, the storage of the reports in locked containers and access given only to persons with an official need to know.

**Retention and disposal:**

Reports of investigation conducted by The Inspector General and Auditor General, Department of the Army will be stored permanently. Reports prepared by Inspectors General of other Department of the Army agencies/organizations will be destroyed 10 years after completion. All other Inspectors General reports will be destroyed 3 years after completion.

**System manager(s) and address:**

The Inspector General and Auditor General, Department of the Army, the Pentagon, Washington, DC 20310

**Notification procedure:**

Requests should be addressed to the SYSMANAGER.

Because reports are seldom filed by surname or social security number (SSN), requests to determine if the system contains a record about requester should include full name, rank (if applicable), SSN (if applicable), address or Army Post Office (APO) if applicable, approximate date of investigation, subject of investigation, location of Inspector General office conducting the investigation, and the requester's role in the investigation.

Information may be obtained from:

HQDA (DAIG-IN)
Room 1D731
Pentagon
Washington, DC 20310
Telephone: Area Code 202/695/7385

**Record access procedures:**

Because reports are seldom filed by surname or SSN, requests from individuals should be addressed to: Headquarters, Department of the Army (DAIG-IN), Room 1D731, Pentagon, Washington, DC 20310.

Written requests for information should include full name, rank (if applicable), SSN (if applicable), address or APO (if applicable), approximate date of investigation, subject of investigation, location of Inspector General office conducting the investigation, and the requester's role in the investigation.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

The nature of investigations varies greatly, and the source of the evidence required is not predictable. Previous sources have included: testimony of witnesses; correspondence/records maintained by organizations/ individuals party to the matters being investigated; military personnel files; military pay records; security dossiers; newspaper clippings, and other media material; photographs; reference material/ correspondence originating in Department of the Army staff agencies and commands, and other Federal, State, local, and foreign agencies; research notes/documents obtained from reference libraries and records custodians; and other materials in the public domain.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552a (j) or (k) as applicable. For additional information, contact the System Manager.

A0224.05aDAIG

System name:

224.05 Inspector General Complaint Files

System location:

Assistance Division and Central Files, Office of the Inspector General (OTIG), Department of the Army (DA), Washington, DC 20310.

Decentralized Segments: Offices of all command Inspectors General, Army-Wide.

Categories of individuals covered by the system:

Any Person, Civilian or Military, who presents to an Inspector General in writing or in person a Complaint/Request for Assistance.

Categories of records in the system:

Record copy (hard copy) contains the Inspector General Action Request (IGAR) or letter submitted to an Inspector General requesting assistance and all related reports of investigation, inquiries, studies, memoranda and reference material and final replies.

Automated data elements of record contain: Case number, includes fiscal year and sequence number; case name, to include first, last and middle initial of complainant; component of complainant, the functional relationship to military, DA civilian, or other military service; source of complaint, such as the serviceman, his dependent, relative, or DA civilian. The recipient, or the Agency which received the case before it was referred to the OTIG, DA Command or Staff Agency against whom the complaint was made; date case was received by OTIG; suspense data to control information gathering; action officer in OTIG; command to which case referred to have investigation or inquiry conducted; type of allegations made by complainant; number of days for case processing; date reply sent to complainant; and whether complaints were justified/unjustified.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 3039, 3040 and subsection 3065(a) provide for and describe the mission of The Inspector General and Auditor General of the Army and his deputies and assistants. Provides for the detail of commissioned officers as Inspectors General.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose is to obtain sufficient information by investigation, inquiry, research of existing historical data; to review and process the data to insure that appropriate action was taken to substantiate or refute allegations presented, and to correct deficiencies.

The purpose of the automated data elements file is to provide a management system to report categories and frequency of complaints and trends by type and command and to improve processing of correspondence and thereby improve responsiveness of the Inspector General assistance function.

Users are Inspectors General Army-wide; Army Commanders at all levels, DA Staff Agencies, Members of Congress, and other government agencies, when determined by The Inspector General to be in the best interest of that agency.

Used to answer complainants or respond to requests for assistance, advice or information. After consultation with appropriate staff judge advocate may be referred for use in trials by court-martial or other military justice matters, as authorized by the Uniform Code of Military Justice. Used by commanders to correct deficiencies found during inquiry/investigation.

User of automated data file is the Office of The Inspector General, DA. Automated data is used to provide weekly and quarterly reports to elements of OTIG and the Army Staff concerning the categories and frequencies of the Inspector General Action Request and trends. Used as a management tool to improve responsiveness of OTIG in its assistance function. It is not used to associate allegations with complainant and does not divulge findings or recommendations as a result of an inquiry.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Computer magnetic tapes.

Retrievability:

Filed alphabetically by last name of requester for assistance or information.

Automated data information is filed by sequential case number or case name.

Safeguards:

Records are maintained in locked areas in locked containers accessible only to authorized personnel who are properly cleared and trained in their release.

Retention and disposal:

IG complaint files are destroyed 1 year following final action, except those which include reports of investigation or inquiry conducted by Inspectors General. IG complaint files containing reports of investigation or inquiry or documents relating to investigations and inquiries conducted by Inspector General will be destroyed according to the level at which the inquiry/investigation was conducted: files which contain an investigation or inquiry conducted by the Office of The Inspector General, DA, will be permanent; files containing an investigation or inquiry conducted by other Headquarters, Department of the Army offices and field commands authorized an Inspector General, that report directly to Headquarters, Department of the Army will be destroyed after 10 years; files containing an investigation or inquiry conducted by any other Inspector General element will be destroyed after 3 years.

Automated record kept on active file 1 year then transferred to a history file and destroyed electronically after 5 years.

System manager(s) and address:

The Inspector General and Auditor General, Headquarters, Department of the Army, the Pentagon, Washington, DC 20310

Notification procedure:

Information may be obtained from:
HQDA (DAIG-AC)
Room 1D736
Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-1578

Requester must furnish full name, grade, social security number (SSN), unit of assignment, nature of complaint, and proof of personal identification, and identify the Command Inspector General to which his complaint was submitted.

Record access procedures:

Requests from individuals should be addressed to: The Inspector General, Headquarters, Department of the Army, (DAIG-AC), Washington, DC 20310.

Written requests for information should contain: the full name, grade, SSN, current address and telephone number, and the nature of previous complaint.

For personal visits, the individual must provide acceptable identification and verbal information that could be verified with his case file.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

Record source categories:

Personal inquiry or investigation by Inspectors General into matters presented as a complaint or request for assistance. The nature of inquiries and investigations varies greatly, and the source of the evidence required is not predictable. Previous sources have included: testimony of witnesses; correspondence/records maintained by organizations/individuals party to the matters being investigated; military personnel files; military pay records; security dossiers; newspaper clippings, and other media material; photographs; reference material/correspondence originating in Department of the Army staff agencies; research notes/documents obtained from reference libraries and records custodians; and other materials in the public domain.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information, contact the System Manager.

A0225.01aDAPE

System name:

225.01 Military Police Management Information System (MPMIS) - Correctional Reporting System (CRS)

System location:

Primary System: Law Enforcement Division, Human Resources Development Directorate, Office of the Deputy Chief of Staff for Personnel, Department of the Army, (DAPE-HRE).

Decentralized Copies: CRS is programmed for Army installations; the system will be maintained by the installation provost marshall office (PMO). Official mailing addresses are in the Department of Defense directory in the Appendix. The CRS will replace command-unique systems at installations where they exist.

Categories of individuals covered by the system:

Any military member confined at any Army confinement facility as a result of, or pending, trial by courts-martial.

**Categories of records in the system:**

The CRS data are added to the corrections master file. Following output is produced: a daily 4 part prisoner status roster which provides a by name roster showing social security number (SSN), military occupational speciality (MOS), religion, marital status, education level and offense for which confined. Part 1 provides a history of all prisoners confined in the last 24 hours and shows totals by status (i.e., detained, pretrial, detained post trial, adjudged, etc.). Part 2 shows a recapitulation by custody of total number of prisoners in confinement by this category. Part 3 lists all prisoners that departed the facility in the past 24 hours and lists their disposition. Part 4 indicates those individuals in pretrial confinement in excess of 25 days; a monthly status roster showing, by name, all prisoners confined or released for the reporting period. Report shows detailed additional information including totals of new prisoners, total departures, total escapes, total in hospital and totals by custody grade, race, status and such information as total by types or release, confinement less than 30, 60, or 90 days; the semiannual prisoner profile report produces a series of two-dimensional matrices for each type offense and profiles prisoner age, race, education, marital status, and religion for each offense.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012(g).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The CRS is used to provide, on a daily basis, pertinent information required for proper management of confinement facility population; to provide on a monthly basis, statistical information required by the installation commander provost marshal and confinement facility commander pertaining to the prisoner population, status of discipline and responsiveness of personnel procedures relating to prisoner personnel; to provide the installation with monthly data on the total spectrum of the confinement facility utilization, i.e., population turnover, recidivism, and to identify semiannually, prisoner profiles showing the relationship of particular offenses to age, race, education, marital status and religion. CRS output will be furnished to criminal justice elements outside Department of Defense (DOD) and Department of the Army (DA) when law enforcement and crime prevention functions fall within their jurisdiction or concurrent jurisdiction is applicable. These include local, state and Federal agencies such as the Federal Bureau of Investigation, US Customs Service; US District Courts, US Magistrates; US Federal Marshals, state police agencies, local police agencies; and in oversea areas, host government law enforcement agencies.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

The CRS master file is stored on disk at the installation data processing activity. The CRS data, produced also in three copies, is maintained at the installation correctional facility in file folders.

**Retrievability:**

Access to the data base/master file is restricted. To receive CRS output personnel must utilize a 'systems control card'. This control card must be prepared for each specific entry and requires unique originator codes, Instructions for creating and using the control card are maintained at two locations; the PMO and the data processing facility. Access to hard copy output is prescribed by installation standard operating procedures (SOP) and policies.

**Safeguards:**

The data base and output are managed through extensive SOP and policies prescribed in system functional users manuals. Safeguards include: limited output with distribution controlled by the PMO and released only to designated persons; output is controlled at both pick-up and delivery points: the PMO, confinement facility and data processing activity are 24 hour per day operations; consequently, reports are continuously under scrutiny; the confinement facility and the data processing site are considered secure areas with limited access.

**Retention and disposal:**

Individuals are deleted from the CRS master file upon their departure from the correctional/confinement facility. Certain elements of information, pertaining to the prisoner are posted to a corrections history tape which produces the semiannual prisoner profile report. A prisoner can remain on this history tape for as long as 5 months or until the semiannual report is produced. Once this occurs, he is then deleted from the CRS master file.

**System manager(s) and address:**

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310. Decentralized to command/installation.

**Notification procedure:**

Information may be obtained from the command/installation/activity office of record.

**Record access procedures:**

Requests for access should be addressed to the command/installation/activity at which the record is located. Written requests should contain full name of individual, current address, SSN and specificity as to the information sought.

**Contesting record procedures:**

Rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Subjects, suspects, witnesses, victims, military police and US Army Criminal Investigation Command personnel and special agents, informants, various Department of Defense Federal, state and local investigative and law enforcement agencies, departments or agencies of foreign governments, personnel records of the individual and other individuals and organizations which may provide exempt information.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C., 552a (j) or (k) as applicable. For additional information contact the SYSMANAGER.

## A0225.01bDAPE

**System name:**

225.01 Carpool Information/Registration System

**System location:**

Primary System: Law Enforcement Division, Human Resources Development Directorate, Office of the Deputy Chief of Staff for Personnel, Department of the Army (DAPE-HRE): Decentralized to Army installation/activity level, the official mailing addresses of which are in the appendix.

**Categories of individuals covered by the system:**

All personnel participating in carpool program who voluntarily provide information for release.

**Categories of records in the system:**

Name of individual, Social Security Number (SSN), home phone, and address, office address and phone, map coordinates of home or nearby reference points, working hours, etc.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012 and Federal Property and Administrative Service Act of 1949 as amended.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To assign and administer allocated carpool parking assignments; establish priority of assignments, assist members and applicants in contacting one another and provide printout of individuals in system to other participants who desire to make contact.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Reference cards, computer cards, disk or tape, file folders.

**Retrievability:**

Access is based on name, SSN, grid coordinate reference system and working hours.

**Safeguards:**

Accessible only to authorized personnel and those providing identification and purpose for which information is requested; may be accessed by persons seeking members with voluntary consent of person providing information.

**Retention and disposal:**

Data are retained only on active participants; destroyed upon request/reassignment.

**System manager(s) and address:**

Deputy Chief of Staff for Personnel, Department of the Army (DAPE-HRE); decentralized to command/installation/activity level.

**Notification procedure:**

Information may be obtained from command/installation/activity office of record.

**Record access procedures:**

Requests should be addressed to command/installation/activity office; on personal visits, individual should provide acceptable means of identification, e.g., driver's license, SSN card, DD FM 2. Written requests should contain full name of individual, current address, SSN and specificity.

Contesting record procedures:

Rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Provided by individual on various local, Department of Army, Department of Defense, or Department of Transportation Forms 1700.9.1.

Systems exempted from certain provisions of the act:

None

A0225.06aTRADOC

System name:

225.06 Resource Accounting System

System location:

US Army Training and Doctrine Command (TRADOC), Data Processing Field Office (DPFO), Ft Leavenworth, Kansas 66027.

Categories of individuals covered by the system:

All employees of the Agency both civilian and military.

Categories of records in the system:

A record by individual of man-hours utilized by Resource Accounting Code.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide management a statistical report by individual application of man-hours expended on assigned tasks. Provides data base to collect man-power cost by task to the Agency.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes
Computer paper printouts

Retrievability:

By employee number

Safeguards:

Magnetic tapes are located in a security restricted area.
Computer system safe software is employed.
Computer paper printouts are located in a security restricted area and/or in locked building.

Retention and disposal:

Source documents are key-punched in order to update magnetic tape. Source documents are retained for one year. Magnetic tape is retained until no longer required.

System manager(s) and address:

Resource Accounting System Analyst, US Army Training and Doctrine Command, Data Processing Field Office, Ft Leavenworth, Kansas.

Notification procedure:

Information may be obtained from:
TRADOC DPFO (ATDS-FO-SA)
Building 136
Ft Leavenworth, Kansas 66027
Telephone: Area Code 913/684-2507

Record access procedures:

Requests from individuals should be addressed to: Resource Accounting System Analyst (ATDS-FO-SA), TRADOC DPFO, Ft Leavenworth, Kansas 66027.

Written request for information should contain the full name of the individual, current address and telephone number, social security account number and/or employee number, if so issued, and date(s) of employment or assignment.

For personal visits, the individual should provide some acceptable identification, that is, military identification card, driver's license, or other identification normally acceptable in the transaction of business, and give some verbal information that could be verified by his record.

Contesting record procedures:

The Department's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Resource Accounting System Manpower Expenditure, TRADOC DPFO Form 7, submitted by the individual.

Systems exempted from certain provisions of the act:

None

A0225.06bDACS

System name:

225.06 MISO Management (TWV)

System location:

Primary system - Management Information Systems Office, Fort Bliss, Texas.

Categories of individuals covered by the system:

All personnel assigned to the MISO, Fort Bliss, Texas.

Categories of records in the system:

Records contain employee number, salary rates, working shift data and non-productive time.

Authority for maintenance of the system:

Public Law 89-306

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is collected pertaining to preparation of personnel and machine time and costs which is properly chargeable to each ADP system which is processed by the MISO. Records developed are used as feeder information to prepare reports required by TRADOC and DA and for local management of computer operations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer Magnetic Tape

Retrievability:

Individual records are retrieved by employee number and are updated with daily records of work performed by system. The data is summarized daily. Reports are prepared monthly, quarterly, semiannually and annually. A separate file is maintained for each month.

Safeguards:

Tape files are retained in a vault when not being processed. A tape librarian keeps a record of files removed from the vault. Vault is within the computer room to which entrance is restricted. Building housing the computer is locked during non duty hours.

Retention and disposal:

Monthly summary records are retained in the active files for the current calendar year and retained in the vault file for 1 calendar year after the end of the calendar year. Records are destroyed by erasing and reusing magnetic tapes.

System manager(s) and address:

Management Information Systems Officer, Bldg. 111, Fort Bliss, Texas 79916.

Notification procedure:

Information may be obtained from: The Management Information Systems Officer,Bldg. 111, Fort Bliss, Texas 79916.

Record access procedures:

Assistance can be obtained by addressing correspondence to the SYSMANAGER.

Contesting record procedures:

The agencies rules for accessing records and contesting contents and appealing determinations may be obtained from the SYSMANAGER.

Record source categories:

Date is obtained from individual personnel records.

Systems exempted from certain provisions of the act:

None

A0225.06cDACS

System name:

225.06 Management of Army ADP

System location:

Fort Leavenworth Management Information Systems Office (MISO), Ft. Leavenworth, KS

Categories of individuals covered by the system:

All MISO employees.

Categories of records in the system:

File contains personnel utilization and hourly pay rate by employee number.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

MISO-To develop schedules and provide costs of computer output used in the management of the MISO.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in bulk storage, card files, computer magnetic tapes and computer printouts.

Retrievability:

Filed by employee number

Safeguards:

MISO building is locked during nonduty hours. Working area access is limited to authorized personnel having a 'need to know' of the personnel utilization and hourly rate data.

Retention and disposal:

Computer printouts are retained in MISO indefinitely in compliance with court order in the case of US versus IBM. Card files and computer magnetic tapes not constituting a final product are retained in MISO 120 days.

System manager(s) and address:

MISOFFICER, Fort Leavenworth, Kansas.

Notification procedure:

Information may be obtained from
MISO
ATTN ATZLIS
Fort Leavenworth, KS 66027. Individual must provide employee number assigned by MISO Administrative Assistant.

Record access procedures:

Requests from individuals should go to the MISO, ATTN: ATZLIS, Fort Leavenworth, KS 66027.

Written request must contain employee number assigned by MISO Administrative Assistant.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21.

Record source categories:

Employee utilization obtained from forms prepared by employees during work hours. Employee hourly rate is obtained from General Pay Schedule.

Systems exempted from certain provisions of the act:

None

## A0225.07aDACS

System name:

225.07 Teleprocessing Customer Identification System

System location:

United States Army Management System Support Agency (USAMSSA), DACS-AMH-B, Pentagon, Washington, DC 20310. Data processing installations Army-wide maintaining this system.

Categories of individuals covered by the system:

Personnel and teleprocessing customers of the data processing activity.

Categories of records in the system:

Automated file contains individual's name, terminal customer identification codes, organizational element responsible for automatic data processing (ADP) jobs run, system acronym, routing box number, assigned ADP job number, option list to be presented, terminals authorized for use and related information.

Manual file contains customer's social security number, office phone, office symbol, location of terminals to be used and related information.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012(g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Teleprocessing customers, agency personnel who use terminal, staff users who access remote terminals, authorized contractors who access terminals connected to central computer facility.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, punch cards, disk.

Retrievability:

Control number, option list, name, delete date.

Safeguards:

Records are maintained in secure areas accessible only to authorized personnel.

Retention and disposal:

Records on file are updated every 6 months. Customer roster updated weekly. Records not in use are destroyed.

System manager(s) and address:

Director, USAMSSA, The Pentagon, Washington, D.C. 20310. Commander of each data processing installation maintaining the system.

Notification procedure:

USAMSSA, ATTN: DACS-AMH-B, Room BD965A, The Pentagon, Washington, D.C. 20310. Telephone 202/695-9974.

Inquiries should be addressed to the commander of the data processing installation maintaining the system.

Record access procedures:

See Notification

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Information is supplied by individual, automated system interfaces for user codes on file at the agency.

Systems exempted from certain provisions of the act:

None

## A0225.09aAMC

System name:

225.09 Computer Technology Files

System location:

US Army Electronics Command, Ft Monmouth, NJ

Categories of individuals covered by the system:

Members of the Army Material Command (AMC) scientific and engineering computer council, computer aided design in engineering group, and working group on advanced hybrid computer systems. Also included are AMC scientists and engineers interested in various areas of computer technology.

Categories of records in the system:

File contains name, Social Security Number (SSN), duty address, duty telephone, and abstracts on various areas of computer technology.

Authority for maintenance of the system:

Title 10 U.S.C. Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The SSN is used to identify individuals in the system. The purpose of the system is to exchange information on computer technology.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Information is stored on magnetic tapes.

Retrievability:

Filed by SSN

Safeguards:

Magnetic tapes are stored in computer area with controlled access and in building under 24-hour guard surveillance.

Retention and disposal:

Destroy 1 year after all magnetic media and other data produced under the system have been destroyed.

System manager(s) and address:

Commander
US Army Electronics Command, Ft Monmouth, NJ

Notification procedure:

Information may be obtained from:
US Army Electronics Command

ATTN: AMSEL-MS-S
Ft Monmouth, NJ 07703
Telephone Area Code 201/532-2992

Record access procedures:

Requests from individuals should be addressed to: US Army Electronics Command, ATTN: AMSEL-MS-S, Ft Monmouth, NJ 07703

Written requests for information should contain the full name of the individual, SSN, duty assignment, current address, and telephone number.

For personal visits the individual should be able to provide some acceptable identification. For example: driver's license and current identification card.

Contesting record procedures:

The Department's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

All information provided by the individual.

Systems exempted from certain provisions of the act:

None

A0225.09bDARCOM

System name:

225.09 Visual Information System (VIS) Utilization.

System location:

Directorate/Management Information Systems (DESMIS), U. S. Army Depot System Command, Chambersburg, PA 17201

Categories of individuals covered by the system:

Those individuals authorized to use VIS.

Categories of records in the system:

The file contains the user's identification number (ID), total inquiries made of the VIS during a six-month period; number of errors made in inquiries, percentage of error and number of printout requests.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Chief, Systems Design, Programming & Integration Division, DESMIS - To determine the degree of utilization of the system.

Branch project officer, DESMIS - To determine the need for further training in use of the system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are on ADP cards, disk and tape. The disk and tape store the data as the user uses VIS.

Retrievability:

By user ID.

Safeguards:

The records are accessible only to authorized personnel.

Retention and disposal:

A record is retained for 2 years.

System manager(s) and address:

Director/Management Information Systems, U. S. Army Depot System Command

Notification procedure:

Information may be obtained from
Directorate/Management Information Systems (DRSDS-MDT)
Building 10
Letterkenny Army Depot
Chambersburg, PA 17201
Telephone: Area Code 717/263-7004

Record access procedures:

Each individual is given a copy of a form with the assigned number on it. Questions may be addressed directly to the SYSMANAGER.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21.

Record source categories:

A binder in which are listed user numbers, in sequence; forms filled out by individuals requesting user IDs; usage data recorded on disk.

Systems exempted from certain provisions of the act:

None

A0225.11aDAAG

System name:

225.11 Master Index (NMI)

System location:

Automated Equipment Division, Systems Support Directorate, United States (US) Army Reserve Components Personnel and Administration Center (USARCPAC) AGUZ-SSD; 9700 Page Blvd., St Louis, MO 63132.

Categories of individuals covered by the system:

Any individual who subsequent to 1961 has been released from the active Army.

Any individual retired from the US Army or US Army Reserves.

Any individual who has been or is a member of the US Army Reserves.

Categories of records in the system:

File contains personnel identification and location indicator of the Official Military Personnel File.

Authority for maintenance of the system:

Title 10 U.S.C., Section 275.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

USARCPAC: To determine the location of the Official Military Personnel File.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes.

Retrievability:

By full name or by social security number.

Safeguards:

Computer Keyword Distribution of output information, routed by interoffice symbols only.

Building employs security guards, ID badge required to enter building, floor badge required.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Commander, USARCPAC, 9700 Page Blvd., St Louis, MO 63132.

Notification procedure:

Information may be obtained from:
Commander, USARCPAC
9700 Page Blvd
St Louis, MO 63132
Telephone: Area Code 314/268-7733

Record access procedures:

Requests from individuals should be addressed to: Commander, USARCPAC, 9700 Page Blvd., St Louis, MO 63132.

Written requests for information should contain the full name and social security number of the individual.

For personal visits, the individual should be able to provide some acceptable identification, such as driver's license.

Contesting record procedures:

The rules of the agency for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Automated system interface and by notification of the location of the Official Military Personnel File from the record holder.

Systems exempted from certain provisions of the act:

None

A0225.11bDAAG

System name:

225.11 USA Individual Ready, Standby and Retired Reserve Personnel Information System.

System location:

Automated Equipment Division, Systems Support Directorate, United States (US) Army Reserve Components Personnel and Administration Center (USARCPAC), ATTN: AGUZ-SSD, 9700 Page Boulevard, St Louis, MO 63132.

Categories of individuals covered by the system:

All members of the US Army Reserve who are not assigned to a Reserve unit and not serving on extended active duty in an enlisted reserve status.

**Categories of records in the system:**

Record contains personal and military status and qualifications data.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 275.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

US Army Reserve Components Personnel Center, Department of the Army Command and staff agencies, and Department of Defense and components thereof - The data records are primarily used to select qualified members for assignment to active Army units and mobilized reserve component units in the event of mobilization during a national emergency. Record is also used to support day to day personnel management and administration. Specifically, these uses include: selecting qualified personnel for potential assignment to reserve units based on Military Occupational Specialty, grade, and geographical location; selecting and ordering individuals to not more than 15 days annual military active duty field training; identifying personnel for promotion consideration; identifying individuals not qualified for retention in the reserve; issuing annual statements of retirement credits; printing statements of total retirement credits; and publishing orders directing personnel actions and training.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer magnetic tapes and disks.

**Retrievability:**

Filed numerically, Social Security Number ascending.

**Safeguards:**

Computer located in building which has entrance controlled by Federal Protective Officers. An ID badge is required to enter building and a different floor badge is required to enter the floor. The tape and disk library is a fireproof vault with a safe combination door plus a steel bar key-locked door. The functional and systems directors approve production requests for both one-time and recurring information.

**Retention and disposal:**

Records are maintained for two years after completion of statutory or contractual reserve commitment.

**System manager(s) and address:**

Commander, Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132.

**Notification procedure:**

Information may be obtained from:
Commander, USARCPAC
9700 Page Boulevard, St Louis, MO 63132
Telephone: Area Code 314/268-7733

**Record access procedures:**

Requests from individuals should be addressed to Commander, Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132

Written requests from individuals should contain full name, social security number, address.

For personal visits the individual should provide some acceptable identification such as a driver's license.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from Commander, Reserve Components Personnel and Administration Center, 9700 Page Boulevard, St Louis, MO 63132.

**Record source categories:**

Official Military Personnel File and Military Personnel Records Jacket.

**Systems exempted from certain provisions of the act:**

None

## A0225.11eDAPC

**System name:**

225.11 Enlisted Master File (EMF)

**System location:**

United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

**Categories of individuals covered by the system:**

Army enlisted personnel on active duty, in a retired status, or separated within the past 4 months.

**Categories of records in the system:**

The categories of information stored include: name, social security number (SSN), sex, race, citizenship, religion, marital status, dependents, date of birth, residence, physical, ethnic group, grade and date of rank, enlistment and service, promotion, assignment, qualification, skill, education and training, specialty, aptitude, separation, retirement, and mailing address.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Department of Army (DA) - Records are used for personnel management, strength accounting, and manpower management.

Department of Defense - Records are used for interdepartmental actions and personnel management.

Social Security Administration - Used to verify SSN.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored on computer magnetic tapes and disks.

**Retrievability:**

Normal access is by SSN, name, or other individual identifying characteristics.

**Safeguards:**

Physical security devices, guards, computer hardware and software safeguard features, and personnel clearances.

**Retention and disposal:**

Records are retained 5 years after separation, or for retired personnel 1 year after death.

**System manager(s) and address:**

Commanding General, United States Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

**Notification procedure:**

Information may be obtained from:
United States Army Military Personnel Center (DAPC-MSO)
200 Stovall Street
Alexandria, VA 22332
Telephone: Area Code 202/325-9310.

**Record access procedures:**

Requests from individuals should be addressed to: United States Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Written requests for information should contain the full name of the individual, SSN, whether active or separated and if separated, date of separation.

Visits are limited to United States Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

For personal visits the individual should be able to provide acceptable identification, and give verbal information that could be verified with his/her record.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from United States Army Military Personnel Center (DAPC-MSO),200 Stovall Street, Alexandria, VA 22332.

**Record source categories:**

Information is obtained in document and computer readable form from other DA Staff and commands and other federal agencies.

**Systems exempted from certain provisions of the act:**

None

## A0225.11fDAPC

**System name:**

225.11 Enlisted Year Group Management File/RETAIN

**System location:**

Department of the Army, United States (US) Army Military Personnel Center (DAPC-EP)

**Categories of individuals covered by the system:**

Active duty members of the US Army in enlisted grades of E1 thru E9 and former military personnel who are applicants for enlistment.

**Categories of records in the system:**

AUTOMATED: File contains control number, reclassification/ enlistment action, type of enlistment, social security number (SSN), pay grade, race, sex, basic active service date, estimated termination of service, reenlistment date, civilian education, career management field, primary military occupational specialty (PMOS), PMOS evaluation score, new career management file (CMF), new PMOS, date of award of new PMOS, source of new PMOS, personnel charged to school code, status of application, assignment code, date of last status change, current location, year group; name, Security Investigation Status (SIS), terms reenlisted.

MANUAL: File contains name, control number, reclassification/ enlistment action, type of enlistment, SSN, pay grade, race, sex, basic active service date, estimated termination of service, Armed Forces Qualification Test Score, civilian education, promotion list status, reenlistment bonus status, security clearance, marital status, reenlistment date, physical profile status with code, career counselor with location, pay entry basic date, current/last oversea area, date eligible to return from overseas, date departed United States, waiver required, citizenship status, aptitude area scores, school/assignments requested, assignment confirmation, orders information.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.
Title 10 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of the Army-Records are used for personnel management, year group management and manpower management.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on computer magnetic tapes and disk and as paper records in file folders.

Retrievability:

Normal access is by name, SSN, control number or other individual characteristics.

Safeguards:

Physical security devices, guards, computer hardware and software safeguard features and personnel clearances for individuals working with the system.

Retention and disposal:

Computer tapes are cut off annually, and are retained up to 5 years; hard copy files are cut off annually and retained up to 2 years.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from Headquarters, Department of the Army, US Army Military Personnel Center (DAPC-EP), Hoffman Bldg. 1, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Record access procedures:

Written requests for information should contain the full name of the requester, SSN, current or former military status and appropriate return address. Personal visits may be made to the US Army Military Personnel Center; individuals should be able to provide their military service identification and DD Form 2A for active duty personnel, or other commonly acceptable means of identification used in normal transaction of business.

Contesting record procedures:

The department rules for contesting contents and appealing initial determinations may be obtained from US Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Information is obtained from the applicant, Department of the Army personnel records, computer reports and from other Department of the Army organizations and stations.

Systems exempted from certain provisions of the act:

None

## A0225.11gDAPC

System name:

225.11 Recruit Quota System (REQUEST)

System location:

US Army Military Personnel Center (MILPERCEN). The official mailing address is in the Department of Defense Directory in the Appendix.

Categories of individuals covered by the system:

Non-prior and prior service personnel who have indicated a desire to enlist in the U. S. Army, USARNG or USAR.

Categories of records in the system:

Name, social security number (SSN), sex, race, citizenship, date of birth, education level achieved and school subjects, driver's license, physical profile, color perception, Army standard scores from the Armed Services Vocational Aptitude Battery, Audio Perception score, Defense Language Aptitude Battery (DLAB) score, Motor Vehicle Battery Test score, type of enlistment, enlistment date, term and option, military occupational speciality, enlistee's initial processing and training assignments, type, locations and dates, unit of assignment, system identification of location that created an accession record, recruiter identification; and recruiting area credit code.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 3012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Army - Records are used for personnel management, manpower, training and accession management.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on disk and magnetic tape.

Retrievability:

By name and/or SSN.

Safeguards:

Data security; entry protection, password, autologged, user identification.

Retention and disposal:

Records are retained for 2 years, then erased.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from the US Army Military Personnel Center, Enlisted Personnel Directorate, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Record access procedures:

Written requests for information should include the full name, social security number, and current address. Request should be made to Commander, US Military Personnel Center, Enlisted Personnel Directorate (DAPC-EP), 2461 Eisenhower Avenue, Alexandria, VA 22331.

For personal visits, the requester should provide acceptable identification, i.e., military identification card or other identification normally acceptable in the transaction of business.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Data are obtained from individual's application (DD Form 1966) and from tests given to applicants. This information is maintained at the Armed Forces Examining and Entrance Station (AFEES).

Systems exempted from certain provisions of the act:

None

## A0225.11iDAPC

System name:

225.11i Enlisted Evaluation System

System location:

United States Army Enlisted Evaluation Center, Ft Benjamin Harrison, IN 46249.

Categories of individuals covered by the system:

Active duty members of the US Army in enlisted grades E-1 through E-9, enlisted members in grades E-4 through E-9 of Army Reserve and National Guard, certain Junior ROTC cadets, and active duty Army officers and warrant officers desiring to revert to enlisted status.

Categories of records in the system:

Files contain individual's name, social security number (SSN), pay grade, Primary Military Occupational Specialty (PMOS), PMOS evaluation data, Secondary Military Occupational Specialty (SMOS), SMOS evaluation data, Duty Military Occupational Specialty

(DMOS), DMOS evaluation data (Reserve and National Guard), written MOS test data, performance MOS test data, Enlisted Efficiency Report data, and unit identification code.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.
Title 10 U.S.C.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Records contained in the files listed above are used to develop MOS Evaluation Scores for each soldier. The data are furnished to the soldier, the soldier's commander, and to Department of the Army career personnel management officials as an aid in making decisions on personnel actions such as promotions, assignments, reenlistment, professional development, service training and education, retention in active duty, and other related military actions.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic tape and hard copy computer printouts.

**Retrievability:**

Records are accessed by SSN.

**Safeguards:**

Records are maintained in a controlled area.

**Retention and disposal:**

Records are retained for not more than 5 years after the soldier is released from active duty.

**System manager(s) and address:**

Commander, United States Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

**Notification procedure:**

Information may be obtained from United States Army Military Personnel Center (DAPC-MSO), 200 Stovall St., Alexandria, VA 22332, Telephone: Area Code 202/325-9306.

**Record access procedures:**

Written requests should contain SSN, name, and current unit identification code. Visits should be made to the servicing military personnel office (MILPO) or the headquarters of the organizational station of the service member.

For personal visits, the requester should provide acceptable identification.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from the Sysmanager.

**Record source categories:**

Written tests, Efficiency Reports, performance tests, and other correspondence, forms, and documents originating in or collected by the military department for management purposes.

**Systems exempted from certain provisions of the act:**

None

## A0225.11kDACS

**System name:**

225.11 Computer Users Information System

**System location:**

Management Information Systems Directorate, Picatinny Arsenal, Dover, N.J. 07801

**Categories of individuals covered by the system:**

Any person who is currently employed at Picatinny Arsenal, Dover, N.J. 07801 or government contractors using computing facility.

**Categories of records in the system:**

Name, business address, business telephone, subject interest code, user ident code, data files retained by users, assigned password, mag tape reel ident, abstracts of computer programs and name and phone number of contributors, items of policy, features and current computing facility problems.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

List authorized users, disseminate computing news, provide users with available application programs and name of author, accounting for Automatic Data Processing (ADP) mag tape reels.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer (digital and analog) magnetic tape, disk, punched cards.

**Retrievability:**

Name, subject, user ident code, news item number, password, application program key word/author.

**Safeguards:**

Building employs security guard. Magnetic tapes are held in vault accessible only to authorized computer personnel. Vault is in computer room, to which entrance is restricted by cipher lock.

**Retention and disposal:**

Individual data remains on file while a user of computing facility. Destroy on discontinuance or reassignment.

**System manager(s) and address:**

Commander, Picatinny Arsenal, ATTN: SARPA-MI-S, Dover, N.J. 07801

**Notification procedure:**

Information may be obtained from:
Commander
Picatinny Arsenal
ATTN: SARPA-MI-S
Dover, N.J. 07801

**Record access procedures:**

Requests from individuals should be addressed to: Commander, Picatinny Arsenal, ATTN: SARPA-MI-T, SARPA-MI-O

**Contesting record procedures:**

Rules for access to records and for contesting contents may be obtained from the SYSMANAGER.

**Record source categories:**

User, authors, computing facility management, computer programmers.

**Systems exempted from certain provisions of the act:**

None

## A0225.11lDACS

**System name:**

225.11 Consultant Reference System

**System location:**

Production Base Modernization (PBM), Project Manager's (PM) Office, Picatinny Arsenal, Dover, N.J. 07801

**Categories of individuals covered by the system:**

Any person currently employed at Picatinny Arsenal, Dover, N.J. 07801 or contractors available for services.

**Categories of records in the system:**

Name, phone number, city, state, company affiliation, education, qualifications, and expertise by category.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Identify availability of persons for use by the PM's Technology Review Board.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Data stored on disk.

**Retrievability:**

Name, category.

**Safeguards:**

Building employs security guard. Magnetic tapes are held in vault accessible only to authorized computer personnel. Vault is in computer room, to which entrance is restricted by cipher lock.

**Retention and disposal:**

Updated as required.

**System manager(s) and address:**

Project Manager, PBM, Picatinny Arsenal, Dover, N.J. 07801

**Notification procedure:**

Information may be obtained from:
Project Manager, PBM
Picatinny Arsenal
ATTN: AMCPM-PBM

Dover, N.J. 07801

Record access procedures:

Requests from individuals should be addressed to: Project Manager, Picatinny Arsenal, ATTN: AMCPM-PBM

Contesting record procedures:

Rules for access to records and for contesting contents may be obtained from the SYSMANAGER.

Record source categories:

By registrants submission.

Systems exempted from certain provisions of the act:

None

A0225.12aDACS

System name:

225.12 Data Processing Installation Control System

System location:

Primary System: Automatic Data Processing Branch, Operations Division, Personnel Information Systems Directorate, US Army Military Personnel Center.

Decentralized Segments-Room 7E028 Forrestal Building- Room 2B744 Pentagon, both remote sites of the Primary System.

Categories of individuals covered by the system:

Any DOD employee requiring access to US Army Military Personnel Center computer facility or equipment.

Categories of records in the system:

File contains individual's name, social security number, office symbol and telephone number. In addition, the following information is maintained on operators of the equipment-assigned Table of Distribution and Allowances paragraph and line number, job title, authorized and actual grade, occupational skill, security clearance, section assignment and projected separation date.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Automatic Data Processing Branch and decentralized sites: To verify individual authority to use computer equipment; Security requirements: The processing of classified information and personnel information on equipment by users requires limited access to major remote terminals and the primary computer site.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data Base Management Mass Storage. Input correspondence maintained in paper record folders.

Retrievability:

Filed alphabetically or by submitting agency.

Safeguards:

The primary site employs security guards that check individual access against system reports. Remote location operators check access against system reports.

Retention and disposal:

Records are retained for the duration the individual is authorized access.

Destroy after 1 year.

System manager(s) and address:

US Army Military Personnel Center (DAPC-PSO-A), 200 Stovall Street, Alexandria, Virginia 22332

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

Individuals should write or contact SYSMANAGER in person.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21; as supplemented by Army Regulations 18-7 and 380-5.

Record source categories:

Agencies utilizing the computer facility are requested to submit written input to the SYSMANAGER. SYSMANAGER periodically revalidates access directly with these agencies.

Systems exempted from certain provisions of the act:

None.

A0228.01DAMH

System name:

228.01 Historian's Background Material

System location:

Primary System: US Army Center of Military History, Department of the Army (DA).

Decentralized Segments: Historical Offices of Headquarters, Department of the Army and US Army Commands and the US Army Military History Research Collection, Carlisle Barracks, PA 17013.

Categories of individuals covered by the system:

Military personnel and civilians who have worked for DA.

Categories of records in the system:

File contains biographical sketches, oral histories, personal papers donated by individuals, working files on personnel assigned to agency.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide information of a general nature in response to inquiries.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and tapes in file folders.

Retrievability:

Filed alphabetically by last name or cross indexed by name.

Safeguards:

Buildings employ guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are permanent. They are retained in historical reference collections.

System manager(s) and address:

The Chief of Military History, Department of the Army, Washington, DC 20314

Notification procedure:

Information may be obtained from:
HQDA (DAMH-HSG)
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-5045

Record access procedures:

Written requests from individuals should be addressed to Headquarters, Department of the Army (DAMH-HSG), Forrestal Building, Washington, DC 20314

For personal visit, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his folder.

Contesting record procedures:

The Army's rules for access to information and for contesting contents of records and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

General biographical information.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information, contact the System Manager.

A0228.03DAMH

System name:

228.03 Historical Inquiry Files

System location:

Primary System: US Army Center of Military History, Department of the Army.

Decentralized Segments: Historical offices of Headquarters, Department of the Army agencies and US Army Commands.

Categories of individuals covered by the system:

Any individual who has requested in writing information dealing with US Army activities.

Categories of records in the system:

File contains letters of individuals who have requested information dealing with US Army activities.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To verify replies to inquiries in cases of repeated requests from individuals.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of researcher.

**Safeguards:**

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Destroyed after two years.

**System manager(s) and address:**

Chief of Military History, Department of the Army, Washington, DC 20314.

**Notification procedure:**

Information may be obtained from:
HQDA (DAMH-ZF)
Room 6B018
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-5035

**Record access procedures:**

Written requests from individuals should be addressed to Headquarters, Department of the Army (DAMH-ZF), Forrestal Building, Washington, DC 20314.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his file.

**Contesting record procedures:**

The Army's rules for access to information and for contesting contents of records and appealing initial determinations may be obtained from the System Manager.

**Record source categories:**

Letters of inquiry from individuals.

**Systems exempted from certain provisions of the act:**

None

## A0228.04aDAMH

**System name:**

228.04 Historical Photographic Files

**System location:**

Primary System: US Army Center of Military History, Department of the Army.

Decentralized Segments: Historical Offices of Headquarters, Department of the Army, agencies and US Army Commands and the US Army Military History Research Collection, Carlisle Barracks, PA 17013.

**Categories of individuals covered by the system:**

Military personnel and civilians who have pictures taken in line of duty.

**Categories of records in the system:**

Photographs of individuals, including photographs donated by individuals for historical research.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

For use in the preparation of official studies dealing with the US Army activities and to answer official and unofficial inquiries concerning the US Army.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Photographs in file folders

**Retrievability:**

Filed alphabetically by last name of subject.

**Safeguards:**

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Permanent material. Some photographs are retired to the Washington National Records Center when no longer needed in the historical offices; the others are retained in the Military History Research Collection (MHRC) for historical reference.

**System manager(s) and address:**

Chief of Military History, Department of the Army, Washington, DC 20314

**Notification procedure:**

May be obtained from:
HQDA (DAMH-HSG)
Room 6A057
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-5032

**Record access procedures:**

Written requests from individuals should be addressed to Headquarters Department of the Army, (DAMH-ZF), Forrestal Building, Washington, DC 20314, or the command concerned. Official mailing addresses are listed in the Department of Defense Directory in the Appendix to this Federal Register.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his photograph.

**Contesting record procedures:**

The Army's rules for access to information and for contesting contents of records and appealing initial determinations may be obtained from the System Manager.

**Record source categories:**

Photographs taken by US Army photographers or by individuals and donated for historical research.

**Systems exempted from certain provisions of the act:**

None

## A0228.11DAAG

**System name:**

228.11 Memorialization Board Files

**System location:**

Primary System: Operations Division, Administrative Management Directorate, The Adjutant General Center (i.e., HQDA (DAAG-AMO) WASH DC 20314);

Decentralized segments exist throughout the Army to the installation level.

**Categories of individuals covered by the system:**

Any individual for whom a memorialization action is recommended or taken. Only deceased personnel are eligible for memorialization, but sometimes living personnel are recommended.

**Categories of records in the system:**

File contains a record of memorialization actions taken and background information of each, consisting of letters, staff studies and related information leading to a memorialization decision. Also included in the file may be memorialization for record pertaining to processing of a particular action and an information copy of orders announcing that a street, building, installation or similar object or thing has been or will be named after a deceased individual.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Memorialization board files are used as an essentially decentralized record of memorialization actions taken throughout the Army. When a memorialization action is approved, orders are issued formalizing the approval. (A copy of each order is sent to operations Division where a card is prepared and filed indicating action taken, date, order number and location.)

Files maintained by the approval authority are also used as a source of information from which it can be determined whether

others were considered for a particular action and, by exclusion, those who have not been memorialized.

Unusual cases in the Operations Division file also serve as a source of policy and precedence information.

After an action is approved, records may provide information supportive of publicity and news releases.

Records are also used for historical reference.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Operations Division: filed alphabetically by last name of those memorialized.

Decentralized segments: filed loosely in a file folder by calendar year in which memorialization action occurred. Accessible by name.

Safeguards:

Operations Division - building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Decentralized segments: files accessible to records maintenance and managerial personnel.

Retention and disposal:

Records of final approving authority are permanent. In most cases approval authority is delegated to installation commanders for memorialization actions on a particular installation except when a policy exception is required or in major naming cases which must be approved by higher authority. Permanent records are held 5 years in the current files area and then sent to a records holding area from which they are retired to the Washington National Records Center. Records of supervisory, reviewing or other offices are destroyed 2 years after the end of calendar year in which a memorialization occurred or on discontinuance of the office concerned (whichever occurs first).

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, the Pentagon, Washington DC

Notification procedure:

Information may be obtained from:
HQDA (DAAG-AMO)
Room GA 159
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-8380

Record access procedures:

Requests for information concerning those rare memorialization actions in which a living person has been recommended should be addressed to the installation concerned or: HQDA (DAAG-AMO), Room GA 175, Forrestal Building, Washington, DC 20314.

Written requests for information should include the full name of the individual and when applicable, information about the building, street, installation, etc., concerned.

For personal visits an individual must be able to provide proper identification such as a driver's license or employing office identification card.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information supporting a memorialization request is extracted from personnel records and orders and from historical references (as applicable).

Systems exempted from certain provisions of the act:

None

A0301.07aDAAG

System name:

301.07 Army Club Membership Registration System

System location:

Decentralized at Army installations worldwide; the systems will be maintained by the Officers' or NCO club manager at Army installations having club activities. Official mailing addresses are in the Department of the Defense Directory in the Appendix.

Categories of individuals covered by the system:

Any individual active military, reserve component, retired, civilian, or dependent who voluntarily applies for membership in an Army club.

Categories of records in the system:

File contains name, grade, social security number (SSN), address, phone number, name of spouse, credits, merchandise code, date of purchase, activities code. Card number, club bill, date estimated return from overseas (DEROS) where applicable.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Administration of club membership, billing by local commercial institutions maintaining credit systems for individual Army clubs or for billing by local finance and accounting office, preparation of club membership cards, determination of eligibility for membership, identification for collection of accounts due, and dissemination of information regarding club activities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File cards, kardex files, automated files, file folders/ jackets, and computer printouts.

Retrievability:

Filed alphabetically by name, SSN, or club membership number.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

An individual's record is maintained on the individual club membership registration file as long as the individual remains a bona fide member of the particular Army club. Routinely destroyed after three years.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, (DAAG-ZA), Washington, DC 20310.

Notification procedure:

Information may be obtained from:
Executive, Club Management Directorate,
The Adjutant General Center,
Washington, DC 20314.
Telephone (Area Code) 202/693-1090.

Record access procedures:

Written requests for information by an individual pertaining to himself should contain the full name of individual, the club at which the individual is a member, current address and SSN. Requests from individuals should be addressed to the respective club at which the individual is a member or has been a member and remains on records as having an account due. For personal visits the individual should be able to provide some acceptable identification (e.g., driver's license, employee identification card).

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Army Regulation 340-21, The Army Privacy Program.

Record source categories:

Information contained in membership registration file is obtained directly from individual making application for membership in the respective Army club.

Systems exempted from certain provisions of the act:

None

A0301.08aDACA

System name:

301.08 Military and Civilian Waiver Files

System location:

United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249.

Categories of individuals covered by the system:

Any Army member or civilian employee or former Army member or civilian employee who applies for waiver of claims arising out of erroneous payments of pay and allowances.

Categories of records in the system:

File contains application, employment history of the individual, reports of investigation, copies of vouchers, certificates, record of

disposition, and correspondence with the U.S. General Accounting Office, Army staff offices, and other government agencies.

**Authority for maintenance of the system:**

Title 44 U.S.C., Section 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Field Services Office: To obtain data to determine the validity of waivers, or to make referrals to the U.S. General Accounting Office.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Building employs security guards. Records are maintained in areas accessible only to authorized personnel of Field Services Office.

**Retention and disposal:**

Records are retained indefinitely in active file.

**System manager(s) and address:**

Commander, USAFAC, Indianapolis, IN 46249.

**Notification procedure:**

Information may be obtained from:
Chief, Field Services Office
USAFAC
Indianapolis, IN 46249
Telephone: Area Code 317/542-3127

**Record access procedures:**

Requests should be addressed to: Chief, Field Services Office, U.S. Army Finance and Accounting Center, Indianapolis, IN 46249

Written requests for information should contain the full name of the individual, social security number and current address. Visits are limited to Field Services Office (FINCY), U.S. Army Finance and Accounting Center, Indianapolis, IN 46249.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from Chief, Field Services Office (FINCY), U.S. Army Finance and Accounting Center, Indianapolis, IN 46249.

**Record source categories:**

Finance and Accounting Offices, Army member's commanding officer, records custodian and other Government agencies.

**Systems exempted from certain provisions of the act:**

None

## A0301.08bDACA

**System name:**

301.08b Contractor Indebtedness Files

**System location:**

Primary System: Contract Financing Office, Directorate of Finance and Accounting, Office Comptroller of the Army, Department of the Army.

Decentralized Segments: All Army installation and commands, and Defense Contract Administration Services Regions that administer contracts for the Department of the Army.

**Categories of individuals covered by the system:**

Contractors as individuals determined indebted to the United States Government.

**Categories of records in the system:**

File contains correspondence between contracting officer, administrative contracting officer and/or Contract Financing Office, Directorate of Finance and Accounting and the contractor, that terminates contract, demands payment and extablishes debt, and any other related papers.

**Authority for maintenance of the system:**

Federal Claim Collection Act of 1966, 80 Sta. 308, Title 31 U.S.C., Section 951-53.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Files are used to initiate collection action against a contractor who is determined to be indebted to the United States, to determine whether judicial proceedings should be initiated against the contractor and to maintain and distribute a list of contractors determined to be indebted to the United States. This list is maintained by the US Army Finance and Accounting Center and used by all agencies of the Government.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders, stored in steel filing cabinets.

**Retrievability:**

File alphabetically by last name of individual.

**Safeguards:**

Building employs GSA Security Guards. Records are maintained in file cabinets accessible only by authorized personnel in area that is locked after duty hours.

**Retention and disposal:**

Files are permanent. They are retained in active file until end of calendar year in which final action is taken, held 2 years after file is closed then transferred to the Washington National Records Center. Copies of files that are sent to the General Accounting Office for determination of judicial proceedings or further collection action are retained in the Contract Financing Office until notification is received that the file has been closed.

**System manager(s) and address:**

Chief, Contract Financing Office, Directorate of Finance and Accounting, Office Comptroller of the Army, Department of the Army, The Pentagon, Washington, D.C. 20310.

**Notification procedure:**

HQDA (DACA-FAC)
Room 3-A-688
Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-1300

**Record access procedures:**

Requests from individuals should be addressed to: Comptroller of the Army, Directorate of Finance and Accounting, ATTN: Contract Financing Office, Washington, D.C. 20310. —Written request for information should contain the full name of the individual and the contract number concerned. Visits can be made to the contracting office of the installation/command that let the contract or the Contract Financing Office (DACA-FAC), Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to provide some acceptable identification such as a current driver's license, and give some verbal information that can be verified with his case folders.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from the installation/ command contracting officer administering the contract concerned.

**Record source categories:**

Correspondence received from individuals and contracting offices.

**Systems exempted from certain provisions of the act:**

None

## A0302.03aDACA

**System name:**

302.03 Subsidiary Ledger Files (Accounts Receivable)

**System location:**

Decentralized segments - Approximately 300 Finance and Accounting Offices (FAO) World-Wide.

**Categories of individuals covered by the system:**

Military and civilian personnel with the Department of the Army, Department of Defense, and other government agencies.

**Categories of records in the system:**

Individual control files for services rendered.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Finance and Accounting Office: Purpose to maintain records of charges due the Army for services provided to effect collection action, i.e., telephone, quarters, food charges, clothing, etc.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and card files.

Retrievability:

Filed alphabetically by last name, or cross indexed by name, or filed by Social Security Number(SSN).

Safeguards:

World-Wide Finance and Accounting Offices: Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Records are destroyed 3 years after closing ledger accounts.

System manager(s) and address:

Comptroller of the Army, HQ, Department of the Army, The Pentagon, Washington, D.C.

Finance and Accounting Officer, US Army Finance and Accounting Offices, World-Wide.

Notification procedure:

Information may be obtained from:
Comptroller of the Army
HQDA (DACA-FAA-G)
Room 2B667
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-5139

Finance and Accounting Offices World-Wide. Individual must provide full name and social security number, current address.

Record access procedures:

Requests from individuals should be addressed to: Comptroller of the Army (DACA-FAA-G), Room 2B667, The Pentagon, Washington, DC 20310 or to Finance and Accounting Officers, Finance and Accounting Offices, World-Wide.

Written requests for information should contain full name, social security number and current address.

Information may be obtained by telephone: Area Code 202/695-5139.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Finance and Accounting Offices, Army member's Commanding Officer, Custodian Records.

Systems exempted from certain provisions of the act:

None

A0302.06aDAIG

System name:

302.06 Travel Advance Accounting System (TAAS)

System location:

Office of Resource Management, Headquarters, U.S. Army Audit Agency (USAAA), IGAA-RM, NASSIF Building, 5611 Columbia Pike, Falls Church, VA 22041

Categories of individuals covered by the system:

Any USAAA employee

Categories of records in the system:

File contains individual's obligations and disbursements of funds incurred in relation to official duties and training; charges are identified by element of expense.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

USAAA: To control financial expenditures by type and to accumulate cost information by job.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes, disks, and computer paper printouts.

Retrievability:

By name of employee and by social security number; computerized indices are required.

Safeguards:

Buildings employ security guards; records are maintained by authorized personnel that are properly cleared and trained.

Retention and disposal:

Records are maintained on computer disk for one year; records are then held for an additional year on magnetic tape and then destroyed.

System manager(s) and address:

Director, Office of Resource Management, Headquarters, U.S. Army Audit Agency, Washington, DC 20315

Notification procedure:

Information may be obtained from:
USAAA (IGAA-RM)
Room 319
NASSIF Building
5611 Columbia Pike
Falls Church, VA 22041
Telephone: Area Code 202/756-1957

Written requests for information should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license or employing office's identification card.

Record access procedures:

Requests from individuals should be addressed to: Headquarters, U.S. Army Audit Agency, Room 319, NASSIF Building, 5611 Columbia Pike, Falls Church, VA 22041

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

Record source categories:

Delinquent billings for travel requests received from the Indianapolis Finance Center.

Travel vouchers received from the Military District of Washington.

Travel vouchers received from various disbursing officers from within the United States and from overseas.

Systems exempted from certain provisions of the act:

None

A0302.06bDACA

System name:

302.06b Absentee Apprehension/Reward/Expenses Payment SYSTEM

System location:

Decentralized Segments. Approximately 175 Army Finance and Accounting Offices world-wide who may make payments to individuals in connection with the apprehension of service members who are absentees.

Categories of individuals covered by the system:

Individuals who may have apprehended service members who are absentees.

Categories of records in the system:

Individual payment vouchers and documents used for the payment of rewards and expenses for apprehension of absentees.

Authority for maintenance of the system:

DOD Annual Appropriation Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Finance and Accounting Offices: Purpose is to provide basis for making payments for rewards and expenses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper vouchers and documents in file folders.

Retrievability:

File numerically by voucher numbers by disbursing station symbol numbers and alphabetically by last name of individual.

Safeguards:

World-wide Finance and Accounting Offices: Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Individual vouchers and documents used for payment: Retain at installation making payment until end of month; then send to U.S.

Army Finance and Accounting Center, ATTN: FINCR, Indianapolis, Indiana 46249. Destroy after 3 years except that documents relating to exceptions taken by General Accounting Office (GAO) will be retained until cleared by a satisfactory reply to the notice of exception and then destroyed.

System manager(s) and address:

Comptroller of the Army, Headquarters, Department of the Army, Pentagon, Washington, D.C. 20310.

Finance and Accounting Officers, United States Army Finance and Accounting Offices, World-wide.

Notification procedure:

Information may be obtained from the Finance and Accounting Officer who made the payment.

Individual must provide full name, current address and pertinent information regarding items or payments being questioned.

Record access procedures:

Requests must be addressed to the Finance and Accounting Officer, Finance and Accounting Office where the payments were made.

Written requests for information should contain full name, current address, and other pertinent data required to identify the items or payments.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

Record source categories:

Information is requested from individual requesting reward, from DOD staff agencies and field installations.

Systems exempted from certain provisions of the act:

None

A0305.05aDACA

System name:

305.05 Travel Payment System

System location:

Decentralized Segments--Approximately 175 Army Finance and Accounting Offices world-wide.

Categories of individuals covered by the system:

Military and civilian personnel of the Department of Defense, United States Army, Navy, and Air Force, and other individuals who perform invitational travel for Army purposes.

Categories of records in the system:

Individual travel vouchers and documents used to reflect travel allowance payments to military and civilian personnel, records of travel payments, and comparable forms.

Authority for maintenance of the system:

Department of Defense Annual Appropriations Act; Title 5 U.S.C., Sections 5701-5742; Title 10 U.S.C., Sections 828, 832, 946, 3012; Title 28 U.S.C., Section 1821; Title 37 U.S.C., Section 404-427.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Finance and Accounting Offices: Purpose is to provide basis for reimbursing military and civilian personnel for expenses incident to travel for official Government business purposes and to account for such payments.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, magnetic tape, disks, cassettes, printouts, and microfiche.

Retrievability:

By name of individual and/or social security number; computerized indices for automated files.

Safeguards:

World-wide Finance and Accounting Offices: Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained. Buildings employ security guards and/or military police patrols. Users of automated files are categorized as input, access, and output personnel; access is controlled by assigned passwords.

Retention and disposal:

Individual vouchers and documents used for payment: Retain at installation making payment until end of month; then send to US Army Finance and Accounting Center, ATTN: FINCR, Indianapolis, IN 46249.

Signature cards used for approval of certain vouchers: Retain at installation where payments are made until three years after date of revocation of authority; then destroy.

Records of travel payments: Retain at installation making current payments. Military member's record is transferred to New Servicing Finance Office upon permanent change of station or to the US Army Finance and Accounting Center upon death or separation from active duty. Civilian employee's record is transferred to New Servicing Finance Office upon reassignment and destroyed upon termination of service. Records for individuals performing invitational travel are destroyed one year from date of final payment.

System manager(s) and address:

Comptroller of the Army, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Finance and Accounting Officers, United States Army Finance and Accounting Offices, World-wide.

Notification procedure:

Request for information: For periods of current assignment, request should be made to Finance and Accounting Officer who currently pay the individual. For periods of Army service prior to current assignment, request should be made to the Commander, US Army Finance and Accounting Center, ATTN: FINCR, Indianapolis, IN 46249.

Individual must provide full name and social security number and current address.

Record access procedures:

Requests from individuals should be addressed to: Finance and Accounting Officer, Finance and Accounting Offices, World-wide, or to Commander, U. S. Army Finance and Accounting Center, ATTN: FINCR, Indianapolis, IN 46249.

Written requests for information should contain full name, social security number and current address.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information is received from Department of Defense (DOD) Staff agencies and field installations.

Systems exempted from certain provisions of the act:

None

A0305.08aDACA

System name:

305.08 Military Pay System-Active Army (Manual)

System location:

Decentralized Segments: Approximately 122 Army-wide Finance Offices and Finance and Accounting Offices (FAO) world-wide.

Categories of individuals covered by the system:

Reserve Enlisted Program 63 Reservist and National Guard, active duty military personnel.

Categories of records in the system:

Records include individual military pay records, casual payment receipts, substantiating documents, temporary pay records, transmittal letters, locator files, financial data record folders (FDRF), miscellaneous military pay files and personal financial records (PFR).

Authority for maintenance of the system:

Title 37 U.S.C., Section 101 and following (pay and allowances of the Uniformed Services).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Finance and Accounting Division Purpose is to provide a basis for establishment of computation of each active member's military pay entitlement, to provide a history of pay transactions, and to answer inquiries or claims pertaining to such entitlements. This information is also used to provide necessary data to the Treasury Department, the Social Security Administration, the US Army Military Personnel Center, the Veterans, and those states and cities which have an agreement with the Department of the Army to receive taxable earnings information.

Treasury Department: To record check and bond issue data and to record taxable earnings and taxes withheld from military personnel.

Social Security Administration: To record earned wages by member under the Federal Insurance Contributions Act (FICA)s

US Army Military Personnel Center (MILPERCEN): To compare military personnel identification with the Social Security Administra-

tion for purpose of correction and to compare and correct common data elements with USAFAC.

Veterans Administration: To record the collection of premiums for National Service Life Insurance.

States and Cities: To verify tax liability against members' state and city income tax returns.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and in bulk storage and card files.

Retrievability:

Filed by social security number, alphabetically by name, and substantiating document number. Conventional indexing is used to retrieve data.

Safeguards:

Finance and Accounting Offices: Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Individual military pay records and other records: Retention periods vary according to category of record but total retention periods do not exceed 56 years. Disposition is as required by AR 37-104-3, AR 635-10 and AR 640-10 and destruction when individual is separated or released from active duty. Destruction is by burning or salvage as waste paper.

System manager(s) and address:

Commander, USAFAC, Indianapolis, Indiana 462449

Finance and Accounting Officer United States Army Finance and Accounting Offices, world-wide.

Notification procedure:

Information may be obtained from:
Commander USAFAC
Attention: FINCP
Indianapolis, Indiana 46249

Individuals may also contact Finance and Accounting Officers at United States Army Finance and Accounting Offices, world-wide.

Individual must provide full name, social security number and military status.

Record access procedures:

Requests from individuals should be addressed to: Commander, USAFAC, ATTENTION: FINCP, Indianapolis, Indiana 46249; or Finance and Accounting Officers at United States Army Finance and Accounting Offices, world-wide.

Written requests for information should also contain full name, social security number, military status and current address.

Contesting record procedures:

The rules of access to records, contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information is received from Department of Defense staff and field installations and Treasury Department.

Systems exempted from certain provisions of the act:

None

A0305.10aDACA

System name:

305.10 Joint Uniform Military Pay System-Active Army (JUMPS-AA)

System location:

Primary System-United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249.

Decentralized Segments-Approximately 122 Army Finance Offices and Finance and Accounting Offices (FAO) world-wide.

Categories of individuals covered by the system:

All active duty military personnel.

Categories of records in the system:

Records include individual military pay records, casual payment receipts, substantiating documents, temporary pay records, transmittal letters, locator files, financial data record folders (FDRF), miscellaneous military pay files, and personal financial records (PFR).

Authority for maintenance of the system:

Title 37 U.S.C., Section 101 and following (Pay and Allowances of the Uniformed Services).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

USAFAC-Purpose is to provide a basis for establishment of computation of each active member's military pay entitlement, to provide a history of pay transactions, and to answer inquiries or claims pertaining to such entitlements. This information is also used to provide necessary data to the Treasury Department, the Social Security Administration, the US Army Military Personnel Center, the Veterans Administration, those states and cities which have an agreement with the Department of the Army to receive taxable earnings information, the American Red Cross and the Department of Health, Education and Welfare.

Treasury Department-To record check and bond issue data and to record taxable earnings and taxes witheld from military personnel.

Social Security Administration: To record earned wages by member under the Federal Insurance Contributions Act (FICA).

US Army Military Personnel Center (MILPERCEN): To compare military personnel identification with the Social Security Administration for purpose of correction and to compare and correct common data elements with USAFAC.

Veterans Administration: To record the collection of premiums for National Service Life Insurance and to transfer contributions to Post-Vietnam Era Veterans Education Account.

States and Cities: To verify tax liability against members' state and city income tax returns.

American Red Cross: To assist military personnel and their dependents in determining the status of monthly pay, dependents allotments, loans, and related financial transactions.

Department of Health, Education and Welfare: Disclose the name, rank and social security account number of each member of the Armed Services on active duty to the Inspector General of that Department only for comparison with appropriate rolls reflecting recipients of Aid to Families with Dependent Children (AFDC).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and in bulk storage, card files, computer magnetic tapes, computer paper printout, and microfiche.

Retrievability:

Filed by social security number, alphabetically by name, and substantiating document number. Conventional indexing is used to retrieve data.

Safeguards:

USAFAC-Buildings employ security guards. An employee badge and visitor registration system is utilized. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained. Access to computer magnetic tape files is restricted to the members' servicing finance and accounting officer. Computer equipment and files are located in a separate secured area.

World-Wide Finance and Accounting Offices-Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Individual military pay records- Records are converted to microfiche which are retained for 56 years. Destruction is by shredding.

Other records: Retention periods vary according to category of record but total retention periods do not exceed 56 years. Disposition is to federal records centers and destruction thereafter is by burning or salvage as waste paper.

System manager(s) and address:

Commander, USAFAC, Indianapolis, IN 46249

Finance and Accounting Officer, United States Army Financing and Accounting Offices, world-wide.

Notification procedure:

Information may be obtained from:
Commander, USAFAC
Attention: FINCP
Indianapolis, IN 46249

Individuals may also contact Finance and Accounting Officers at United States Army Finance and Accounting Offices, world-wide.

Individual must provide full name, social security number and military status.

Record access procedures:

Requests from individuals should be addressed to: Commander, USAFAC, ATTN: FINCP, Indianapolis, IN 46249; or Finance and Accounting Officers at United States Army Finance and Accounting Offices, world-wide.

Written requests for information should also contain full name, social security number, military status and current address.

Information may be obtained by telephone: Area Code 317/542-2891

**Contesting record procedures:**

The Army's rules for access to records, contesting contents and appealing initial determinations may be obtained from the SYSMANAGER

**Record source categories:**

Information is received from Department of Defense staff and field installations, Social Security Administration, Financing organizations, Treasury Department and automated system interface.

**Systems exempted from certain provisions of the act:**

None

**A0305.10bDACA**

**System name:**

305.10 Joint Uniform Military Pay System-Reserve Components-Army

**System location:**

Primary System- United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249.

Decentralized Segments: There are 57 Input Stations across the continental United States, Alaska, Hawaii, Puerto Rico and the Virgin Islands.

**Categories of individuals covered by the system:**

All members of the United States Army National Guard and United States Army Reserve who are drawing inactive duty training (IDT) pay.

**Categories of records in the system:**

File contains individual military pay records, substantiating documents, transmittal letters, pay records index cards, financial data record folders, miscellaneous military pay vouchers, personal financial history records.

**Authority for maintenance of the system:**

Title 37 U.S.C., Section 101 and following (Pay and Allowances of the Uniformed Services).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

USAFAC- To maintain a record of the member's drill attendance, his entitlements and deductions in order to compute and disburse his pay while keeping a record of taxes and disbursements other than those to the member.

Treasury Department: To record check issue data, taxable earnings and taxes witheld.

Individual States of the United States- To furnish wages earned for the calendar year. These data furnished to the state of home record.

Army National Guard Bureau: To furnish budget data to account for every expenditure within categories established.

Individual National Guard States Associations-Furnish a report and an associated check regarding state sponsored life insurance premiums witheld.

American Red Cross: To assist military personnel and their dependents in determining the status of monthly pay, dependents allotments, loans, and related financial transactions.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and in bulk storage, file cards, computer magnetic tape, computer paper printouts, microfiche.

**Retrievability:**

Filed by social security number, name of the member and document number. Conventional indexing is used.

**Safeguards:**

USAFAC- Buildings employ security guards. Records are maintained in area accessible only to authorized personnel that are properly screened, cleared and trained. Computer files are maintained in vaults when off line. An employee badge and visitor registration requirement is in effect.

Field activities maintain records in areas accessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

Individual military pay records: Records are converted to microfiche and retained 56 years from that point. Destruction is by shredding.

Other records: Retention periods vary according to category of record but do not exceed 56 years. Disposition is to Federal Records Centers and destruction thereafter is by burning or salvage as waste paper.

**System manager(s) and address:**

Commander, USAFAC, Indianapolis, IN 46249.

United States Property and Fiscal Officer, United States Army National Guard of each state of the United States plus Washington, DC, Puerto Rico and the Virgin Islands.

Finance and Accounting Officer, Fort Indiantown Gap Pennsylvania; Finance and Accounting Officer, Fort McPherson, Georgia; Finance and Accounting Officer, Fort Riley, Kansas; Finance and Accounting Officer, Presidio of San Francisco, CA. Finance and Accounting Officers herein named are responsible for United States Army Reserve pay accounts only.

**Notification procedure:**

Information may be obtained from:
Commander, USAFAC
Attention: FINCP
Indianapolis, IN 46249

Individuals may also contact United States Property and Fiscal Officer, Army National Guard, of each state of the United States plus Washington DC., Puerto Rico and the Virgin Islands.

Individuals may also contact the Finance and Accounting Officer, Fort Indiantown Gap, Pennsylvania; Finance and Accounting Officer, Fort McPherson, Georgia; Finance and Accounting Officer, Fort Riley, Kansas; Finance and Accounting Officer, Presidio of San Francisco, CA. Finance and Accounting Officers herein named are responsible for United States Army Reserve pay accounts only.

Individual must provide full name, social security number and military status.

**Record access procedures:**

Requests from individuals should be addressed to: Commander, USAFAC, Attention: FINCP, Indianapolis, IN 46249.

Information may be obtained by telephone: Area Code 317/542-2891.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

The source of all data to establish and maintain JUMPS-RC-Army originates from unit level. That is, all units of the United States Army National Guard and all units of the United States Army Reserve which perform inactive duty training and whose members receive drill pay as a result of this training, furnish the data to support the system.

**Systems exempted from certain provisions of the act:**

None

**A0305.10cDACA**

**System name:**

305.10 Joint Uniform Military Pay System-Army-Retired Pay

**System location:**

United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249

**Categories of individuals covered by the system:**

Retired Army members, Beneficiaries of Deceased Retired Army Members.

**Categories of records in the system:**

File contains individual retired military pay records, correspondence with individuals concerning their retired pay accounts, all documents substantiating entitlement to retired pay.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 1401.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

U.S. Army Finance and Accounting Center: to establish and compute pay account of retirees and their beneficiaries; to produce permanent record of transactions; to prepare financial, budgetary, and actuarial reports; to report Federal witholding tax information to Internal Revenue Service; to report check issue and bond sales information to Department of Treasury.

U.S. Military Personnel Center: to maintain current addresses of retirees, for distribution of the Retired Army Bulletin.

Treasury Department: to record check and bond issue data.

Veterans Administration: to record the collection of premiums for National Service Life Insurance.

States and Cities-to verify tax liability against retiree's state and city income tax returns.

Used for extraction or compilation of statistical data and reports for management studies and statistical analyses for use internally or

externally as required by Department of Defense or by other Government agencies.

American Red Cross-To assist military personnel and their dependents in determining the status of monthly pay, dependents allotments, loans, and related financial transactions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, computer magnetic tape files, and microfiche.

Retrievability:

Filed by social security number and alphabetically by name. Conventional indexing is used to retrieve data.

Safeguards:

Building employs security guards. An employee badge and visitor registration system is utilized. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained. Access to computer magnetic tape files is restricted to Director, Retired Pay Operations. Computer equipment and files are located in separate secured area.

Retention and disposal:

Individual retired military pay records are converted to microfiche which are retained for 56 years. Destruction is by shredding.

Other records: Retention periods vary according to category of record, but total retention periods do not exceed 6 years after termination of the account. (Account is terminated by either the death of the retiree, or if the retiree has designated annuitants under Retired Servicemen's Family Protection Plan or the Survivor Benefit Plan, the subsequent death or ineligibility of the annuitant.) Records are destroyed at the end of the 6 year retention period.

System manager(s) and address:

Commander, USAFAC, Indianapolis, IN 46249

Notification procedure:

Information may be obtained from:
Commander, USAFAC
Attention: Department 90
Indianapolis, IN 46249
Telephone: Area Code 317/542-3911

Record access procedures:

Requests from individuals should be addressed to: Commander, USAFAC, Attention: Department 90, Indianapolis, IN 46249

Written requests should contain the full name and social security number of the retiree, and be signed by the retiree or the annuitant. Visits are limited to USAFAC Inquiries Office, Room 122G, Building 1, Indianapolis, IN 46249.

For personal visits, the individual should provide some acceptable identification, such as driver's license or employing office's identification card.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYS-MANAGER.

Record source categories:

The source of the data to establish the retiree's pay account originates from other Department of Defense agencies, the Veteran's Administration, Social Security Administration, Department of Treasury, Financial Institutions and Insurance Companies.

Systems exempted from certain provisions of the act:

None

## A0305.10dDACA

System name:

305.10 Health Program Pay and Reimbursement System

System location:

Primary System-United States Army Finance and Accounting Office (F&AO), Fitzsimons Army Medical Center (FAMC), Denver, CO 80240. Decentralized Segments: Input Station, Office of the Surgeon General, Headquarters, Department of the Army (DASG), Washington, D.C.

Categories of individuals covered by the system:

All members of the US Army Reserve who are enrolled in the Army-Health Professions Scholarship Program.

Categories of records in the system:

File contains individual military pay records, cost data worksheets, miscellaneous active duty military pay vouchers, personal financial history records, monthly payroll listings of present members showing entitlements and deductions, bank identification data for deposit of pay, Social Security records, permanent home address, current mailing address, telephone number, name of college student is attending, address of college, telephone number of college and course of study that student is pursuing.

Authority for maintenance of the system:

Title 10 U.S.C., Chapter 104 and following; Public Law 92-426.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Finance and Accounting Office, Fitzsimons Army Medical Center-to establish the pay account of a student in the Health Professions Scholarship Program and to establish his/her entitlements and deductions in order to compute and disburse his/her pay and reimbursable expenses while keeping a record of taxes and disbursements to other than the member. Treasury Department: to record check issue data, taxable earnings and taxes withheld. Individual states and cities of the United States: to verify tax liability against members' state and city income tax returns. Social Security Administration: to record earned wages by member under the Federal Insurance Contributions Act (FICA). Comptroller, FAMC and DASG, Washington, D. C.: to prepare automated statistical reports and personnel information rosters.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, card files, computer magnetic tapes, computer paper printout, microfilm and ledger cards.

Retrievability:

Filed by social security number, alphabetically by name. Conventional indexing is used to retrieve data.

Safeguards:

F&AO, FAMC records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained. F&AO, FAMC secured nightly, weekends and holidays and patrolled by Military Police who make periodic security checks. Computer access is restricted to Management Information Systems Office employees only.

Retention and disposal:

Individual Pay Record Files: Permanent. Retained at F&AO, FAMC while member is enrolled in the Health Professions Scholarship Program and then transferred to microfilm. Paper record destroyed: microfilm retained 5 years and then destroyed.

System manager(s) and address:

Finance and Accounting Officer, Comptroller Division, Fitzsimons Army Medical Center, Denver, CO 80240.

Notification procedure:

Information may be obtained from
Finance and Accounting Officer (HSF-CF)
Comptroller Division
Fitzsimmons Army Medical Center
Denver, CO 80240

Record access procedures:

Requests from individuals should be addressed to: Commander, FAMC, ATTN: Finance and Accounting Officer, Denver, CO 80240.

Written requests should contain the full name and social security number of the member and be signed by the member. For personal visits, the individual must provide some acceptable identification, such as a valid driver's license, employing office's identification card, and give some verbal information which could be verified with his file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the Finance and Accounting Officer (HSF-CF), Fitzsimons Army Medical Center, Denver, CO 80240. Telephone AUTOVON 943-8832 or 943-8135; Area Code (303) 341-8832 or 341-8135.

Record source categories:

The source of the data to establish the member's pay account originates from Department of the Army, Office of the Surgeon General, Washington, D.C.

Other data is obtained from individually prepared forms and authorization documents prepared after admission to the HPSP.

Salary tables and tax rates are obtained from executive orders and Internal Revenue Service.

Systems exempted from certain provisions of the act:

None

A0305.11aDAPE

System name:

305.11a USMA Cadet Pay and Accounts System

System location:

Finance and Accounting Office, United States Military Academy, West Point, New York 10996

Treasurer, United States Military Academy (USMA), West Point, New York 10996

Adjutant General (AG) Data Processing Branch, Adjutant General Division, United States Military Academy, West Point, New York 10996

Categories of individuals covered by the system:

Members of the United States Corps of Cadets

Categories of records in the system:

Monthly payroll listings of present members of the Corps showing entitlements and deductions (both required and voluntary).

Bank identification data for deposit of pay.

Individual account activity pertaining to funds held in trust by the Treasurer, United States Military Academy.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 205, 4340 and 4350.

Executive Orders which establish salary tables.

Title 6, General Accounting Office (GAO) Policy and Procedures Manual for Guidance of Federal Agencies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

A payroll system for computing pay entitlements and deductions for Federal Tax; Social Security; Servicemen's Group Life Insurance, Combined Federal Campaign; Barber, Laundry & Dry Cleaning charges; Advanced Pay and funds deposited with Treasurer, United States Military Academy for holding in trust to pay for required uniforms, books, and equipment.

Internal Revenue Service (IRS): tax and social security reports.

States and Cities: to provide taxable earnings information of cadets to those states and cities who have entered into an agreement with Department of the Army and Treasury Department.

Individual Cadet Statement supplied monthly to each cadet.

United States Army Military Personnel Center furnished magnetic tape for use in verifying social security account numbers with Social Security Administration.

Commandant of Cadets, United States Military Academy: furnished copy of payroll listing for reference purposes to respond to individual cadet inquiries.

Financial institutions: furnished listings of their depositors and amounts to be credited to individual depositor accounts.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic Tape

Paper records in file folders

Computer paper printouts

Retrievability:

Files by cadet number (alphabetical within graduating class year)

Hard copy records are maintained in the Finance and Accounting Office.

Safeguards: The Finance and Accounting Office and Treasurer's Office are within buildings and the buildings themselves are secured at night and patrolled. Records are accessible to authorized employees (payroll clerks and supervisors of the Finance and Accounting Office and accounting clerks and supervisors within the Office of the Treasurer). Requests for data, except those which are based on law or court order, are answered only with the written consent of the individual cadet.

Computer access is restricted to authorized computer activity personnel. There is no remote terminal access capability. All master data files and back-up files are stored in secure facilities.

Retention and disposal:

Original payrolls are submitted monthly to the US General Accounting Office Field Office located and alternately stored at US Army Finance and Accounting Center, Indianapolis, IN 46249.

Duplicate payrolls are retained locally for 3 years and then destroyed by recycling.

Data processing input cards are retained 1 month and then salvaged.

Transaction tapes are retained 1 month then erased.

Master tape and pay check tape files are retained 3 months, then erased.

Quarterly tax report tapes - original is sent to Social Security Administration (SSA) and a back-up is retained by the computer facility. On return both the original and back-up are retained until original tape for annual report is returned, then all quarterly report tapes are erased.

Annual tax report tapes: original is sent to SSA and a back-up is retained. On return of the original, both tapes are retained for 1 year then erased.

System manager(s) and address:

Cadet Pay - Finance and Accounting Officer (MACO-F), Office of the Deputy Chief of Staff Comptroller, United States Military Academy, West Point, New York 10996

Cadet Accounts: Treasurer (MATR), United States Military Academy, West Point, New York 10996

Notification procedure:

Requests from individuals should be addressed to Finance and Accounting Office (MACO-F), United States Military Academy, West Point, New York 10996. Telephone Area Code 914, 938-2607 or 938-2104.

Record access procedures:

Request for information in current files which are retained for 3 years should be addressed to Finance and Accounting Office (MACO-F), United States Military Academy, West Point, New York 10996. Telephone Area Code 914, 938-2607 or 938-2104.

Written requests for information should contain the cadet's graduating class year, full name, Social Security Number, current address, telephone number and be signed by the requester. If request is from other than the cadet/former cadet, a notarized authorization from the cadet involved must be furnished.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information which could be verified with his payroll.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the Finance and Accounting Office (MACO-F), United States Military Academy, West Point, New York 10996. Telephone Area Code 914, 938-2607 or 938-2104

Record source categories:

Director of Admissions and Registrar, United States Military Academy furnishes basic identification data on all new cadets annually which is obtained from individual application for admission to the Academy and related forms.

Other data are obtained from individually prepared forms and authorization documents prepared after admission.

Salary tables and tax rates are obtained from executive orders and IRS.

Systems exempted from certain provisions of the act:

None

A0306.01aDACA

System name:

306.01 Civilian Employee Pay System

System location:

Army Finance and Accounting Offices (FAO) worldwide and United States Property and Fiscal Offices in the United States, Puerto Rico, the Virgin Islands, and the District of Columbia, having civilian payroll responsibilities.

Categories of individuals covered by the system:

Civilians and contract teachers employed by Department of the Army (DA), Office, Secretary of Defense, and specified elements of the Navy and Air Force.

Categories of records in the system:

Employees' pay, leave, and retirement records; individual withholding/ deduction authorization for dependents, allotments, health benefits, savings bonds, etc.; tax exemption certificates; personal exception and indebtedness papers; subsistence and quarters records, statements of charges, claims, repatriated payment files; roster of authorized timekeepers and signature cards; payroll and retirement control and working paper files; unemployment compensation data requests; reports of retirement fund deductions to Office of Personnel Management (OPM); management narrative and statistical reports relating to pay, leave, and retirement.

Authority for maintenance of the system:

Title 6, General Accounting Office Policy and Procedures Manual for Guidance of Federal Agencies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

FAO/United States Property and Fiscal Offices: To provide basis for computing civilian pay entitlements; to record history of pay transactions; to record leave accrued and taken, bonds due and issued, taxes paid; to answer inquiries and process claims.

Treasury Department: To record checks and bonds issued.

Social Security Administration (SSA): To report earned wages by employee under the Federal Insurance Contributions Act.

Internal Revenue Service: To record taxable earnings and taxes withheld.

OPM: To record monies paid into Federal Retirement Fund and to provide information pertaining to health benefits.

States and cities: To provide taxable earnings of civilian employees to those states and cities which have entered into an agreement with DA and Treasury Department.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and in bulk storage, card files, computer magnetic tapes, disks and printouts, and microfilm.

Retrievability:

In automated media; By social security number (SSN) within payroll block. In manual form: By last name within payroll block.

Safeguards:

Records are restricted to personnel who are properly cleared and trained, and have an official need therefor. In addition, integrity of automated data is ensured by internal audit procedures, data base access accounting reports, and controls to preclude unauthorized disclosure.

Retention and disposal:

Individual pay record files: Permanent. Forward to National Personnel Records Center (NPRC) after 3 years.

Individual retirement records file: Permanent. Retain at installation while member is actively employed. Forward to new installation when member is transferred to another DA activity. Forward to OPM when employee transfers to another installation under the Department of Defense (DOD) NOT serviced by Army or separates from Federal Service. Forward microfilm of manually maintained individual retirement records to NPRC after 3 years.

Personnel exception and indebtedness files: Permanent. Filed in official personnel folder (OPF). Upon separation or transfer, if OPF is not on file locally, files are forwarded to NPRC, General Services Administration, St. Louis, MO 63118.

Repatriated personnel payment files: Permanent. Forward to NPRC after 3 years.

Subsistence and quarters rate deviation files: Permanent. Retire on discontinuance of the installation.

Other records: Retention periods vary according to category of record. The minimum retention period is 2 years and the maximum period 12 years, after which records are destroyed.

System manager(s) and address:

Comptroller of the Army, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310; National Guard Bureau, Army Comptroller Division, Management Services and Systems Branch, 5600 Columbia Pike, Falls Church, VA 22041; and Finance and Accounting Officer, United States Army Finance and Accounting Offices, worldwide.

Notification procedure:

Information may be obtained from: Comptroller of the Army, Headquarters, Department of the Army (DACA-FAF-C), Washington, DC 20310.

Finance and Accounting Officers at United States Army Finance and Accounting Offices, worldwide.

Information pertaining to National Guard technicians may be obtained from: National Guard Bureau, Army Comptroller Division (NGB-ARC-M), Room 9-112, Columbia Bldg., 5600 Columbia Pike, Falls Church, VA 22041. Telephone: Area Code 202/756-2457.

United States Property and Fiscal Officers (NGB) of the United States, Puerto Rico, Virgin Islands, and the District of Columbia.

Record access procedures:

Requests from individuals should be addressed to: Comptroller of the Army (DACA-FAF-C). Records are located at the United States Army Finance and Accounting Center, Indianapolis, IN 46249; appropriate Finance and Accounting Offices, worldwide; National Guard Bureau, Army Comptroller Division (NGB-ARC-M), Room 9-112, Columbia Bldg., 5600 Columbia Pike, Falls Church, VA 22041; or United States Property and Fiscal Officers (NGB) of the United States, Puerto Rico, the Virgin Islands, or the District of Columbia.

Written requests for information should contain the full name, SSN, and current address.

Information may be obtained by telephone: Army: 202/697-5105; National Guard Bureau: 202/756-2457.

Contesting record procedures:

The Army's rules for access to records and for contesting content and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

DOD Staff agencies and field installations, former employers, SSA, financial organizations, Treasury Department, and automated systems interfaced.

Systems exempted from certain provisions of the act:

None.

A0306.02aDACA

System name:

306.02 Nonappropriated Fund Employee Pay System

System location:

Decentralized Segments at 299 installations/activities world-wide, having approximately 1632 Nonappropriated Fund (NAF) entities, maintained by Central Accounting Offices (CAO) or by independent installation systems.

Categories of individuals covered by the system:

All civilian employees of the Department of the Army who are paid from Nonappropriated funds (NAF) and who are under the exclusive control of the Secretary of the Army or his designees, but not paid from appropriated funds or not otherwise excluded.

Authorized, voluntary off-duty enlisted or officer personnel.

Categories of records in the system:

Individual records of appointment or assignment. Officially authenticated time and attendance records, supported by substantiating documents. Individual leave records files, payroll control files, individual withholding authorization files, withholding tax exemption certificate files, withholding tax files, savings bond schedule files, other deduction type files, payroll journal and check register, earnings statement, earnings records, tips received, pay check stubs or envelopes, subsistence and quarters files, unemployment compensation data request files, health, hospitalization and life insurance files.

Income tax withheld, employer and employee Federal Insurance Contributions Act (FICA) files, Federal Unemployment Insurance Tax files, Employer Quarterly Federal Tax Return, state tax files, city tax files, Fair Labor Standards Act files and total employer liability for accrued leave at separation.

Authority for maintenance of the system:

Title 5 U.S.C., Section 2105; Title 5 U.S.C., Section 5531, 5533, Public Law 92-392, Fair Labor Standard Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These records are used by Central Accounting Offices (CAO) and Payroll Office to calculate the net pay due each employee, to provide a history of pay transactions, entitlements and deductions, to maintain a record of leave accrued and taken, to keep a schedule of bonds due and issued, to keep a record of taxes paid, to provide answers to inquiries or claims pertaining to payroll data, to provide necessary data to the Treasury Department, the Social Security Administration, Internal Revenue Service, to provide information to states and cities which have an agreement with the Department of the Army to receive taxable earnings information. To provide reports required by law such as Income Tax withheld, Employer and Employee Social Security taxes, Federal Unemployment Insurance taxes, Employer Quarterly Federal Tax Returns (Forms 941), Federal Unemployment Insurance Tax. To provide information pertaining to health benefits and Fair Labor Standards (FLSA) data.

To provide salary and wage statistics to include; number of employees, average hours worked, average hourly earnings, straight time hourly earnings, average earnings per pay period, straight time earning per pay period, and average annual earnings.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and in bulk storage, card files, magnetic tapes and disks, computer hardcopy printouts.

Retrievability:

Filed by last name and social security number within each Nonappropriated fund activity (NAF) payroll (Alpha-Numeric).

**Safeguards:**

Files are located in areas accessible only to authorized personnel.

**Retention and disposal:**

Individual pay record files are permanent. Forward to National Personnel Records Center after 3 years. Retain at installation while member is actively employed. Forward to new installation when member is transferred NAF position. Upon separation or termination of employment files are placed in an inactive status and retained 18 months after close of pay year.

Leave records are retained 10 years and then destroyed.

Individual insurance and retirement records are destroyed 6 years after termination of involvement with nonappropriated fund activity.

Other management and accounting information reports are retained from 1 to 3 years before destruction.

**System manager(s) and address:**

Custodians of nonappropriated fund activities at various installations worldwide. Official mailing addresses are listed in the Department of Defense Directory in the Appendix.

**Notification procedure:**

Information may be obtained from:

Commander United States Army Finance and Accounting Center
Attention: FINCD
Indianapolis, Indiana 46249.

Individual may obtain information from the appropriate SYSMANAGER.

**Record access procedures:**

Requests from individuals should be addressed to SYSMANAGER at activities located at commands and installations world-wide.

**Contesting record procedures:**

The Army's rules for access to records and for contesting the contents and appealing initial determinations are contained in AR 340-21.

Initial determination from SYSMANAGER.

**Record source categories:**

Information is received from DOD staff agencies and field installations, former employers, Social Security Administration, US Treasuty Department, Nonappropriated Fund benefit plans and servicing Civilian Personnel Offices.

Time and attendance data are received from the employing office records.

**Systems exempted from certain provisions of the act:**

None

## A0309.05aDAAG

**System name:**

309.05a Resource Management and Cost Accounting Files

**System location:**

Headquarters, Department of the Army, Staff and field operating agencies, commands, installation and activities. Official mailing addresses are in the organizational directory in the appendix to these system notices.

**Categories of individuals covered by the system:**

Military personnel assigned or attached to the organization and civilian employees of the organization.

**Categories of records in the system:**

System consists of a record by individual of manhours applied to the accomplishment of assigned tasks or projects. Specific data elements include name, social security number/employee identification number, organizational element, military rank or civilian grade, job title, regular and overtime wage rates, regular and overtime hours worked, hours of leave taken, record of official travel, project code, cost accounting code, workload units accomplished, and related information.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by management to project manpower and monetary requirements; to allocate available resources to specific projects; to schedule workload and assess progress; to evaluate individual performance and equipment efficiency; to provide a record of personnel and equipment utilization; to monitor use of overtime; to control and monitor obligation and expenditure of Government funds and provide audit trail; and to generate statistical reports of workload levels and trends within the organization.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Primarily magnetic tape, cards, or disk. Manual records are in the form of microforms, computer printouts, paper records in file folders and binders, and source cards.

**Retrievability:**

By name, social security number, or employee identification number. Information may also be accessed through use of a nonpersonal data element such as project code, cost accounting code, or organizational element.

**Safeguards:**

Automated systems employ computer hardware/software safeguard features. Records are maintained in controlled access areas and in buildings/rooms which are secured during nonduty hours. Some organizations employ military or civilian security guards.

**Retention and disposal:**

Magnetic media are erased after 1 year. Manual records are destroyed after 1 year by pulping, tearing, or shredding.

**System manager(s) and address:**

Heads of DA Staff and field operating agencies and commanders of installations/activities which maintain a resource management of cost accounting system. Official mailing addresses are in the organizational directory in the appendix to these system notices.

**Notification procedure:**

Individuals should contact the agency head/installation commander of the Department of the Army organization to which they are assigned or attached (if military) or at which they are employed (if civilian).

**Record access procedures:**

Individuals should contact the agency head/installation commander of the Department of the Army organization to which they are assigned or attached (if military) or at which they are employed (if civilian).

**Contesting record procedures:**

The Army's rules for contesting contents or records and appealing initial determinations may be obtained from the system manager.

**Record source categories:**

Employee time cards; organization manpower rosters; individual personnel records; production records; travel orders; and similar media.

**Systems exempted from certain provisions of the act:**

None

## A0314.08aDAAG

**System name:**

314.08 Check Cashing Privilege Files

**System location:**

Files are located at all installations/activities with facilities to cash checks.

**Categories of individuals covered by the system:**

Persons whose checks, written at these facilities, have been dishonored and/or whose check cashing privileges have been suspended or revoked.

**Categories of records in the system:**

Documents related to advancing, revoking, or suspending, restoring and general supervision of check cashing privileges. Included are letters to individuals about bad checks, warnings that a recurrence in issuing a bad check may result in withdrawing check cashing privileges, notices from banks that the bank was in error, notices to activities that check cashing privileges have been suspended or restored for certain individuals, returned checks, lists of persons whose privileges have been suspended or withdrawn, and related papers.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To decide which individuals shall be denied check cashing privileges at installation check cashing facilities.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Manual card file, paper records in file folders, and computer tape.

Retrievability:

Information is filed both alphabetically under names of individuals or by social security number.

Safeguards:

Files are located in areas accessible only to authorized persons.

Retention and disposal:

Files are permanent for those persons whose dishonored checks have not been redeemed. For those who have made restitution, files are kept 1 year or until privileges have been restored, or until the individual obligation has been satisfied.

System manager(s) and address:

Installation commander.

Notification procedure:

Information may be obtained from the installation. commander.

Record access procedures:

Requests from individuals should be addressed to the installation commander.

Written requests should list social security number.

Contesting record procedures:

Rules and procedures for contesting file contents and appealing initial determinations may be obtained by writing to the appropriate installation commander.

Record source categories:

The dishonored check.

Systems exempted from certain provisions of the act:

None

A0314.09aDACA

System name:

314.09 - Nonappropriated Fund Accounts Receivable System (NAFARS)

System location:

Nonappropriated Fund activities decentralized at various Army installations and activities world-wide. Official mailing addresses are listed in the Department of Defense Directory in the appendix to the Department of Army System Notices.

Categories of individuals covered by the system:

All current members of Officer club facilities and past members who have other than zero balance in their accounts.

Noncommissioned Officer Club facilities whose members accounts show balances other than zero.

All personnel using Post billeting facilities on a fee-paid-basis (Bachelor Officer Quarters, Visitor Officer Quarters and Guesthouse facilities) and personnel no longer using such facilities whose accounts have other than zero balances.

Any individual, military or civilian, having a statement of account for the billing period.

All military and other personnel occupying government housing at any military installation world-wide.

Individual class B telephone subscribers.

Members, customers or civilians having 30-day credit terms for 'charge' sales and/or dues obligations to NAF activities.

All personnel whose accounts have been charged with dollar accounts of checks that have been dishonored by banking institutions and returned to NAF activities.

Individuals who have cash loans charged to their accounts.

Categories of records in the system:

Dues/Charge Sales

Files contain records of individual names, social security number, rank, amount of charges, and billings of items or services furnished.

Billeting, Quarters and Utilities

Records include individual files showing establishment of quarters and utility accounts containing all charges, collections and balances on a current basis.

Files of subscriber's requests for installation or removal of telephones.

Cross references between name and telephone numbers.

Individual records describing services provided.

Retained copies of billing showing current and cumulative charges.

Subsidiary ledgers containing detail of services billed and paid by individual receiving services or items.

Customer account listings.

Alpha and numeric lists of delinquent accounts.

Invoice listings.

Toll listings, unmatched toll lists, error lists and billing lists.

Work order forms.

Master list of account showing name, social security number, phone number, unit and home address.

Cash summary lists, cumulative unpaid transaction (unpaid totals by telephone, taxes, rent and utilities).

Master transaction files showing total by type of charge.

Monthly lists compiled by building and/or room number, name and rank of occupant.

Monthly receipt vouchers, date of payment with payment method (cash/check).

File of billings associated with returned dishonored checks.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012; Title 5 U.S.C., Section 5101, Section 401 PL 216, Section 113 PL 784; Title 10 U.S.C., Section 2481, Title 31 U.S.C., Section 66.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Central Accounting Officers, custodians and independent accounting service facilities maintain current rosters as subsidiary records for accounts receivable and cash accountability control.

Provide monthly statements to be mailed to customers.

Provide ledger balances for activity financial statements.

To answer inquiries of members on account status and specific transactions, researching errors and nonagreement in general ledger and subsidiary ledger account balances.

Prepare aged listing of accounts receivable, 30, 60 and 90 days.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer hardcopy printouts filed in binders, copies of statements filed in folders identified by customer name and social security number.

Account master files on tape (disks) showing current and cumulative balance data.

Retrievability:

Magnetic tapes and/or disks by account in numerical and alphabetical order.

Safeguards:

Records are maintained in lock-type cabinets within storage areas accessible only to authorized personnel.

Retention and disposal:

Hardcopy records destroyed after 3 years provided audit has been performed and no exceptions or irregularities have been disclosed.

Magnetic tapes and disk files same as other hardcopy.

Punched cards destroyed upon conversion to tape or disk files.

System manager(s) and address:

Custodian of nonappropriated fund activities at various installations world-wide.

Official mailing addresses are listed in the appendix to the Department of Army System Notices.

Notification procedure:

Obtain all information from appropriate SYSMANAGER.

Record access procedures:

Written requests for information must consist of full name, social security number and account number.

Contesting record procedures:

The rules for access to records and for contesting and appeals (AR 340-21) may be obtained from the SYSMANAGER.

Record source categories:

Daily transaction registers/journals received from billeting officer, signal officer, and/or club officers.

Systems exempted from certain provisions of the act:

None

A0314.17aDAAG

System name:

314.17 Individual Transaction Files (Customer Orders)

System location:

Files are located at Special Order Fund, US Support Activity - Iran, Box 2200, APO NY 09205

Categories of individuals covered by the system:

Personnel who have placed an order with Special Order Fund to be ordered by Special Order Fund specifically for the individual, not for sale from Special Order Fund inventory.

Categories of records in the system:

Beside the order blank itself, also included, may be any correspondence to the vendor on the customer and related internal forms such as Receiving Report and Purchase Order.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information on the documents are used to identify and contact an individual when merchandise ordered arrives or a problem arises. Documents are used to confirm orders delivered or outstanding.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File cabinet(s) in office area.

**Retrievability:**

Files are maintained in alphabetical order by customer's last name.

**Safeguards:**

Non-Fund employees are not permitted in the files area and building (Special Order Fund only) is locked with strict key/ combination control.

**Retention and disposal:**

Documents relating the completed transactions for more than 2500: destroyed after 6 years. Documents related to completed transactions for 2500 or less: destroyed after 3 years.

**System manager(s) and address:**

Custodian, Special Order Fund.

**Notification procedure:**

Requests from individuals should be addressed to Custodian, Special Order Fund, US Support Activity - Iran, Box 2200, APO NY 09205. Identification should include full name and SSN of sponsor (Federal employee).

**Record access procedures:**

SYSMANAGER as above

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21.

**Record source categories:**

Individual placing order and vendor catalogues and price lists.

**Systems exempted from certain provisions of the act:**

None

## A0314.24DAAG

**System name:**

314.24 Nonappropriated Fund Employee Insurance Files

**System location:**

Insurance Branch, Nonappropriated Funds Directorate, The Adjutant General Center (Department of Army Adjutant General)

**Categories of individuals covered by the system:**

All US Army Nonappropriated Fund (NAF) employees who participate in the USA NAF Group Insurance and Retirement Plan.

**Categories of records in the system:**

File contains monthly and cumulative deductions for each NAF employee.

**Authority for maintenance of the system:**

PL 591 93d Congress; Title 26 U.S.C., Section 401a.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The data are collected to substantiate initial enrollment and subsequent enrollment changes in the system. Information is used to verify monthly deductions and to compute annuities, refunds and death benefits.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored in a tape library, file folders and microfiche.

**Retrievability:**

Filed alphabetically by last name within each NAF activity.

**Safeguards:**

Building employs security guards. Records maintained are accessible only to authorized personnel that are properly cleared and trained.

**Retention and disposal:**

Records are permanent. They are retained in active file until individual terminates employment, retires or is deceased, held 1 additional year in inactive file and subsequently retired to Washington National Records Center.

**System manager(s) and address:**

The Adjutant General, Headquarters, Department of the Army, the Pentagon, Washington, D. C.

**Notification procedure:**

Information may be obtained from:
HQDA (DAAG-NFA-IG)
Room 1I 031
Forrestal Building
Washington, D. C. 20314
Telephone: Area Code 202-693-1280

**Record access procedures:**

Requests from individuals should be addressed to: Headquarters, Department of the Army (DAAG-NFA-IG), Room 1I 031, Forrestal Building, Washington, D. C. 20314.

Written requests for information should contain the full name of the individual, social security number and activity number.

Personal visits may be made to Room 1I 031, Forrestal Building, Washington, D. C. 20314. The individual will establish identity by providing two (2) forms of identification, such as driver's license and employing office's identification card.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAAG-NFA-IG), Washington, D. C. 20314.

**Record source categories:**

All Nonappropriated Fund Personnel Offices.

**Systems exempted from certain provisions of the act:**

None

## A0314.30aDAAG

**System name:**

314.30 Nonappropriated Fund Instrumentality Membership Files

**System location:**

Army installations having Membership Association in Nonappropriated Fund Instrumentalities (Clubs) of a social or recreational nature which exist for morale support.

**Categories of individuals covered by the system:**

Active and retired military personnel and Department of Defense civilians who are registered members of NAFI clubs such as rod and gun, flying, riding, hunting, and fishing, and similar clubs at Army installations. Records contain member's name, grade or military rank, and mailing address; monetary balance either owed to or by the nonappropriated fund, and related information.

**Categories of records in the system:**

Club membership list and address labels; name, grade/rank of member and mailing address; and Accounts Payable or Receivable ledger cards, and related papers.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To maintain list of current members and restrict use of club facilities to eligible personnel; to furnish members information regarding club activities; and to record monies owed to and by the NAFI to members. Accounts payable and receivable information listed and summarized at the end of accounting periods and provided to the Fund Custodian for collection or payment, as appropriate.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders; magnetic discs; and cards filed in metal card files.

**Retrievability:**

Numeric file by membership card number; alphabetically by name; and/or by Fund and Accounts Payable/Receivable.

**Safeguards:**

All files are housed in buildings secured by lock and entered only by authorized personnel. Magnetic discs are maintained in locked filing cabinets accessible only to authorized personnel.

**Retention and disposal:**

Disposition of records not authorized at this time.

System manager(s) and address:

Commander of Army installation at which NAFI (clubs) are established.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

Written requests should be addressed to the Army installation listed in the Appendix and should contain individual's name and name of appropriate NAFI Club. For personnel visits, the individual must provide acceptable justification such as a valid license.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in AR 340-21.

Record source categories:

Registrants' applications; records of the Membership Association NAFI Club.

Systems exempted from certain provisions of the act:

None

A0316.10DAIG

System name:

316.10 Program Management and Review System (PROMARS)

System location:

Audit Plans, Programs and Policy Office, Headquarters, U.S. Army Audit Agency (USAAA), IGAA-HA, NASSIF Building, 5611 Columbia Pike, Falls Church, VA 22041

Categories of individuals covered by the system:

Any USAAA Employee

Categories of records in the system:

File contains individual's direct and indirect monthly time charges; direct auditor time charges are identified by job and Department of Defense (DOD) Audit segment code (Functional Area).

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

USAAA: To control and monitor audit time expenditures by auditable entity, by job and location.

DOD (Comptroller): To monitor audit time expenditures by various DOD Audit Agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer Disks, Magnetic Tapes and Computer paper printouts.

Retrievability:

By name of employee and social security number.

Safeguards:

Building employs security guards. Records are maintained by authorized personnel that are properly cleared and trained.

Retention and disposal:

Computer disks and magnetic tapes are retained for 1 year; computer paper printouts are retained for 5 years.

System manager(s) and address:

Director, Audit Plans, Programs and Policy, Headquarters, U.S. Army Audit Agency, Washington, DC 20315

Notification procedure:

Information may be obtained from:
USAAA (IGAA-HA)
Room 437
NASSIF Building
5611 Columbia Pike
Falls Church, VA 22041
Telephone: Area Code 202/756-1883

Written requests for information should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license or employing office's identification card.

Record access procedures:

Requests from individuals should be addressed to: Headquarters, U.S. Army Audit Agency, Room 437, NASSIF Building, 5611 Columbia Pike, Falls Church, VA 22041.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

Record source categories:

Employee time records.

Systems exempted from certain provisions of the act:

None

A0319.04DACA

System name:

319.04 Validation Files

System location:

United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249

Categories of individuals covered by the system:

Any Army military member or Department of the Army civilian (DAC) or former military member or DAC suspected of fraud or improper payment.

Categories of records in the system:

File contains reports of investigation, copies of vouchers, copies of orders, copies of notices of exception, copies of military pay orders, copies of certificates of dependency, sworn statements, and correspondence between the Comptroller of the Army, US General Accounting Office, Department of the Army staff agencies, US Army Criminal Investigation Command, and other governmental agencies.

Authority for maintenance of the system:

Title 44 U.S.C., Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Field Services Office: To obtain data for determining propriety and validity of Army financial transactions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel of Field Services Office.

Retention and disposal:

Records are destroyed after 3 years.

System manager(s) and address:

Commander, USAFAC, Indianapolis, IN 46249

Notification procedure:

Information may be obtained from:
Chief, Field Services Office
USAFAC
Indianapolis, IN 46249
Telephone: Area Code 317/542-3127

Record access procedures:

Requests should be addressed to: Chief, Field Services Office, US Army Finance and Accounting Center, Indianapolis, IN 46249

Written requests for information should contain the full name of the individual, social security number and current address. Visits are limited to Field Service Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Chief, Field Service Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249.

Record source categories:

Federal Bureau of Investigation, Criminal Investigation Detachments, finance officers, Provost Marshal and individuals.

Systems exempted from certain provisions of the act:

None

A0319.06DACA

System name:

319.06 Household Goods Shipment Excess Cost Collection File

System location:

United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249.

Categories of individuals covered by the system:

Army and Air Force members who have shipped excess household goods.

Categories of records in the system:

Records contain Government bills of lading, supporting documents and copy of excess cost billing.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Establish liability and issue notices of amounts due United States for excess household goods shipments.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper in file folders.

Retrievability:

Folders are filed alphabetically by last name of service number.

Safeguards:

Buildings employs security guards. An employee badge and visitor registration system is utilized. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are destroyed after 6 years.

System manager(s) and address:

Commander, USAFAC, Indianapolis, IN 46249

Notification procedure:

Information may be obtained from:
Commander.
United States Army Finance and Accounting Center
Attention: FINCH
Indianapolis, IN 46249

Individual must provide full name, social security number, and military status.

Record access procedures:

Requests from individuals should be addressed to: Commander, United States Finance and Accounting Center, Attention: FINCH, Indianapolis, IN 46249

Written requests for information should contain the full name, social security number, military status and current address.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information obtained from paid Government Bills of Lading.

Systems exempted from certain provisions of the act:

None

A0319.07DACA

System name:

319.07 Federal Housing Administration (FHA) Mortgage Payment Insurance Files

System location:

United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249

Categories of individuals covered by the system:

Any Army military member with over 2 years of active duty service who applies for an FHA loan.

Categories of records in the system:

File contains individual's application, certificate of eligibility, record of payments, notices of termination of eligibility, and correspondence with FHA and other Government offices.

Authority for maintenance of the system:

Title 44 U.S.C., Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Field Services Office-To determine the amount of insurance payments, and to control authorized payments.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of Army member.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel of Field Services Office.

Retention and disposal:

Records are destroyed 10 years after final separation of the individual from the Army.

System manager(s) and address:

Commander, USAFAC, Indianapolis, IN 46249

Notification procedure:

Information may be obtained from:
Chief, Field Services Office
USAFAC
Indianapolis, IN 46249
Telephone: Area Code 317/542-3127

Record access procedures:

Requests should be addressed to Chief, Field Services Office, US Army Finance and Accounting Center, Indianapolis, IN 46249

Written requests for information should contain the full name of the individual, social security number, FHA Number and current address. Visits are limited to Field Services Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Chief, Field Services Office (FINCY), U.S. Army Finance and Accounting Center, Indianapolis, IN 46249

Record source categories:

Applicant, FHA, member's commanding officer and other Government offices.

Systems exempted from certain provisions of the act:

None

A0319.10DACA

System name:

319.10 Conversion Files

System location:

United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249

Categories of individuals covered by the system:

All active and former members of the Armed Services and civilians who file military payment certificate (MPC) claims.

All active and former members of the Armed Services and civilians of the Department of the Army who file foreign currency claims.

Categories of records in the system:

File contains individual's application for exchange of military payment certificates; letter request for the exchange of MPC and foreign currency; military pay vouchers; substantiating documents such as receipts; and correspondence between Field Services Office and claimant, records custodians, and other Army and Government agencies.

Authority for maintenance of the system:

Title 44 U.S.C., Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Field Services Office-To evaluate claim, and if approved, issue Treasury check to claimant.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of claimant.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel of Field Services Office.

Retention and disposal:

Records are destroyed 10 years after final action on claim.

System manager(s) and address:

Commander, USAFAC, Indianapolis, IN 46249

Notification procedure:

Information may be obtained from:
Chief, Field Services Office
USAFAC
Indianapolis, IN 46249
Telephone: Area Code 317/542-3127

Record access procedures:

Requests should be addressed: Chief, Field Services Office, US Army Finance and Accounting Center, Indianapolis, IN 46249

Written requests for information should contain the full name of the individual, social security number, and current address. Visits are limited to Field Services Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Chief, Field Services Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249.

Record source categories:

Records custodians, Government agencies, and departmental offices.

Systems exempted from certain provisions of the act:

None

A0319.11DACA

System name:

319.11 Disbursing Office Establishment and Appointment Files

System location:

Primary System: United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249

Categories of individuals covered by the system:

Any Army military member or Department of the Army civilian (DAC) who is appointed a deputy or bond issuing agent.

Any Army military member or DAC, other than a Finance Corps officer, who is appointed an accountable officer or special disbursing agent.

Categories of records in the system:

File contains Department of the Army (DA) Form 1866 (Designation and Appointment of Deputy to Disbursing Officer), USAFAC Form 35-12FL (Certification as Issuing Agent of U.S. Saving Bonds), USAFAC Form 35-13FL (Letter to Federal Reserve Bank on Bond issuing agent) and letter requests for the approval and appointment of other than Finance Corps officers as accountable officers and special disbursing agents.

Authority for maintenance of the system:

Title 44 U.S.C., Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Field Services Office: To obtain data in the appointment or termination of deputies and bond issuing agents and the appointment or termination of other than Finance Corps officers as accountable officers and Special disbursing agents.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel of Field Services Office.

Retention and disposal:

Records are destroyed 10 years after revocation of appointment.

System manager(s) and address:

Commander, USAFAC, Indianapolis, IN 46249

Notification procedure:

Information may be obtained from:
Chief, Field Services Office
USAFAC
Indianapolis, IN 46249
Telephone: Area Code 317/542-3127

Record access procedures:

Requests should be addressed to: Chief, Field Services Office, U.S. Army Finance and Accounting Center, Indianapolis, IN 46249

Written requests for information should contain the full name of the individual, social security number, and current address. Visits are limited to Field Services Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Chief, Field Services Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249

Record source categories:

Department of Defense Finance and Accounting Officers

Systems exempted from certain provisions of the act:

None

A0319.13DACA

System name:

319.13 Bankruptcy Processing Files

System location:

United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249

Categories of individuals covered by the system:

Any Army military member or Department of the Army civilian (DAC) or former military member DAC for whom bankruptcy notice has been received.

Categories of records in the system:

File contains individual's Court notices; financial statements; certificates for deductions; agreements; military pay vouchers; and correspondence between the Judge Advocate General, United States Attorney, US District Courts, and other Government agencies.

Authority for maintenance of the system:

Title 44 U.S.C., Section 3401.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Field Services Office: To obtain data for submitting claims of the US Army to the Department of Justice for filing with the bankruptcy court and controlling financial transactions on pay accounts.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel of Field Services Office.

Retention and disposal:

Records are destroyed 5 years after conclusion of related bankruptcy proceedings.

System manager(s) and address:

Commander, USAFAC, Indianapolis, IN 46249

Notification procedure:

Information may be obtained from:
Chief, Field Services Office
USAFAC
Indianapolis, IN 46249
Telephone: Area Code 317/542-3127

Record access procedures:

Requests should be addressed to: Chief, Field Services Office, US Army Finance and Accounting Center, Indianapolis, IN 46249

Written requests for information should contain the full name of individual, social security number and current address. Visits are limited to Field Services Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from Chief, Field Services Office — FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249

**Record source categories:**

Courts, records custodians, Government agencies, and departmental offices.

**Systems exempted from certain provisions of the act:**

None

**A0319.14DACA**

**System name:**

319.14 Pecuniary Charge Appeal Files

**System location:**

United States Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46246

**Categories of individuals covered by the system:**

Any Army military member or civilian employee held pecuniarily liable for charges for which an appeal is filed.

**Categories of records in the system:**

File contains reports of investigations, copies of vouchers, certificates, statements and correspondence between Department of the Army staff agencies and other Governmental agencies.

**Authority for maintenance of the system:**

Title 44 U.S.C., Section 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Field Services Office-To obtain data for determining the propriety of the pecuniary liability ruling.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Building employs security guards. Records are maintained in areas accessible only to authorized personnel of Field Services Office.

**Retention and disposal:**

Records are destroyed 10 years after close of the case.

**System manager(s) and address:**

Commander, USAFAC, Indianapolis, IN 46249

**Notification procedure:**

Information may be obtained from:
Chief, Field Services Office
USAFAC
Indianapolis, IN 46249
Telephone: Area Code 317/542-3217

**Record access procedures:**

Requests should be addressed to: Chief, Field Services Office, US Army Finance and Accounting Center, Indianapolis, IN 46249.

Written requests for information should contain the full name of the individual, social security number, and current address. Visits are limited to Field Services Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from Chief, Field Services Office (FINCY), US Army Finance and Accounting Center, Indianapolis, IN 46249.

**Record source categories:**

Information obtained from Major Army Commands.

**Systems exempted from certain provisions of the act:**

None

**A0320.01aDAEN**

**System name:**

320.01 Corps of Engineers Management Information System Files

**System location:**

US Army Engineer Waterways Experiment Station, P.O. Box 631, Vicksburg, MS; US Army Engineer Division, Missouri River, P.O. Box 103 Downtown Station, Omaha, NE; US Army Engineer District, Norfolk, 803 Front Street, Norfolk, VA; US Army Engineer Division, North Central, 536 S. Clark Street, Chicago, IL; US Army Engineer Division, North Pacific, 220 N.W. 8th Avenue, Portland, OR; US Army Engineer Division, Ohio River 550 Main Street, Cincinnati, OH; US Army Engineer Division, South Atlantic, 30 Pryor Street, S.W., Atlanta, GA; US Army Engineer Division, South Pacific, 630 Sansome Street, San Francisco, CA; US Army Engineer Division, Southwestern, 1200 Main Street, Dallas, TX; US Army Engineer Data Processing Center, P.O. Box 2828, Washington, DC; US Army Engineer Division, Europe, Army Post Office (APO) New York; US Army Engineer Division, Middle East, APO New York.

**Categories of individuals covered by the system:**

US Army Corps of Engineers civilian and military employees at locations covered by the system regardless of whether they are employed in the continental United States or overseas; whether employed on a part time, full time or intermittent basis; and regardless of pay plan.

**Categories of records in the system:**

Files contain employee's travel advance records identified by social security number (SSN). For computation of employee's labor cost, the Finance and Accounting (F&A) Subsystem retrieves 8 of the 62 personal data elements per employee from the Personnel Subsystem files of the Corps of Engineers as follows: name, SSN, pay rates, employing office, organizational breakdown, Fair Labor Standards Act coverage, cost codes and funds (functional designator).

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The employee data elements are retrieved from the Personnel Subsystem of the Corps by employee SSN. These data elements are used to compute and extend the employee labor costs which are charged to the job worked on by the employee identified by cost code and reflected as obligations and expenditures. The computer printouts produced by the common system F&A programs will list the employee labor costs by SSN or name and are used for control and checking costs recorded in accounting records. The accounting records of the F&A Subsystem will identify the employee labor by cost code and/or organization code. Travel advances are recorded and liquidated in the system using the employee SSN. The Corps of Engineers F&A field offices are provided computer printouts which are used to manage and control financial expenditures that will be recorded and updated in the applicable appropriation.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer magnetic tape and computer paper printouts.

**Retrievability:**

By SSN.

**Safeguards:**

Computers are housed behind locked doors.

Rooms are accessible only to authorized persons possessing a special badge or password.

Unauthorized access to the employee file is precluded through a system of passwords.

The official printouts are used by supervisors, managers, and members of the comptroller's office in carrying out F&A responsibilities.

**Retention and disposal:**

Corps of Engineers Management Information System Finance and Accounting (COEMIS F&A) files for site audits consist of cost forms as input documents and voucher output listing of employee labor and travel costs. These files are destroyed after 6 years and 3 months. Punch cards that process these data into the computer are destroyed upon completion of General Accounting Office audit.

COEMIS F&A internal or external output files containing this data are destroyed after 30 years.

COEMIS F&A utility files consisting of output reports for maintaining and controlling the F&A Subsystem transactions are destroyed after 5 years.

COEMIS F&A magnetic tape data base files that contain the net result of all transactions processed by the update programs are retained for 30 years.

F&A audit trail tape files contain each valid transaction processed by the update program. These files are retained for 6 years and 3 months.

System manager(s) and address:

Chief, Office of the Engineer Comptroller, Office of the Chief of Engineers, Washington, DC 20314.

Notification procedure:

Information may be obtained from the servicing comptroller office.

Record access procedures:

Requests from individuals should be addressed to the servicing comptroller office. Written requests should contain, as a minimum, the individual employee's name and SSN.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

The Official Personnel Folder (201 File) maintained by the employing Civilian Personnel Office.

Systems exempted from certain provisions of the act:

None

A0401.02bDAAG

System name:

401.02 Mailing List for Army Newspapers/Periodicals

System location:

HQDA Staff and Field Operating Agencies, Major Commands, field installations and activities, Army Service Schools/Colleges, Army National Guard Bureau Headquarters and field activities. Official addresses are in the Department of Defense Directory appearing in the Annual Compilation of System Notices.

Categories of individuals covered by the system:

File contains name and current mailing address of recipients of Army and/or National Guard magazines, newspapers, professional and trade publications, journals, digests, and newsletters. Recipients may be current or former Army and/or National Guard personnel, staff and faculty or graduate/resident/correspondence student of Service Schools, military reservists, ROTC cadets, civilian academicians, professional or other personnel who have requested inclusion on mailing lists.

Categories of records in the system:

Mailing lists containing names and addresses of recipients of various periodicals published by the Army and/or the National Guard which have public relations value. Types of periodicals include but are not limited to the following:

a. Journals published by military schools and colleges, medical facilities, and training institutions.

b. Army newspapers or digests containing official or quasi-official but non-directive data of either a technical or administrative nature. Other personal data may be included such as Alumni Association Member number, professional society or trade organization of which a member and related information.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012; Title 32 U.S.C., Section 110.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

a. To produce mailing lists for distribution of Army periodicals, newspapers and various journals, digests and newsletters.

b. To perform statistical analyses and surveys of reader interest and opinion.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, magnetic and computer tape, disk, cards; printouts, and addressograph plates.

Retrievability:

By name of individual.

Safeguards:

Records are maintained by authorized personnel who have a need-to-know.

Retention and disposal:

Retained until no longer needed, normally until individual requests deletion from mailing list, after which record is destroyed.

System manager(s) and address:

Heads of DA Staff and Field Operating Agencies, Major Commands, commanders of installations/activities, Army Service Schools/Colleges and National Guard activities that publish periodicals, command newspapers, or other special-interest recurring publications.

Notification procedure:

Information may be obtained from either the Editor of the publication or the Public Affairs Officer of the Army and/or National Guard element publishing the periodical.

Record access procedures:

Requests should be addressed to the Editor or the Public Affairs Officer as in 'Notification procedure'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Individual's application for the periodical; records of the Army and/or National Guard organization publishing same.

Systems exempted from certain provisions of the act:

None.

A0401.07aOSA

System name:

401.07 Media Contact Files

System location:

Primary system: Public Information Division, Office of the Chief of Public Affairs, Headquarters, Department of the Army (SAPA-PI), Washington, DC 20310.

Decentralized Segments-New York Branch, Office of the Chief of Public Affairs, United States (US) Army, 663 Fifth Avenue, New York, NY 10022; Los Angeles Branch, Office of the Chief of Public Affairs, US Army, 11000 Wilshire Boulevard-Suite 10104. Los Angeles, CA 90024. Public Affairs Office of major Army commands and their subordinate units; and Office Chief of Engineers Public Affairs Office and all Corps of Engineers field operating public affairs offices.

Categories of individuals covered by the system:

Journalists, authors, editors, columnists, researchers, representatives of the news media, congressmen and other public figures who demonstrate a consistent interest in Army-related subjects.

Categories of records in the system:

Files contain name, business address, telephone number and news media affiliation. May also contain clippings, book reviews, interview reports, query sheets, memoranda and/or correspondence relating to past actions, and biographical outlines.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To contact journalists and writers to provide information or leads relevant to their interests. To advise members of the Army staff who are considering requests to grant interviews of the interests, experience and affiliation of journalists. To orient new members of the public affairs office staff to the writing styles and interests of individuals and categories of individuals within this file system; and to brief public affairs officers in the Department of Defense, in other military services, and in subordinate commands about the interests, experience and categories of individuals within this file system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card index or looseleaf paper directories; paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Buildings employ security guards. Records are maintained in security containers and are accessible only to authorized personnel.

**Retention and disposal:**

Records are maintained as long as those individuals mentioned are involved with Army public affairs officers. Records are destroyed when no longer needed.

**System manager(s) and address:**

Office of the Chief of Public Affairs, Headquarters, Department of the Army, The Pentagon, Washington, DC.

**Notification procedure:**

Information may be obtained from:
HQDA (SAPA-PI)
Room 2E 641
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/695/5136

**Record access procedures:**

Requests from individuals should be addressed to: Headquarters, Department of the Army (SAPA-PI), Room 2E 641, The Pentagon, Washington, DC 20310.

Written requests should include a notarized statement of identity.

Personal visits may be made to any of the 3 Army Information Offices (Washington, New York, Los Angeles) where the requester is recognized and/or can provide acceptable identification.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Rosters of Pentagon correspondents prepared by the Office of the Assistant Secretary of Defense (Public Affairs); published directories of media contacts; query sheets and interview reports prepared by public affairs officers; clippings from published sources; and memoranda and correspondence between Army personnel and individuals contained within the file system.

**Systems exempted from certain provisions of the act:**

None

## A0401.07bOSA

**System name:**

401.07 Medal of Honor Recipient Files (Vietnam Era)

**System location:**

Primary System: Public Information Division, Office of the Chief of Public Affairs, Headquarters, Department of the Army, (SAPA-PI), Washington, DC 20310.

Decentralized Segments: New York Branch, Office of the Chief of Public Affairs, United States (US) Army, 663 Fifth Avenue, New York, NY 10022; Los Angeles Branch, Office of the Chief of Public Affairs, US Army, 11000 Wilshire Boulevard-Suite 10104, Los Angeles, CA 90024.

**Categories of individuals covered by the system:**

Active duty, discharged, retired and deceased Army members who received the Medal of Honor during the period of the Vietnam War.

**Categories of records in the system:**

File contains photograph, statement of service, award citation and copy of the ceremonial program at the time of the award.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To respond to queries from the press and public relating to the individuals within the file, and from the Office of the Assistant Secretary of Defense (Public Affairs), other military services, other Army staff agencies and subordinate commands for information about Medal of Honor recipients.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Building employs security guards; files are maintained in security containers and are accessible only to authorized personnel.

**Retention and disposal:**

Files maintained as long as individual is likely to be a recurring subject of press interest. Eventually, files will be donated to the Congressional Medal of Honor Society, 38 Fallon Circle, Braintree, MA 02184.

**System manager(s) and address:**

Office of the Chief of Public Affairs, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from:
HQDA (SAPA-PI)
Room 2E 641
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-5136

**Record access procedures:**

Requests from individuals should be addressed to: Headquarters, Department of the Army (SAPA-PI), Room 2E 641, The Pentagon, Washington, DC 20310

Written requests should include a notarized statement of identity.

Personal visits may be made to any three Army Public Affairs Offices (Washington, New York and Los Angeles). Presentation of acceptable identification is required.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Statements of service, awards, citations and photographs from the US Army Military Personnel Center or the National Personnel Records Center; ceremonial programs for the presentation prepared by the US Army Office of the Director of the Army Staff, Protocol Office, Headquarters, Department of the Army.

**Systems exempted from certain provisions of the act:**

None

## A0401.08DAJA

**System name:**

401.08 Prosecutorial Files

**System location:**

Decentralized System: Staff Judge Advocate offices at organizations listed in the Department of Defense (DOD) organizational directory.

**Categories of individuals covered by the system:**

Any individual who is pending trial by court-martial.

**Categories of records in the system:**

File contains witness statements; pretrial advice; documentary evidence; exhibits; evidence of previous convictions; personnel records; recommendations as to the disposition of the charges; explanation of any unusual features of the case; charge sheet; and criminal investigation reports.

**Authority for maintenance of the system:**

Executive Order 11476, 19 June 1969.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Preparation of cases for prosecution before Court-Martial.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name.

**Safeguards:**

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

**Retention and disposal:**

Permanent. Cut off annually, or on completion of the project, event, or other applicable action.

**System manager(s) and address:**

Staff Judge Advocate of command where case originates.

**Notification procedure:**

See EXEMPTION

**Record access procedures:**

See EXEMPTION

Contesting record procedures:

See EXEMPTION

Record source categories:

See EXEMPTION

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a (j) or (k) as applicable. For additional information, contact the Systems Manager.

A0402.01aDAJA

System name:

402.01 General Legal Files

System location:

Office of the Judge Advocate General, Pentagon, Washington, DC 20310; Offices of Staff Judge Advocates, Judge Advocates, and Legal Counsels of subordinate commands, installations, and organizations.

Categories of individuals covered by the system:

Individuals who have been the subject of matters (civil or criminal) referred to the Office of the Judge Advocate General or to legal offices of subordinate commands, installations, and organizations for legal opinion, legal review, or other action. Some examples of matters frequently referred for legal opinion, legal review, or other action are: Elimination and separation proceedings; questions pertaining to entitlement to pay, allowances, or other benefits; flying evaluation boards, line of duty investigations, reports of survey, and other boards of investigating officers; unfavorable information (DASEB) cases, efficiency report (DASRB) appeals; petitions to the Army Board for the Correction of Military Records; matters pertaining to on-post solicitation, revocation of privileges, and bars to entry on military installations; matters pertaining to appointments, promotions, enlistments, and discharges; matters pertaining to prohibited activities and conflicts of interest for Army personnel and employees; Article 138, UCMJ complaints (10 USC 938); private relief legislation; military justice matters including requests for delivery of service members for trial by civilian authorities, appeals from non-judicial punishment imposed under Article 15, UCMJ (10 USC 815), appeals under Article 69, UCMJ 869), Secretarial review of officer dismissal cases, petitions for clemency, requests for pardons, and requests for grants of immunity for civilian witnesses; matters pertaining to civilian employees and employees of nonappropriated fund instrumentalities including employment, pay, allowances, benefits, separations, discipline and adverse actions, grievances, equal opportunity complaints, awards, and claims processed by other agencies; and correspondence addressed to the Office of The Judge Advocate General (or subordinate legal offices), or addressed to the President, members of Congress, Department of Defense, or Department of the Army which is referred to the Office of The Judge Advocate General or other legal office for response.

Categories of records in the system:

Inquiries with substantiating documents, personnel actions, investigations, petitions, complaints, or other matters to be reviewed or acted upon; legal memoranda and legal opinions; and correspondence and responses thereto. Legal opinion files which are not indexed by individual name or personal identifier are frequently commingled with subject files, but are not a part of this system of records.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 3037 and 3072.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Justice for grants of immunity and requests for pardons.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by last name.

Safeguards:

Maintained in locked file cabinets and/or in locked offices in buildings employing security guards and/or located on military installations with military police patrols and protection.

Retention and disposal:

Permanent due to legal precedence value at Army staff and headquarters of major commands. In other offices, some types of records not having legal precedence value are retained for lesser periods (as little as two years) and destoyed.

System manager(s) and address:

The Judge Advocate General, Headquarters, Department of the Army (DAJA), Washington, DC 20310. For records maintained in legal offices of subordinate commands, installations, or organizations, the Staff Judge Advocate, Judge Advocate, or Chief Legal Counsel, as appropriate. Official mailing addresses are in the DOD directory in the Appendix.

Notification procedure:

Information may be obtained by writing or visiting the office of the appropriate SYSMANAGER. Written requests for notification should contain the full name, address and telephone number of the requester, and any other personal data which would assist in identifying records pertaining to the requester such as current or former military status, date of birth, SSN or service number, and if applicable, the date, place, and type of incident which the requester believes may have been referred for legal review.

Record access procedures:

Access to records may be obtained in the same manner as notification, except that requests for access in person will require verification of identity by military, civil service or dependent ID card, driver's license, or other reasonable means.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21.

Record source categories:

Legal memoranda and opinions are based on records submitted with the inquiry from various Department of the Army staff agencies, commands, installations, and organizations. When responding to correspondence, the files contain information supplied by the individual, and in some cases, facts gathered from various Department of the Army records.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under Title U.S.C., Section 552a (k)(1), (2), (5), (6) or (7), as applicable. For additional information, contact the SYSMANAGER.

A0402.05aDAPE

System name:

402.05 Employment and Financial Interest Statement Files

System location:

Major Command/Department of Army Staff Agencies and installations/activities, the addresses of which are in the Appendix.

Categories of individuals covered by the system:

All civilian officers and employees paid at the level of grades GS-16 to GS-18 and at a level of the executive schedule in subchapter 11 of chapter 53 of Title 5, United States Code.

All general officers.

Commanders and Deputy Commanders of major Army installations. For this purpose, major installations are those authorized a commander in the grade of LTC or higher.

DOD personnel classified at GS-13 or above under Section 5332 of Title 5, United States Code or at a comparable pay level under another authority, or members of the military in the rank of LTC or above whose basic duties and responsibilities require the incumbent to exercise judgment in making a government decision or in taking government action in regard to administering or monitoring grants or subsidies.

DOD personnel classified at GS-13 or above under Section 5332 of Title 5, United States Code or at a comparable pay level under another authority or members of the military in the rank of LTC, or above whose basic duties and responsibilities require the incumbent to exercise judgment in making a government decision or in taking government action in regard to: (1) Contracting or Procurement. For the purpose of this section 'Contracting or Procurement' is defined as executing or approving the award of contracts. (2) Auditing. Auditing private or other non-federal enterprise including the supervision of auditors engaged in audit activities or participating in the development of policies and procedures for the performing of such audits, including the authorizing and monitoring of grants to institutions or other non-federal enterprise. (3) Other activities in which the final decision or action has a significant economic impact on the interests of any non-federal enterprise.

Major commanders and heads of DA Staff Agencies.

Enlisted personnel occupying designated positions of trust and responsibility (para 4-2b(2) of Section 5332, Title 5).

Military personnel designated as contracting personnel for officers, non-commissioned officers or enlisted members open mess.

Categories of records in the system:

Statements of employment and financial interest, supplementary statements, reports of change, review comments, and related papers.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012 and Executive Order 11222.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Review for sufficiency and determine if conflict of interest exists, and assist in resolving conflicts in accordance with Army Regulation 600-50.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Alphabetically by last name of individual.

**Safeguards:**

Kept in locked cabinet in building under 24 hour surveillance by security police.

**Retention and disposal:**

Destroyed 6 years after reassignment, retirement, or termination of employment.

**System manager(s) and address:**

Office of the Deputy Chief of Staff for Personnel, Department of Army, Director of Human Resources Development, Leadership and Motivation Division (DAPE-HRL).

**Notification procedure:**

Information may be obtained from: Major Command or Head of DA Staff Agency.

**Record access procedures:**

Requests from individuals should be addressed to: Major Command or Head of DA Staff Agency.

Written requests for information should contain the full name of the individual, social security number, duty assignment, current address, and telephone number.

For personal visits, the individual should be able to provide acceptable identification; for example: valid driver's license and current identification card.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations are contained in AR 340-21 and AR 600-50.

**Record source categories:**

Information is provided by the individual.

**Systems exempted from certain provisions of the act:**

None

## A0402.06DAJA

**System name:**

402.06 Legal Assistance Case Files

**System location:**

Decentralized System: Legal Assistance Office, Office of the Judge Advocate General, Department of the Army, Room 2C467, Pentagon, Washington, DC 20310 and Staff Judge Advocate offices at Army commands, field operating agencies, installations, and activities. Addresses are listed in the Department of Defense (DOD) Organizational Directory.

**Categories of individuals covered by the system:**

These files pertain to persons having sought legal assistance in their personal and private affairs.

**Categories of records in the system:**

The files contain correspondence and other personal information germane to the specific individual problem.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The files are used to assist Legal Assistance personnel in drafting necessary responses to inquiries. The purpose is to maintain a record of the replies given in response to inquiries received from individuals, so their cases can be properly settled.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of client.

**Safeguards:**

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only to authorized personnel who are properly instructed in the permissible use of the information.

**Retention and disposal:**

The files are destroyed after 1 year from the closing date of the case, except at the Pentagon where they are destroyed after 6 months from the closing date of the case.

**System manager(s) and address:**

Chief, Legal Assistance Office, HQDA (DAJA-LA), Washington, D. C. 20310 and the Staff Judge Advocates of organizations listed in the DOD directory.

**Notification procedure:**

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

**Record access procedures:**

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office or the Legal Assistance Office, Office of The Judge Advocate General, Room 2C467, Pentagon, Washington, D. C. 20310.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

The legal assistance case file contains correspondence received from Congressmen who are requesting information in order to reply to their constituents concerning a legal assistance problem and correspondence from other legal assistance offices seeking help or guidance with legal assistance problems which concern a particular individual who has come to them for assistance.

**Systems exempted from certain provisions of the act:**

None

## A0402.07DAJA

**System name:**

402.07 Legal Assistance Interview Record Files

**System location:**

Decentralized System - Legal Assistance Office, Office of the Judge Advocate General, Department of the Army, Washington, DC 20310 and Staff Judge Advocate offices at organizations listed in the Department of Defense (DOD) Organizational Directory in the Appendix.

**Categories of individuals covered by the system:**

These files pertain to persons having sought legal assistance in their personal and private affairs.

**Categories of records in the system:**

Interview Card.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The Interview Card contains basic information which is necessary in the preparation of the legal documents, i.e., wills, power of attorneys, etc. The cards are used in the preparation of the annual statistical report which only shows the number and types of actions handled by the Legal Assistance Office during the year. The Interview Card is subject to the attorney-client privilege rule and the informa-

tion contained thereon will not be given to any source without the prior approval of the client.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of client.

Safeguards:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

Retention and disposal:

The Interview Record File is destroyed after 1 year.

System manager(s) and address:

Decentralized Systemm - Chief, Legal Assistance Office, Office of the Judge Advocate General, Department of the Army, Washington, DC 20310 and Staff Judge Advocate offices at organizations listed in the DOD organizational directory.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requestor.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

Record access procedures:

Written requests for information should contain the full name of the individual, current address and telophone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office or the Legal Assistance Office, Office of The Judge Advocate General, Room 2C467, The Pentagon, Washington, DC 20310.

Contesting record procedures:

The Army's rules for access to records and for contesting countents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

The Legal Assistance Interview Record File contains the Interview Cards which are prepared byy the individuals who come into the Legal Assistance Office for assistance. The card contains basic information about the individual; such as, name, grade, organization, wife's name, social security number.

Systems exempted from certain provisions of the act:

None

A0403.01aDAJA

System name:

403.01 U.S. Army Claims Service Management Information System (USARCS MISO).

System location:

For the manual system, the claims index cards and data output are located at the United States (US) Army Claims Service, Office of The Judge Advocate General, Ft Meade, MD 20755, and the individual claims index cards and claims files pertaining to settled cases are located at Reference Service Branch, Washington National Records Center, General Services Administration, Washington, DC 20409.

The automated systems are stored on computer disks located at the Management Information Systems Office, US Army Garrison, Ft Meade, MD 20755.

Relevant command sections of the automated reports are furnished to the respective Army commands monthly. In addition, claims files on all unsettled and settled claims are retained at Staff Judge Advocate offices at subordinate levels where the claim was filed until they are forwarded to US Army Claims Service.

Categories of individuals covered by the system:

Records pertain to all individuals, corporations, associations, countries, states, territories, political subdivisions presenting a claim against the United States cognizable under the following statutes and Army Regulation 27-20: (a) The Military Claims Act (10 U.S.C. 2733); (b) The Federal Tort Claims Act (28 U.S.C. 2671-2680); (c) The Act of 9 October 1962 (10 U.S.C. 2737); (d) The National Guard Claims Act (32 U.S.C. 715); (e) Title 10, U.S.C. section 2734a and 2734b (NATO claims); (f) The Maritime Claims Settlement Act (10 U.S.C, 4801-4808); (g) Article 139, Uniform Code of Military Justice (10 U.S.C. 939); (h) The Foreign Claims Act (10 U.S.C. 2734), (i) The Military Personnel and Civilian Employees' Claims Act (31 U.S.C.240-243), (j) Claims for Reimbursement under Industrial Security Regulations (DOI) Directive 5220.6) and (k) Nonappropriated Fund Claim.

Categories of records in the system:

Claims Journal and Individual claims index cards: Contain brief synopsis of claims information including name of claimant; claim file number; type of claim presented (tort, maritime, foreign, personnel, etc.); date claim received by the Army; the date of the incident giving rise to the claim; the amount claimed; and if settled, the date and disposition of the claim. In appropriate claims, data on amounts recovered or paid by third parties is included on the card.

Claims files; Contain the claim forms submitted by the claimant; reports of investigation of claims or potential claims; the witness statements; police reports; photographs; diagrams; bills; estimates; expert opinions; medical records and similar reports; and copies of correspondence with the claimant, potential claimants, third parties, and insurers of claimants or third parties, concerning claims or potential claims. When applicable, copies of finance vouchers evidencing payment of the claims are included. Occasionally Inspector General or similar reports will be included in such files.

U.S.ARCS MISO: Provides a record of every noncontractual claim arising from Army activities. Information is maintained on magnetic tape and stored in alphabetical order by fiscal year. Data includes claimant's name, file number, type of claim, date of incident, amount claimed and amount paid, if anything.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 939, 2733, 2734, 2734a, 2734b, 2737; Title 28 U.S.C., Sections 2671-2680; Title 31 U.S.C, Sections 240-243; Title 32 U.S.C., Section 715.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The primary purpose of claims investigative reports and ancillary records is to develop and preserve all relevant evidentiary facts about incidents which may generate claims against the Army. The evidence developed is used as a legal basis for payment of claims, and the amount authorized, or to support a denial of the claim. If the claimant initiates litigation the evidence helps provide a basis to defend the suit. Evidence in the files is also used to provide information to reply to the President, the Cabinet, members of Congress or to General Accounting Office and public or private insurers who may be required to participate in the settlement of claims against the United States or who may be required to reimburse the United States as a subrogee for claims paid. Information is also recorded to insure that the use of appropriated funds is legally correct. The data are also used as a management tool to supervise claims operations at subordinate commands worldwide.

Users include claimants and/or their legal representatives for use in legal action against the Government or third parties for tax purposes (Internal Revenue Service (IRS)) and/or to support or provide private relief legislation; US Department of Justice representatives in deciding disposition of claims files against the Government and for consideration of criminal prosecution, civil court action or regulatory orders; US Court of Claims to support legal actions, considerations or evidence to support proposed legislative or regulatory changes, for budgetary purposes, for quality control or assurance type studies or to support action against a third party; foreign governments for use in settlements of claims under North Atlantic Treaty Organization Status of Forces Agreement (NATO SOFA) or similar international agreements; state governments for use in defending or prosecuting claim by the state or its representatives; Department of Labor for consideration in determining rights under Federal Employees' Compensation Act or similar legislation; civilian and governmental medical experts for evaluation of medical aspects and records and related material; The President, Vice President and members of the Congress in order to provide information upon which to base replies to inquiries from claimants; Office of Management and Budget for preparation of private relief bills to be presented to Congress for its consideration; Government contractors for use in defending or settling claims filed against them arising out of the performance of a

Government contract; and workmen's compensation agencies, federal and local, for use in adjudicating claims.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Manual system: Paper records in file folders at locations indicated.

Automated system: Computer discs located at the USARCS MISO.

**Retrievability:**

Filed alphabetically by last name.

**Safeguards:**

Various Federal buildings employ security guards. Records are accessible only by authorized personnel who are properly instructed in the permissible use of the information.

**Retention and disposal:**

Destroy 10 years after final action on the case.

**System manager(s) and address:**

Chief, United States Army Claims Service, Ft Meade, MD 20755.

**Notification procedure:**

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the claim number if known, the date and place of the incident giving rise to the claim, and any other personal identifying data (driver's license, if any) which could assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

**Record access procedures:**

Written requests for information should contain the full name of the individual, current address and telephone number, the claim number if known, the date and place of the incident giving rise to the claim, or personal identifying data (driver's license, if any) which could assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office or to the US Army Claims Service, Ft Meade, MD 20755

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Federal Bureau of Investigation, Counterintelligence Corps, Criminal Investigations Division, Inspector General, medical treatment facilities, Physicians, Armed Forces Institute of Pathology, Maritime Survey Reports, Corps of Engineers.

**Systems exempted from certain provisions of the act:**

None

## A0403.06DAJA

**System name:**

403.06 Tort Claim Files

**System location:**

Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

**Categories of individuals covered by the system:**

Personnel, military affiliated or civilians with no military connection, who have filed a complaint against the United States Army in the United States District Court under the Federal Tort Claims Act.

**Categories of records in the system:**

All pleadings, motions, briefs, orders, decisions, memoranda, opinions, supporting documentation, and allied material, including claims investigation, reports, and files, involved in representing the United States Army in the Federal Court System.

**Authority for maintenance of the system:**

Title 28 U.S.C., Section 2671-80.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The collected information is used to defend the Army in civil suits filed against it in the Federal Court System. Routine users of the information, in addition to Litigation Division, Office of The Judge Advocate General of the Army, are the Department of Justice and United States Attorneys' offices handling the particular case. Most of the collected information is filed in some manner in the courts in which the litigation is pending and therefore becomes a matter of public record. In addition, some of the collected information will appear in some form or fashion in the written orders, opinions, and decisions of the courts. For the most part, these orders, opinions, and decisions are published in the Federal Reporter System under the name or style of the case and are freely open and available to anyone with access to a law library.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of claimant.

**Safeguards:**

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

**Retention and disposal:**

Destroy 10 years after final action on the case.

**System manager(s) and address:**

Chief, Litigation Division, Office of The Judge Advocate General, Department of the Army, Washington, DC 20310

**Notification procedure:**

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

**Record access procedures:**

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to the Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

DA Staff elements, Staff Judge Advocate offices at organizations listed in the Department of Defense (DOD) organizational directory in the Appendix; National Personnel Records Center, St. Louis; US Army Military Personnel Center; Posts, Camps, and Stations; Department of the Army Field Operating Agencies; Civil Service Commission; Department of Justice; U.S. Attorneys; opposing counsel; Armed Forces Institute of Pathology.

**Systems exempted from certain provisions of the act:**

None

## A0403.16DAJA

**System name:**

403.16 Army Property Claim Files

**System location:**

Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310, and Staff Judge Advocate offices at organizations listed in the Department of Defense (DOD) organizational directory in the Appendix.

**Categories of individuals covered by the system:**

Individuals who, having damaged Government property, were not subject to the collection activities of other agencies or organizations

and therefore require litigation on behalf of the Department of the Army.

Categories of records in the system:

Copies of reports from the claim investigator, accident and police reports relating to damage, and pleadings, motions, briefs, orders, decisions, memoranda, opinions, supporting documentation, and allied material involved in representing the United States Army.

Authority for maintenance of the system:

Title 28 U.S.C., Section 2416.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The collected information is used to negotiate with, or to sue as appropriate, the individual or entity, including insurance carriers, causing damage for loss of United States Army property. Routine users include, in addition to the Litigation Division, Office of The Judge Advocate General of the Army, the Department of Justice, United States Attorneys, and defendants and other opposing parties and their attorneys.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

Retention and disposal:

The Judge Advocate General's Office: Collected claims; destroy 10 years after final action on the case. Uncollected claims; destroy 10 years after completion of litigation or determination that the case will not be prosecuted.

Other offices: Destroy cases settled locally 5 years after final action on the case.

System manager(s) and address:

Chief, Litigation Division, Office of The Judge Advocate General, Department of the Army, Washington, DC 20310.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

Record access procedures:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from Department of the Army offices and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to the Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Department of the Army Staff elements, Staff Judge Advocate offices at organizations listed in the Department of Defense (DOD) organizational directory, National Personnel Records Center-St. Louis, US Army Military Personnel Center, Posts, Camps, and Stations, Department of the Army Field Operating Agencies, Civil Service Commission, Department of Justice, U.S. Attorneys, opposing counsel, Armed Forces Institute of Pathology.

Systems exempted from certain provisions of the act:

None

A0403.17DAJA

System name:

403.17 Medical Expense Claim Files

System location:

Primary: Staff Judge Advocate Offices at Army commands, field operating agencies, installations and activities. Addresses are listed in the Department of Defense (DOD) Organizational Directory.

Segment: Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

Categories of individuals covered by the system:

Individuals who have received medical treatment at the expense of the United States (US) Army as a result of a tortuous or negligent act of a third party; third parties causing medical care to be furnished to individuals entitled to medical care at Government expense.

Categories of records in the system:

Copies of medical and personnel records of individuals injured by a third party from whom the US Army is seeking to recover the costs of medical care furnished the injured party under the Medical Care Recovery Act (42 USC 2651-3); accident and police reports relating to the injury; claims investigation files; correspondence with attorney's representing the Army's interest; court documents, if the claim is pursued through litigation.

Authority for maintenance of the system:

Title 42 U.S.C., Section 2651-3, Executive Order Number 11060 and Attorney General Regulation 28 CFR 43.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Collected information is used to negotiate with the tortfeasor or an insurance carrier or to sue the same to collect the value of medical care furnished the injured party. Routine users, in addition to the Litigation Division, Office of The Judge Advocate General of the Army, include the Department of Justice, appropriate United States Attorneys, civilian attorneys representing the injured party who agree also to represent the US Army's claim, and opposing parties and their attorneys.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

Retention and disposal:

The Judge Advocate General's Office: Collected claims; destroy 10 years after final settlement. Uncollected claims; destroy 10 years after completion of litigation or determination that the case will not be prosecuted.

Other offices: Destroy cases settled locally 5 years after final action on the case.

System manager(s) and address:

Chief, Litigation Division, Office of The Judge Advocate General, Department of the Army, Washington, DC 20310

Notification procedure:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

Record access procedures:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to the Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Department of the Army (DA) Staff elements, Staff Judge Advocate offices at organizations listed in the DOD Organizational Directory in the Appendix; National Personnel Records Center, St. Louis; US Army Military Personnel Center, posts, camps, and stations, DA field operating agencies, Civil Service Commission, Department of Justice, US Attorneys, opposing counsel, Armed Forces Institute of Pathology.

**Systems exempted from certain provisions of the act:**

None

**A0403.18DAAG**

**System name:**

403.18 Claims Back-up File

**System location:**

Judge Advocate Office, United States (US) Army Reserve Components Personnel and Administration Center (RCPAC), 9700 Page Boulevard, St Louis, MO 63132.

**Categories of individuals covered by the system:**

Individuals who file claims, through RCPAC, against US Government

**Categories of records in the system:**

File contains name of claimant, amount of claim, disposition thereof, date claim filed and paid, amount paid, amount, if any, received from carrier or insurer.

**Authority for maintenance of the system:**

Title 31, U.S.C., Section 241, Military Personnel and Civilian Employees' Claim Act of 1964.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Resolving claim at US Army Reserve Components Personnel and Administration Center (RCPAC), at higher headquarters, or in litigation.

Files used by RCPAC; higher headquarters; Litigation Division of The Office of The Judge Advocate General, US Army; U. S. Attorney.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in metal desk card file.

**Retrievability:**

Filed alphabetically by last name.

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel. Building is secured through 24 hour guard service. Entry to building is by authorized badge only.

**Retention and disposal:**

10 years from date of submission by applicant.

**System manager(s) and address:**

Commander, RCPAC, 9700 Page Boulevard, St Louis, MO 63132.

**Notification procedure:**

Information may be obtained from:
Staff Judge Advocate
RCPAC
9700 Page Boulevard
St Louis, MO 63132
ATTN: AGUZ-RPC-JA
Telephone: Area Code 314/268-7533

**Record access procedures:**

Requests from individuals should be addressed as shown in NOTIFICATION.

Written requests for information should contain the individual's full name, Social Security and/or Service Number, phone number, and address.

For personal visits, individual should present proof of identification that contains his picture (e.g., driver's license, military I.D., etc).

**Contesting record procedures:**

Rules for contesting contents of files and appealing initial determinations may be obtained from SYSMANAGER, who may be contacted at address and phone number shown under NOTIFICATION.

**Record source categories:**

Individual and party he claims damaged him.

**Systems exempted from certain provisions of the act:**

None

**A0404.08aDAPE**

**System name:**

404.08 USMA Legal Files on Military and Civilian Personnel.

**System location:**

Primary System-Department of Law, MADN-E, United States Military Academy (USMA), West Point, NY 10996.

**Categories of individuals covered by the system:**

Military Personnel (officers, enlisted personnel, and cadets) who have been the subject of official board proceeding, court-martial, criminal investigations, investigations regarding offenses against civil authorities, or matters involving potential litigation (estates, personal and property injury); Civilian Personnel who have been the subject of military or civil authority board proceedings, civil or criminal investigations, or matters involving potential litigation (estates, personal and property injury), or misconduct or adverse actions.

**Categories of records in the system:**

Criminal Investigation Reporting Files (Central Intelligence Division (CID) Files, Police Reports, Police Blotter Entries); General Court Martial Files; Special Court Martial Files; Summary Court Martial Files; Legal Opinion Precedent Files (Military Justice - Youthful and Civilian Offender Files, Commissioner's Court - Adverse Action Files, Military Personnel - Officer and Enlisted Files, estate matters, personal and property injury matters, legal opinions by individual departmental officers and attorneys); Cadet Board Proceeding Files; Legal Assistance Card Files.

**Authority for maintenance of the system:**

Title 10, U.S.C., Section 4334.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Department of Law: to aid in the preparation of legal opinions and legal assistance work, and to give appropriate guidance in military and civilian investigatory matters and areas of potential litigation.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of record subject.

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Cadet Board Proceeding Files: retained in active file for 5 years before transfer to USMA Archives for permanent retention; General Court Martial Files: destroyed after 3 years; Summary and Special Court Martial Files: retained in active file for 2 years, transferred to the USMA Records Holding Area after 2 years, transferred to National Personnel Records Center (Military), 9700 Page Blvd., St. Louis, MO, 63132, after 4 years, destroyed after 10 years; Legal Opinion Precedent Files: records are destroyed periodically when no longer of precedential value; Legal Assistance Card Files: destroyed after 4 years.

**System manager(s) and address:**

Professor and Head of the Department of Law, USMA, West Point, NY 10996.

**Notification procedure:**

Information can be obtained from SYSMANAGER.

**Record access procedures:**

Written requests for information should contain the full name of the individual, current address and telephone number, and the case (control) number that appears with the office symbol, on all correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, military identifica-

tion card, employing offices identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

CID investigation reports, civil and military authority investigation reports, civil and military police blotter entries, summary and special court martial proceedings, youthful and civilian offender misconduct reports, Commissioner's Court adverse action reports, correspondence from military and civilian sources regarding record subject, investigatory records relating to matters of potential litigation, cadet board proceeding investigatory reports.

Systems exempted from certain provisions of the act:

None

A0405.02DAJA

System name:

405.02 Foreign Jurisdiction Case Files.

System location:

Primary System: International Affairs Division, Office of The Judge Advocate General, Department of the Army, Room 2D443, The Pentagon, Washington, DC 20310.

Decentralized Segments: Army commands where case originates.

Categories of individuals covered by the system:

All members of the United States (US) Army, civilians in the employ of, serving with, or accompanying the US Army abroad, and the dependents of individuals in such categories, who have been subject to the exercises of civil or criminal jurisdiction of foreign courts or foreign administrative agencies.

Categories of records in the system:

File contains individual case reports on the exercise of criminal jurisdiction by foreign tribunals, trial observer reports, requests for provision of counsel, records of trials, requests for local authorities to refrain from exercising their criminal jurisdiction, and communications with staff judge advocates, Department of the Army, diplomatic missions, and other selected documents.

Authority for maintenance of the system:

Title 10 U.S.C., 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The International Affairs Division and the office where the case originates use the information to monitor developments of each individual case to insure that all rights and protections to which United States personnel abroad and their dependents are entitled under pertinent international agreements are accorded such personnel;and to obtain information to answer appropriate queries regarding the status or disposition of individual cases involving the exercise of civil or criminal jurisdiction by foreign courts or foreign administrative agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

Retention and disposal:

The Judge Advocate General's Office: Destroy after 30 years. Cut off annually following acquittal, fine, reprimand, dropping of charges, or on completion of sentence, as applicable.

System manager(s) and address:

Chief, International Affairs Division, Office of the Judge Advocate General, HQDA (DAJA-IA), Washington, DC 20310 and the staff judge advocate offices where the case originates.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

Record access procedures:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to the International Affairs Division, Office of The Judge Advocate General, Room 2D443, The Pentagon, Washington, DC 20310.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information is derived from reports prepared by relevant command.

Systems exempted from certain provisions of the act:

None

A0405.04DAJA

System name:

405.04 Foreign Jurisdiction Reporting Files

System location:

Primary System: International Affairs Division, Office of The Judge Advocate General, Department of the Army, Rm 2D433, The Pentagon, Washington, DC 20310.

Decentralized Segments: Army commands where case originates.

Categories of individuals covered by the system:

All members of the United States (US) Army, civilians in the employ of, serving with, or accompanying the US Army abroad, and the dependents of individuals in such categories, who have been subject to the exercise of criminal jurisdiction by foreign courts and sentenced to unsuspended confinement.

Categories of records in the system:

File contains reports concerning personnel who are confined in foreign penal institutions and reports of results of visits to confined personnel.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Both the primary and decentralized segments are used to monitor development of each individual case so as to insure that all rights and protections to which US personnel abroad and their dependents are entitled under pertinent international agreements are accorded such personnel and to obtain information in order to answer appropriate queries regarding the status of individual cases involving US personnel abroad serving a sentence to confinement in a foreign prison.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

Retention and disposal:

The Judge Advocate General's Office: Consolidations and summaries are permanent. Feeder reports are destroyed on extraction and/or consolidation of the data contained therein.

Other offices destroy records 3 years after completion of the next report.

System manager(s) and address:

Chief, International Affairs Division, Office of The Judge Advocate General, Headquarters, Department of the Army, Washington, DC and the Staff Judge Advocate Office where the case originates.

**Notification procedure:**

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

**Record access procedures:**

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to the International Affairs Division, Office of The Judge Advocate General, The Pentagon, Rm 2D443, Washington, DC or the Staff Judge Advocate Office where the case originates.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Information is derived from reports prepared by relevant command.

**Systems exempted from certain provisions of the act:**

None

**A0406.01aDAJA**

**System name:**

406.01 Patent, Copyright, Trademark, and Proprietary Data Files

**System location:**

Primary System: Patents Division, Office of The Judge Advocate General, Department of the Army, Room 2D444, Pentagon, Washington, DC 20310.

Decentralized System: Commander, US Army Materiel Command, ATTN: AMCGC-L, 5001 Eisenhower Avenue, Alexandria, VA 22333; Commander, US Army Aviation Systems Command, ATTN: AMSAV-J, P.O. Box 209, Main Office, St. Louis, MO 63166; Commander, US Army Armament Command, ATTN: AMSAR-GC, Rock Island Arsenal, Rock Island, IL 61201; Commander, Edgewood Arsenal, ATTN: SMUEA-LE, Edgewood Arsenal, MD 21010; Commander, Frankford Arsenal, ATTN: SMUFA-R1000, Philadelphia, PA 19137; Commander, Picatinny Arsenal, ATTN: SMUPA-L; Dover, NJ 07801; Commander, US Army Electronics Command, ATTN: AMSEL-LG, Ft Monmouth, NJ 07703; Commander Night Vision Laboratory Branch, ATTN: AMSEL-LG-NVL-L, Ft Belvoir, VA 22060; Commander, US Army Missile Command, ATTN: AMXNM-L, Redstone Arsenal, AL 35809; Commander, Natick Laboratories, ATTN: AMXNM-L, Natick MA 01760; Commander, US Army Mobility Equipment, R&D Center, ATTN: AMXBL-L, Ft Belvoir, VA 22060; Commander, US Army Tank-Automotive Command, ATTN: AMSTA-L, Warren, MI 48090; Commander, Harry Diamond Laboratories, 2800Powder Mill Road, ATTN: AMXDO-LP, Adelphi, MD 20783; Commander, US Army Aberdeen Proving Ground, Aberdeen Proving Ground, MD 21005; and Headquarters, Department of the Army (HQDA) (DAEN-GCP), Forrestal Building, Washington, DC 20314.

**Categories of individuals covered by the system:**

Government employees and others who have submitted inventions to the Government; inventors with patents or applications for patents procured on behalf of Department of the Army, or in which the Government has an interest; authors of copywritable or copyrighted material in which the Government has an interest.

**Categories of records in the system:**

Documents relating to disposition of rights in inventions of Government employees including information about the nature and duration of the employee's employment; documents relating to the filing for a foreign patent; documents evidencing interests of the Government in or under patents or applications for patents procured on behalf of Department of the Army, including copies of licenses, assignments, other instruments, and letters of transmittal; documents relating to the granting of licenses on Government-owned patents, including requests for licenses and communications relating to the licensing arrangement; documents reflecting interests of the Government in or under copyrights procured or obtained on behalf of Department of the Army, including copies of copyright licenses and assignments; documents relating to all phases of the granting of licenses on Government-owned copyrights, service marks, and related items.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purposes are to determine the rights of the Government and employees in employee inventions, to maintain documents used in foreign filing for patents, to provide evidence of Government interest in or under patents or applications for patents procured on behalf of Department of the Army, to provide evidence and record of patent and copyright licensing and assignments. US Patent and Trademark Office has access to specific files for resolving disputes between the Government and the inventor concerning invention rights; for foreign filing of patents, records are presented to the Director of Patent Administration, Department of National Defense in Ottawa, Ontario, Canada and to the Patent's Agent's Managing Clerk Principal Directorate of Patents, Procurement Executive, Ministry of Defense, London, England, to obtain patents in Canada and England, respectively; the parties involved in particular licensing arrangement have access to the specific files involved, as well as the US Patent and Trademark Office and the Copyright Office, Library of Congress, as evidence of legal interests in the patent or copyright license or assignment.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name.

**Safeguards:**

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only to authorized personnel who are properly instructed in the permissible use of the information.

**Retention and disposal:**

The Judge Advocate General's Office: For patent matters records are destroyed after 20 or 25 years depending on the specific case; for copyright matters records are destroyed after 56 years or on expiration of copyright not renewed. Other offices: records are destroyed after 2 years.

**System manager(s) and address:**

Chief Patents Division, HQDA (DAJA-PA), Washington, DC 20310 and the senior patent attorney at each location listed.

**Notification procedure:**

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Department of the Army patent location.

**Record access procedures:**

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Department of the Army patent location.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Employment records, job description, employee's supervisor; the invention, patent application or copyrighted material concerned; the Government agency interested in the invention or copyright; and the party seeking the license.

Systems exempted from certain provisions of the act:

None

A0406.01bUSAREUR

System name:

406.01b Civil Process Case Files and Reference Files

System location:

In Federal Republic of Germany (FRG), Civil Process Section, International Affairs Division, Office of The Judge Advocate, Headquarters (HQ), United States (US) Army, Europe (USAREUR) and 7th Army, Army Post Office (APO) New York 09403, Heidelberg, and decentralized segments at approximately 35 Judge Advocate Offices throughout the FRG to which documents have been forwarded for service.

In Berlin, Office of The Staff Judge Advocate, HQ, US Army, Berlin, APO New York 09742.

Categories of individuals covered by the system:

US Army, US Air Force and US Navy personnel, members of the civilian component of the US Forces and dependents of the foregoing upon whom service is made of documents issued by German civil courts, customs and taxing agencies, and other administrative agencies, governmental and otherwise, which, pursuant to German law, may issue: payment orders; execution orders; demands for payment of indebtedness; notifications to establish civil liability; customs and tax demands; documents assessing fines and penalties; demands for court costs or for costs for administrative proceedings; summonses and subpoenas; paternity notices; complaints; judgments; briefs; final and interlocutory orders; orders of confiscation; notices; and other judicial or administrative writs.

Categories of records in the system:

Copies of correspondence from German courts, bailiffs and administrative agencies forwarding documents for service; copies of German documents forwarded to or between Judge Advocate offices in the FRG for service; copies of forwarding correspondence to or between Judge Advocate offices in the field; copies of certificates of service; copies of correspondence to German courts, bailiffs or administrative agencies stating why documents could not be served or could not be served within a prescribed period; copies of routine or specialized instructions to Judge Advocate offices in the field pertaining to service of documents; copies of correspondence to German courts, bailiffs, or administrative authorities denying requests for service of documents, advising them of the individual's name, grade, social security account number and unit for identification purposes, advising them in accordance with applicable regulations of individual's place of residence in the FRG in connection with requests for execution or attachment, and granting or declining to grant authority to enter premises under the control of the US Forces for the purpose of effecting execution on or attachment of personal property, moneys, etc. in compliance with a writ executable pursuant to German law; card files on each document received identifying nature of document, source of document, dates received, forwarded, and served; date on which certificate of service or other reply to source was dispatched, and full identifying data on the individual.

Authority for maintenance of the system:

The North Atlantic Treaty Organization (NATO) Status of Forces Agreement, the NATO Status of Forces Supplementary Agreement, and administrative agreements executed in implementation or on the basis of the foregoing by which this office is designated as the central liaison agency of the US Forces for service of civil process documents issued by German courts or authorities upon members of the US Army, the US Navy, members of the civilian component of the US Forces, and dependents of the foregoing; Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to establish strict controls on receipt and forwarding for service of German civil court documents on US personnel; to determine if time limits for service of documents as prescribed by NATO Status of Forces Supplementary Agreement have been complied with and to establish a suspense system to insure compliance by Judge Advocate offices in the FRG of service within prescribed time limits; to determine whether initial documents have been served through the agency of this office as a precondition to service of subsequent documents in the same case. Files are maintained and used in this office and in Judge Advocate offices thoughout the FRG to which documents are forwarded for service to insure that US Forces obligations under the NATO Status of Forces Supplementary Agreement are complied with and to insure that rights of individuals are protected. When individual is served the document by the Judge Advocate office in the field, the document is translated for him; its contents and legal effects are explained to him and legal assistance is made available to him to protect his interests and to enable him to avail himself of his legal rights under German law. The card file is used as a locator and control device and is essential when cases are reopened after a period of years. It records whether the individual was served the initial and subsequent documents through the agency of this office and whether the individual, following personal service on him, was afforded the opportunity to contest the initial and subsequent documents or proceedings based on them. The files or information contained in them may be transferred or disclosed to any other agency of the Department of Defense. Information from the files may be disclosed to foreign law enforcement or investigatory or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements regulating the stationing and status in the FRG of DOD military and civilian personnel. Information disclosed to authorities of the FRG may be further disclosed by them to claimants, creditors or their attorneys. Information may be disclosed in accordance with applicable regulations in response to inquiries from Congressmen or the news media.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders are stored in cabinets by individual's name. Card files are stored in cabinets.

Retrievability:

Filed in alphabetical order by last name.

Safeguards:

Doors to office to hallway and building are locked each night (triple security).

Retention and disposal:

File folders are retained 2 years and destroyed. Card files are retained indefinitely due to the continuing nature of these cases.

System manager(s) and address:

In FRG, Chief, International Affairs Division, Office of The Judge Advocate, HQ, USAREUR and 7th Army, Heidelberg.

In Berlin, The Staff Judge Advocate, HQ, US Army, Berlin, APO New York 09742.

Notification procedure:

Individuals may submit a written request or visit Office of the SYSMANAGER. An individual's name, rank and service number would be sufficient information to locate the individual's files. Verification of identity is not required since information on these court documents is a matter of public record.

Record access procedures:

Personnel desiring access to information can contact the International Affairs Division, HQ USAREUR and 7th Army, APO New York 09403, located in Building 9, Campbell Barracks, Heidelberg, FRG.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Documents received from German authorities to be served on each individual and correspondence to these authorities stating whether or not the document was served.

Systems exempted from certain provisions of the act:

None.

A0407.01aDAJA

System name:

407.01 Patent, Copyright, and Trademark Soliciting Files

System location:

Primary System: Patents Division, Office of the Judge Advocate General, Department of the Army, The Pentagon, Room 2D444, Washington, DC 20310.

Decentralized System: Commander, United States (US) Army Materiel Command, ATTN: AMCGC-L, 5001 Eisenhower Avenue, Alexandria, VA 22333; Commander, US Army Aviation Systems Command, ATTN: AMSAV-J, P.O. Box 209, Main Office, St. Louis, MO 63166; Commander, US Army Armament Command, ATTN: AMSAR-GC, Rock Island Arsenal, Rock Island, IL 61201; Commander Edgewood Arsenal, ATTN: SMUFA-R1000, Philadelphia, PA 19137; Commander, Picatinny Arsenal, ATTN: SMUPA-L, Dover, NJ 12189; Commander, US Army Electronics Command, ATTN: AMSEL-LG, Fort Monmouth, NJ 07703; Commander Night Vision Laboratory Branch, ATTN: AMSMI-L, Redstone Arsenal, AL 35809; Commander, US Army Tank-Automotive Command, ATTN: AMSTA-L, Warren, MI 48090; Commander, Harry Diamond Laboratories, 2800 Powder Mill Road, ATTN: AMXDO-LP, Adelphi, MD 20783; Commander, US Army Aberdeen Proving Ground, Aberdeen Proving Ground, MD 21005; Headquarters Department of the Army (HQDA) (DAEN-GCP), Forrestal Building, Washington, DC 20310; Commander, US Army Medical R&D Command, ATTN: SGRD-JA, Washington, DC 20314.

**Categories of individuals covered by the system:**

Inventors who have submitted inventions to Department of the Army or who have inventions in which the Department of the Army has an interest and Government employees to whom copyright assistance has been rendered.

**Categories of records in the system:**

Documents relating to invention disclosures submitted by Government employees and contractors or sources outside the Government on which a patent application may or has been filed or on which a patent has been issued, but not if issued to contractors, including invention diclosures, drawings, patentability search reports, evaluation reports, applications, amendments, petitions, appeals, interferences, and related correspondence.

**Authority for maintenance of the system:**

Title 5 U.S.C., SEction 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose is to maintain evidence and record of invention disclosures submitted to Department of the Army, of patents and applications for patents in which Department of the Army has an interest, and of copyright assistance rendered. Concerned contractor and/or Government agencies interested in a specific invention have access to the records in order to conduct patent investigations and evaluations; the United States Patent and Trademark Office and the Copyright Office, Library of Congress, have access to the records for proceedings in obtaining a patent or copyright; the Civil Division, Department of Justice, has access to the records in the event of legal proceedings and litigation.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name.

**Safeguards:**

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only to authorized personnel who are properly instructed in the permissible use of the information.

**Retention and disposal:**

Destroyed after 20 or 25 years, depending on the specific case.

**System manager(s) and address:**

Chief, Patents Division, HQDA (DAJA-PA), Washington, DC 20310 and the senior patent attorney at each location listed.

**Notification procedure:**

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Department of the Army patent location.

**Record access procedures:**

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Department of the Army patent location.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

The invention concerned, research material in libraries and in the Patent and Trademark Office, and correspondence with the Patent and Trademark Office and with the Copyright Office, Library of Congress.

**Systems exempted from certain provisions of the act:**

None

**A0408.01aDAJA**

**System name:**

408.01 Patent, Copyright, and Data License Proffers, Infringement Claims, and Litigation Files

**System location:**

Primary System: Patents Division, Office of the Judge Advocate General, Department of the Army, Pentagon, Room 2D444, Washington, DC 20310.

Decentralized System: Commander, United States (US) Army Materiel Command, ATTN: AMCGC-L, 5001 Eisenhower Ave., Alexandria, VA 22333; Commander, US Army Aviation Systems Command, ATTN: AMSAV-J, P. O. Box 209, Main Office, St. Louis, MO 63166; Commander, US Army Armament Command, ATTN: AMSAR-GC, Rock Island Arsenal, Rock Island, IL 61201; Commander, Edgewood Arsenal, ATTN: SMUEA-LE, Edgewood Arsenal, MD 21010; Commander, Frankford Arsenal, ATTN: SMUFA-R1000, Philadelphia, PA 19137; Commander, US Army Aberdeen Proving Ground, Aberdeen Proving Ground, MD 21005; Commander, Picatinny Arsenal, ATTN: SMUPA-L, Dover, NJ 07801; Commander, Watervliet Arsenal, ATTN: SARWV-GC, Watervliet, NY 12189; Commander, US Army Electronics Command, ATTN: AMSEL-LG, Ft Monmouth, NJ 07703; Commander, Night Vision Laboratory Branch, ATTN: AMSEL-LG-NVL-L, Ft Belvoir, VA 22060; Commander, US Army Missile Command, ATTN: AMSMI-L, Redstone Arsenal, AL 35809; Commander, Natick Laboratories, ATTN: AMXNM-L, Natick, MA 01760; Commander, US Army Mobility Equipment R&D Center, ATTN: AMXFB-L, Ft Belvoir, VA 22060; Commander, US Army Tank-Automotive Command, ATTN: AMSTA-L, Warren, MI 48090; Commander, Harry Diamond Laboratories, 2800 Powder Mill Road, ATTN: AMXDO-LP, Adelphi, MD, 20783; HQDA (DAEN-CCP), Forrestal Building, Washington, DC 20310.

**Categories of individuals covered by the system:**

Claimants or defendants in administrative proceedings or litigation with the Government for improper use, infringement, enforcement of agreements, or comparable claims concerning patents or copyrights; individuals having copyrights in material Department of the Army is interested in; individuals who own patents which they offer to license to Department of the Army; individuals seeking private relief before Congress because of right in inventions, patents, copyrights, or data.

**Categories of records in the system:**

Documents relating to the administrative assertion of claims by and against the Government and to litigation with the Government for alleged misuse of patents, copyrights, trademarks, and data, including inquiries, investigations, settlements, communications with claimants or defendants, and related correspondence; documents relating to advice and assistance provided in obtaining licenses for Department of the Army use of copyright material; documents relating to the investigation and disposition of patent license offers; documents relating to investigations in connection with processing proposed legislation or bills for private relief of individuals because of right of individuals in inventions, patents, copyrights, or data, including reports of investigations, comments or recommendations, and related correspondence.

**Authority for maintenance of the system:**

Title 5 U.S.C., SEction 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purposes are to maintain evidence and record of claims and litigation involving Department of the Army concerning patents, trademarks, copyrights, and data; to maintain evidence and record of Department of the Army attempts to use copyrighted material and to receive the copyright owner's permission for such use; to maintain record and evidence of patent license offers received and investigations and reports pursuant thereto; and to maintain record and evidence of investigations of proposed legislation or bills for private relief. Government agencies involved in the claims or litigation and the Civil Division, Department of Justice, have access to the records to determine the validity of allegations and to properly prosecute or defend the case; Government agencies potentially interested have access to the records of offered licenses to determine actual interest; Congress receives reports on Department of the Army's position on particular bills for private relief.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only to authorized personnel who are properly instructed in the permissible use of the information.

Retention and disposal:

Destroyed after 25, 30 or 35 years depending on the specific case.

System manager(s) and address:

Chief, Patents Division, HQDA (DAJA-PA), Washington, DC 20310 and the senior patent attorney at each location listed.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Department of the Army patent location.

Record access procedures:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Department of the Army patent location.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Department of Justice and/or the Government agencies involved in the claims or litigation; the agency interested in the copyrighted material or in the offered license; employment records with the Government and pertinent Government patent files.

Systems exempted from certain provisions of the act:

None

A0410.01DAJA

System name:

410.01 Litigation Case Files

System location:

Primary System: Litigation Division, Office of the Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

Decentralized Seqments: Legal offices at Army installations and activites.

Categories of individuals covered by the system:

Active duty and former military personnel, civilian employees of the Army, dependents and heirs of military or civilian personnel of the Army, and nonaffiliated agencies and personnel who have filed a complaint against the United States (US) Army or its personnel in the Federal Civil Court System; military and civilian personnel of the Army who are named individually as defendants in civil litigation initiated against or by the Army.

Categories of records in the system:

All pleadings, motions, briefs, orders, decisions, memoranda, opinions, supporting documentation, and allied materials involved in representing the US Army in the Federal Court System.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The collected information is used to defend the Army in civil suits filed against it in the Federal Court System. Routine users of the information, in addition to Litigation Division, Office of The Judge Advocate General of the Army, are the Department of Justice and United States Attorneys' offices handling the particular case. Most of the collected information is filed in some manner in the courts in which the litigation is pending and therefore becomes a matter of public record. In addition, some of the collected information will appear in some form or fashion in the written orders, opinions, and decisions of the courts. For the most part, these orders, opinions, and decisions are published in the Federal Reporter System under the name or style of the case and are freely open and available to anyone with access to a law library.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

Retention and disposal:

Destroy 15 years after final action on the case.

System manager(s) and address:

Chief, Litigation Division, Office of The Judge Advocate General, Department of the Army, Washington, DC 20310.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

Record access procedures:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to the Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Department of the Army Staff elements, Staff Judge Advocate offices at organizations listed in the Department of Defense (DOD) organizational directory in the Appendix; National Personnel Records Center, St. Louis; US Army Military Personnel Center; Posts, Camps, and Stations; Department of the Army Field Operating

Agencies; Civil Service Commission, Department of Justice; US Attorneys, opposing counsel, Armed Forces Institute of Pathology.

**Systems exempted from certain provisions of the act:**

None

**A0410.04DAJA**

**System name:**

410.04 Judicial Information Release File

**System location:**

Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

**Categories of individuals covered by the system:**

Individuals connected in any manner with Army aircraft accidents, to include crew members, passengers of the aircraft, witnesses to the accident, technical experts who testified at the investigation into the accident, and members of the investigating boards; individuals and legal entities who have requested information from Army files for which the Litigation Division, Office of The Judge Advocate General of the Army, is the releasing authority.

**Categories of records in the system:**

Reports of collateral investigations of Army aircraft accident; requests and responses thereto for the release of information from Army files for which the Litigation Division, Office of The Judge Advocate General of the Army, is the releasing authority.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The collected information is used to respond to members of the general public who request information on Army aircraft accidents or other information for which the Litigation Division, Office of The Judge Advocate General of the Army, is the releasing authority. Routine users include any person or legal entity that requests such information.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Based on date of accident and name.

**Safeguards:**

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only to authorized personnel who are properly instructed in the permissible use of the information.

**Retention and disposal:**

Safeguarded information, destroy after 10 years; nonsafeguarded information, destroy after 2 years.

**System manager(s) and address:**

Chief, Litigation Division, Office of The Judge Advocate General, Department of the Army, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

**Record access procedures:**

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to the Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Department of the Army Staff elements; Staff Judge Advocate offices at organizations listed in the Department of Defense (DOD) organizational directory in the Appendix; National Personnel Records Center, St. Louis; US Army Military Personnel Center; Posts, Camps, and Stations; Department of the Army Field Operating Agencies; Civil Service Commission; Department of Justice; US Attorneys; opposing counsel; Armed Forces Institute of Pathology.

**Systems exempted from certain provisions of the act:**

None

**A0411.03bDAAG**

**System name:**

411.03 Congressional Correspondence Files

**System location:**

Security Division, Support Operations Directorate, United States (US) Army Reserve Components Personnel and Administration Center (RCPAC), 9700 Page Boulevard, St. Louis, MO 63132.

**Categories of individuals covered by the system:**

Members of United States Army Reserve (USAR)
Former members: Army.
Department of the Army (DA) Civilians.
Next-of-kin and/or dependents of USAR members and former members of the Army.

**Categories of records in the system:**

Documents relating to Congressional inquiries on all matters within scope and activity of Department of the Army.

**Authority for maintenance of the system:**

Title 10, U.S.C., Section 275.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

File maintained as reference file for continuing inquiries from Congressional sources.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed by last name of individual.

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel. Building is secured through 24 hour guard service. Entry to building is by authorized badge only.

**Retention and disposal:**

Records are destroyed 22 years after date of preparation.

**System manager(s) and address:**

Security Division, Support Operations Directorate, United States (US) Army Reserve Components Personnel and Administration Center (USARCPAC), St. Louis, MO 63132.

**Notification procedure:**

Information can be obtained from:
Commander, USARCPAC
9700 Page Boulevard
St. Louis, MO 63132.
Telephone: Area Code 314/268-7733

**Record access procedures:**

Requests from individuals should be addressed to Commander, USARCPAC, 9700 Page Boulevard, St. Louis, MO 63132.

Written requests for information should contain the full name of the individual, current address, social security number (SSN) or Army service number.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Inquiry or letter from member of Congress, Chief of Staff, US Army, White House, Secretary of Defense, Secretary of the Army.

**Systems exempted from certain provisions of the act:**

None

A0411.03cOSA

System name:

411.03 Congressional Inquiry File

System location:

Executive Services Division, Office, Chief of Legislative Liaison, Headquarters, Department of the Army (HQDA), Washington, DC Decentralized segments are maintained by HQDA staff agencies, field operating agencies, major commands, installations and activities.

Categories of individuals covered by the system:

Any citizen who writes a Congressman and is so identified by the Congressman in his request to the Office, Chief of Legislative Liaison, for an answer to his respondent.

Categories of records in the system:

File contains copy of individual's letter to Congressman, letter from Congressman requesting information, and information provided to the Congressman relative to his inquiry.

Authority for maintenance of the system:

Title 10 U.S.C., Section 1034 provides that no person may restrict any member of an armed force from communication with a Member of Congress. The records are maintained to ensure an effective service to the Member of Congress and his respondent.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Congressional Inquiry Division: To obtain information relative to timely responses and ensure that a specific case does not become 'lost' in the paperwork channels.

HQDA staff agencies, field operating agencies, major commands installations and activities: To conduct investigations based on Congressional inquiries and prepare appropriate response to Members of Congress.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Microfilm records in an automatic retrieval device.
Paper records in file folders.

Retrievability:

Coded by Congressman and individual name.

Safeguards:

Primary system: Building employs security guards. Records are maintained in an area accessible only to authorized personnel. Coding system must be known to access records.

Decentralized Segments: Records are maintained in an area accessible only to trained and authorized personnel.

Retention and disposal:

Records collected prior to 27 September 1975 are maintained in an active status until the end of the calendar year, held one additional year in the current files area in an inactive status and then destroyed. Records collected after 27 September 1975 are maintained in an active status until the end of the calendar year, held 4 additional years in the current files area in an inactive status then destroyed.

System manager(s) and address:

Chief, Legislative Liaison, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310

Notification procedure:

Information may be obtained from: OSA(SALL), Chief, Executive Services Division, Room 20600, The Pentagon, Washington, DC 20310, Telephone: Area Code 202/695-6028.

Record access procedures:

Requests from individuals should be addressed to: Office, Chief of Legislative Liaison OSA(SALL), Room 2C600, The Pentagon, Washington, DC 20301.

Written requests for information should contain the full name of the individual concerned, his current address and telephone number, the name of the Member of Congress who initiated the inquiry.

Visits are limited to Executive Services Division, SALL, The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to provide some acceptable identification (i.e., driver's license or employing office's identification card) and be able to give relevant verbal information that pertains to the records sought.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

Record source categories:

Letter from the individual to a Congressman requiring HQDA to provide information to that Congressman.

Systems exempted from certain provisions of the act:

None

A0411.08aOSA

System name:

411.08 Biographical Files of Members of Congress

System location:

Office, Secretary of the Army, Chief of Legislative Liaison, Plans and Operations Branch.

Categories of individuals covered by the system:

Current Members of U.S. Congress.

Categories of records in the system:

Files contain biographical information on members of Congress, voting trends, and committee memberships.

Authority for maintenance of the system:

Title 10 U.S.C., Section 1034.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Army Congressional witnesses: To provide background information on Members of Congress before whom Army representatives may be testifying, in order to familiarize them with the members' attitudes towards the Department of Army.

Department of Army Congressional escorts: To provide background information on Members of Congress, in order to familiarize them in their official capacity as escorts to those members.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in looseleaf binders.

Retrievability:

Filed alphabetically by last name of Member of Congress.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and cleared.

Retention and disposal:

Records are temporary. They are retained only for the tenure of the Member of Congress.

System manager(s) and address:

The Chief of Legislative Liaison. Office, Secretary of the Army, The Pentagon, Wash., DC

Notification procedure:

Information may be obtained from:
Office, Secretary of Army (SALL)
Chief, Plans and Operations Branch
Room 2C638, The Pentagon
Wash., DC 20310

Record access procedures:

Requests from individuals should be addressed to Office, Chief of Legislative Liaison, OSA(SALL), Room 2C638, The Pentagon, Washington, DC 20310, Telephone: Area Code 202/697-2417.

Written requests for information should contain the full name and state of representation of Member of Congress.

For personal visits, the Member should be able to provide acceptable identification such as driver's license or employment identification card.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Official public records, such as the Congressional Record, Congressional Quarterly Weekly Report, official transcripts of unclassified committee hearings, published proceedings of committee hearings, and the Congressional Staff Directory.

Systems exempted from certain provisions of the act:

None

A0412.01aDAAG

System name:

412.01 FUNERAL PLANS

System location:

Decentralized Segments: Ceremonies and Special Events, United States (US) Army Military District of Washington, Ft L.J. McNair, Washington, DC 20319; and DOD Commands and installations supporting State, Official, and Special Military Funerals.

**Categories of individuals covered by the system:**

Government officials or service connected persons and dependent family members who are authorized a State, Official, Special Military, Full Honor, Simple Honor, or Dependent type funeral.

**Categories of records in the system:**

File contains letters, memorandums, maps, diagrams, ceremonial plans, and other related documents for military honors and/or funeral support for only those authorized individuals who have requested special arrangements for their funeral ceremony.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Ceremonies and Special Events, U.S. Army Military District of Washington, and supporting DOD Commands and installations. To maintain funeral plans or requests by only those authorized individuals who have requested special arrangements for their funeral ceremony; to facilitate coordination of military support for State, Official, Special Military, Full Honor, Simple Honor, Dependent type funerals.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file cabinets.

**Retrievability:**

Filed alphabetically.

**Safeguards:**

Safes. Records are maintained in areas accessible only to authorized personnel who are properly screened.

**Retention and disposal:**

Records are permanent. They are retained in the office of Ceremonies and Special Events.

**System manager(s) and address:**

Director, Ceremonies and Special Events, US Army Military District of Washington, Ft L. J. McNair, Washington, DC 20319

**Notification procedure:**

Information may be obtained from
Director, Ceremonies and Special Events
US Army Military District of Washington,
Ft L. J. McNair
Washington, DC 20319
Telephone: Area Code 202-693-0636.

**Record access procedures:**

Requests from the individual or designated representative should be made in person or addressed to: Director, Ceremonies and Special Events, US Army Military District of Washington, Ft L. J. McNair, Washington, DC 20319.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21.

**Record source categories:**

Information obtained from the individual or designated representative.

**Systems exempted from certain provisions of the act:**

None

**A0412.05aOSA**

**System name:**

412.05 Press Interest Reference Files

**System location:**

Primary system: Public Information Division, Office of the Chief of Public Affairs, Headquarters, Department of the Army (HQDA) (SAPA-PI), Washington, DC 20310.

Decentralized Segments: New York Branch, Office of the Chief of Public Affairs, United States (US) Army, 663 Fifth Avenue, New York, NY; Los Angeles Branch, Office of the Chief of Public Affairs, US Army, 11000 Wilshire Boulevard, Suite 10104, Los Angeles, CA; Public Affairs Offices of major subordinate commands to HQDA; Headquarters First, Fifth, and Sixth Armies and major active installations worldwide; and Office, Chief of Engineers Public Affairs Office, and all Corps of Engineers field operating public affairs offices.

**Categories of individuals covered by the system:**

Active, retired, and discharged Army members and civilian employees who are, have been, or are likely to again become the subject of press interest.

**Categories of records in the system:**

Files contain miscellaneous documents depending on the reason for the individual coming to the attention of the press. Most common items are query sheets, fact sheets, statements of service, serious incident reports, copies or extracts from investigative reports, news clippings, memoranda and correspondence relating to the individual.

**Authority for maintenance of the system:**

Title 10, U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To respond to queries from the press relating to the individuals concerned and from the Office of the Assistant Secretary of Defense (Public Affairs) and other agencies or commands in the Army for information about the individuals, particularly with respect to the press interest displayed.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Buildings employ security guards. Records are maintained in security containers and are accessible only to authorized personnel.

**Retention and disposal:**

Records are maintained as long as individual seems likely to be a recurring subject of press interest. Records are routinely destroyed thereafter.

**System manager(s) and address:**

The Office of the Chief of Public Affairs, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from: Headquarters, Department of the Army, (SAPA-PI), Room 2E-641. The Pentagon, Washington, DC 20310; Telephone: Area Code 202/695-5136

**Record access procedures:**

Requests from individuals should be addressed to: Headquarters, Department of the Army, (SAPA-PI), Room 2E-641, The Pentagon, Washington, DC 20310.

Written requests should include a notarized statement of identity.

Personal visits may be made to any of the three Army Public Affairs Offices (Washington, New York or Los Angeles). Presentation of acceptable identification required.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Query sheets and fact sheets filed by staff public affairs officers; statements of service from the US Army Military Personnel Center or National Personnel Records Center; serious incident reports through information channels from originating commands; clippings from published media; copies or extracts of investigative reports from investigating agencies to include US Army Inspector General, US Army Criminal Investigation Command, and US Army Assistant Chief of Staff for Intelligence and memoranda and correspondence from miscellaneous sources relating to the individual case.

**Systems exempted from certain provisions of the act:**

None.

**A0412.07DAJA**

**System name:**

412.07 Witness Appearance Files

**System location:**

Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

**Categories of individuals covered by the system:**

Witness requested by United States Attorneys for Federal Court proceedings.

Categories of records in the system:

Identification of witness by name and address; name and address of United States (US) Attorney requesting same; name and location of trial.

Authority for maintenance of the system:

title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To locate and provide witnesses to United States Attorneys conducting trials on behalf of United States. Litigation Division, Office of The Judge Advocate General of the Army, Department of Justice, and United States Attorneys are involved.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

Retention and disposal:

Destroy after 2 years.

System manager(s) and address:

Chief, Litigation Division, Office of The Judge Advocate General, Department of the Army, Washington, DC 20310

Notification procedure:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

Record access procedures:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to the Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Department of the Army Staff elements, Staff Judge Advocate offices at organizations listed in the Department of Defense (DOD) organizational directory, Records Center, St. Louis, Department of the Army Field Operating Agencies; Civil Service Commission; Department of Justice; US Attorneys, opposing counsel, Armed Forces Institute of Pathology.

Systems exempted from certain provisions of the act:

None

A0412.14aOSA

System name:

412.14 Biography Files

System location:

Primary System: Public Information Division, Office of the Chief of Public Affairs, Headquarters, Department of the Army, (SAPA-PI), Washington, DC 20310.

Decentralized Segments: New York Branch, Office of the Chief of Public Affairs, United States (US) Army, 663 Fifth Ave, New York, NY 10022; Los Angeles Branch, Office of the Chief of Public Affairs, US Army, 11000 Wilshire Blvd, Suite 10104, Los Angeles, CA 90024; public affairs offices of major Army commands and subordinate units; and Office, Chief of Engineers Public Affairs Office, and all Corps of Engineers field operating public affairs offices.

Categories of individuals covered by the system:

Leading Department of the Army (DA) military and civilian personnel and other important personalities.

Categories of records in the system:

Files contain biographical material to include biographies, photographs, newspaper clippings, and related documents. Name, grade, social security number (SSN), and summary of service and outstanding achievements may also be shown.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To respond to queries from the press relating to individuals concerned and from other Army agencies or commands for information about the individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

File areas are locked when not occupied by supervisory personnel. Only authorized personnel are allowed access to files.

Retention and disposal:

Records are maintained for 2 years following retirement, transfer, separation, or death of the individual concerned.

System manager(s) and address:

Commander/supervisor of organization maintaining biographical data.

Notification procedure:

Information may be obtained from commander/supervisor of organization to which the individual is assigned or employed. Individual must provide full name.

Record access procedures:

Requests should be addressed to appropriate commander or supervisor. Official mailing addresses are in the Department of Defense Directory in the appendix to the Department of the Army system notices.

Written requests should include full name of individual and SSN.

For personal visits, individual must be able to provide acceptable identification such as driver's license, military or civilian identification card.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Clippings from published media, published biographical data from DA and other agencies and commands.

Systems exempted from certain provisions of the act:

None

A0412.18aOSA

System name:

412.18 Correspondence (Civilian Aides to the Secretary of the Army)

System location:

Office, Staff Coordinator for Civilian Aides to the Secretary of the Army Program, Office of the Chief of Public Affairs, Office of the Secretary of the Army (OSA), public affairs offices of major and subordinate commands to Headquarters, Department of the Army and Headquarters First, Fifth, and Sixth Armies.

Categories of individuals covered by the system:

Civilian Aides actively affiliated with the Civilian Aides Program.

Categories of records in the system:

Files contain correspondence between the Secretary of the Army and Civilian Aides currently active with the Civilian Aides Program.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Staff Coordinator, Civilian Aides Program, Office of the Chief of Public Affairs: To maintain a record of correspondence.

OSA: Recipient of correspondence.

Department of Army Staff Agencies: To coordinate requests, provide information, and accomplish tasks.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of Civilian Aide.

**Safeguards:**

Buildings employ security guards. Records are maintained in security containers and are accessible only to authorized personnel.

**Retention and disposal:**

Retained during tenure of individual Civilian Aide and destroyed thereafter.

**System manager(s) and address:**

Office, Secretary of the Army, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from: Office, Secretary of the Army (SASA-CA), Room 2E-673, The Pentagon, Washington, DC 20310, Telephone: Area Code 202/697-8948.

**Record access procedures:**

Requests from individuals should be addressed to: Office, Secretary of the Army (SASA-CA), Room 2E-673, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address, and telephone number.

For personal visits the individual should provide acceptable identification such as driver's license or employee identification card.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Activities of a personal nature provided by the individual in connection with his duties as a Civilian Aide to the Secretary of the Army; and correspondence originated by SYSMANAGER in reply or providing information.

**Systems exempted from certain provisions of the act:**

None

## A0501.02aDAMO

**System name:**

501.02 Security Issues Symposium

**System location:**

Strategic Studies Institute, US Army War College, Carlisle Barracks, PA 17013

**Categories of individuals covered by the system:**

Military and civilians of Department of Defense (DOD), other executive departments, and academic institutions invited to attend annual Security Issues Symposium; military and civilian members of the United States (US) Army War College preparing papers for presentation at the Symposium.

**Categories of records in the system:**

Name, position title, rank, office telephone, title of paper, arrival/departure plan information, milestone dates in preparation of papers, and related data.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Development of routine listings on status of invitations/acceptances and preparation of papers.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in computer storage. Password known only to SYSMANAGER staff required to access file. Hard copy distributed to Command element and principal staffs.

**Retrievability:**

Retrieved by name, status, or title of paper.

**Safeguards:**

Computer file is accessible only to SYSMANAGER staff; hard copy is provided to authorized individuals only.

**Retention and disposal:**

Current data is maintained while effective, normally 3 to 5 years.

**System manager(s) and address:**

Chief, Support Group, Strategic Studies Institute, US Army War College, Carlisle Barracks, PA 17013

**Notification procedure:**

Information may be obtained from SYSMANAGER.

**Record access procedures:**

Information may be obtained from SYSMANAGER.

**Contesting record procedures:**

Rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Official rosters, personal communications

**Systems exempted from certain provisions of the act:**

None

## A0501.08eUSACIDC

**System name:**

501.08e Informant Register

**System location:**

Primary System: Operations Directorate, Headquarters (HQ), United States (US) Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041.

Decentralized Segments: USACIDC subordinate elements which exercise local administrative and technical control of informants; official mailing addresses are in the Department of Defense directory in the Appendix.

**Categories of individuals covered by the system:**

All individuals, civilian or military, who are utilized as informants by USACIDC elements. 'Casual' informants, persons who walk in on a one time basis, are not documented at HQ, USACIDC primary system.

**Categories of records in the system:**

Files contain cross indexed code numbers; name, race, military occupational specialty (MOS), sex, date and place of birth, home of record, educational level, area of utilization, civilian employment, handler, letters, vouchers, personal history, performance, citizenship, marital status, physical descriptions, criminal history, expertise, talents, actions taken and other related personal data.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012(g).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Operations Directorate, HQ USACIDC, and the operational field elements of USACIDC: to monitor performance and reliability, to check the utilization of informants by subordinate USACIDC elements when the informant has been transferred, to maintain an accounting of expenditures connected with the informant, to answer Congressional inquiries concerning misuse or mistreatment of informants or those who claim they were not informants, and to document fear-of-life transfers for military personnel informants.

Information concerning USACIDC informants is provided to the below listed agencies, components, or bureaus for the purposes of criminal investigative liaison and enforcement of criminal laws, civil court or administrative action for the identification and correction of situations indicative of criminal activity, analyzing modus operandi, and detection of organized criminal activity:

Department of Defense staff and subordinate elements.

Department of the Army staff, major commands and subordinate elements.

Department of the Air Force staff, major commands and subordinate elements.

Department of the Navy staff, major commands and subordinate elements.

US Congress

US Immigration and Naturalization Bureau

Department of Justice

Federal Bureau of Investigation

National Security Agency

US Secret Service
US Marshal Service
US Postal Service
Department of the Treasury
Internal Revenue Service
Alcohol, Tobacco, and Firearms-Department of the Treasury
US Customs
US Department of State
Interpol
Central Intelligence Agency
Drug Enforcement Administration
Counsel of Governments, Washington, DC Metropolitan Area
Defense Supply Agency
Defense Investigative Service (DIS): in addition, limited data are supplied for use in the Defense Central Index of Investigations which is managed by DIS.
Naval Investigative Service
Office of Special Investigations
Civil Service Commission
Federal Aviation Administration
Department of Agriculture
Defense Communications Agency
Defense Security Agency
Defense Nuclear Agency
Law Enforcement Assistance Association
Federal Prison Service
US Coast Guard
US Department of Transportation
Social Security Administration
Selective Service Commission
US Department of Commerce
Food and Drug Administration
Agency for International Development
US Park Police
US Capitol Police
Executive Protective Services
US Department of Labor
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Trade Commission
General Accounting Office
General Services Administration
US Department of the Interior
Interstate Commerce Commission
Securities and Exchange Commission
Housing and Urban Development
US Marines
Defense Intelligence Agency
Defense Mapping Agency
Defense Security Assistance Agency
Defense Civil Preparedness Agency
Defense Advance Research Project
Defense Contract Audit Agency
Foreign nations under the provisions of Status of Forces Agreements, Treaties, or formal or informal executive agreements; or for purpose of criminal investigative liaison.
Various state and local criminal law enforcement units, departments, or agencies.
Criminal law enforcement means any activity pertaining to crime prevention, control, or reduction or enforcement of the criminal law, including, but not limited to, police effort to prevent, control, or reduce crime, or to apprehend criminals, activities of courts having criminal jurisdiction and related agencies, activities of corrections, probation or parole authorities, and programs relating to the prevention, control, or reduction of juvenile delinquency or narcotic addiction.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Card files and paper records in file folders.

**Retrievability:**

Records are retrieved by the individual's name, military occupational specialty (MOS), or code number.

**Safeguards:**

HQ USACIDC buildings employ security guards, files are stored in locked containers during non-duty hours and are accessible only by the Informant Register Officer and an alternate.
USACIDC subordinate elements generally maintain a 24 hour duty officer, store the files in locked containers during non-duty hours and permit access only by Field Office Commander and the individual informant handler.

**Retention and disposal:**

3 years, or permanent.

**System manager(s) and address:**

The Commander, Headquarters (HQ), US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041.

**Notification procedure:**

Information may be obtained from:
Commander
USACIDC
ATTN: CIJA-RI
5611 Columbia Pike, Falls Church, VA 22041.

**Record access procedures:**

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041.
Written request for information should contain the full name of the individual, address, date of birth. Personal visits should be made to: Office of the Staff Judge Advocate-Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA, 22041.
For personal visits, the requesting individual must present positive identification, such as a driver's license or other identification card with a photograph, in addition to the information required for written requests.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYS-MANAGER, ATTN: CIJA-RI.

**Record source categories:**

The military personnel records if the informant is in the military, or the civilian personnel records if the person is a civilian employee.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552 a (j) or (k), as applicable. For additional information, contact the System Manager.

## A0501.10DAMI

**System name:**

501.10 Counterintelligence Research File System (CIRFS)

**System location:**

Counterintelligence Production Division, Intelligence and Threat Analysis Center, United States Army Intelligence and Security Command (USAINSCOM), Arlington Hall Station, Arlington, VA 22212.

**Categories of individuals covered by the system:**

Individuals who have come to the attention of the US Army counterintelligence community during the course of intelligence operations or normal mission requirements.

**Categories of records in the system:**

File contains reports employed by the United States intelligence community and, in some cases, photographs of the individual. File is random in structure and personalities are coded for retrieval by a computerized index.

**Authority for maintenance of the system:**

Executive Order 10450

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To provide a quick reference file to support the Assistant Chief of Staff for Intelligence and to provide the counterintelligence desk analyst a working tool for study of historical and current intelligence material for possible trends in the state of the art.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Microfilmed reels in cassettes and indexed on computer diskpack.

**Retrievability:**

Microfilmed in random order. Retrieved by personality name via computer index which identifies the reel and document location containing the requested name.

**Safeguards:**

Building protected by security guards and storage point electronically monitored for illegal entry. Computerized index is access controlled by a code word that is issued only to properly screened, cleared and trained personnel. Code word is presently held only by the Assistant Chief of Staff for Intelligence and issued only to the team of a group conducting a screening operation of the CIRFS.

**Retention and disposal:**

Records are permanent. They are photographed onto microfilm and the original document destroyed. The file is presently being screened for identification of documents no longer needed and selected documents are being destroyed at the direction of the Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army, the Pentagon, Washington, DC

**System manager(s) and address:**

The Assistant Chief of Staff for Intelligence, Department of the Army, Washington, DC.

**Notification procedure:**

Information may be obtained from: Deputy Commander, United States Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755; Telephone: Area Code 301/677-4742/3.

**Record access procedures:**

Requests from individuals should be addressed to: Deputy Commander, United States Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755.

Written requests for information must contain the full name and social security number of the individual, current address, and telephone number.

For personal visits, the individual should be able to furnish acceptable identification and give verbal information that could be verified from his file card.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Information obtained from investigative reports of the Defense Investigative Service, USAINSCOM, other Federal and Department of Defense investigative and law enforcement agencies.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under Title 5 U.S.C., Section 552a (k)(1)(2) or (5), as applicable. For additional information, contact the SYSMANAGER.

**A0502.03aDAMI**

**System name:**

502.03a Intelligence Collection Files

**System location:**

United States Army Intelligence and Security Command (USAINSCOM), Ft Meade, MD 20755.

Decentralized segments located at USAINSCOM groups, field stations, battalions, detachments, field offices and resident offices stationed worldwide.

**Categories of individuals covered by the system:**

Any individual who qualified and may be accepted for sensitive intelligence duties with the US Army.

**Categories of records in the system:**

Files contain documents which describe the requirements, the objectives, the approvals, the implementation, the reports, and the results of Department of the Army (DA) sensitive intelligence activities.

**Authority for maintenance of the system:**

Executive Order 10450, 2,3,4,5,6,7,8,9 and 14; Title 10 U.S.C., Section 3012 (b)(c)(g); National Security Act of 1947 as amended.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information is used to support contingency planning and military operations.

Information is used by Department of the Army, Department of Defense, Federal Bureau of Investigation, Central Intelligence Agency, and the Defense Intelligence Agency.

Information may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of DOD military and civilian personnel and other countries where there are routine reciprocal exchange of information.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and visible, vertical card files. Automated data processing records on disk with video display of individual source records on cathode ray tube.

**Retrievability:**

Filed alphabetically by last name, numerically by source and numerically by project number.

**Safeguards:**

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly cleared, and have a need-to-know for the information. Automated media are protected by authorized code word for access to system, controlled access to operations rooms, and controlled input distribution.

**Retention and disposal:**

Records are permanent and retained in active file until no longer needed then retired to the Investigative Records Repository, USAINSCOM, Ft Meade, MD 20755.

**System manager(s) and address:**

The Assistant Chief of Staff for Intelligence, Department of the Army, The Pentagon, Washington, DC 20310

**Notification procedure:**

Information may be obtained from:
Deputy Commander, United States Army Intelligence and Security Command,
ATTN: IACSF-FI, Ft Meade, MD 20755;
Telephone: Area Code 301/377-4742/3.

**Record access procedures:**

Requests from individuals should be addressed to:
Deputy Commander, United States Army Intelligence and Security Command,
ATTN: IACSF-FI, Ft Meade, MD 20755.

Written requests for information must contain the full name and Social Security Number of the individual, current address, and telephone number.

For personal visits, the individual should be able to furnish acceptable identification and give verbal information that could be verified from his file.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and for appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Applications and related information is obtained from the individual investigative reports of Defense Investigative Service, USAINSCOM, and other Federal and DOD investigative and law enforcement agencies.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under Title 5 U.S.C., Section 552a (k)(1) or (5), as applicable. For additional information, contact the SYSMANAGER.

**A0502.03bDAMI**

**System name:**

502.03b Technical Surveillance Index

**System location:**

Decentralized locations at Investigative Records Repository, Headquarters (HQ), United States Army Intelligence and Security Command (USAINSCOM) Ft Meade, MD; Systems Division, Office of the Deputy Chief of Staff, Intelligence, HQ, United States Army Europe and Seventh Army (USAREUR), Heidelberg, W. Germany; Office of the Deputy Chief of Staff for Personnel, Headquarters, Department of the Army (HQDA), The Pentagon; and Crimes Records Directorate, Ft Holabird, MD.

**Categories of individuals covered by the system:**

Persons whose conversations have been intercepted during technical surveillance operations conducted by, or on behalf of the Army.

**Categories of records in the system:**

File contains individual's name and citizenship, any associated telephone number or radio call sign; location, date, and time of the surveillance activity, and the source document.

**Authority for maintenance of the system:**

Title 18 U.S.C., Sections 2510-2520 and 3504.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Use limited to Motions for Discovery, Military Courts-Martial, Privacy Act Requests, and Congressional inquiries.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes and paper records.

Retrievability:

USAREUR segment utilizes a computerized retrieval system using name, address, telephone number or case designation. Other segments are retrieved manually by name, address, telephone number or case designation.

Safeguards:

Access to buildings are controlled by security guards. Records are maintained in General Services Administration approved security containers, physically separated from other materials, and are accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal:

Records are permanent.

System manager(s) and address:

The Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army (DAMI-CIS), The Pentagon, Washington, DC 20310

Notification procedure:

Information may be obtained from: Headquarters, Department of the Army,
(DAMI-CIS), Room 2D481,
The Pentagon,
Washington, DC 20310;
Telephone: Area Code 202/695-4474.

Record access procedures:

Requests from individuals should be addressed to the appropriate decentralized repository.

Written requests for information should contain the full name of the individual, current address, and telephone number.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAMI-DOS) Washington, DC 20310.

Record source categories:

Army and other investigative agencies.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under Title 5 U.S.C., Section 552a (k), (l), (2), or (5), as applicable. For additional information, contact the SYSMANAGER.

A0502.08aDAMI

System name:

502.08a Badge and Credential Files

System location:

United States Army Intelligence and Security Command (USAINSCOM), Ft Meade, MD 20755.

Decentralized Segments: Each USAINSCOM group, field station, battalion, detachment, field or resident office having assigned personnel who possess Military Intelligence Badges and Credentials (B&C).

Categories of individuals covered by the system:

Individuals who currently possess or in the past possessed Military Intelligence B&C.

Categories of records in the system:

Card file containing the name, social security number (SSN), rank, and B&C number of each person who has been issued Military Intelligence (B&C). This card file is an index to a numerical filing system consisting of envelopes having a B&C status and Control Card (MIIA form 70) attached which contains the name of the individual, B&C number, component (military or civilian), military occupational specialty (MOS), clearance of civilian, authority for issue, and comments which indicate the history of the B&C keyed to the individuals having been assigned the B&C.

Authority for maintenance of the system:

Executive Order 10450, Sections 2,3,4,5,6,7,8,9, and 14; Title 10 U.S.C., Section 3012(b)(c)(d) and (g); National Security Act of 1947, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of system is to maintain control and accountability over Military Intelligence B&C.

USAINSCOM uses system to maintain strict control and accountability over all B&C; to conduct periodic inventories; to determine SSN, rank, and/or location of B&C possessors or expossessors; and to determine whether individuals have B&C.

Federal investigative and/or intelligence agencies on occasion use the file to ascertain if an individual legally possesses B&C.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card files.

Retrievability:

Filed alphabetically by last name of possessor of B&C.

Safeguards:

Primary system is maintained in buildings employing security guards. Records are maintained in area accessible only to authorized personnel who are properly cleared and trained.

Retention and disposal:

Records are maintained indefinitely. Destruction is authorized by Central Custodian of the B&C.

System manager(s) and address:

The Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from:
Deputy Commander,
United States Army Intelligence and Security Command,
ATTN: IACSF-FI, Ft Meade, MD 20755;
Telephone: Area Code 301/677-4742/3.

Record access procedures:

Requests from individuals should be addressed to: Deputy Commander, United States Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755.

Written requests for information must contain the full name and SSN of the individual, current address, and telephone number.

For personal visits, the individual should be able to furnish acceptable identification and give verbal information that could be verified from his file card.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

United States Army personnel and security records and United States Army Orders.

Systems exempted from certain provisions of the act:

None

A0502.10aDAMI

System name:

502.10 USAINSCOM Investigative Files System

System location:

United States Army Intelligence and Security Command, (USAINSCOM), Ft Meade, MD 20755.

Decentralized Segments located at USAINSCOM groups, field stations, battalions, detachments, and field offices stationed worldwide.

Categories of individuals covered by the system:

Military personnel of the United States (US) Army to include active duty, National Guard members, reservists and retirees; civilian employees of the Department of the Army (DA), to include contract, temporary, part time, advisory, and volunteer, including citizen and alien employees located both in the US and in oversea areas; industrial or contractor personnel who are civilians working in private industry for firms which have contracts involving access to classified Department of Defense (DOD) information; aliens granted limited access authorization to US Defense information; DOD alien personnel investigated for visa purposes; individuals about whom there is a reasonable basis to believe that they are engaged in, or plan to engage in, activities such as (1) theft, destruction, or sabotage of ammunition, equipment, facilities, or records belonging to DOD units or installations, (2) possible compromise of classified defense information by unauthorized disclosure or by espionage, (3) subversion of loyalty, discipline or morale of DA military or civilian personnel by actively encouraging violation of lawful orders and regulations or disruption of military activities, (4) demonstrations on active or reserve Army installations or immediately adjacent thereto which are

of such character that they are likely to interfere with the conduct of military operations, (5) direct threats to DOD military or civilian employees regarding their official duties or to other persons authorized protection by DOD resources, and (6) activities or demonstrations endangering classified defense contract facilities or key defense facilities of the Panama Canal approved by Headquarters, Department of the Army; certain non-DOD affiliated persons whose activities involve them with the DOD, namely, activities involving requests for admission to DOD facilities or requests for certain information regarding DOD personnel, activities, or facilities; persons formerly affiliated with the DOD; persons who applied for or are/were being considered for employment with or access to DOD such as applicants for military service, pre-inductees and prospective contractors; visa applicants, individuals residing on, having authorized official access to, or conducting or operating any business or other function at any DOD installation and facility; and USAINSCOM sources.

**Categories of records in the system:**

Requests for investigation and attachments thereto such as personal history statements; fingerprint cards; personnel security questionnaire; waivers for release of credit; medical and/or educational records; and National Agency check requests.

Investigations conducted by USAINSCOM or other DOD, Federal, State or local investigative agency to include: National Agency checks; local agency checks; military records; birth records; employment records; education records; credit records; interviews of education, employment, and credit references; interviews of listed and developed character references; interviews of neighbors; documents which succinctly summarize information in subjects investigative file; case summaries prepared by both investigative control offices and requesters of investigation interrogation reports; correspondence pertaining to the investigation or its adjudication by clearance authority to include; (1) information which reflects the chronology of the investigation and adjudication, (2) all recommendations regarding the future status of the subject, (3) actions of security/loyalty review boards, (4) final actions/determinations made regarding the subject, and (5) security clearance, limited access authorization, or security determination; index tracing reference which contains aliases and nee names of the subject and names of co-subjects; USAINSCOM form indicating dossier has been reviewed and all material therein conforms to DOD policy regarding retention criteria; USAINSCOM form to indicate material has been removed and forwarded to the Defense Investigative Service (DIS); security termination statements; notification of denial, suspension, or revocation of clearance; record of USAINSCOM agent case assignments; reports of casualty, biographic data concerning Army personnel who are missing or captured; cross reference sheets which indicate the removal of investigative documents requiring limited access.

Case control and management documents that serve as the basis for conducting the investigation. This includes documents requesting the investigation; background data such as personal history statement, fingerprint cards, National Agency check requests, and release statments; and documents used in case management and control such as lead sheets, other field tasking documents, and transfer forms.

Card index of personnel investigations/operations which are under controlled access, to include USAINSCOM personnel, file procurement officers, and sensitive counter-espionage, counter-sabotage, and counter-subversion investigations and/or operations.

Accession file maintained to keep record of all persons and agencies authorized to receive Investigative Records Repository (IRR) Files.

Microfilm index and catalogue file, which is an index to all investigative holdings contained in microfilmed investigative records.

Investigative index card file record system maintained to keep a permanent record of all dossiers charged out of USAINSCOM on loan to user agencies or on permanent transfer to DIS.

Document account record or dossiers of their reproductions or microfiche files forwarded from and returned to USAINSCOM.

Card file and paper listing of all personnel under Army cognizance, whose clearances have been revoked. File contains individual's name, date and place of birth, social security number (SSN), coded reason for revocation, and name of agency which designated the revocation.

File containing a record of all favorable IRR dossiers destroyed because no action has transpired in the file within the past 15 years. File consists of either the last clearance certificate contained in the dossier or, if no clearance certificate exists; a summary card containing the name of the individual, his date and place of birth, his SSN, or Army service number, date and type of investigation, and the name of the agency which conducted the investigation.

Records accounting for the disclosure of USAINSCOM investigative material made outside the US Army.

Summaries of release actions under the Freedom of Information Act (FOIA) and the Privacy Act (PVA) of 1974.

Card file containing a summary of all actions taken by the USAINSCOM in the conduct of security adjudication.

**Authority for maintenance of the system:**

Executive Order 10450, Sections 2,3,4,5,6,7,8,9 and 14; Title 10 U.S.C., Section 3012(b)(c)(g); National Security Act of 1947, as amended; Executive Order 11652, Sections 1,2,3,4,5,6,7,8,9,10 and 12.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The purposes for which information in the system is collected are as follows:

To conduct personnel security investigations (PSI). A PSI is an inquiry into the activities of the individual which is designed to develop pertinent information pertaining to his suitability for a position of trust. Information is compiled on loyalty, character, emotional stability, trustworthiness, and reliability to insure that an individual's access or continued access to defense information, entry to restricted areas, access to nuclear weapons, security eligibility or acceptability for assignments to or retention in sensitive civilian positions and acceptance or retention as a member of the Armed Forces is clearly consistent with the interest of national security.

To provide protective services when authorized by the Secretary of Defense for the DOD Distinguished Visitors Protection Program. The objective of this program is to provide physical protection for distinguished foreign visitors of DOD and the military departments and high ranking members of DOD and its agencies, and to assist the U.S. Secret Service in its protective functions.

To conduct special investigations as authorized by the Secretary of the Army, which are counterintelligence investigations concerning highly sensitive matters and highly placed persons within the DOD and its agencies.

To conduct limited reciprocal investigations on receipt of an official request from Federal law investigative agencies. These investigations involve the review of DA and military records.

Categories of users of USAINSCOM investigative files are:

USAINSCOM personnel in the course of their official duties.

Other DOD investigative elements, DOD agencies and elements of the Military Departments designated by the departments in official directives or regulations, and accredited representatives of the Secretary of Defense and the Joint Chiefs of Staff.

Accredited Federal criminal and civil law enforcement agencies including those responsible for conducting their own investigations as to suitability for employment or access of current or potential employees formerly affiliated with the DOD.

Other accredited Federal agencies serviced by the Civil Service Commission but with a need to evaluate the suitability of potential employees formerly affiliated with the DOD.

Congress, including the General Accounting Office.

Veterans Administration.

Specific uses of USAINSCOM Investigative Files are:

To determine the loyalty, suitability, eligibility, and general trustworthiness of individuals for assignment or appointment to sensitive military duties or to critical sensitive civilian positions by the first four categories of users, above.

To determine the eligibility and suitability of individuals for entry and retention in the Armed Forces by the first and second category of users, above.

To provide information for ongoing security and suitability investigations being conducted by Federal agencies, by the first three categories of users, above.

To provide information to assist Federal agencies in the administration of criminal justice and prosecution of offenders by the first three categories of users, above.

To provide information in judicial or adjudicative proceedings including litigation, or in accordance with a court order by the first three categories of users, above.

To make statistical evaluations of investigative activities by all categories of users, above.

To respond to legitimate FOIA and PVA access requests by the first category of users, above.

To provide information in response to Inspector General, Equal Employment Opportunity, other complaint investigations and Congressional inquiries by the first and fifth categories of users, above.

To determine the eligibility and suitability of an individual for favorable personnel actions in the Armed Forces of the United States, to include Reserve and National Guard. Unfavorable information may be used as appropriate by personnel decision managers in first and second category of users, above.

For use in alien admission and naturalization inquiries conducted under Section 105 of the Immigration and Nationality Act of 1952, as amended, by the third category of users, above.

For use in benefit determinations by the sixth category of users, above.

The distribution of investigative information to other DA activities or outside agencies is based on this agency's evaluation of their needs and the relevance of the information to the use for which it is provided. Information collected for one purpose is not automatically used for the other purposes or by the other users indicated in this description. Transfer of information from this record system to other DOD components is regarded as a routine intra-agency use under the provisions of Title 5 U.S.C., Section 552a(b)(1).

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

Upon receipt of a valid request for an investigation, the request package is given a control number and placed in a case folder (paper record) together with identification data concerning the subject of the request for investigation and the control number. The request is entered into an automatic data processing (ADP) system (USAINSCOM case control system), which is designed to provide statistical data and case control management information on the number and types of investigations that are opened, currently pending, and closed in USAINSCOM. This ADP system triggers automatic requests upon the Defense Central Index of Investigations (DCII), a master index that holds reference to all DOD investigations conducted by USAINSCOM and the Military Services investigative file repositories. If there are files on the subject, a request is generated by USAINSCOM upon the appropriate repository. Upon review of the request package and other investigative files retrieved through DCII, investigative requirements are then determined by the USAINSCOM Control Office and investigative leads are dispatched to the USAINSCOM field elements and other pertinent Governmental investigative agencies. Upon receipt of the investigative leads at the field level, a duplicate investigative file is prepared by the receiving DIS field element. This file contains investigatory report and case control material pertaining only to the specific investigative leads assigned to the controlling field element. At this point the USAINSCOM investigative file enters into a pending status. During this pending status investigative reports are prepared by USAINSCOM field elements and sent to the control office, based upon record and interview data obtained during the investigation. Upon completion of the investigation, the closed investigative file held by the USAINSCOM Control Office is forwarded thru the IRR to the requestor of the investigation. Upon receipt, the requestor adjudicates the investigation and returns it to the IRR for retention. The duplicate files prepared by USAINSCOM field elements are destroyed 120 days after the closing.

**Storage:**

Paper records in file folders, rolled microfilm, and microfiche.

**Retrievability:**

File folders are maintained in terminal digit order by regular dossier number and SSN. In order to obtain the dossier number of the subject at least one personal identifier is required. For those subjects who have no identifying data such as date of birth, military service number or SSN, the name only index is searched. Additionally, a non-standard search is required. The name only index will provide a subject's name and dossier number only. The non-standard search will provide a listing of all subjects with identifying data. In these instances, some other identifying data must be furnished such as address. Dossiers possibly identical with the subject may be forwarded to the requester.

Microfiche files are maintained in duplicate copy in separate locations in Microfilm Division, IRR. The records are maintained in terminal digit order according to regular dossier number or SSN. Microfilm records are retrieved by name or dossier number.

**Safeguards:**

Building 4552, which houses the IRR, is under 24-hour guard and accessible only to authorized personnel. Only individuals accredited as file procurement officers may obtain and review IRR investigative records. Subordinate USAINSCOM elements and other official requesters are required to have General Services Administration-approved containers for the storage of investigative files. Certified mail is used to forward any investigative files to official requesters of USAINSCOM subordinate elements.

**Retention and disposal:**

Personnel Security Investigative Files may be retained for 15 years after last action reflected in the file, except that files which resulted in adverse action against the individual will be retained permanently. However, once affiliation is terminated, acquiring and adding material to the file is prohibited unless affiliation is renewed.

**System manager(s) and address:**

The Assistant Chief of Staff for Intelligence, Headquarters, Department of the Army, the Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from
Deputy Commander
United States Army Intelligence and Security Command
ATTN: IACSF-FI
Ft Meade, MD 20755
Telephone: Area Code 301/677-4742/3.

**Record access procedures:**

Requests should be sent to: Deputy Commander, United States Army Intelligence and Security Command, ATTN: IACSF-FI, Ft Meade, MD 20755.

Written requests for information should contain the full name of the individual, SSN, previous service number (if any), current address, and telephone number. Visits are limited to Building 4552, Ft Meade, MD 20755.

For personal visits, the individual should be able to provide acceptable identification (e.g. driver's license, employing office's identification card) and give verbal information that could be verified with his 'case' folder.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

DOD and Military Department records; Federal Agency records; State, county, and municipal records; employment records of private schools, colleges, universities, technical and trade schools; hospital records; real estate agencies; credit bureaus, loan companies, credit unions, banks, and other financial institutions which maintain credit information on individuals; Transportation companies (airlines, railroads, etc.); Other private records sources deemed necessary in order to complete an investigation; Miscellaneous records such as: telephone directories; city directories; Who's Who in America; Who's Who in Commerce and Industry; Who Knows What - A listing of experts in various fields; American Medical Directory; Martindale-Hubbell Law Directory; US Postal Guide; Insurance Directory; Dunn and Bradstreet; and The US Army Register; any other type of miscellaneous record deemed necessary to complete the USAINSCOM investigation; the interview of individuals who have knowledge of the subject's background and activities; the interview of witnesses; the interview of victims; the interview of confidential sources; and the interview of other individuals deemed necessary to complete the USAINSCOM investigation.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under Title 5 U.S.C., Section 552a(k)(1), (2) or (5), as applicable. For additional information, contact the SYSMANAGER.

## A0503.03aDAMI

**System name:**

503.03a Department of the Army Operational Support Activities Files

**System location:**

United States Army Intelligence and Security Command, (USAINSCOM), Ft Meade, MD 20755.

**Categories of individuals covered by the system:**

Selected members of the US Army and civilian employees of the Department of the Army (DA) who participate in and have received support for conducting US Army intelligence and counterintelligence duties. Included are personnel of other Federal agencies who have requested and received support from appropriate authority.

**Categories of records in the system:**

Card file with Automatic Data Processing (ADP) index of individuals who have received support from DA in completing specialized duties within the Army's intelligence and counterintelligence activities.

Card files and duplicate ADP files of individuals indicating any identity and other data which may be used to identify them in their support of DA's intelligence and counterintelligence activities.

**Authority for maintenance of the system:**

Executive Order 10450, Sections 2,3,4,5,6,7,8,9 and 14; Title 10 U.S.C., Section 3012(b) (c) (g); National Security Act of 1947 as amended.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To maintain within records which identify individuals performing duties in DA specialized intelligence and counterintelligence assign-

ments data to support or refute any possible future claim of the individual to the US Government.

To facilitate administrative actions by providing a reference to names and identities.

To manage individual's career while he is assigned to duties in support of the Army's intelligence and counterintelligence functions. Records provide reference during individual's period of assignment.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders, vertical card file, ADP printouts, ADP diskpack.

**Retrievability:**

Filed alphabetically by last name of individual. ADP files by Social Security Number (SSN),

**Safeguards:**

Material is stored in General Services Administration (GSA) containers approved for the storage of secret material. Building in which material is stored is locked during hours of nonoccupancy.

ADP files are access controlled by a codeword issued only to properly screened, cleared, and trained personnel.

**Retention and disposal:**

Files are maintained permanently.

**System manager(s) and address:**

The Assistant Chief of Staff for Intelligence, Department of the Army, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from:
Deputy Commander, United States Army Intelligence and Security Command,
ATTN: IACSF-FI, Ft Meade, MD 20755;
Telephone: Area Code 301/677-4742/3.

**Record access procedures:**

Requests from individuals should be addressed to:
Deputy Commander, United States Army Intelligence and Security Command,
ATTN: IACSF-FI, Ft Meade, MD 20755.

Written requests for information must contain the full name and (SSN) of the individual, current address, and telephone number.

For personal visits, the individual should be able to furnish acceptable identification and give verbal information that could be verified from his file card.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Applications and related information is obtained from the individual; investigative reports of Defense Investigative Service, USAINSCOM, and other Federal and Department of Defense investigative and law enforcement agencies.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under Title 5 U.S.C., Section 552a (k) (l), (2) or (5), as applicable. For additional information, contact the SYSMANAGER.

## A0503.06aDAMI

**System name:**

503.06 Counterintelligence Operations Files

**System location:**

Primary System: US Army Intelligence Agency, Fort Meade, Maryland 20755. Segments are located in United States Army, Europe (USAREUR), Pacific Command (PACOM) area and other Army elements stationed worldwide.

Decentralized Segments: Locations of the US Army Intelligence Agency's Decentralized Segments may be obtained from the Appendix to this Federal Register.

**Categories of individuals covered by the system:**

Active and Retired Military Personnel, Department of Defense (DOD) affiliated civilians including contractor personnel employed by civilian firms having defense contracts, and individuals not affiliated with the Department of Defense (DOD) only if there is a reasonable basis to believe that one or more of the following situations exist:

Theft, destruction or sabotage of weapons, ammunition, equipment, facilities or records belonging to DOD units or installations.

Possible compromise of classified defense information by unauthorized disclosure or by espionage.

Subversion of loyalty, discipline or morale of Department of the Army (DA) military or civilian personnel by actively encouraging violation of laws, disobedience of lawful orders and regulations, or disruption of military activities.

Demonstrations on active or reserve Army installations or demonstrations immediately adjacent to them which are of such a size or character that they are likely to interfere with the conduct of military activities.

Armed Forces Induction Center, US Army Recruiting Stations located off-post and facilities of federalized National Guard Units are considered to be active DOD installations. For the purpose of the subparagraph, Reserve Officer Training Corps (ROTC) installations on campuses are not considered to be active or reserve Army installations and coverage of demonstrations at or adjacent to such installations is not authorized.

Direct threats to DOD military or civilian personnel regarding their official duties or to other persons authorized protection by DOD resources.

Activities or demonstrations endangering classified defense contract facilities or key defense facilities, including Panama Canal, approved by Headquarters, Department of the Army (HQDA), as key to the defense and operation of the Panama Canal.

**Categories of records in the system:**

Files contain those documents used to conduct special counterintelligence operations pertaining to the US Army's responsibilities under the categories of counterintelligence, counterespionage, counter-sabotage, and counter-subversion.

**Authority for maintenance of the system:**

Executive Order 10450, section 2,3,4,5,6,7,8,9 and 14; Executive Order 10865, Section 1(a); National Security Act of 1947 as amended; Title 10 U.S.C., Section 3012 (b) (c) (g).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Files are maintained to detail results of investigations and operations, to facilitate guidance control and effectiveness of the investigations and operations, and to document for record and law enforcement purposes results of investigations and operations.

DOD components and federal agencies and law enforcement agencies when the mission of the agency contains responsibility for counterintelligence activities in the continental United States or oversea areas where DOD personnel are located.

To support authorized counterintelligence investigations and operations initiated to detect, identify, and neutralize counterintelligence threats to the DOD.

Information may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements including those regulating the stationing and status in foreign countries of DOD military and civilian personnel and other countries where there are routine reciprocal exchanges of information.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.
File cards.

**Retrievability:**

Filed alphabetically by name or file number.

**Safeguards:**

Files are maintained in three-position combination, fire resistant, steel cabinets housed in security controlled areas accessible only to authorized personnel.

**Retention and disposal:**

Records are permanent. At the termination of counterintelligence operations, files are retired to the US Army Intelligence Agency's Investigative Records Repository.

**System manager(s) and address:**

The Assistant Chief of Staff for Intelligence, Department of the Army, Washington, DC 20310

**Notification procedure:**

See EXEMPTION

**Record access procedures:**

See EXEMPTION

**Contesting record procedures:**

See EXEMPTION

Record source categories:

See EXEMPTION

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a (j) or (k), For additional information, contact the System Manager.

A0506.01fDAMI

System name:

506.01 Personnel Security Clearance Information Files

System location:

Primary System: Joint Adjudicative Clearance System (JACS) (segment of the Defense Central Index of Investigation (DCII), Defense Investigative Service (DIS), Ft Holabird, MD 21203.

Decentralized Segments: Records as to the individual's personnel security and clearance status may be maintained by offices at Department of the Army (DA) Staff agencies, major commands, installations, activities, and unified and specified commands.

Categories of individuals covered by the system:

Any individual, civilian or military, affiliated with the United States Army by assignment, employment, contractual relationship, or as the result of an interservice support agreement on whom a personnel security clearance determination has been completed, is in process, or may be pending.

Categories of records in the system:

File may contain pending and completed personnel security clearance actions on individuals by personal identifying data. Also may contain briefing/debriefing statements for special programs, sensitive positions, and other related information and documents required in connection with personnel security clearance determinations.

Authority for maintenance of the system:

Executive Orders 10450 and 10865; Title 10 U.S.C., Section 3012; Title 50 U.S.C., Section 4039; and the National Security Act of 1947.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To process request for personnel security clearance actions; to determine eligibility for access to classified information or assignment to sensitive position; and to record security clearance issued or accepted.

Information may be released to other Department of Defense (DOD) and Federal agencies, based on formal accreditation as specified in official directives, regulations, and demonstrated need-to-know; to Federal, State, local, and foreign law enforcement, intelligence, or security agencies in connection with a lawful investigation under their jurisdiction; and to commanders/agency heads for adverse personnel actions such as fraudulent enlistment proceedings, removal from sensitive duties, elimination from the service, removal from employment, denial to a restricted or sensitive area, and revocation of security clearance.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in folders, file cards; computer tape, punch cards, or disks.

Retrievability:

Filed alphabetically by last name of individual or social security number (SSN).

Safeguards:

Records are stored in locked buildings which employ security guards and are subject to Military Police and/or local civilian law enforcement patrol security. All records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained. Use of computers, including remote terminals, requires knowledge of special transaction codes to preserve integrity of data.

Retention and disposal:

Primary system files are destroyed at the same time as the dossier upon which security clearance action was based. Decentralized segment personnel security clearance files are either (1) destroyed upon termination of access, (2) destroyed 1 year from date of transfer or separation of individual, or (3) forwarded to the gaining organization. Investigative reports are forwarded to the United States Army Central Personnel Security Clearance Facility, Ft Meade, MD for inclusion in dossier at the United States Army Intelligence and Security Command (USAINSCOM) Investigative Records Repository (IRR), Ft Meade, MD 20755. Dossiers are maintained no longer than 15 years from date of last entry inless significant adverse information is present, in which case retention is 25 years. Copies of investigative reports are destroyed upon completion of final action.

System manager(s) and address:

United States Army Central Personnel Security Clearance Facility, Ft Meade, MD 20755.

Notification procedure:

Information concerning status or degree of personnel security clearance/access may be obtained from the Installation or Command Security Officer where applicant was assigned or employed. Information contained in investigative files may be obtained from the appropriate investigative agency.

Record access procedures:

Requests for security clearance information should be sent to: Commander, ATTN: Security Officer, of the command or installation of assignment or employment.

Requests for information should contain the full name of the individual, SSN, current address, and telephone number.

For personal visits to the Security Office, the individual should be able to provide identification (e.g., driver's license, identification card) and give verbal information that can be verified with office records.

Requests for information contained in investigative files should be addressed to appropriate investigative agency with personal identifying data required by that system as published in the Federal Register.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Application and related forms obtained from the individual; investigative results from the DIS, USAINSCOM IRR, and other Federal, DOD, and DA investigative or law enforcement agencies.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under Title 5 U.S.C., Section 552a(k)(1), (2), and (5). For additional information, contact the SYS-MANAGER.

A0506.01jUSAREUR

System name:

506.01 Employee Screening Program/Installation Access Files

System location:

Security Branch, Office of the Deputy Chief of Staff, Intelligence, Office of the United States (US) Commander, Berlin, Germany.

Categories of individuals covered by the system:

All civilian applicants for and/or employees in positions in US Forces activities in the Berlin Command, other than Department of Defense (DOD) civilians. Persons included are of various nationalities, paid from both appropriated and nonappropriated funds, as well as from funds provided by the German Occupation Costs Office, who are administered under the Berlin Tariff Agreement, which governs employment of the local national workforce. Non-US citizen applicants for and holders of passes authorizing unoffical access to closed US Forces installations and facilities in Berlin.

Categories of records in the system:

Cards or paper files contain name; date and place of birth; social security number (SSN) for US citizens; address; personal identity documents by type and serial number; employing or potential employing agency; type of position held or applied for and related information; dates security screening action initiated and completed; list of investigative agencies' files checked with results and disposition of case.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012 and Title 50 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To determine suitability for employment and to grant access to closed military installations as warranted. Information on security screening actions is provided to DOD and US State Department law enforcement investigative agencies in Berlin for use in criminal/security investigative purposes, when warranted.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Cards are stored in file boxes, paper records in file folders.

Retrievability:

Alphabetically by last name.

**Safeguards:**

Records are maintainted in locked areas, accessible only by authorized personnel who are properly screened, cleared, and trained. Buildings are enclosed in a compound to which access is controlled at all times.

**Retention and disposal:**

Files pertaining to US citizens are destroyed on transfer or separation of individual. Files on non-US employees on whom no derogatory information is developed during their tenure of service are held in the inactive files for 6 months after termination of employment, then destoyed; derogatory files are destroyed 2 years after termination. Files pertaining to applicants who are not accepted are destroyed upon notification by appropriate Civilian Personnel Officer. Files pertaining to non-US citizen applicants or holders of installation passes are disposed of in accordance with the following schedule: When file contains no or only minor derogatory information, destroyed upon notification from responsible official of surrender of pass. When pass is denied or withdrawn for cause, it is placed in the inactive file, held for 3 years and then destroyed.

**System manager(s) and address:**

Deputy Chief of Staff, Intelligence, Office of the US Commander Berlin, APO New York 09742.

**Notification procedure:**

Information may be obtained from:
Deputy Chief of Staff, Intelligence
Office of the US Commander, Berlin
APO New York 09742

**Record access procedures:**

Request from individuals should be addressed to:
Commander, United States Army, Berlin
ATTN: AEBA-IC(S),
APO New York 09742

Written request for information should contain the full name, date and place of birth, SSN (where appropriate), and current address of the individual.

For personal visits, the individual should be able to provide acceptable indentification such as national passport, government identity document, employing offical's identification card, and give verbal information that could be verified with his/her 'case' folder.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21 (32 CFR Part 505).

**Record source categories:**

Application forms from the individual, employee personnel records, files of various government investigative agencies, previous employers, financial institutions, educational institutions, and research notes/documents from records custodians.

**Systems exempted from certain provisions of the act:**

None

## A0506.05aUSMACTHAI

**System name:**

506.05 Diplomatic Immunity Roster

**System location:**

Primary System: Computer Systems Management Branches, Assistant Chief of Staff, Communications & Electronics, United States Military Assistance Command, Thailand/Joint United States Military Advisory Group, Thailand (USMACTHAI/JUSMAGTHAI);

Decentralized Segments: American Embassy, Bangkok, Thailand; Supreme Command (Forward), Royal Thai Government; and USMACTHAI/JUSMAGTHAI Staff agencies.

**Categories of individuals covered by the system:**

Any member assigned to any of the following units stationed in Thailand: 7th Radio Relay Field Station; 6924 Security Squadron; Navy Detachment, Radio Relay Field Station; 4802 Joint Liaison Detachment; 17th DAR Squadron; Postal Courier Region, AI16, Det 1, 1985th Communications Squadron; 6201 Aerospace Support Squadron; Department of Defense (DOD) Special Representative, Thailand; General Electric, Kokha.

**Categories of records in the system:**

File contains individual's name, social security number (SSN) and organization.

**Authority for maintenance of the system:**

Royal Thai Government and Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Computer Systems Management Branch: To maintain current status of eligibility for inclusion on roster; to print and review final roster.

American Embassy, Bangkok: To coordinate, review and verify individual's eligibility for diplomatic immunity; to declassify information.

Supreme Command (Forward), Royal Thai Government: To coordinate and verify with the American Embassy, Bangkok, the individual's eligibility for diplomatic immunity.

USMACTHAI/JUSMAGTHAI Staff agencies: To assemble and coordinate information utilized for inclusion on roster; to review and verify individual's eligibility for diplomatic immunity and to declassify information.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

IBM card stock in file folders; IBM rosters in file folders.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Buildings employ security guards. Records are maintained in storage areas accessible only to authorized personnel. Rooms within some buildings are double locked.

**Retention and disposal:**

Records are temporary. They are retained in active file until the individual departs Thailand and then destroyed.

**System manager(s) and address:**

Commander, USMACTHAI/JUSMAGTHAI, Army Post Office (APO) San Francisco 96346.

**Notification procedure:**

Information may be obtained from:
USMACTHAI
ACofS, Personnel
APO San Francisco, CA 96346
Telephone: 985-2106

**Record access procedures:**

Requests from individuals should be addressed to: HQ, USMACTHAI, ACofS, Personnel, APO San Francisco, CA 96346.

Written requests should contain full name and social security number of individuals.

For personal visits, the individual should be able to provide his identification card.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Messages and other written communications from the individual units requesting members addition or deletion from the roster.

**Systems exempted from certain provisions of the act:**

None

## A0508.04USACIDC

**System name:**

508.04 US Army Criminal Investigation Fund Vouchers.

**System location:**

Primary System: Comptroller, US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041.

Decentralized Segments: USACIDC subordinate elements. Official mailing addresses are in the Department of Defense directory in the Appendix.

**Categories of individuals covered by the system:**

Any special agent of USACIDC or Military Police Investigator (MPI), US Army, who has made expenditures of or has requested reimbursement from USACIDC limitation, 015 contingency funds (described in Army Regulation (AR) 37-47).

**Categories of records in the system:**

Files contain the USACIDC special agent's or MPI's name, reason for such expenditure, grade, receipts, certificates of expenditure when receipts are unavailable, statements by persons as to the receipt of funds and/or reasons for such payment, or cash advances.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012(g).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

USACIDC personnel with a need to know: to maintain a proper accounting of the expenditure of USACIDC funds.

Department of the Army staff, major commands and subordinates with a need to know: to monitor the proper accounting of USACIDC funds.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed by voucher number only at Headquarters (HQ) USACIDC. Filed by the individual's name at USACIDC subordinate levels.

Safeguards:

Subordinate USACIDC elements generally employ 24 hour duty officers and maintain the records in locked buildings. Access is limited to authorized personnel.

HQ USACIDC buildings employ security guards; records are maintained in locked rooms; and access is limited to authorized personnel.

Retention and disposal:

Clothing records are transferred with the USACIDC special agents.

Individual vouchers are destroyed 8 years after the last entry.

System manager(s) and address:

The Commander, US Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041

Notification procedure:

Information may be obtained from:
Commander
USACIDC
ATTN: CIJA-RI
5611 Columbia Pike
Falls Church, VA 22041

Record access procedures:

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041

Written requests for information should contain the individual's full name, address, and date of birth. Personal visits should be made to Office of the Staff Judge Advocate-Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041.

For personal visits, the requesting individual must present positive identification, such as a driver's license or other identification card with a photograph, in addition to the information required in written requests.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER, ATTN: CIJA-RI.

Record source categories:

Special agent or MPI, informant, or other persons' statements pertaining to expenditures.

Systems exempted from certain provisions of the act:

None

A0508.07aUSACIDC

System name:

508.07 Criminal Investigation Accreditation Files

System location:

Primary System: Accreditation Division, Directorate of Personnel and Administration, Headquarters (HQ), US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041

Decentralized Segments: Crime Records Directorate, USACIDC, 2301 Chesapeake Avenue, Baltimore, MD 21222; Washington National Records Center, GSA, Suitland, MD.

Categories of individuals covered by the system:

Any person who makes an application to the USACIDC for acceptance into the USACIDC program as an apprentice special agent; for a warrant officer appointment in USACIDC; for USACIDC supervisor credentials; for the USACIDC officer specialty program; or for USACIDC laboratory technician credentials.

Categories of records in the system:

Files contain the individual's application to USACIDC, a statement of personal history, personal identifiers, photographs, fingerprint cards, qualifications record, biography, information pertaining to assignment capability or location, letters of recommendation, educational documents, character investigation data, reclassification orders, reassignment orders, commander's inquiry data, reports of investigation, reasons for withdrawal from the program, reason for denying the application, date of acceptance into the program, date appointed (if an officer or warrant officer), date of accreditation, badge number, credential number polygraph certificate number (if a certified polygraph examiner), agent sequence number, assignment, date assigned, marital status, and other data pertaining to the accreditation function, polygraph examiner performance and evaluation data, physical profile, date of last physical, assignment preference, humanitarian transfer restrictions, current job title, date current security clearance authorized, date of last background investigation; primary, secondary, tertiary foreign language capability, special qualifications, service agreement, spouse's place of birth and citizenship, agent's place of birth, agent's last ten assignments, agent's hobbies, and agent's private licenses.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012(g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Staff elements of USACIDC with a need-to-know: to determine an applicant's initial acceptance or non-acceptance into the USACIDC program, and if accepted the individual's continued eligibility, placement or standing within the USACIDC program.

U.S. Army Intelligence Security Command, for storage and utilization in determining security classifications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Alpha file: paper records in file folders.
Criminal Investigator Information Data Card: vertical card file.
Machine Punch Card System: vertical card file.
Automated data files are maintained on magnetic tapes.

Retrievability:

Alpha Card File, Criminal Information Card, and Machine Punch Card Systems are all retrievable by last name of the individual, agent Sequence number SSN, badge number, credential number and polygraph number.

Safeguards:

HQ USACIDC buildings employ security guards, material is stored in locked containers during non-duty hours, and is accessible only by authorized personnel.

Crime Records Directorate building employs security guards, data is stored within a locked wire enclosure, and is accessible only by authorized personnel.

Washington National Records Center: buildings employ security guards during non-duty hours, 24 hour intrusion alarms, and locked external doors, and is accessible only by authorized personnel.

Automated records are maintained in a building employing security guards, room and data are accessible only by authorized personnel.

Retention and disposal:

Alpha files; files of approved applicants are retained in the active file until the individual retires, is released from active duty, or is voluntarily or involuntarily removed from the USACIDC program; the file is placed in an inactive storage at HQ USACIDC for the remainder of that year plus two additional years; it is then transferred to the Washington National Records Center where it is stored for eight additional years and then destroyed; files of personnel not accepted into the USACIDC program are retained in inactive storage at HQ USACIDC for the remainder of that year plus one additional year and then destroyed.

Criminal Investigation Information Data Cards are maintained permanently.

Machine Punch Cards are maintained only during such time as the individual is currently in the USACIDC program and are destroyed upon cessation of that status.

Automated data on individuals are maintained while the individual is serving as an investigator and for 90 days after he or she leaves the program.

System manager(s) and address:

The Commander, Headquarters (HQ), US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041

Notification procedure:

Information may be obtained from:
Commander
USACIDC

ATTN: CIJA-RI
5611 Columbia Pike, Falls Church, VA 22041

**Record access procedures:**

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041

Written requests for information should contain the full name of the individual, address, date of birth, and whether or not the individual has ever applied for the USACIDC program. Personal visits should be made to: Office of the Staff Judge Advocate-Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041.

For personal visits, the requesting individual must present positive identification, such as a driver's license or other identification card with a photograph, in addition to the information required for written requests.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the sysmanager, ATTN: CIJA-RI.

**Record source categories:**

Previous or present employers, financial institutions, relatives and former spouses, officer master file and enlisted master file, MILPERCEN, educational institutions, trade or fraternal organizations, neighbors past and present, work associates, social acquaintances, churches, public records, current and past commanders, and other investigative departments both within and without the Department of the Army and the Federal Government.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

## A0508.09DAPE

**System name:**

0508.09 FBI Criminal-Type Reporting Files

**System location:**

Primary System: Crime Records Directorate, US Army Criminal Investigation Command, 2301 Chesapeake Avenue, Baltimore, MD 21222.

Decentralized copies: A copy is furnished major commands for use in determining administrative or judicial remedies at the respective military installation. Official mailing addresses are in the Department of Defense directory in the Appendix.

**Categories of individuals covered by the system:**

Any member or civilian employee of the Active Army or Reserve Components involved in criminal activity.

**Categories of records in the system:**

File contains criminal investigative reports; testimony of witnesses; substantiating records and related evidence of criminal activity.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012(j).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Enforce military and civil laws on Army installations; determine whether an offense was committed; establish responsibility for criminal offenses, provide evidence to commander for administrative or judicial remedies.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Alphabetically by full name and SSN, then unique investigation report number.

**Safeguards:**

Building employs security guards. Records maintained in areas accessible only to authorized personnel properly trained who have need for access.

**Retention and disposal:**

Retained 40 years by US Army Criminal Investigation Command. Other user agencies destroy on completion of useful life of the documents.

**System manager(s) and address:**

Commander, US Army Criminal Investigation Command, Crime Records Directorate, 2nd and R Street, SW, Washington, DC 20318.

**Notification procedure:**

See EXEMPTION

**Record access procedures:**

See EXEMPTION

**Contesting record procedures:**

See EXEMPTION

**Record source categories:**

Subjects, witnesses, victims, Military Police and US Army Criminal Investigation Command personnel and special agents, informants, various Department of Defense, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments; and any other individuals or organizations which may supply pertinent information.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additonal information, contact the System Manager.

## A0508.11aUSACIDC

**System name:**

508.11 Criminal Investigation and Crime Laboratory Files

**System location:**

Primary System: Crimes Record Directorate, United States (US) Army Criminal Investigation Command (USACIDC), 2301 Chesapeake Avenue, Baltimore, MD 21222.

Decentralized Segments: Headquarters (HQ), USACIDC and all USACIDC subordinate elements, official mailing addresses are in the Department of Defense directory in the Appendix. Defense Investigative Service, Ft Holabird, MD, automated index to drug offenders in case files and automated suspense index on the disposition of offenders in case files.

**Categories of individuals covered by the system:**

Any individual, civilian or military, involved or suspected of being involved in or reporting possible criminal activity affecting the US Army's interests, property, and/or personnel.

**Categories of records in the system:**

Files contain names, social security numbers, rank, units, location, date and place of birth, physical descriptions, chronology of events, Action Officer's activity summary, letters, messages, notes; reports of investigation containing witness statements, subject statements, agents statements, laboratory reports, documentary evidence, polygraph examination reports, physical evidence, summary data and administrative data pertaining to the preparation and distribution of the report; basis for the action (allegations), Serious and Sensitive Incident reports, talking papers, fact sheets, aliases, descriptions, modus operandi, and other investigative information from Federal, State, and local investigative agencies and departments. Indices contain codes for the type of crime, location of investigation, year and date of offense, names and personal identifiers of persons who have been subjects of electronic surveillance, suspects, subjects and victims of crimes, the report number which allows access to the files noted above; agencies, firms, Department of the Army (DA), and Department of Defense (DOD) organizations which were the subjects or victims of criminal investigations; and disposition and suspense of offenders listed in criminal investigative case files, witness identification date.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012(g).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

HQ USACIDC and all USACIDC subordinate elements: to accomplish the USACIDC investigative duties assigned by the DA, to include criminal investigations and crime prevention activities; to accomplish various management functions such as case analysis, statistical compilations, quality control, review to insure that the completed investigations are legally sufficient, and overall improvement in techniques, training and professionalization.

Information concerning criminal or possible criminal activity is provided to the below listed agencies, components, or bureaus for the purposes of criminal investigative liaison and enforcement of criminal laws, civil court or administrative action for the identification and correction of situations indicative of criminal activity, analyzing modus operandi, and detection of organized criminal activity:

DOD staff and subordinate elements.

DA Staff, major commands and subordinate elements.

Department of the Air Force Staff, major commands and subordinate elements.

Department of the Navy Staff, major commands and subordinate elements.

United States Congress
US Immigration and Naturalization
Department of Justice
Federal Bureau of Investigation
National Security Agency
US Secret Service
US Marshal Service
US Postal Service
Department of the Treasury
Internal Revenue Service
Alcohol, Tobacco, and Firearms-Department of the Treasury
US Customs
US Department of State
Interpol
Central Intelligence Agency
Drug Enforcement Administration
Counsel of Governments, Washington, DC Metropolitan Area.
Defense Supply Agency
Defense Investigative Service (DIS): in addition, limited data are supplied for use in the Defense Central Index of Investigations which is managed by DIS.
Naval Investigative Service
Office of Special Investigations
Civil Service Commission
Federal Aviation Administration
Department of Agriculture
Defense Communications Agency
Defense Security Agency
Defense Nuclear Agency
Law Enforcement Assistance Association
Federal Prison Service
US Coast Guard
US Department of Transportation
Social Security Administration
Selective Service Commission
US Department of Commerce
Food and Drug Administration
Agency for International Development
US Park Police
US Capitol Police
Executive Protective Services
US Department of Labor
Federal Communications Commission
Federal Deposit Insurance Corporation
Federal Trade Commission
Government Accounting Office
Government Services Administration
US Department of the Interior
Interstate Commerce Commission
Securities and Exchange Commission
Military Transportation Major Command
Housing and Urban Development
Drug and Alcohol Abuse Directive
US Marines
Defense Intelligence Agency
Defense Mapping Agency
Defense Security Assistance Agency
Defense Civil Preparedness Agency
Defense Advance Research Projects
Defense Contract Audit Agency,
Veterans Administration,
Foreign nations under the provisions of Status of Forces Agreements, Treaties, or formal or informal executive agreements; or for purpose of criminal investigative liaison.
Various State and local criminal law enforcement units, departments, or agencies.
Criminal law enforcement means any activity pertaining to crime prevention, control, or reduction or enforcement of the criminal law, including, but not limited to, police efforts to prevent, control, or reduce crime, or to apprehend criminals, activities of courts having criminal jurisdiction and related agencies, activities of corrections, probation or parole authorities, and programs relating to the prevention, control, or reduction of juvenile delinquency or narcotic addiction.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders
Card files and indexes
Automated indexes

**Retrievability:**

Information is retrievable by reference to the name of the individual or other identifier.

**Safeguards:**

Crime Records Directorate buildings employ security guards, locked wire enclosures, and access is limited to authorized personnel.
HQ USACIDC buildings employ security guards, information is stored in locked containers or rooms during non-duty hours, and access is limited to authorized personnel.
Subordinate elements of USACIDC buildings generally employ 24 hour duty officers, store the information in locked containers or rooms, and access is limited to authorized personnel.
Defense Investigative Service: buildings employ security guards, automated system is within a controlled access area, and data are accessible only by authorized personnel.

**Retention and disposal:**

40 years
Laboratory reports at the USACIDC laboratory level are destroyed after three years.
USACIDC subordinate elements, other than the laboratories and Crime Records Directorate, retain case files for periods ranging from 1 to 5 years depending on the level of such unit and the data involved.

**System manager(s) and address:**

The Commander, Headquarters (HQ), US Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041

**Notification procedure:**

Information may be obtained from:
Commander
USACIDC
ATTN: CIJA-RI
5611 Columbia Pike
Falls Church, VA 22041

**Record access procedures:**

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041.
Written requests for information should contain the full name, address, and date of birth. Personal visits should be made at: Office of the Staff Judge Advocate-Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041
For personal visits, the requesting individuals must present positive identification, such as a driver's license or other identification card with a photograph in addition to the information required in written requests.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the sysmanager, ATTN: CIJA-RI.

**Record source categories:**

Suspects, witnesses, victims, USACIDC special agents and other personnel, informants; various DOD, Federal, State, and local investigative agencies; departments or agencies of foreign governments; and any other individual or organization which may supply pertinent information.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552a (j) or (k) as applicable. For additional information contact SYSMANAGER.

## A0508.11bUSACIDC

**System name:**

508.11b Criminal Information Reports and Cross Index Card Files

**System location:**

Primary System Operations Directorate, Headquarters (HQ), United States (US) Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041.
Decentralized Segments: USACIDC subordinate elements, official mailing addresses are in the Department of Defense directory in the appendix to the Department of the Army systems notice.

**Categories of individuals covered by the system:**

Any individual, civilian or military, involved or suspected of being involved in or reporting possible criminal activity affecting the US Army's interests, property, and/or personnel.

**Categories of records in the system:**

Files contain names, social security numbers, rank, units, location, date and place of birth, physical descriptions, chronology of events, action officer's activity summary, letters, messages, notes; reports of

investigation containing witness statements, subject statements, agents statements, laboratory reports, documentary evidence, polygraph examination reports, physical evidence, summary data and administrative data pertaining to the preparation and distribution of the report; basis for the action (allegation), Serious and Sensitive Incident reports, talking papers, fact sheets, aliases, descriptions, modus operandi, and other investigative information from Federal, State, and local investigative agencies and departments. Indices contain codes for the type of crime, location of investigation, year and date of offense, names and personal identifiers of persons who have been subjects of electronic surveillance, suspects, subjects and victims of crimes, the report number which allows access to the files noted above; agencies, firms, Department of the Army (DA), and Department of Defense (DOD) organizations which were the subjects of criminal investigations; and disposition and suspense of offenders listed in criminal investigative case files.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012(g).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To afford index to criminal information case files that are not indexed in Defense Central Index of Investigations (DCII). These records are utilized to develop investigative leads during the conduct of ongoing Army criminal investigations. This data is released only for US Army Criminal Investigation Division (CID) and Military Police (MP) investigative purposes. Statistics generated by this data are also utilized as a management tool to determine crime trends, frequency and rates. In the event that information maintained in this system of records indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Card file and paper records in file folders.

**Retrievability:**

Retrievable by name, file number and the field assigned criminal information report number.

**Safeguards:**

HQ USACIDC buildings employ security guards, information is stored in locked containers during non-duty hours and access is limited to authorized personnel. Buildings of subordinate elements of USACIDC generally employ 24 hour duty officers, store the information in locked containers and access is limited to authorized personnel.

**Retention and disposal:**

Permanent, 40 years

**System manager(s) and address:**

Commander, U.S. Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041.

**Notification procedure:**

Information may be obtained from:
Commander
USACIDC
ATTN: CIJA-RI
5611 Columbia Pike
Falls Church, VA 22041

**Record access procedures:**

Requests from individuals should be addressed to : Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041

Written requests for information should contain the full name, address and date of birth. Personal visits should be made at: Office of the Staff Judge Advocate - Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041.

For personal visits, the requesting individuals must present positive identification, such as a driver's license or other identification card with a photograph in addition to the information required in written requests.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Suspects, witnesses, victims, informants, USACIDC special agents and other personnel; various Department of Defense, Federal, State and local investigative agencies; department or agencies of foreign governments; and any other individual or organizations which may supply pertinent information.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552 a(j) or (k) as applicable. For additional information, contact the Systems Manager.

## A0508.11cUSACIDC

**System name:**

508.11c Special Agent Evaluation Files

**System location:**

Primary System: Operations Directorate, Headquarters (HQ), United States (US) Army Criminal Investigation Command (USACIDC), 5611 Columbia Pike, Falls Church, VA 22041.

Decentralized segments USACIDC subordinate elements which exercise local administrative and technical control of special agents; official mailing addresses are in the Department of Defense directory in the appendix to the Department of the Army systems notice.

**Categories of individuals covered by the system:**

All USACIDC Special Agents, Warrant Officer and enlisted, who prepare USACIDC reports of investigation (ROI's).

**Categories of records in the system:**

Files contain special agent's name and sequence number; investigative history; e.g., primary or secondary agent, or whether the special agent inherited the case; office of assignment; year of the report of investigation; ROI number; type of ROI; offense codes for the ROI; the number of days the ROI covered; determination of whether or not the number of days the ROI covered was justified; name of the field office reviewer; name of the field office approver; disposition status of the ROI; location of the incident; i.e., on post, off post or combination; determination of case difficulty; determination of the special agent's investigative effort; type of administrative deficiencies, if any; and type of investigative deficiencies, if any.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012(g).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Personnel of HQ USACIDC and all USACIDC subordinate elements with an official need-to-know, to accomplish various management functions such as statistical compilations, quality control, and special agent investigative and administative evaluations.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and computer paper printouts.

**Retrievability:**

Information is retrievable by the name of the individual or other identifier.

**Safeguards:**

HQ USACIDC buildings employ security guards, information is stored in locked containers or rooms during non-duty hours and access is limited to authorized personnel. Buildings of subordinate elements of USACIDC generally employ 24 hour duty officers, store the information in locked containers or rooms, and access is limited to authorized personnel.

**Retention and disposal:**

Files are retained for an indefinite period, as the disposition policy has not yet been determined.

**System manager(s) and address:**

Commander, US Army Criminal Investigation Command, 5611 Columbia Pike, Falls Church, VA 22041.

**Notification procedure:**

Information may be obtained from:
Commander
USACIDC
ATTN: Dir Opns
5611 Columbia Pike
Falls Church, VA 22041

**Record access procedures:**

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: Dir, Opns, 5611 Columbia Pike, Falls Church, VA 22041

Written requests for information should contain the full name, address, and date of birth. Personnel visits should be made to: Director of Operations, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041.

For personal visits, the requesting individuals must present positive identification, such as a driver's license or other identification card with a photograph in addition to the information required in written requests.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation (AR) 340-21.

Record source categories:

The completed ROI, with all attachments and inclosures, and the objective and subjective analysis by the reviewers.

Systems exempted from certain provisions of the act:

None

A0508.16aDAPE

System name:

508.16 Absentee Case Files

System location:

Primary System: United States (US) Army Deserter Information Point (USADIP), US Army Enlisted Records Center, Ft Benjamin Harrison, IN 46249.

Manual Backup Records: US Army Deserter Information Point (USADIP), US Army Enlisted Records Center, Ft Benjamin Harrison, IN 46249.

Decentralized segments: copies are maintained at the installation initiating the report and at respective law enforcement agencies. Official mailing addresses are in the Department of Defense (DOD) directory in the Appendix. Mailing addresses for law enforcement agencies are in the USADIP official records.

Categories of individuals covered by the system:

Any active Army member absent without proper authority and administratively designated as a deserter in accordance with AR 630-10, Absenteeism and Desertion.

Categories of records in the system:

File contains reports and records which document the absence; notice of unauthorized absence from US Army which constitutes the warrant for arrest; notice of return to military control or continued absence in hands of civil authorities.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012(g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Furnished to local, State, Federal, international or foreign law enforcement authorities in automated or manual form for the purpose of support in the apprehension, detention and return of offenders to military custody.

To audit automated personnel accounting records to insure apprehension actions are initiated and terminated promptly and accurately.

Disseminate in oversea areas as required by local conditions, customary international law, treaties and agreements with allied forces and foreign governments.

To examine the causes of absenteeism and develop programs to deter unauthorized abuses.

Enter data in the FBI National Crime Information Center wanted person file.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated-Verified desertions are stored on the Deserter Verification Information System (DVIS) at the USADIP.

Paper source documents and the record copy of the Arrest Warrant are maintained as paper records in official military personnel files.

Retrievability:

Access through alpha-numeric inquiry using name plus any numeric identifier such as date of birth, social security number (SSN), or Army serial number.

Manual backup records are filed alphabetically by last name.

Safeguards:

Automated and manual records are available to authorized individuals on need-to-know basis.

Manual records are stored in facilities manned 24 hours, 7 days a week. Records are in areas accessible only to authorized personnel properly trained and performing duties which authorize access to official personnel folders.

Retention and disposal:

Automated records are cleared when subject returns to military custody, is discharged, or dies. Records are cleared whenever subject is no longer wanted for unauthorized absence.

Manual backup records are retained in official personnel records until they have served their useful purposes, are destroyed, or retired with the personnel folder.

System manager(s) and address:

Manual backup records: Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

See EXEMPTION

Record access procedures:

See EXEMPTION

Contesting record procedures:

See EXEMPTION

Record source categories:

Unit Commander, First Sergeants, subjects, witnesses, Military Police and US Army Criminal Investigation Command personnel and special agents, informants, various DOD Federal, State and local investigative, and law enforcement agencies, departments or agencies of foreign governments; and any other individuals or organizations which may supply pertinent information.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information contact the SYSMANAGER.

A0508.17aDAPE

System name:

508.17 Military Police (MP) Reporting Files

System location:

Copies of reports are maintained at the installation producing the report. Official mailing addresses are in Department of Defense directory in the Appendix. Original reports of special categories of military police (MP) investigations, defined in Army Regulation (AR) 190-45, are maintained at Crime Records Directorate, United States Army Criminal Investigation Command (USACIDC), Washington, DC 20318.

Reference card system (manual or automatic) may be maintained at higher command/major command level based on input from subordinate elements where documents originated.

Categories of individuals covered by the system:

Any citizen who is the subject, victim, complainant, or witness in connection with a complaint.

Any citizen or group of citizens who is suspected or involved in a criminal or a traffic offense.

Categories of records in the system:

File contains the report (DA Form 3975) with supporting documents such as statements, affidavits, copies of provisional passes, receipts of prisoners or detained persons, disposition, and similar documents. System includes card indexes containing the names of persons who are identified in MP reports as subject, victim, complainant, or witness. Also contains reported traffic violations and reports with supporting documents of criminal activity directed against or involving the United States (US) Army. Has data pertaining to name, grade, organization, social security number (SSN), category of involvement, offense, case report number, disposition. May be related to local criminal information files. File may be automated as a part of the Military Police Management Information System (MPMIS).

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012(g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

MP reports contain investigative information acquired pursuant to routine complaints received and incidents observed by or reported to MP. The reports provide the detailed information necessary for agency officials, commanders, or civil criminal justice agencies to meet their responsibilities regarding the maintenance of discipline, law and order through investigation and possible criminal prosecution, civil court action, or regulatory order. Routine users within the agency include: Commanders in exercising their authority under the provisions of Title 10, U.S.C., Chapter 47, 'Uniform Code of Military

Justice'; persons designated by the commander to assist him in carrying out his judicial and administrative responsibilities, i.e., staff judge advocate, investigating officers appointed in accordance with Army regulations, military intelligence personnel in those incidents involving possible or actual sabotage or espionage; other persons having a need for such information, e.g., Army-Air Force Exchange System in reports pertaining to criminal incidents involving the System; USACIDC for those incidents within their jurisdiction for investigation; and law enforcement personnel of other armed services when such service personnel are involved. MP reports will be furnished to criminal justice elements outside of the agency for investigation and prosecution when such cases fall within their jurisdiction or concurrent jurisdiction is applicable. These include: Federal Bureau of Investigation; Drug Enforcement Adminstration; US Customs Service; Bureau of Alcohol, Tobacco and Firearms; US District Courts; US Magistrates; local law enforcement agencies; local 'wildlife conservation' agencies; and in oversea areas, host government law enforcement agencies.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders, reference cards, magnetic tape punch cards and computer printouts.

**Retrievability:**

Filed chronologically by number, by calendar year, with alphabetical cross reference index file. Portions of files and index cards may be automated.

**Safeguards:**

Distribution controls are specified by AR 190-45, and only authorized personnel have access to files. Physical security measures include locked containers/storage areas, controlled personnel access, and continuous presence of authorized personnel.

**Retention and disposal:**

Destroyed after 5 years at installations; destroyed 40 years after final action at Crime Records Directorate.

**System manager(s) and address:**

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310;
Crime Records Directorate, USACIDC, Washington, DC 20318.

**Notification procedure:**

Information may be obtained from the SYSMANAGER or from appropriate decentralized record custodian.

**Record access procedures:**

Requests for access may be addressed to the SYSMANAGER or to appropriate decentralized record custodian. Letter must contain the full name, social security number, and signature of the requester and must be notarized.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Subjects, witnesses, victims, MP and USACIDC personnel and special agents, informants, various DOD, Federal, state and local investigative and law enforcement agencies; departments or agencies, foreign governments; and any other individuals or organizations which may supply pertinent information.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under Title 5 U.S.C., 552a (j) or (k), as applicable. For additional information, contact the SYSMANAGER.

## A0508.17bUSARJ

**System name:**

508.17 Blackmarket Monitoring Files

**System location:**

Office of Provost Marshal, United States Army Garrison, Honshu, Japan

**Categories of individuals covered by the system:**

Members of the US Armed Forces civilian employees, and their dependents, who are assigned to, or under the judicial or administrative control of the United States Army Japan (USARJ), including contractors and their employees who make purchases of controlled items from authorized resale activities on mainland Japan.

**Categories of records in the system:**

Sales slips and control sheets used in sales of controlled items by US Forces, Japan sales outlets; overspending/overpurchase printout, produced monthly and forwarded from central computer facility.

**Authority for maintenance of the system:**

Status of Forces Agreement between the United States of America and Japan; Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Records are used to assist Military Police, United States Army Criminal Investigation Command, Unites States Air Force Office of Special Investigations, and the Navy Investigative Service in monitoring purchases of controlled items; also to reflect those individuals who have had shopping privileges revoked or suspended and to comply with USARJ and Joint Services blackmarket control policies.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in individual envelopes. Paper printouts are stored by run type and number.

**Retrievability:**

Paper records filed alphabetically by last name. Printouts filed by social security number (SSN), name, unit or station.

**Safeguards:**

Records are maintained in room accessible only to authorized personnel who are properly screened and cleared.

**Retention and disposal:**

Records are maintained in the active file until departure of the sponsor on permanent change of station. The records are then placed in the inactive file. The inactive file is cut off at the end of the calendar year, held 2 years in the current files area and then destroyed.

**System manager(s) and address:**

Commander, United States Army Japan, APO San Francisco 96343.

**Notification procedure:**

Information may be obtained from:
United States Army Garrison, Honshu,
Office of the Provost Marshal,
Camp Zama, APO San Francisco 96343

**Record access procedures:**

Requests from individuals should be addressed to: Commander, United States Army Garrison, Honshu, ATTN: GARH-MP-PM, APO San Francisco 96343.

Written requests for information should contain the full name of the individual, SSN, and current address.

For personal visits, the individual should be able to provide acceptable identification such as valid driver's license or employee identification card.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Sales slips and control sheets from exchanges, clubs, commissaries, and other authorized resale activities.

**Systems exempted from certain provisions of the act:**

None.

## A0508.17cUSARJ

**System name:**

508.17 Transfer of POV Files

**System location:**

Office of Provost Marshal, United States Army Garrison, Honshu, Japan.

**Categories of individuals covered by the system:**

Members of the US Armed Forces and members of the civilian component and their dependents, as defined in Articles I and XIV of the Status of Forces Agreement.

**Categories of records in the system:**

Cards and documents pertaining to acquisition, disposition and transfer of ownership of privately owned vehicles (POV) between the United States of America and Japan.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To maintain record and control on purchase and disposal limitations, transfer of POV to other authorized United States personnel, and transfer to residents of Japan.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Visible file cards.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Records are maintained in room accessible only to authorized personnel that are properly screened and cleared.

Retention and disposal:

Records are cut off at the end of a calendar year, held 2 years in the current files area, and then destroyed.

System manager(s) and address:

Commander, US Army Japan, APO San Francisco 96343.

Notification procedure:

Information may be obtained from:
United States Army Garrison (PA-PM)
Room 8, Bldg 400
Camp Zama, Japan
APO San Francisco 96343
Telephone: AUTOVON 315/233-3011/233-3732

Record access procedures:

Requests from individuals should be addressed to: Commander, United States Army Garrison, Honshu, ATTN: PA-PM, APO San Francisco 96343.

Written requests for information should contain the full name of the individual, current address, and telephone number.

For personal visits, the individual should be able to provide acceptable identification, e.g., driver's license, employing office's identification, and give verbal information that could be verified with their case folder.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Department of Defense Form 430, Military Registration and Certificate of Title of Motor Vehicle.

Systems exempted from certain provisions of the act:

None

A0508.24aDAPE

System name:

508.24 Serious Incident Reporting Files

System location:

Primary System: Law Enforcement Division, Human Resources Development Directorate, Office of the Deputy Chief of Staff for Personnel, Department of the Army, (DAPE-HRE).

Decentralized Copies: Copies are maintained at the installation initiating the report and at the respective major Army command. Official mailing addresses are in the Department of Defense directory in the Appendix.

Categories of individuals covered by the system:

Any citizen identified as the subject or victim of a serious incident reportable to Department of the Army (DA) in accordance with Army Regulation 190-40, Military Police Serious Incident Report. This includes in general any criminal act or other incident which because of its sensitivity or nature, publicity or other considerations should be brought to the attention of Headquarters, DA (HQDA).

Categories of records in the system:

File contains the initial report of the incident plus any supplemental reports including reports of final adjudication.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012(g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide the chain of command with timely information regarding serious incidents to permit a valid early determination of possible implication; to provide an early indication of acts or conditions which may have widespread adverse publicity; to provide a means of analysis of crime and conditions conducive to crime on which to base crime prevention policies and programs; and to meet the general needs of DA staff agencies for information regarding selected incidents which impact on their respective areas of responsibility.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed numerically by installation report sequence number.

Safeguards:

Building employs security guards and controls access. Distribution and access to files based on strict need to know. Files contained in locked safes when not under personal supervision of authorized personnel.

Retention and disposal:

Destroyed 1 year after receipt of final report.

System manager(s) and address:

Deputy Chief of Staff for Personnel, HQDA, The Pentagon, Washington, DC 20310.

Notification procedure:

See EXEMPTION

Record access procedures:

See EXEMPTION

Contesting record procedures:

See EXEMPTION

Record source categories:

Subjects, witnesses, victims, Military Police and US Army Criminal Investigation Command personnel and special agents, informants, various Department of Defense, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments, and any other individuals or organizations which may supply pertinent information.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 55 USC 552a or (k), as applicable. For additonal information contact the Systems Manager.

A0508.25aUSACIDC

System name:

508.25a Index to Criminal Investigative Case Files

System location:

Criminal Records Directorate, United States (US) Army Criminal Investigation Command (USACIDC), 2301 Chesapeake Avenue, Baltimore, MD 21222.

Categories of individuals covered by the system:

Any individual, civilian or military, involved or suspected of being involved in criminal activity affecting the US Army's interests, property, and/or personnel.

Categories of records in the system:

Indices contain codes for type of crime and location of investigation, year, date of crime, names and personnel identifiers of offenders and victims of crime and report number.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012(g)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To afford index to Criminal Investigation Case Files and Military Police (MP) Reporting Files that are not indexed by any other activity. These records are utilized to develop investigative leads during the conduct of ongoing Army criminal investigations. These data are released only for US Army CID and MP investigative purposes. Statistics generated by these data are also utilized as a management tool to determine crime trends, frequency and rates. In the event that information maintained in this system of records indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether Federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation, or order issued pursuant thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper card size 3x5 and computer punch cards.

**Retrievability:**

By name of offender, suspect or victim.

**Safeguards:**

Contained in a secure area; protected by a locked wire inclosure under 24 hour guard. Access to the files area is controlled through a photograph/badge ID System. No visitors are authorized access to the area, except under escort; files do not afford 'For Official Use Only' protection and release of information data is recorded on a permanent log.

**Retention and disposal:** Permanent; 40 years.

**System manager(s) and address:**

Commander, USACIDC, Crime Records Directorate, 5611 Columbia Pike, Falls Church, VA 22041.

**Notification procedure:**

Information may be obtained from:
Commander
USACIDC
ATTN: CIJA-RI
5611 Columbia Pike
Falls Church, VA 22041

**Record access procedures:**

Requests from individuals should be addressed to: Commander, USACIDC, ATTN: CIJA-RI, 5611 Columbia Pike, Falls Church, VA 22041.

Written requests for information should contain the full name, address, and date of birth. Personal visits should be made at: Office of the Staff Judge Advocate - Release of Information, USACIDC, 5611 Columbia Pike, Falls Church, VA 22041.

For personal visits, the requesting individuals must present positive identification, such as a driver's license or other identification card with a photograph in addition to the information required in written request.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Suspects, victims, USACIDC special agents and other personnel, informants; various Department of Defense, Federal, State, and local investigative agencies; departments or agencies of foreign governments; and any other individual or organization which may supply pertinent information.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552a(j) or (k) as applicable. For additional information, contact the System Manager.

## A0509.02aDAAG

**System name:**

509.02 Security Badge/Identification Card Files

**System location:**

Offices which issue security badges and identification cards authorized by Army Regulation (AR) 606-5 and AR 190-21, located at Headquarters, Department of the Army; staff and field operating agencies; states' adjutant general; and installations/activities. Official mailing addresses are in the organizational Directory of Department of the Army Offices, Commands, Agencies, and Installations/ Activities.

**Categories of individuals covered by the system:**

Active duty, reserve, and retired military personnel and authorized dependents; Department of the Army (DA) civilians and authorized dependents; Medal of Honor recipients; visitors authorized for official purposes, e.g., vendors, deliverymen; utility and special equipment servicemen; accident investigators; contractor personnel and their authorized dependents; Red Cross personnel; and persons authorized by the Geneva Convention to accompany the Armed Forces.

**Categories of records in the system:**

Individual's application on appropriate DA and Department of Defense (DD) forms specified by AR 606-5 (the original of which may be filed in the individual's personnel file) for identification and/ or building security pass/badge issuance; individual's photograph, fingerprint record, special credentials, and allied papers; registers/ logs reflecting sequential numbering of badges/cards.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 3012(g).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To provide a record of security badges and identification cards issued; to restrict entry into installations/activities; and to insure positive identification of personnel authorized access to restricted areas. Registers/logs maintain accountability for issuance and disposition of badges and identification cards.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records on cards and in file folders; magnetic tapes, disks, and cassettes; computer printouts and microfiche.

**Retrievability:**

By individual's name, social security number, card/badge number.

**Safeguards:**

Data are maintained in secure buildings and are accessed only by authorized personnel who are trained and cleared for access. Information in computer facilities is further protected by alarms and established procedures for the control of computer access.

**Retention and disposal:**

Applications for military identification cards are maintained by the issuing office for 1 year. Applications for civilian identification cards are retained 4 years after which they are destroyed. Registers/ logs are destroyed 3 years after last badge has been accounted for.

Limited area credentials will be replaced at the expiration of 3 years or whenever a total of 5 percent of the total have been lost or unaccounted for, whichever occurs earlier; exclusion area credentials will be replaced at least once every 3 years; controlled area credentials will be replaced at the discretion of the major command.

**System manager(s) and address:**

The Adjutant General, Headquarters, Department of the Army (DAAG-PSI), Washington, DC 20314.

**Notification procedure:**

Information may be obtained from the issuing office where the individual obtained the identification card.

**Record access procedures:**

Requests from individuals should be addressed to: Major Command or installation headquarters issuing the security badge or identification card.

Written requests for information should contain the full name of the individual and the number of the identification card, if known.

For personal visits, the individual should be able to provide acceptable identification, e.g., driver's license and verbal information that can be verified.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21 (32 CFR Part 505).

**Record source categories:**

Application, on appropriate DA form, from individual.

**Systems exempted from certain provisions of the act:**

None.

## A0509.03aDAPE

**System name:**

509.03 Trophy Firearm Registration

**System location:**

Primary System: Headquarters, Department of the Army, (DAPE-HRE-CP), Washington, DC 20310.

Decentralized copies of War Trophy Firearm (WTF) Registration records are maintained at the offices of provost marshals initiating the record. Official mailing addresses are in the Department of Defense directory in the Appendix.

**Categories of individuals covered by the system:**

Members of the Armed Forces of the US who acquire, during periods of hostilities, firearms approved for personal retention as war trophies.

**Categories of records in the system:**

File contains record copies of DD Form 603, Registration of War Trophy Firearm acquired by military personnel in combat areas or zones during periods of hostilities.

**Authority for maintenance of the system:**

Title 10 U.S.C., SEction 3012(g).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Review to assure acquisition is authorized as a war trophy firearm within the meaning of the National Firearms Act and Title 18 U.S.C., Section 102.

Verify importation authorization.

Establish ownership if weapon is identified in commission of a crime. Furnish information to criminal justice elements within Department of Defense and outside the agency for investigation and prosecution for violations of the National Firearms Act or the agency for investigation and prosecution for violations of the National Firearms Act or investigation and prosecution of criminal activities involving a weapon imported as a war trophy firearm. These agencies include: Federal Bureau of Investigation; Drug Enforcement Administration; US Customs Service; Bureau of Alcohol, Tobacco and Firearms; US District Courts; US Magistrates; local law enforcement agencies; local criminal justice agencies; and, in oversea areas, most government law enforcement agencies as prescribed in status of forces agreements.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file cabinets.

Retrievability:

Filed alphabetically by last name of owner.

Safeguards:

Building employs security guards. Records accessible only to authorized personnel.

Retention and disposal:

Records are created at the onset of hostilities and retained in Headquarters, Department of Army files until end of calendar year in which hostilities ceased and held 1 additional year or until arrangements are complete to transfer the records to Director, Bureau of Alcohol, Tobacco and Firearms, Department of Treasury, Washington, DC 20226.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, the Pentagon, Washington, DC 20310.

Notification procedure:

Inquiries may be addressed to:

Official mailing address of SYSMANAGER listed above.

Record access procedures:

Official mailing address of SYSMANAGER is listed above.

Written requests should contain full name, social security number, date and location acquired, and current address.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation (AR) 340-21.

Record source categories:

All information is obtained from the individual at time of registration.

Systems exempted from certain provisions of the act:

None

A0509.04aDAAG

System name:

509.04 Rod and Gun Clubs, Posts, Camps and Stations

System location:

Rod and Gun Clubs located on Army posts, camps, and stations.

Categories of individuals covered by the system:

Active duty and retired military personnel and Department of Defense civilians who are active registered members of Rod and Gun Clubs.

Categories of records in the system:

Federal Firearms Form 4473 from the Department of the Treasury, Alcohol, Tobacco and Firearms Division, and related papers.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To maintain a permanent record of firearm registration for tracing weapons to owner. This file is made available to the Department of the Treasury upon written request.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Book form and file folder.

Retrievability:

Date and alphabetically by name.

Safeguards:

Records are maintained in locked containers with access limited to authorized personnel only.

Retention and disposal:

Disposal not authorized.

System manager(s) and address:

Commander of the installation where the Rod and Gun Club is established. Official mailing addresses are in the organizational directory in the appendix to these system notices.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

Individual should contact the Manager of the Rod and Gun Club where the firearm was purchased.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation (AR) 340-21.

Record source categories:

Information is obtained from the individual being registered.

Systems exempted from certain provisions of the act:

None

A0509.05aTRADOC

System name:

509.05 Camper Trailer Registration Card File

System location:

Office of the Director of Personnel and Community Activities (DPCA), ATZA-PA

Categories of individuals covered by the system:

Applies to active duty and retired military personnel in the Ft Belvoir Area.

Categories of records in the system:

File contains individual's application for access to camper trailer storage area.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To maintain record of personnel given authorization to park recreational vehicles in the storage area. Requested information will be used only by the personnel of the Office, DPCA for reregistration, emergency notification, administrative control of storage area and identification of recreational vehicle ownership.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card File

Retrievability:

Alphabetically by last name.

Safeguards:

Building access controlled by personnel of the office DPCA.

Retention and disposal:

Records are maintained in active file until the registrant has cancelled his registration. After cancellation of registration, the card is destroyed.

System manager(s) and address:

Administrative Division, Office of the DPCA, Headquarters, US Army Engineer Center and Ft Belvoir, Ft Belvoir, VA 22060.

Notification procedure:

Information may be obtained from Administrative Division, Office of the DPCA. Requesting individual will be required to identify himself by name, rank, duty status, home address.

Record access procedures:

Requests from individuals are accepted by personal interview, written correspondence or telephonic inquiries to SYSMANAGER.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation (AR) 340-21.

**Record source categories:**

Individual being registered.

**Systems exempted from certain provisions of the act:**

None

A0509.08aDAPE

**System name:**

509.08a Registration and Permit Files

**System location:**

Maintained at the installation level. Official mailing addresses are in the Department of Defense directory in the Appendix.

**Categories of individuals covered by the system:**

Any citizen registering restricted items of property on a military installation or desiring to engage in restricted activities on a military installation. Items/activities include but are not limited to privately owned firearms/weapons, pets and hunting and fishing.

**Categories of records in the system:**

File contains the registration form for items of restricted property and the permit application for restricted activities.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012(g).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Files contain information acquired to assist the commander in carrying out effective law enforcement, troop safety, and crime prevention programs. Routine users within the agency include: commanders in exercising their authority under the provisions of chapter 47, Title 10, US Code, 'Uniform Code of Military Justice'; persons designated by the commander to assist him in carrying out his judicial and administrative responsibilities; United States (US) Army Criminal Investigation Command (USACIDC); and law enforcement personnel of other Armed services when personnel of these services are involved. Information is furnished to criminal justice elements outside the agency for investigation and prosecution purposes when such cases fall within their jurisdiction or concurrent jurisdiction is applicable. These include: Federal Bureau of Investigation; US Customs Services; Bureau of Alcohol, Tobacco and Firearms; US District Courts; US Magistrates; state and local law enforcement, 'wildlife conservation' and public health agencies; and in oversea areas, host government law enforcement agencies.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by name.

**Safeguards:**

Only authorized personnel have access to files. Physical security measures include locked containers/storage areas, controlled personnel access, and continuous presence of authorized personnel.

**Retention and disposal:**

Destroyed upon removal of the restricted property from the military installation or upon expiration of the permit.

**System manager(s) and address:**

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310

**Notification procedure:**

See EXEMPTION

**Record access procedures:**

See EXEMPTION

**Contesting record procedures:**

See EXEMPTION

**Record source categories:**

Army citizen desiring/required to register firearms/weapons, pets, etc., that will be maintained within or desiring to hunt/fish within the confines of an installation.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information, contact the System Manager.

A0509.09aDAPE

**System name:**

509.09 Traffic Law Enforcement Files

**System location:**

Files are maintained at the installation producing the files. Official mailing addresses are in the Department of Defense (DOD) directory in the Appendix.

**Categories of individuals covered by the system:**

Any citizen who, at a military installation, registers a privately owned motor vehicle; is subject of a traffic violation/summons; is a subject, victim, complainant or witness to a traffic accident; or has registered to participate in the installation car pool system or has a parking permit issued.

**Categories of records in the system:**

Files contain: Documents used to register privately owned motor vehicles and to record moving traffic violations and chargeable accidents of individual drivers; accident reports; traffic violation reports, notices and summons; and documents relating to issuance of car pool or individual parking permits. File may be automated as a part of the Vehicle Registration System (VRS) which is a part of the Military Police Management Information System (MPMIS). The registration information may be coded for entry on the master file, normally updated weekly when a part of MPMIS VRS. The master file is management manipulated to produce the following reports: listing of all registrants and their vehicles on an as required basis by decal number, state license number or name; as required, rosters by unit and decal number showing registrants with safety inspections due and those requiring annual verification of DA Form 3626; monthly rosters of registrants with suspended or revoked driving privileges.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012(g).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Vehicle registration information is collected to assist the commander in carrying out effective law enforcement, traffic safety, and crime prevention programs. Vehicle registration facilitates Department of Army (DA) compliance with Highway Safety Program Standards (Title 23 U.S.C., Section 402) that have been made applicable to federally administered areas. Information is released only to authorized law enforcement agencies upon request. To assist in identification and apprehension of individuals who commit traffic and criminal offenses. Car pool registrations are utilized to assist person(s) desiring to participate in the program, to be identified with other persons within the same residential geographical area to create or join existing car pools. Car pools parking permits are issued and are a means of identifying those vehicles authorized to park in Car Pool Only parking spaces. Information is released only to any law enforcement agency upon request. Traffic violation reports, notices, and summonses are: basis for disciplinary action by commander in accordance with Chapter 47, Title 10, U.S.C., 'Uniform Code of Military Justice'; referred to US Magistrates and US District Courts in accordance with Title 18, U.S.C., Section 13, 'Assimilated Crimes'; and referred to DOD agencies and host State Motor Vehicle Departments for appropriate driver improvement measures including suspension/revocation of driving privilege, remedial driver training, counseling, or rehabilitation/treatment. Accident reports, which include violation data described above, are used to identify factors contributing to the causes of accidents, injuries, and deaths as a means for initiating appropriate measures (engineer, enforcement, educational) to reduce the frequency/severity of accidents occurring on military installations. Accident reports are routinely distributed to commanders, safety directors, facility engineers, and staff judge advocates. Disclosure outside the agency is only made upon request. VRS is used to insure registrants attest to meeting certain insurance standards; to preclude individuals who have suspended or revoked installation driving privileges from operating motor vehicles or who have vehicles that fail to meet vehicle inspection standards; to assist in rapid identification and apprehension of traffic violators; to provide management data on which to base crime prevention, selective enforcement and improved driving safety.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and card files.

Portions of VRS and index cards may be automated using paper tape, disk, magnetic tape or card.

**Retrievability:**

Vehicle registrations are filed alphabetically by name and/or by any category of information contained therein; traffic violations are filed alphabetically by name; and accident reports are filed by location of accident. A cross-reference index is maintained.

**Safeguards:**

Distribution controls are outlined in Army Regulation (AR) 190-45, and only authorized personnel have access to files. Physical security measures include locked containers/storage areas, controlled access, and continuous presence of authorized personnel.

Retention and disposal:

Destroyed after two years or discontinuance, unless transferred with individual upon reassignment.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310, and installation commanders producing the records.

Notification procedure:

Information may be obtained from the command/installation/ activity office of record.

Record access procedures:

Requests for access should be addressed to the command/ installation/activity at which the record is located. Written requests should contain the full name of individual, current address, social security number and specificity as to the information sought.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in AR 340-21.

Record source categories:

Subjects, witnesses, victims, persons desiring to participate in the car pool system, Military Police personnel and special agents, Federal, state and local investigative and law enforcement agencies, departments or agencies of foreign governments and other individuals or organizations which may supply pertinent information.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under Title 5 U.S.C., 552a (j) or (k) as applicable. For additional information, contact the SYS-MANAGER.

A0509.18aDAAG

System name:

509.18 Solicitation Ban List Files.

System location:

Field Policy Division, Administrative Management Directorate, The Adjutant General Center.

Categories of individuals covered by the system:

Any individual whose on base solicitation privileges have been withdrawn by the Department of the Army or the Department of the Navy.

Categories of records in the system:

File contains individual's name and the name of the company he represented.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Major Army commands, OASD (M&RA), Dept of the Navy and Dept of the Air Force. To deny solicitation privileges to individuals who have been banned from military installations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder.

Retrievability:

Alphabetical list.

Safeguards:

Records are maintained in area accessible only to authorized personnel.

Retention and disposal:

Retained in active file until new list is published and then destroyed.

System manager(s) and address:

The Adjutant General. Headquarters Department of the Army, The Pentagon, Washington, DC

Notification procedure:

Information may be obtained from:
HQDA (DAAG-AMP)
Room GA 172
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693/0718

Record access procedures:

Requests for information should be addressed to: Headquarters, Department of the Army (DAAG-AMP) Room GA 172, Forrestal Building, Washington, DC 20314.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAAG-AMR-S), Washington, DC 20314.

Record source categories:

Names of agents forwarded to HQDA by Army installations recommending Army-wide withdrawal of solicitation privileges and approved by HQDA.

Systems exempted from certain provisions of the act:

None

A0509.18bDAPE

System name:

509.18b Expelled or Barred Person Files

System location:

Files are maintained at the installation producing the files. Official mailing addresses are in Department of Defense directory in Appendix.

Categories of individuals covered by the system:

Any citizen who is expelled or barred from an Army installation.

Categories of records in the system:

Files contain: expulsion orders, investigative reports to include related documents leading to expulsion and barring, and an alphabetical list of those individuals so expelled or barred.

Authority for maintenance of the system:

Title 18 U.S.C., Section 1382.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is collected to assist the commander in carrying out responsibilities required by above cited statute. Information is not disclosed outside the agency except in those instances where it would be furnished to representatives of United States (US) District Courts in connection with the investigation and prosecution of a violation of the cited statute.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder.

Retrievability:

Filed alphabetically by name.

Safeguards:

Distribution and access to files based on strict need to know. Physical security measures include locked containers/storage areas, controlled personnel access, and continuous presence of authorized personnel.

Retention and disposal:

Destroyed on revocation, or upon discontinuance.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Wash DC 20310.

Notification procedure:

See exemption

Record access procedures:

See exemption

Contesting record procedures:

See exemption

Record source categories:

Subjects, witnesses, victims, Military Police and US Army Criminal Investigations Command personnel and special agents, informants, various Department of Defense, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments; and any other individuals or organizations which may supply pertinent information.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a (j) or (k) as applicable. For additional information, contact the Systems manager.

A0509.19aDAPE

System name:

509.19a Military Police Investigator Certification Files.

System location:

Primary System: Record files pertaining to individual certification actions are maintained at US Army Military Personnel Center (DAPC-EPM-L), 200 Stovall Street, Alexandria, Virginia 22332.

Decentralized copies: Correspondence relating to certification is maintained at the installation initiating request and at respective major Army commands. Official mailing addresses are in the Department of Defense (DOD) directory in the appendix.

Categories of individuals covered by the system:

Any individual who has been nominated by a commander for certification as a Military Police Investigator.

Categories of records in the system:

Files contain: requests, name checks, background checks, approvals, disapprovals, appeals, rebuttals, and related documents.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012(g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is collected to establish eligibility and suitability of individuals to be certified as Military Police Investigators. Information is not disclosed outside of the agency, and within the agency access to records containing adverse suitability information is restricted by use of protective markings.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder and card indexes.

Retrievability:

Filed alphabetically by name.

Safeguards:

Building employs security guards and controls access. Distribution and access to files based on strict need-to-know. Files contained in locked cabinets when not under personal supervision of authorized personnel.

Retention and disposal:

Destroyed upon individual's release from active service or 3 years after involuntary withdrawal of certification.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310.

Notification procedure:

Requests should be addressed to Deputy Chief of Staff for Personnel, HQDA, (DAPE-HRE) Washington, DC 20310

Record access procedures:

Requests should be addressed to Commander, US Army Military Personnel Center (DAPC-EPM-L), 200 Stovall St., Alexandria, VA 22332

Contesting record procedures:

Requests should be addressed to Deputy Chief of Staff for Personnel, HQDA, (DAPE-HRE), Washingotn, DC 20310

Record source categories:

Subjects, witnesses, victims, Military Police and United States Army Criminal Investigations Command personnel and agents, informants, various DOD, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments; and any other individuals or organizations which may supply pertinent information.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a (j) or (k) as applicable. For additional information, contact the SYSMANAGER.

A0509.19bUSAREUR

System name:

509.19 US Army, Europe (USAREUR) Motor Vehicle Registry Files

System location:

Primary System-USAREUR Motor Vehicle Registry, Army Post Office (APO) NY 09102, Heidelberg, Federal Republic of Germany (FRG).

Decentralized Segments: Temporary Registration Stations, Customer Service Centers Driver Testing Stations, Privately Owned Vehicle (POV) Inspection Stations, and Rod and Gun Clubs. Official mailing addresses are available upon request from the USAREUR Motor Vehicle Registry.

Categories of individuals covered by the system:

Any individual who has requested a service (this includes the sponsor when a dependent requests the service) from the USAREUR Motor Vehicle Registry, e.g., the registration of a POV or a privately owned firearm (POF), or the issuance of a POV operator's license, or any other service performed for individuals.

Any individual who has been reported to have committed an offense which could have resulted in adverse action against their USAREUR POV driving privilege or their declaration of ineligibility therefore in accordance with existing directives.

Any individual who has acquired, legally or illegally, custody or ownership of a POV or POF which was or should have been registered with the USAREUR Motor Vehicle Registry in accordance with existing directives.

Categories of records in the system:

File contains information derived from individual applications to register POV and POF, applications for USAREUR POV operators license, applications for other services provided by the USAREUR Motor Vehicle Registry, and correspondence related thereto; applications include information with respect to the individual (i.e., name, rank, SSN, unit/organization, duty phone, date of birth, place of birth, marital status, accompanied or unaccompanied, whether glasses worn, and driving record), with respect to the vehicle (i.e., make, model, body type, year, color, chassis number, horsepower, insurer, policy number, effective date, lien holder and amount, origin of vehicle, disposition of vehicle, name of buyer), and with respect to a firearm (i.e., manufacturer, type, caliber, serial number, class of registration, origin, disposition, and name of buyer); information derived from reports issued by US military or host country authorities which, in accordance with existing directives, concern an offense or circumstances for which action against the USAREUR POV or POF registration or the USAREUR POV driving privilege may be or has been taken; and information concerning the transfer of ownership of POV or POF which have been or should have been registered with the USAREUR Motor Vehicle Registry in accordance with existing directives.

Manual backup is maintained of: (1) POV registration applications, supporting and related documents and correspondence - filed by registration number; (2) POV operator license applications and related documents and correspondence-filed partially by operator license number and partially alphabetically by last name of individual; and (3) POF applications-filed alphabetically by last name of individual.

The file also consists of certain manually-maintained records which are comprised of correspondence between the USAREUR Motor Vehicle Registry and individuals, groups, agencies, activities or other collective bodies - these are filed chronologically by category.

Manual records are also maintained for access to USAREUR Motor Vehicle Registry files and related processing papers.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012; Secretary of the Army: powers and duties; delegation by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of the files are to (1) establish prima facie ownership of POV or POF (2) determine registration status of POV and POF, insurance and lien status of POV, and licensed status of POV operators; and (3) record driving history of vehicle operators.

Offices within the USAREUR Motor Vehicle Registry use the information: (1) to evaluate and process applications for registration of POV and POF and applications for issuance of USAREUR POV operators license; (2) for locator purposes; (3) to insure compliance with existing regulations pertinent to the registration of POV and POF; (4) to take or recommend action against individuals whose driving history reflects adversely against their driving ability or performance or when conditions occur which require that action be taken to comply with existing regulations or host country laws; (5) to notify commanders, supervisors, or other responsible agencies when a violation of existing regulations has occurred; (6) to respond to requests for identification, registration, insurance and lien data concerning POV, POF and their owners, and licensed status of POV operators received from authorities of US Forces, from government agencies of Germany and other foreign countries, or from verifying authorities, attorneys, lien holders, prospective lien holders, prospective POV purchasers, or insurance companies; (7) to enable fulfillment of requests received from individuals for miscellaneous services performed by the USAREUR Motor Vehicle Registry within the scope of the registry function.

Commanders and supervisors use information provided to detect, investigate and evaluate alleged or suspected offenses, and when appropriate, to support administrative or disciplinary action against offenders, and to assist personnel with problems.

Authorities of the US Forces and other governments use information provided for law enforcement and investigative purposes, to support requests for services from US Forces personnel, to establish insured status of POV and POV operators, to aid in establishing identification of an individual, and to comply with requirements imposed by, or to claim rights conferred in, international agreements and arrangements regulating the stationing and status in foreign countries of DOD military and civilian personnel.

Attorneys use information to aid them in civil and criminal proceedings on behalf of a client.

Lien holders use information provided to assist in determining compliance with terms of contracts and agreements.

Insurance companies use information provided to validate compliance with terms of contracts, to terminate contracts for cause (cancel insurance); and to determine insured status of POV and POV operators, or to identify a POV owner, on behalf of a client.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer disks, computer magnetic tapes, computer paper printouts, computer punch cards, paper records in file folders, application forms and supporting documents and related correspondence in file trays and cabinets, and microfiche.

Retrievability:

Indexed by computer alphabetically by last name, social security number, POV chassis number, POF serial number, POV operator's license number, POV registration number, and by MP or CID report number.

Manual backup records are filed by POV registration number, by POV operator's license number (however some operator's licenses will be filed alphabetically by last name until 1980), and by last name of POF registrants.

Safeguards:

Building has employees who make periodic and scheduled security checks. Records are maintained in areas accessible only to authorized personnel who are screened, cleared and trained. Computer programs have safety checks, validation code systems, and editing procedures.

Retention and disposal:

POV Registration Files: Automated files are cleared and manual files are destroyed three years after the end of the year in which final disposition of the license plates occurred (e.g., plates destroyed, cancelled or replaced or POV shipped outside of FRG).

POF Registration Files: Automated files are cleared and manual files are destroyed five years after the end of the year in which registration expired or was cancelled.

POV Operator License Files: Manual files are destroyed at the end of the year in which expiration occurred, and computer is cleared three years after the end of the year in which expiration occurred, except that both files may be transferred to Driving History Files when the license has been revoked or suspended or the individual has been declared ineligible to receive a license.

Driving History Files: (1) Records reflecting chargeable nonfatal traffic accidents/moving violations: automated files are cleared and manual files destroyed 3 years after the end of the year in which the accident/violation occurred; (2) Records reflecting nonmandatory suspensions or revocations; automated files are cleared and manual files are destroyed 5 years after the end of the year in which the suspension or revocation was imposed: (3) Records reflecting mandatory revocations or declarations of ineligibility to receive a license; automated files are cleared and manual files are destroyed 7 years after the end of the year in which revocation or declaration of ineligibility occurred.

Manual files concerning requests for services are destroyed two years after the end of the year of accumulation.

Manual files relative to applications for access to USAREUR Motor Vehicle Registry files are destroyed 5 years after the end of the year of accumulation.

System manager(s) and address:

Commander in Chief, US Army, Europe and Seventh Army, APO NY 09403.

Notification procedure:

Requests from individuals should be addressed to the Registrar, USAREUR Motor Vehicle Registry, APO New York 09102

To determine whether or not the system contains a record about himself, the requesting individual must provide his full name and either (1) social security number (SSN)—disclosure of SSN is voluntary and an individual will not be denied his right under the Privacy Act to access to a record pertaining to him solely for failure or refusal to supply his SSN, or (2) other precise information which can enable unique identification of him as a particular individual from among others with identical or similar names, e.g., date of birth, operator's license number(s), POV or POF registration numbers, chassis number of POV or serial number of POF.

A person requesting information on whether or not the system contains records pertaining to him may visit the Office of the Registrar, USAREUR Motor Vehicle Registry, APO New York 09102.

For Personal visits, the requester must provide an identification document issued by a US Federal agency (military ID card, Department of State ID card, US Passport, etc.) and verbal information that can be verified with his case folder(s).

Record access procedures:

An individual may contact the Registrar, USAREUR Motor Vehicle Registry, APO New York 09102, to obtain procedures whereby he can be notified how to gain access to any record pertaining to himself in the system of records.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation (AR) 340-21.

Record source categories:

Applications and supporting documentation, and correspondence related thereto, received from individuals for registration of POF or POV, for issue of POV operator's license, and for other services provided by the USAREUR Motor Vehicle Registry.

Communications from insurance companies relative to POV insurance and registration data.

Reports from US military or host country authorities.

Communications from Temporary Registration Stations and Customer Service Centers, Driving Testing Stations, POV Inspection Stations, and Rod and Gun Clubs.

Applications and related documentation from individuals requesting access to USAREUR Motor Vehicle Registry files.

Systems exempted from certain provisions of the act:

None

A0509.19cUSMACTHAI

System name:

509.19 Vehicle Registration File

System location:

Primary System: US Military Assistance Command, Thailand (USMACTHAI), Ration Control Privately Owned Vehicle(s) (POV) Office, J1-1, Army Post Office (APO) San Francisco, CA 96346.

Decentralized Segments: Copies of all computer printouts are furnished to USMACTHAI J-1, Thailand Regional Exchange (TRE) USMACTHAI Headquarters Commandant, and the Political Military (POMIL) Section of the American Embassy in Thailand, and Royal Thai Government (RTG).

Categories of individuals covered by the system:

Any US Government Personnel residing in Thailand who are required to register vehicles under USMACTHAI Regulation 1-13.

Categories of records in the system:

The file contains information related to importing, local purchase and vehicle registration with the RTG.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

All systems are used to comply with the RTG requirement that strict controls be placed on the importation, local procurement and disposal of duty-free POV by the American Government in Thailand; to insure that the duty-free POV ceiling placed on US personnel in Thailand by RTG is not exceeded.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Vehicle Registration File is a card file. POV records are in file folders. Files of the various categories of POV are on computer printouts.

Retrievability:

All records are filed alphabetically. In addition the files on the categories of POV are also retrieved by license plate number.

Safeguards:

All records are maintained in areas accessible only to personnel working with POV during normal duty hours. After duty hours, records are kept in a room locked by a double lock with security guards in the compound area.

**Retention and disposal:**

POV Record Folders and Vehicle Registration File are retained for 5 years. All computer printouts are updated monthly and contain information only on vehicles of individuals currently residing in Thailand.

**System manager(s) and address:**

Commander, USMACTHAI/Chief, Joint US Military Advisory Group, Thailand (JUSMAGTHAI), APO San Francisco, CA 96346.

**Notification procedure:**

Information may be obtained from:
APO San Francisco, CA 96346
Telephone: 985-2765

**Record access procedures:**

Requests from individuals should be addressed to: HQ USMACTHAI, POV Office, J1-1, APO San Francisco, CA 96346.

Written requests for information should contain the full name of the individual.

For personal visits, the individual should be able to provide US Government ID card for identification.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21.

**Record source categories:**

Information is obtained from individuals and messages.

**Systems exempted from certain provisions of the act:**

None

## A0509.20aUSMACTHAI

**System name:**

509.20 Ration Control/Commissary/Cosmetic Purchase File

**System location:**

Primary System: United States (US) Military Assistance Command, Thailand/Joint US Military Advisory Group, Thailand (USMACTHAI/JUSMAGTHAI), J1-1 Ration Control, Army Post Office (APO) San Francisco, CA 96346.

Decentralized copies: The Major Items Ration Control Printout will be maintained also by the Thailand Field Office, US Army Criminal Investigation Command (USACIDC), APO San Francisco, CA 96346; the AFOSI Dist. 51, APO San Francisco, CA 96346; Provost Marshall Office, ATTN: MPI, APO San Francisco, CA 96346; and each Ration Control Account in Thailand. The ration control registers (MACT Form 128) will be maintained by each individual ration control account in Thailand. Ration control register (MACT Form 57) is also maintained by the Southeast Asia Treaty Organization (SEATO) and the American Embassy in Thailand. The Duty-Free Inspection File will also be maintained by MACTHAI SLE, ATTN: Customs Branch, APO San Francisco, CA 96346 and by individual commanders throughout Thailand.

**Categories of individuals covered by the system:**

The major ration control printout applies to any individual who makes a purchase in any Thailand Regional Exchange (TRE) facility of a major household appliance (stove, regrigerator, freezer, clothes washer, clothes dryer, air conditioner), and items listed on the MACT Form 81 (Major Ration Card) or a single item over
100.00.

The cosmetic printout applies to an individual who makes a cosmetic purchase of
5.00 or more in any TRE facility.

The commissary printout applies to any individual possessing a MACT Form 36S (Sponsor), or MACT Form 36D (Dependent) ration card who makes a purchase in the TRE commissary.

The Post Exchange (PX), Commissary, Class VI Questionnaire file applies to any Department of Defense (DOD) or Department of State (DOS) individual or dependent residing in Thailand who desires access to TRE facilities.

The PACEX catalog purchase file applies to any individual residing in Thailand who purchases a major rationed item, as listed in the major ration control printout.

Any individual receiving a ration card will be listed on the Ration Control Registers.

The Duty-Free Inspection File applies to all individuals who move household goods and/or hold baggage out of Thailand at US Government expense.

**Categories of records in the system:**

Major Item Ration Control Printout: Normally updated quarterly. The master file is used to produce the following reports: listing on an 'as required' basis of all major TRE purchases made by an individual.

The commissary printout: Produced on a monthly basis. This printout is used to produce a listing of individuals overspending their monthly dollar amount in the commissary.

The PX, Commissary, Class VI Questionnaire file: Normally updated monthly. It is used to issue ration control cards on a semiannual basis; record all requests for supplemental purchases, items under control of the MACT Form 120, and major household appliance purchases.

PACEX catalog purchase file: Normally updated quarterly. It is used to produce a listing of all items purchased by an individual from PACEX on an 'as required' basis.

Ration Control Registers are produced seminannually and are used for control of MACT Forms 36S, 36D, 36U, 81 and 57.

Duty-Free Inspection File is updated daily and is used to provide information on proper disposition of duty-free merchandise.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

All systems are used to assist military police (MP), USACIDC, OSI, and MACTHAIJ1 in preventing blackmarket activities in Thailand; to preclude individuals who have had their ration control privileges suspended or revoked from using US duty-free outlets in Thailand; to comply with the Royal Thai Government's requirement that adequate controls be in effect on the sale of duty-free merchandise; to comply with USMACTHAI Regulation 60-1 in adequately controlling ration cards.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Major Ration Control Printout is stored on computer paper at USMACTHAI Ration Control Office, USACIDC office, and OSI office. Commissary, Cosmetic, Master 81, PACEX printout are stored on computer paper at the USMACTHAI Ration Control Office. The PX, Commissary and Class VI file and Duty-Free Inspection File are stored in file folders and maintained at the Installation Ration Control Office.

**Retrievability:**

Information on the printouts is retrieved by social security number (SSN), and by Ration Control Unit Number. Information on PX, Commissary, Class VI file is retrieved by Name and Unit. Information on Duty-Free Inspection File is retrieved by Name.

**Safeguards:**

All systems are controlled by the Ration Control Officer and information is released only to individuals working directly with ration control and on a need-to-know basis. All systems are kept in locked cabinets in locked rooms after duty hours.

**Retention and disposal:**

An individual's record is maintained in all systems as long as the individual is stationed in Thailand and for a period of 6 months after his departure. Because the major ration item control printout is updated quarterly, individual records are deleted only 4 times a year. Individual's records in commissary and cosmetic computer printouts are maintained for a period of 5 months. Individuals are automatically dropped from the printouts when they are no longer in Thailand to make duty-free purchases. When a record is no longer needed it is shredded.

**System manager(s) and address:**

Commander USMACTHAI/Chief JUSMAGTHAI, APO San Francisco, CA 96346.

**Notification procedure:**

Information may be obtained from:
USMACTHAI Ration Control Office, J1-1
APO San Francisco, CA 96346
Telephone: 985-2277

**Record access procedures:**

Requests from individuals should be addressed to: HQ, USMACTHAI, Ration Control Office, J1-1, APO San Francisco, CA 96346.

Written requests should contain the full name of the individual, SSN, and Ration Control Account Number.

For personal visits, the individual should be able to provide identification and ration card.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21.

Record source categories:

Application and related forms from the individual requesting ration control privileges in Thailand.

Systems exempted from certain provisions of the act:

NONE

A0509.20bUSMACTHAI

System name:

509.20 Alphabetical Roster (Thailand)

System location:

Headquarters, United States Military Assistance Command, Thailand (USMACTHAI) and Joint United States Military Advisory Group, Thailand (JUSMAGTHAI), Army Post Office (APO) San Francisco 96346.

Categories of individuals covered by the system:

Military and civilian US National personnel assigned to USMACTHAI/JUSMAGTHAI and the US Embassy, Thailand, who are authorized duty-free privileges by the Thai government.

Categories of records in the system:

File consists of punched cards prepared from paper forms. Multiple copies of the entire system are produced by photo-offset process. The information stored includes: Name, rank or grade, social security number (SSN); branch of service, duty section, date of rank if military, number of dependents in Thailand, date eligible to return from overseas, duty phone number, quarters phone number, wife's first name (if in Thailand), individual's date of birth, and local address.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301 and US-Thai agreements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

US Community: For notification to the Thai government of those individuals eligible for duty free importation of household goods and privately owned autos. For locating individuals eligible for duty free importation of household goods and privately owned autos. For locating individuals on routine and emergency matters. Often used for mail distribution, for forwarding addresses, and as a recall list. May be used as a social roster for various official and nonofficial functions, and for social reference.

Thai government: For monitoring and control of duty-free privileges extended to a segment of the US Community.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Punch cards in card files.

Printed paper rosters in booklet form.

Retrievability:

Category (military or civilian), then alphabetically by last name of individual.

Safeguards:

Records filed in areas accessible only to authorized personnel. Source documents destroyed by shredding.

Retention and disposal:

Cards: As long as named individual is eligible for duty-free privileges.

Printed copies: Cut off monthly and destroyed by shredding.

System manager(s) and address:

Commander, USMACTHAI/JUSMAGTHAI, APO San Francisco 96346.

Notification procedure:

Apply to SYSMANAGER.

Record access procedures:

Apply to SYSMANAGER.

Requests for information should include full name, category (military or civilian), and SSN.

For personal visits suitable military identification or other means of identification normally accepted in the transaction of business is required.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21.

Record source categories:

Individual concerned and official records of the individual.

Systems exempted from certain provisions of the act:

None

A0509.21aDAPE

System name:

509.21a Local Criminal Information Files

System location:

Records are maintained at the installation initiating or collecting the documents. Official mailing addresses are in Department of Defense (DOD) directory in the Appendix.

Categories of individuals covered by the system:

Any citizen or group of citizens who is suspected or involved in criminal activity directed against or involving the United States Army.

Categories of records in the system:

Files contain reports and supporting documents of criminal activity directed against or involving the US Army.

Authority for maintenance of the system:

Title 10 U.S.C., SEction 3012(g).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Local criminal information files contain reports of criminal activity to include methods of operation received from individuals or agencies and documents acquired pursuant to receipt of such reports. Information is acquired to identify individuals or groups of individuals in an effort to anticipate, prevent or monitor possible criminal activity directed against or involving the US Army; to enable agency officials, commanders, or civil criminal justice agencies to meet their responsibilities regarding the maintenance of discipline, law and order through investigation and possible criminal prosecution, civil court action, or regulatory order. Routine users within the agency include: commanders in exercising their authority under the provisions of Title 10 and 18, US Code; persons designated by the commander to assist in carrying out his responsibilities, i.e., staff judge advocate, investigating officers appointed in accordance with Army regulations, US Army Criminal Investigation Command (USACIDC), military intelligence personnel in those incidents involving possible or actual sabotage or espionage; and other persons or agencies having a need for such information, e.g., law enforcement personnel of other Armed services when such service personnel or property are involved. Acquired information falls within their jurisdiction or concurrent jurisdiction is applicable. These include: Federal Bureau of Investigation; Drug Enforcement Administration; US Customs Service; Bureau of Alcohol, Tobacco and Firearms; local law enforcement agencies; and in oversea areas, host government law enforcement agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

File alphabetically by name, or by any category of information contained therein. A cross-reference index may be maintained.

Safeguards:

Only authorized personnel have access to files. Physical security measures include locked containers/storage areas, controlled personnel access, and continuous presence of authorized personnel.

Retention and disposal:

Destroyed upon supersession, obsolescence, or deactivation of the related command.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310

Notification procedure:

See EXEMPTION

Record access procedures:

See EXEMPTION

Contesting record procedures:

See EXEMPTION

Record source categories:

Subjects, witnesses, victims, Military Police and USACIDC personnel and special agents, informants, various DOD, Federal, State and local investigative and law enforcement agencies, departments or agencies of foreign governments; and any other individuals or organizations which may supply pertinent information.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information, contact the System Manager.

**A0601.08aDAAG**

**System name:**

601.08 Club Management Personnel Files

**System location:**

Headquarters, Department of the Army (HQDA) (DAAG-CMT-CS), Washington, DC 20314.

**Categories of individuals covered by the system:**

Personnel who have applied, are employed by, assigned to, or were employed by the Army Club System.

**Categories of records in the system:**

Request for Intelligence Agency dossier check copies of the individual applications, together with letters of recommendation, Enlisted Club Management Career and Development Program applications for award of Primary Military Occupational Specialties (PMOS)/00J50 and/or 021A. Data report; qualification record; determination of moral eligibility and waiver of disqualifications; educational transcripts; reliefs, component; awards, releases, transfers and other military service data; transmittal letters; control cards and related documents. Informational paper and card files on officers, warrant officers, enlisted personnel and civilians; training information, general personnel printouts of officer, warrant officer and enlisted temporary duty orders; copies of assignment instructions; PMOS 00J50, 021A, and Specialty Skill Identifier Code 43; letters of recommendation on Club personnel; military personnel information files; recommendations for award; letters of welcome, orders, and letters of reprimand; extracts of results of US Army Criminal Investigation Command/Intelligence Agency Records check on military personnel only; training information and letters of commendation.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Records are used to facilitate, recruit, select, appoint, assign, pay, evaluate, recognize, discipline, train, develop, and separate individuals; and execute managerial and supervisory functions.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders, file cards in cardex files.

**Retrievability:**

By last name, social security number (SSN), or other personal identifier.

**Safeguards:**

Storage area restricted to authorized personnel and documents treated as if they were For Official Use Only.

**Retention and disposal:**

Records are held for the period of probability of use; then retained in records holding area for a safety period and subsequently destroyed.

**System manager(s) and address:**

The Adjutant General, HQDA, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from HQDA (DAAG-CMT-CS), Washington, DC 20314.

**Record access procedures:**

Requests from individuals should be addressed to: HQDA (DAAG-CMT-CS), Washington, DC 20314. Written requests from individuals should contain the full name of the requester, current address and telephone number, a specific description of the information/records sought, and any identifying numbers such as SSN. For personal visits, the individuals should be able to provide acceptable identification, such as: driver's license, employing offices, identification card and furnish verbal information that can be verified.

**Contesting record procedures:**

The Army's rules for contesting contents of the records and appealing initial determinations may be obtained from Army Regulation 340-21.

**Record source categories:**

Applicant or employee prepared or introduced documents, statements, or correspondence from persons having knowledge of the individual or acts of the individual, official records; officially generated documents noting actions or events affecting employment and/or pay.

**Systems exempted from certain provisions of the act:**

None

**A0603.05aDALO**

**System name:**

603.05 Manpower Utilization Reporting System

**System location:**

United States Army Logistics Evaluation Agency (USALEA), New Cumberland Army Depot, New Cumberland, PA 17070.

**Categories of individuals covered by the system:**

All employees of the Agency both civilian and military.

**Categories of records in the system:**

A record by individual of manhours utilized by project/function work category.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To provide management a statistical report by individual application of the manhours costs expended on assigned projects.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer magnetic tapes.

**Retrievability:**

By social security number, project number or function-work category.

**Safeguards:**

Records are maintained in areas accessible only to authorized individuals.

**Retention and disposal:**

Source documents are key-punched in order to update permanent magnetic tape. Source documents are destroyed after 1 week. Magnetic tape is retained until system is no longer required.

**System manager(s) and address:**

Chief, Administration and Management Office, USALEA.

**Notification procedure:** Information may be obtained from:

Commander
USALEA
ATTN: DALO-LEM
New Cumberland Army Depot
New Cumberland, PA 17070
Telephone: Area Code 717/781-6002

**Record access procedures:**

Written requests for information should be addressed to:
Commander
USALEA
ATTN: DALO-LEM
New Cumberland Army Depot New Cumberland, PA 17070

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:** Daily time utilization reports submitted by individual.

**Systems exempted from certain provisions of the act:**

None

**A0606.07aDAPE**

**System name:**

606.07 Safety Award Files

**System location:**

Decentralized maintenance: Safety Offices at all levels of command including Department of the Army (DA), Major Command and installation level.

**Categories of individuals covered by the system:**

Any DA military/civilian personnel who have received or who have been considered for an award for accomplishments in the safety field, i.e., operators of Army motor vehicles/equipment, and other deserving individuals.

**Categories of records in the system:**

File contains approved requests, orders, certificates, citations, disapproved requests and similar or related documents reflecting the consideration and selection of individuals for recognition of outstanding effort and achieve- ment in the prevention of accidents. Automated file consists solely of Broken Wing Award data.

Authority for maintenance of the system:

Pub. L. 91-596, Section 19, Occupational Safety and Health Act of 1970; and Section 2, Executive Order 11807, Occupational Safety and Health Programs for Federal Employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Safety Offices at all levels of command including DA, Major Command and installation level use documents in this file for history of outstanding individual effort and achievement in the prevention of accidents. The file is used to evaluate the need for additional awards for outstanding individuals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Portions of Broken Wing Award files are maintained on computer magnetic tape at the United States Army Safety Center Ft Rucker, AL 36362.

Retrievability:

File is arranged by time interval such as by month, quarter, year, as required, for promotion of accident prevention; within time interval, documents are filed alphabetically by the last name of award recipient.

Safeguards:

Buildings are kept locked, and records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Office performing award selection responsibility: Permanent.

Recipient offices: Permanent.

All other offices: Destroyed after 2 years, or on discontinuance, whichever is first.

System manager(s) and address:

Army Director of Safety, Headquarters, Department of the Army, Office of the Deputy Chief of Staff for Personnel, Washington, DC 20310.

Notification procedure:

Information may be obtained from:
HQDA (DAPE-HRS)
Room 1E686
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-6180

Record access procedures:

Requests from individuals should be addressed to: HQDA (DAPE-HRS), Washington, DC 20310.

Written requests for information should contain full name of recipient, date and location of award presentation, current address, and telephone number.

For personal visits, the individual should be able to provide acceptable identification such as driver's license or employing office identification card.

Contesting record procedures:

The Army's rule for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Documents supporting outstanding effort and achievement in accident prevention such as accident history, driver record, efforts made in safety promotion and education as supplied by the applicable unit, are used toward the completion of the award process.

Systems exempted from certain provisions of the act:

None

## A0607.01bDAPE

System name:

607.01 Accident and Incident Case Files; Army Safety Management Information System

System location:

Primary System: US Army Safety Center (USASC), Attn: PESC-D Ft Rucker, AL 36362.

Decentralized Segments: Safety Offices at all levels of command including Department, Major Command and installation level.

Categories of individuals covered by the system:

Documents describing Army accidents are maintained with personnel identification when the following categories of persons are involved in Army accidents: Active Army military personnel; Army civilian employees; Army Reserve; Army Reserve Officers Training Corps under Army supervision; Army National Guard; Army contractor employees working on an Army installation; non-US citizen Army employees both direct and indirect hire; other persons not engaged in normal activities of an Army installation or activity not specifically defined as a separate category such as persons paid from nonappropriated funds; visitors to an installation, local residents, personnel of other agencies and services, foreign military students, dependents, and government and contractor employees injured on post in activities outside their employment duties; individuals off-post involved in accidents incident to Army operation.

Categories of records in the system:

File contains all pertinent and relevant information relating to Army accidents, including Aviator Mishap Data File consisting of Preliminary Reports of Aviation Mishaps, but excludes aircraft accident reports.

Authority for maintenance of the system:

Title 5 U.S.C., section 7902; Pub. L. 91-596, Section 19, Occupational Safety and Health Act of 1970 and Section 2, Executive Order 11807, Occupational Safety and Health Programs for Federal Employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is gathered and maintained solely for accident prevention purposes. Users are Department of the Army or National Guard personnel (military or civilian) tasked with analyzing and improving the Army or National Guard Safety Programs; and for determining qualification of Army or National Guard aviators for selected programs. Various Department of Defense agencies, the Department of Labor, Federal Aviation Agency, other Federal, State, and local agencies, and applicable civilian organizations, such as the National Safety Council; National Transportation Safety Board, are furnished categories of data for use in a combined effort of accident prevention.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, computer magnetic tapes, magnetic disks and microfilm.

Retrievability:

By date, location, and type of accident involved. In rare instances it may be retrieved by individual's last name and social security number (SSN) in addition to other necessary information. Aviator accident mishap data is retrieved by individual's last name and/or SSN.

Safeguards:

Information is coded, located in locked rooms, accessed by authorized personnel only. Only Major Army Command Safety Data Managers and the SYSMANAGER are allowed access to the records.

Retention and disposal:

Office performing Army-wide staff responsibility for safety function and reviewing offices at lower echelons: Destroyed after 5 years.

USASC: Permanent. Retired to Washington National Records Center on discontinuance. Aviator Mishap Data File: Destroyed after 20 years.

Offices initiating reports and investigations: Destroyed after 2 years or on discontinuance, whichever is first.

System manager(s) and address:

Army Director of Safety, Headquarters, Department of the Army (HQDA), Office of The Deputy Chief of Staff for Personnel, Washington, DC 20310

Notification procedure:

Information may be obtained from:
HQDA (DAPE-HRS)
Room 1E686
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-6180

Record access procedures:

Written requests for information should contain full name, SSN, when and where accident occurred, and type of accident.

Individuals should contact Commander, U.S. Army Safety Center, Ft Rucker, AL 36362.

For personal visits, the individual should be able to provide acceptable identification; i.e., military ID, driver's license, employment ID, or other document which displays photograph/name/SSN/address/or physical characteristics to adequately identify the visitor.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Documents originating at various Army command levels, which include reports of accident, injury, fire, morbidity, military police traffic accident investigations, casualty, individual sick slips, serious incident reports, operator's reports of motor vehicle accidents, marine casualty reports, and Preliminary Report of Aviation Mishap.

**Systems exempted from certain provisions of the act:**

None

**A0608.04aDASG**

**System name:**

608.04 Radiation Incident Case Files

**System location:**

Primary System: Health and Environment Division, Health Care Directorate, The Surgeon General's Office, Washington, DC 20310.

**Categories of individuals covered by the system:**

All Army personnel, military and civilian, overexposed to hazards of ionizing and non-ionizing radiation.

**Categories of records in the system:**

File contains documents related to investigating and reporting cases of overexposure of individuals to ionizing and non-ionizing radiation, including personnel dosimetry results, reports of film badge readings and similar and related documents; and analysis of biological specimens, whole-body counts, eye examinations, and similar or related documents.

**Authority for maintenance of the system:**

10 CFR; Pub. L. 91-596; Executive Order 11807.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Health and Environment Division, The Surgeon General's Office: To identify and correct unsafe working conditions, provide data for use in possible subsequent litigation, and determine whether individual should be permitted to continue to work in a radiation environment.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by name in approved user files.

**Safeguards:**

Building employs security guards. Records are maintained in area accessible only to authorized personnel who are properly screened.

**Retention and disposal:**

Permanent; cut off on completion of the investigation or operation. Destroyed after 30 years.

**System manager(s) and address:**

The Surgeon General, Headquarters, Department of the Army, (HQDA), The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained by written request to:
HQDA (DASG-HCH)
The Pentagon
Washington, DC 20310

**Record access procedures:**

Requests should be addressed to: Office of The Surgeon General, Department of the Army (DASG-HCH), Washington, DC 20310.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Interview with individual; medical records; reports of investigation.

**Systems exempted from certain provisions of the act:**

None

**A0609.01aDASG**

**System name:**

609.01 Individual Radiation Protection Files

**System location:**

Primary System - Army installations/activities which possess, use, or store radiation producing devices or radioactive materials.

Decentralized Segment - Nucleonics Section, Quality Assurance Division, Lexington Blue Grass Depot Activity, Lexington, KY.

**Categories of individuals covered by the system:**

All Army personnel, civilian and military, occupationally exposed to hazards of ionizing radiation and occasionally exposed and monitored visitors.

**Categories of records in the system:**

Installation personnel and Radiation Protection Committee files contain documents, DD Forms 1952, DD Forms 1141, DA Forms 3484, exposed dosimetry film, and related papers reflecting the training, experience, and certification of individual radiation workers to handle specific sources of ionizing radiation; summary listings of certified individuals; external exposures to ionizing radiation, including personnel dosimetry results and reports of film badge readings; and internal exposures to radioactive materials, including analysis of biological specimens and whole-body counts.

Lexington Blue Grass Depot Activity automated dosimetry file contains data elements reflecting individual name, social security number, film badge number, coded cross-reference to place of assignment at time of exposure, from-to dates of exposure and radiation dose, cumulative quarterly, annual and life-time dose, type of measuring device, and coded cross-reference to qualifying data regarding exposure readings.

**Authority for maintenance of the system:**

10 CFR 35; 10 CFR 20; Title 44 U.S.C., Section 3101; Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To insure individual qualifications to handle radioactive materials; to monitor, evaluate, and control the risks of individual exposures to ionizing radiation or radioactive materials by comparison of both current (short-term) and long-term exposures; to provide radiation data to other Federal agencies, academic institutions, and non-governmental agencies, such as the National Council on Radiation Protection and Measurement and the National Research Council, authorized to conduct radiation research, evaluation, and monitorship.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders, film packets, magnetic tape/disk.

**Retrievability:**

Filed alphabetically by name; automated data retrievable by name, social security number, or automatic data processing parameters.

**Safeguards:**

Buildings employs security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained; access to computer operations room is controlled by card key system, which requires positive identification and authorization.

**Retention and disposal:**

Certified user listing files - Retained 5 years after reassignment, transfer or separation of individual.

Personnel Dosimetry files - Permanent. Processed film indicating normal exposure is retained 5 years after evaluation and recorded on permanent records.

Personnel Bioassay files - Permanent medical records.

**System manager(s) and address:**

The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained by written request to:
HQDA (DASG-PSP)
Room 2D453
The Pentagon
Washington, DC 20310

**Record access procedures:**

Requests should be addressed to: Office of The Surgeon General, HQDA (DASG-PSP), Room 2D453, The Pentagon, Washington, DC 20310.

All requests should be written since files are not stored in HQDA. If telephone conversation is desired, at the expense of the inquirer, area code and telephone number will be furnished.

Personal visits by the individual requesting access may be arranged only with the official assigned to respond to a written request.

Contesting record procedures:

The Army's rules for contesting content and appealing initial determination may be obtained from the SYSMANAGER.

Record source categories:

Monitored individuals and exposed dosimetry film.

Systems exempted from certain provisions of the act:

None

A0611.05aDAAG

System name:

611.05 Individual Gravesite Reservation Files

System location:

Primary System: Cemetery Division, Memorial Affairs Directorate, The Adjutant General Center TAGCEN).

Decentralized Segments: Arlington National Cemetery, Arlington, VA 22211; Soldiers' Home National Cemetery, 21 Harewood Road, NW, Washington, DC 20011; and Army post cemeteries.

Categories of individuals covered by the system:

Active and former Armed Forces personnel and non-service-connected dependents.

Categories of records in the system:

File contains records of gravesite reservations (Department of the Army (DA) Forms 2121) in Army national cemeteries and Army post cemeteries. DA Form 2121 contains reservee's address, number of grave and section reserved, and military service and reservation data of service-connected member.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Cemetery Division: To maintain official records of individuals holding gravesite reservations in Army national cemeteries and post cemeteries made prior to establishment of the one-gravesite-per-family-unit policy in 1961. Records are used in the conduct of gravesite reservation 2-year and 5-year surveys and to respond to general inquiries from individuals holding gravesite reservations.

Army national cemeteries and post cemeteries: To maintain duplicate records of individuals holding gravesite reservations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by last name of reservee.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Records are destroyed when gravesite reservation is utilized or officially cancelled.

System manager(s) and address:

Assistant Secretary of the Army (Civil Works), DA, The Pentagon, Washington, DC; or Director, Memorial Affairs (TAGCEN), DA, Forrestal Building, Washington, DC 20314.

Notification procedure:

Information may be obtained from:
DA, Memorial Affairs Directorate (TAGCEN)
Room 7F 057
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-0876

Record access procedures:

Requests from individuals should be addressed to: Director, Memorial Affairs (TAGCEN), DA, ATTN: DAAG-MEC, Room 7F 057, Forrestal Building, Washington, DC 20314.

Written requests for information should contain reservee's full name and name of service member, rank, and date of death. Visits are limited to Cemetery Division (DAAG-MEC), Forrestal Building, Washington, DC 20314.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the Memorial Affairs Directorate (TAGCEN), ATTN: DAAG-MEC, Washington, DC 20314.

Record source categories:

Information obtained from next-of-kin and DA Forms 2122 and 2123.

Systems exempted from certain provisions of the act:

None

A0614.01aNGB

System name:

614.01 Equal Opportunity Investigative Files

System location:

Equal Employment Opportunity Branch, National Guard Bureau, NGB-EO, Nassif Building, Room 301, 5611 Columbia Pike, Falls Church, VA 22041

Categories of individuals covered by the system:

All National Guard Technicians and military members who have filed complaints of discrimination and those National Guard Technicians and military members who are involved in these complaints.

Categories of records in the system:

File contains: formal complaints of discrimination, counselors' reports, notification letters to the complainant, affidavits from the complainant and witnesses, decision on the cases, investigative reports, hearings, complaints, examiners' findings, and recommendations and related correspondence.

Authority for maintenance of the system:

Title VI Civil Rights Act 1964; Pub. L. 92-261, Nondiscrimination in the Federal Government.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The routine uses are to investigate complaints of discrimination, provide facts to the Adjutant General of a State for issuing a proposed disposition to the complainant, provide information to the Civil Service Commission Complaints Examiner in the Bureau or other agencies to be used in issuing final decisions, provide information to Civil Service Commission Appeals Review Board in making its determination, make data available to National Guard Bureau Legal Officers as required and provide data to the complainants to assist them in making their decisions to accept or reject proposals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The investigative files are maintained as paper records in file folders.

Retrievability:

Filed by name of complainant and investigation number

Safeguards:

Building employs security guards. Records are maintained in cabinets accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are permanent. They are retained in active file until the case is closed by final decision of the agency. Then forwarded to the Washington National Records Center, Suitland, MD.

System manager(s) and address:

Chief, National Guard Bureau, Office of Minority Affairs

Notification procedure:

Information may be obtained from:
NGB-EO
Room 301
Nassif Building
5611 Columbia Pike
Falls Church, VA 22041
Telephone, Area Code 202/756-1563

Record access procedures:

Requests from individuals should be addressed to: National Guard Bureau, Office of Minority Affairs, Nassif Building, Room 301, 5611 Columbia Pike, Falls Church, VA 22041

For personal visits positive identification is required

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Correspondence relating to the complaint, investigative reports by investigators and attached documents, hearing files and attached documents.

**Systems exempted from certain provisions of the act:**

None

**A0614.03aDAPE**

**System name:**

614.03 Race Relations/Equal Opportunity & Equal Employment Opportunity Complaint Files

**System location:**

Primary System: Office of Equal Opportunity Programs, Office of the Deputy Chief of Staff for Personnel, Headquarters, Department of the Army.

Decentralized Copies are maintained at the installation initiating the complaint and at the respective major Army command. Official mailing addresses are in the Department of Defense directory in the Appendix.

**Categories of individuals covered by the system:**

Any member of the United States (US) Army, Active and Reserve Components who submits a complaint to this office, orally, telephonically, or in writing, or whose complaint is forwarded by a major command to this office for appropriate action.

**Categories of records in the system:**

Files contain correspondence relating to individuals' complaints, basic complaint, interim replies; final replies; referrals to appropriate offices, i.e., Office of the Inspector General, requests for information upon which to base a reply.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012(g).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Office of Equal Opportunity Programs: Insure complaints are properly investigated and steps taken to correct inequities; encourage chain of command to make necessary changes in cases where soldiers are obviously discriminated against.

Major commands and installations: Investigate complaints and take necessary corrective action.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed by installation; cross referenced by Cross Reference Sheet only, according to rank, i.e., officer or enlisted, for easier retrievability by Central File Officer.

**Safeguards:**

Building employs security guards. Records are maintained in safes. Action officers must request file through the Central File Officer. Charge-out sheets are used and action officers queried periodically for continued need of file.

**Retention and disposal:**

Office of Equal Opportunity Programs: Files are permanent. They are retained in active file until end of calendar year, held 2 additional years in inactive file and subsequently retired to Washington National Records Center. Cross Reference Sheets are destroyed upon retirement of files.

Major Commands and installations: Files are retained in active file until end of calendar year, held an additional year in inactive file, and then destroyed.

**System manager(s) and address:**

The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from:

HQDA (DAPE-HRR)
Room 2D745
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-4200 or 697-1860

**Record access procedures:**

Requests from individuals should be addressed to: HQDA, (DAPE-HRR), Room 2D745, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number, year in which complaint was written, and installation at which the complaint generated.

For personal visits, the individual should be able to provide some acceptable identification; i.e., driver's license or military identification card; name the installation at which the complaint initiated; and give verbal information that can be verified from the file; e.g., date of reply to him, name of office replying.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Deputy Chief of Staff for Personnel.

**Record source categories:**

Individuals, Congressional inquiries, Office of the Inspector General referrals, major command and installation referrals.

**Systems exempted from certain provisions of the act:**

None

**A0701.01aDAPC**

**System name:**

701.01 Classification, Reclassification, Utilization of Soldiers

**System location:**

Department of the Army (DA), US Army Military Personnel Center (USAMILPERCEN) (DAPC-EP), Hoffman Bldg 1, 2461 Eisenhower Avenue, Alexandria, VA 22331.

**Categories of individuals covered by the system:**

Active duty Army members in enlisted grades E1 through E9 and former Army enlisted personnel.

**Categories of records in the system:**

File contains name, social security number (SSN), grade, Military Occupational Specialty, Evaluation Test Data, Enlisted Evaluation Report Data, and additional data substantiating the soldier's or agency's request for exception to or interpretation of regulatory quidance for the classification, reclassification/utilization of soldiers.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301; Title 10 U.S.C.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

DA: Records are used for personnel management, year group management and manpower management.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name.

**Safeguards:**

Building employs security guards. Records are maintained in locked cabinets accessible only to authorized personnel.

**Retention and disposal:**

Retained in active file until end of calendar year, held for 1 additional year in inactive file, and then destroyed.

**System manager(s) and address:**

Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

**Notification procedure:**

Information may be obtained from USAMILPERCEN (DAPC-EP), Hoffman Bldg 1, 2461 Eisenhower Avenue, Alexandria, VA 22331.

**Record access procedures:**

Written requests for information should contain the the full name of the requester, SSN, and appropriate return address. Personal visits may be made to the USAMILPERCEN; individuals should be able to provide their military service identification and Department of Defense Form 2a for active duty personnel, or other commonly acceptable means of identification used in formal transactions of business.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Information is obtained from the individual requester, DA personnel records, computer reports, and other Army organizations and stations.

**Systems exempted from certain provisions of the act:**

None

A0701.02aDAPC

System name:

701.02 Qualitative Management Program (QMP) Appeal File

System location:

Department of the Army (DA), United States Army Military Personnel Center (MILPERCEN) (DAPC-EP).

Categories of individuals covered by the system:

Enlisted personnel in grades E5 through E9 who have appealed DA imposed bars to reenlistment.

Categories of records in the system:

File contains name, social security number (SSN), pay grade, date of rank, basic active service date, estimated termination of service, primary and secondary military occupational specialties, bar to reenlistment letter, appeal of bar to reenlistment and associated documentation submitted by the service member or his/her commander, final determination of appeal by Reenlistment Appeals Board, enlisted efficiency computer print-out containing selected data elements pertaining to service record of appellant.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

DA Staff and Commands: To accomplish management of QMP personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Normal access is by name and SSN.

Safeguards:

Physical security devices, guards, and personnel clearances for individuals working with the system.

Retention and disposal:

Records are retained for duration of individual service member's current enlistment.

System manager(s) and address:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from: United States Military Personnel Center, (DAPC-EP) Hoffman Bldg I, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Record access procedures:

Written requests for information should include full name of the requester, SSN, grade and appropriate return address. Personal visits may be made to the United States Army Military Personnel Center; individual should be able to provide military service identification or other means of identification normally acceptable in the transaction of business.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from: United States Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Information is obtained from documented personnel records, other DA organizations and appellant.

Systems exempted from certain provisions of the act:

None

A0701.02cDAPC

System name:

701.02 Separation Transaction Control/Records Transfer System

System location:

United States Army Military Personnel Center (MILPERCEN), 200 Stovall Street, Alexandria, VA 22332.

United States Army Enlisted Records and Evaluation Center, Ft Benjamin Harrison, IN 46249.

United States Army Reserve Components and Personnel Administration Center, St. Louis, MO 63132.

Categories of individuals covered by the system:

All active duty enlisted personnel separated from military service (excluding active duty for training) and all personnel immediately reenlisting after separation.

Categories of records in the system:

File contains name, social security number (SSN), grade, eligibility for reenlistment, character of separation, separation program designator, date and location of separation of reen- listment, moral waiver and specialty.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of the Army: To monitor separations of the Army active enlisted personnel as a means of enhancing strength and record accountability; to monitor immediate reenlistment processing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on computer magnetic tapes and disk.

Retrievability:

By name and/or SSN.

Safeguards:

Physical security devices, guards, computer hardware and software safeguard features, and personnel clearances.

Retention and disposal:

Separation records are maintained for 1 year; reenlistment records retained for 45 days; tape file scratched at end of retention period; disk files purged.

System manager(s) and address:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from: Headquarters, Department of the Army, (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Record access procedures:

Written requests for information should contain the full name of requester, SSN, whether active, retired or separated and, if separated, date of separation.

Personal visits may be made to the United States Army Military Personnel Center. Individual should be able to provide acceptable indentification including verbal information that can be verified with his/her record.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from United States Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Information is obtained through the Automatic Digital Network (AUTODIN) from field, Standard Installation/Division Personnel Systems (SIDPERS) and United States Army Enlisted Records and Evaluation Center, Ft Benjamin Harrison, IN 46249.

Systems exempted from certain provisions of the act:

None

A0701.02eDAPC

System name:

701.02 Military Personnel Management Reports

System location:

Decentralized: Each Major Command (MACOM) maintaining a segment of the system. The official mailing addresses are in the Department of Defense directory in the Appendix.

Categories of individuals covered by the system:

Active duty commissioned officers, warrant officers and enlisted personnel assigned or projected for assignment to the respective MACOM.

Categories of records in the system:

Name, social security number (SSN), sex, race; marital status and dependents; physical category code; component; expiration of term of service; additional pay; date of rank; annual efficiency index; last overseas short tour; Personnel Information System (PERSINS) procurement actions; Unit Identification Code; Department of Army (DA) location, assignment and status codes; permanent change of station date; date joined/departed current command; gaining unit,

location, assignment and status codes; reporting date; date returned from overseas; previous unit identification code, assignment and type transfer strength; primary and secondary military occupational specialties (MOS), secondary MOS evaluation score; duty MOS; away without leave data; date agreements and related documents, forms, and correspondence.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301; Title 10 U.S.C.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The system extracts data from Officer and Enlisted Personnel Files and records related to organizations, personnel authorized and assigned strength and prepares printed reports designed to aid Major Command (MACOM) staffs in military personnel management functions.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored on computer magnetic tapes, disks, micro- fiche and hardcopy printouts.

**Retrievability:**

Access is by SSN, name, or other unique identifying characteristics.

**Safeguards:**

Physical security devices, computer hardware and software safeguard features, and personnel clearances for individuals working with the system.

**Retention and disposal:**

Records are retained for up to 90 days and destroyed.

**System manager(s) and address:**

Commanders of MACOMs.

**Notification procedure:**

Information may be obtained from the MACOM commanders to which the service member is assigned.

**Record access procedures:**

Written requests for information should include the full name, SSN, and current address. Visits may be made to the MACOM, showing appropriate personal identification such as valid driver's license, military or civilian ID cards.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYS-MANAGER.

**Record source categories:**

The privacy information contained in this system is extracted from the Department of Army data base and disseminated to the MACOMs via magnetic tape.

**Systems exempted from certain provisions of the act:**

None

## A0701.02fDAPC

**System name:**

701.02 Selective/Variable Reenlistment Bonuses

**System location:**

Department of the Army (DA), USA Military Personnel Center (USAMILPERCEN) (DAPC-EP).

**Categories of individuals covered by the system:**

Active duty Army members in enlisted grades E1 through E9 and former Army enlisted personnel.

**Categories of records in the system:**

File contains name, social security number (SSN), grade, Military Occupational Speciality and documentation substantiating service member's request for accelerated payment of Selective Variable Reenlistment Bonuses (SRB/VRB) for service financial hardship or compelling compassionate reasons. An advisory recommendation is submitted to the Army Board for Correction of Military Records (ABCMR).

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301; Title 10 U.S.C.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

DA: Records are used to determine if service member is experiencing severe financial hardship or compelling compassionate reasons to warrant approval of request for accelerated payment of SRB/VRB. Records are reviewed in order to give an advisory/recommendation to the ABCMR.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Alphabetically by last name of individual.

**Safeguards:**

Record maintained in areas accessible only to authorized personnel that are properly cleared and trained.

**Retention and disposal:**

Retained in active file until end of calendar year, held for 1 additional year in inactive file and destroyed.

**System manager(s) and address:**

Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

**Notification procedure:**

Information may be obtained from MILPERCEN (DAPC-EP), Hoffman I, 2461 Eisenhower Avenue, Alexandria, VA 22331.

**Record access procedures:**

Written requests for information should contain the full name of the requester, SSN and appropriate return address. Personal visits may be made to the USAMILPERCEN; individual should be able to provide military service identification and Department of Defense Form 2a if on active duty, or other commonly acceptable means of identification used in formal transaction of business.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Information is obtained from the individual, DA personnel records, computer reports and other DA or organizations and stations.

**Systems exempted from certain provisions of the act:**

None

## A0701.02gDAPC

**System name:**

701.02 Dependents of Military Personnel/US Citizen Employees

**System location:**

Maintained in decentralized segments: Department of the Army commands/ installations/agencies in Europe, Africa, Middle East, Japan, Korea, Alaska, Hawaii, Central and South America, and Caribbean Area.

**Categories of individuals covered by the system:**

All military personnel with dependents located overseas and Army citizen civilian employees and their dependents located outside the Continental United States.

**Categories of records in the system:**

File contains name, social security number (SSN), military classification (officer, enlisted, civilian), unit of assignment, area of overseas residence, type sponsor, and the following information on the individual sponsor dependents located overseas: name, if paid from Army nonappropriated funds, month and year of birth, relationship to sponsor, if command sponsored; if member of household, overseas residence (city and country) and country of citizenship.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

US Army Military Personnel Center (USAMILPERCEN): to provide statistical information to Congress on the number of dependents located outside the United States; for contingency planning; for background reference in planning for movement of dependents to and from overseas; for planning for services available to dependents in overseas areas, and similar uses.

Department of the Army staff agencies/commands/installations: to coordinate, facilitate, plan and execute the orderly evacuation of noncombatants from hostile zones when required. Personal data are utilized to verify dependency, issuance of ration cards during emergency operations, logistical manifesting and establishing priorities of evacuation.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

Storage:

Records are stored on computer magnetic tapes, disks, and computer punch cards. Initial input on paper records is in file folders until data are verified by computer printout.

Retrievability:

Normal access is by geographic location of dependent/employee residence; access may be made by individual identifier.

Safeguards:

Physical security is provided by storing computer tapes in a restricted area manned at all times. Normal computer hardware and software safeguards are employed. Computer printouts are stored in security containers and limited access by authorized Department of Defense personnel making routine use of data in the performance of official duties.

Retention and disposal:

Records are maintained as long as the civilian employee, his/her dependents and/or the dependents of military personnel reside outside the Continental United States. Upon departure from overseas area, the file is purged of all data pertaining to the individual.

System manager(s) and address:

Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from:

United States Army, Europe, ATTN: AEUPE-DSP, APO New York 09403

United States Army, Japan, ATTN: AG, APO San Francisco 96343.

Eighth United States Army, ATTN: AJ, APO San Francisco 96301

US Army Forces Command, ATTN: AFPR-PR, Ft McPherson, GA 30330

Record access procedures:

Requests from individuals should be addressed to: Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

Written requests should contain the full name, SSN of the individual, authority, need-to-know, current address and telephone number.

For personal visits, the individual should be able to provide acceptable identification, including verbal information that can be verified from his/her record.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination may be obtained from the SYSMANAGER.

Record source categories:

Data are collected from the individual sponsor at time of arrival in overseas area and updated from other personnel records as required.

Systems exempted from certain provisions of the act:

None

A0701.07bAMC

System name:

701.07 Retirement Services Control Reference Paper Files.

System location:

Retired Affairs Office, Headquarters and Installation Support Activity, Electronics Command (ECOM), Ft Monmouth, NJ 07703.

Categories of individuals covered by the system:

All military personnel with more than 18 years' active duty service stationed at Ft Monmouth 07703.

Categories of records in the system:

File contains individual's name, grade, address, organization, service number, duty phone, and proposed date of retirement.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Identify members with more than 18 years service for mailing informational material regarding retirement benefits.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card files.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Kept in locked fireproof cabinet.

Retention and disposal:

Destroyed upon permanent change of station or retirement of individual concerned.

System manager(s) and address:

Headquarters and Installation Support Activity, ECOM, Ft Monmouth, NJ 07703.

Notification procedure:

Information may be obtained from:

Headquarters and Installation Support Activity, ECOM
Retired Affairs Office
Ft Monmouth, NJ 07703
Telephone: Area Code 201/532-1703

Record access procedures:

Requests from individuals should be addressed to: Headquarters and Installation Support Activity (ECOM), SELHI-AD-C-RET, Ft Monmouth, NJ 07703.

Written requests for information should contain full name, rank, and serial number.

For personal visits, the individual should be able to provide acceptable identification, i.e., driver's license, identification card, and give verbal information that can be verified with his card.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information on cards is obtained from the United States Army Electronics Command military personnel office at Ft Monmouth.

Systems exempted from certain provisions of the act:

None

A0701.07cDAPC

System name:

701.07 Enlisted Evaluation System/Report

System location:

Department of the Army (DA), United States Army Military Personnel Center (MILPERCEN) (DAPC-MS).

Categories of individuals covered by the system:

Active duty Army members in enlisted grades E1 through E9 and former Army enlisted personnel.

Categories of records in the system:

File contains name, social security number (SSN), grade, Military Occupational Specialty (MOS), Evaluation Test Data, Enlisted Evaluation Report Data, and additional data substantiating the soldier's or agency's request for exception to or interpretation of regulatory guidance for the Enlisted Evaluation System and Enlisted Evaluation Reporting System.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

DA: To determine appropriate response to soldier/agency initiating the inquiry and to document granted exceptions to interpretations of regulatory guidance.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Building employs security guards. Records are maintained in locked cabinets accessible only to authorized personnel.

Retention and disposal:

Retained in active file until end of calendar year, held for 1 additional year in inactive file, and then destroyed.

System manager(s) and address:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from United States Army Military Personnel Center (DAPC-EP), Hoffman Bldg I, 2461 Eisenhower Avenue, Alexandria, VA 22331 concerning Military Occupational Specialty (MOS), Evaluation Test Data; and DAPC-MS, Hoffman Bldg II, 200 Stovall Street, Alexandria concerning the Enlisted Evaluation Reporting System.

**Record access procedures:**

Written requests for information should contain the full name of the requester, SSN, and appropriate return address. Personal visits may be made to the United States Army Military Personnel Center; individuals should be able to provide their military service identification and Department of Defense Form 2a for active duty personnel, or other commonly acceptable means of identification used in formal transactions of business.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

**Record source categories:**

Information is obtained from the individual requester, DA personnel records, computer reports, and other Army organizations and stations.

**Systems exempted from certain provisions of the act:**

None

**A0701.07dUSAREC**

**System name:**

701.07 High School Folder (Lead List)

**System location:**

Army recruiting stations reached through the following Recruiting Commands: Northeast Regional Recruiting Command, Ft Meade, MD.; Southeast Regional Recruiting Command, 1628 Virginia Avenue, College Park, GA.; Southwest Regional Recruiting Command, Ft Sam Houston, TX.; Midwest Regional Recruiting Command, Ft Sheridan, IL.; Western Regional Recruiting Command, Ft. BAker, CA.

**Categories of individuals covered by the system:**

Persons of both sexes, in their senior year of high school, who may reasonably be assumed to be prospects for enlistment in the Army after graduation.

**Categories of records in the system:**

System contains names, addresses, and telephone numbers of prospects with qualifying information added after contact by the recruiter.

**Authority for maintenance of the system:**

Title 10 U.S.C., Sections 503, 505, 510, and 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by field recruiter to record locator data on high school seniors. If an interview is conducted with the prospect, additional information will be solicited and recorded on United States Army Recruiting Command (USAREC) Form 200, Recruiting Prospect Card.

Inspected by recruiting supervisory personnel to assure recruiters are contacting a sufficient number of high school graduates to maintain high quality enlistment standards.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by school, by last name of high school student.

**Safeguards:**

Records are maintained by individual recruiters in secured files and considered privileged information.

**Retention and disposal:**

High school lead lists are cut off at the end of the fiscal year, kept in the current files area for 2 years and then destroyed.

**System manager(s) and address:**

Commander, USAREC, Ft Sheridan, IL 60037.

**Notification procedure:**

Individuals who desire information as to whether their names and locator information about them are contained on high school lead lists should write to: Commander, USAREC, ATTN: USARCRFM-A, Ft Sheridan, IL 60037.

Requests should include the full name of the person desiring information, current address and telephone number, name of high school attended as a senior, and the location of the recruiting station where the information is believed to be stored.

**Record access procedures:**

Requests from individuals for access to information in this system should be addressed to: Commander, USAREC, ATTN: USARCRFM-A, Ft Sheridan, IL 60037.

Requests should include the full name of the person desiring access to the information, current address and telephone number, name of high school attended as a senior, and the location of the recruiting station where the information is believed to be stored.

**Contesting record procedures:**

The Army's rules for contesting content of records and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

High school officials of the local school, county/city school superintendent, or similar officials, yearbooks and school directories.

High school senior lists are purchased by the USAREC from professional sources of supply.

**Systems exempted from certain provisions of the act:**

None

**A0701.08DAAG**

**System name:**

701.08 Clemency Project

**System location:**

Automated Equipment Division, Systems Support Directorate and Personnel Services Directorate, United States (US) Army Reserve Components Personnel and Administration Center (USARCPAC); AGUZ-SSD, PSD, 9700 Page Boulevard, St Louis, MO 63132.

**Categories of individuals covered by the system:**

Individuals who were identified as being possible eligibles for clemency discharges by Department of Defense (DOD) Components.

Individuals discharged by the Clemency Processing Center, Ft Benjamin Harrison, IN who were members of the US Army.

Individuals who had served in the US Army and applied for and were potentially eligible to participate in the Clemency Program.

**Categories of records in the system:**

For those individuals that were identified by DOD Components a computer print out which indicates name, social security number (SSN) or military service number, home address as shown on discharge, and service component code of the identified individuals.

For individuals that were discharged by the Clemency Processing Center a computer print out indicates name, SSN and a registry number used by National Personnel Records Center (NPRC), General Services Administration (GSA) for filing and retrieval purposes to locate the hard copy personnel record in the file storage area.

For individuals who applied to the Presidential Clemency Board a computer print out shows name, SSN or service number, NPRC, GSA registry number for filing and retrieval purposes used to locate the hard copy personnel record in the file storage area, status of the individual which indicates: performing alternate service, applied for and was not eligible for the program, authorized issuance of a Clemency discharge as recommended by the Presidential Clemency Board and directed by the President, and terminated from the program. The records received from the Presidential Clemency Board are those that were loaned to that Board from the consolidated registry of the NPRC, GSA or from USARCPAC.

**Authority for maintenance of the system:**

Presidential Proclamation 4313, 16 September 1974 - Program for Return Viet Nam Era Draft Evaders and Military Deserters.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Personnel Services Directorate, RCPAC: to issue Clemency discharges as directed, answer inquiries pertaining to or from identified individuals, complete other routine administrative actions prior to returning the records to the NPRC, GSA.

DOD or any component thereof: to provide personnel or statistical information if required, provide administrative data to include, but not limited to, the status of clemency discharges issued, individuals performing alternate service or terminated from the program.

Veterans Administration: to provide information or records to assist in making determinations and decisions in the adjudication of veterans claims.

Selective Service System: to provide statistical data and personnel information to include data relative to clemency discharges issued.

Presidential Clemency Board: to provide status, complete actions, receive and locate records necessary for the orderly phase-out and return of records used by the Board.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes and computer printouts.

Paper records in file folder/jacket; military personnel files.

Retrievability:

By full name or SSN.

Hard copy personnel records filed alphabetically by last name or records may be filed by status of action required, SSN or service number to facilitate positive identification.

Safeguards:

Computer keyword distribution of output information, routed by interoffice symbols only.

Building employs security guards; identification badge required to enter building; floor badge required.

Retention and disposal:

Indefinite for computer printouts and computer magnetic tapes.

Paper records in file folders/jackets are returned periodically to NPRC, GSA for storage and maintenance as personnel actions are completed.

System manager(s) and address:

Commander, USARCPAC, 9700 Page Boulevard, St Louis, MO 63132.

Notification procedure:

Information may be obtained from:
Commander, USARCPAC
9700 Page Boulevard
St Louis, MO 63132.
Telephone: Area Code 314/268-7777

Record access procedures:

Requests from individuals should be addressed to: Commander, USARCPAC, 9700 Page Boulevard, St Louis, MO 63132.

Written requests for information should contain the full name and SSN or Military Service Number of the individual.

For personal visits, the individual should be able to provide acceptable identification, such as driver's license.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYS-MANAGER.

Record source categories:

Individuals were identified by the DOD Components as individuals who may be eligible for discharge under the Presidential Clemency Program.

Individuals were identified by U. S. Army Clemency Processing Center, Ft Benjamin Harrison, IN as having received an undesirable discharge from the US Army.

Individuals who had served in the US Army and applied for the Clemency program.

Systems exempted from certain provisions of the act:

None

A0702.03aUSAREC

System name:

702.03 Enlistment Eligibility Files

System location:

Directorate of Recruiting Management, United States (US) Army Recruiting Command (USAREC), USARCRM-M, Ft Sheridan, IL 60037.

Categories of individuals covered by the system:

Pertains to Regular Army applicants who have requested a waiver of moral eligibility for a juvenile or adult felony; determination of medical/Military Occupational Specialty qualifications, determination of Stripes for Skills qualification; exceptions to policy; determination of enlistment eligibility, and prior service personnel requesting a mental retest.

Categories of records in the system:

File contains individual's request and agency reply approving or disapproving the request.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 504, 505, 510, and 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Reference file for enlistment eligibility qualifications approved or disapproved.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders in metal cabinets.

Retrievability:

By individual's last name or date of action.

Safeguards:

Records stored in file cabinet and building secured. Records are only accessible to authorized personnel who have a valid need-to-know.

Retention and disposal:

Files remain active for 1 fiscal year, inactive for 1 fiscal year and destroyed at the beginning of the third year.

System manager(s) and address:

Commanding General, USAREC, Ft Sheridan, IL 60037.

Notification procedure:

Information may be obtained from:
Director, Recruiting Management, USARCRM-M
USAREC
Ft Sheridan, IL 60037
Telephone: 312/926-2372

Record access procedures:

Requests for information should be addressed to: Headquarters, USAREC, ATTN: USARCRM-M, Ft Sheridan, IL 60037. Request for information should contain full name, address, telephone number and military status of requester.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination may be obtained from the SYS-MANAGER.

Record source categories:

Individual, employers, probation officials, law enforcement officials, school officials, personal references, transcripts, medical records & documentation, Department of Defense Forms 214, and recruiting personnel evaluations.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information, contact the System Manager.

A0702.04aDAAR

System name:

702.04 OCS Waiver Requests

System location:

Headquarters, Department of the Army, (HQDA), Office of the Chief, Army Reserve, Organization and Training Division.

Categories of individuals covered by the system:

Any United States Army Reserve enlisted person or warrant officer who has requested a waiver of requirements to enter Officer Candidate School (OCS).

Categories of records in the system:

File contains individual's request and agency reply approving or denying a waiver.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Reference file for waivers approved and disapproved. Users are school officers at HQDA, and major subordinate Army Headquarters.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in paper form file folder.

Retrievability:

Information retrieved by individual's name or social security number.

Safeguards:

Records stored in combination safe. Only OCS Program Manager and agency officers have access.

**Retention and disposal:**

Records destroyed after 3 years.

**System manager(s) and address:**

Chief, Army Reserve, Washington, DC 20310.

**Notification procedure:**

Chief, Army Reserve
Washington, DC 20310
Telephone: 202/697-5532

**Record access procedures:**

Inquiries should be addressed to Chief, Army Reserve, Washington, DC 20310; Telephone: 202/697-5532.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Correspondence from the individual requesting attendance at OCS and the intervening higher headquarters.

**Systems exempted from certain provisions of the act:**

None

**A0702.04bDAPC**

**System name:**

702.04 Eligibility Determination Files

**System location:**

United States (US) Army Enlistment Eligibility Activity, 9700 Page Boulevard, St Louis, MO 63132.

**Categories of individuals covered by the system:**

Any individual applying for enlistment or reenlistment who requires a waiver of one or more disqualifications by Headquarters, Department of the Army (HQDA).

Persons requesting continuation on active duty under the provisions of Army Regulation 635-40, requesting withdrawal of counseling statement or cancellation of extension, or seeking clarification of enlistment/reenlistment eligibility.

**Categories of records in the system:**

File contains requests for enlistment eligibility or waiver of disqualifications for enlistment/reenlistment, requests for grade determinations, documents reflecting determinations made on requests for waiver or grade determinations, copies or extracted items from basic records, transmittals, and suspense documents needed to provide a means of assuring that requests are acted upon in a timely manner. Copies of auxiliary documentation submitted by applicants.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 333.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Department of the Army Staff agencies and commands - To evaluate waiver requests and provide record of waiver considered, determinations, and disposition. To provide record of requests for enlistment eligibility determinations and disposition.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records between file dividers.

**Retrievability:**

Filed alphabetically.

**Safeguards:**

Building employs security guards and requires identification badges of authorized employees. Records are maintained in area accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Destroyed after 1 year.

**System manager(s) and address:**

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

**Notification procedure:**

Information may be obtained from: Commander, US Army Enlistment Eligibility Activity, 9700 Page Boulevard, St Louis, MO 63132.

**Record access procedures:**

Requests from individuals should be addressed to: Commander, US Army Enlistment Eligibility Activity, 9700 Page Boulevard, St Louis, MO 63132. Requests should include the full name of the requester, current address, social security number, date of separation, and service component, if applicable.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Extracts from official military personnel files; extracts from dossiers; letters originating from applicant or inquirer; forms, documents and related papers originated by Army staff offices, command offices, or present or former service member; medical evaluations; application and related forms, records, and correspondence from applicant. Individual file may contain some or all of the foregoing.

**Systems exempted from certain provisions of the act:**

None

**A0702.08aDASG**

**System name:**

702.08 Army Medical Procurement Applicant Files

**System location:**

Primary System: Procurement Division, Army Medical Department (AMEDD) Personnel Support Agency, Headquarters, Department of the Army (HQDA) (SGPE-PD), 1900 Half Street, S.W., Washington, D.C. 20324.

Decentralized Segments: AMEDD Procurement Counselor Field Offices in the following locations: Cutler Army Hospital, Ft. Devens, MA 01433; US Post Office Building, 135 High St., Hartford, CT 06103; Room 1271, Federal Building, 100 South Clinton St., Syracuse, NY 13202; 160 North Franklin St., Hempstead, NY 11550; Building 5515, Room 309 and 316, Ft. Dix, NJ 08640; Federal Office Building, 1000 Liberty Avenue, Pittsburgh, PA 15222; Forest Glen Section, Walter Reed Army Medical Center, Washington, DC 20012; Federal Office Building, 400 North 8th St., Richmond, VA 23240; 3555 Maguire Blvd., Bennington Building, Suite 250, Orlando, FL 32803; Federal Building, 310 New Bern Avenue, Suite 310, Post Office Box 27524, Raleigh, NC 27611; 200 East Liberty St., Ann Arbor, MI 48107; Building 67, Columbus Support Facility, 530 Buckingham St., Columbus, OH 43215; HQ US Army Forces Command, Ft. McPherson, GA 30330; Building 142, Room 345, Ft. Sheridan, IL 60037; 144 Elk Place, Suite 1504, New Orleans, LA 70112; Federal Office Building, 515 Rusk Ave., Room 5122, Houston, TX 77002; Brooke Army Medical Center, ATTN: AFZG-MDZ-PP, Ft. Sam Houston, TX 78234; Federal Office Building, 1100 Commerce Street, Dallas, TX 75202; US Army Recruiting Main Station, 12th & Spruce Streets, St. Louis, MO 63102; US Army Medical Department Activity, Building 268 (Dodge Hall), Ft. Leavenworth, KS 66027; American Red Cross Building, Box 327, Fitzsimons Army Medical Center, Denver, CO 80240; Building 5, Ft. Douglas, UT 84110; Building 138, Room 116, Naval Support Activity (Sand Point), Seattle, WA 98115; Building 654, Presidio of San Francisco, San Francisco, CA 94129; 1600 N. Broadway, Suite 210, Santa Ana, CA 92706; US Army Medical Command, Europe, APO New York 09102; Tripler Army Medical Center, ATTN: HSCT-PD-P, TAMC, Hawaii 96859.

**Categories of individuals covered by the system:**

Potential applicants and applicants for the AMEDD procurement programs, to include applicants for appointment in the Regular Army and US Army Reserve.

**Categories of records in the system:**

Interview sheets; counselor evaluations; resume; Curriculum Vitae; autobiography; letters of recommendation; selection/nonselection letters; Special Orders; all correspondence to, from, and about applicant; Selection Board/Committee results; Statement of Interests; Objectives and Motivation; Letter of Appointment; US Army Reserve Components Personnel and Administration Center Transcript; Service Agreement.

**Authority for maintenance of the system:**

Title 10 U.S.C., Sections 3012 and 4301, and Executive Order 9397.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Procurement Division: To evaluate an applicant's acceptability and potential for appointment in a component of the AMEDD, to evaluate qualifications for assignment to various career areas; to determine educational and experience background for award of constructive service credit; to determine dates of service and seniority; to document service agreement with the US Army; to provide statistical information for effective management of the AMEDD Personnel Procurement Program.

AMEDD Procurement Counselor Field Offices: To assist applicants in completion of their applications; to counsel applicants in their potential for selection for procurement programs and/or for appointment in the AMEDD.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records are maintained in file folders.

Retrievability:

File folders are filed alphabetically by last name of applicant.

Safeguards:

File folders are maintained in areas accessible only to authorized personnel.

Retention and disposal:

File folders are cut off at the end of the year in which action is completed, held 10 years, and destroyed, for selected individuals; for individuals not selected, records are cut off at the end of the year, held 1 year and destroyed.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from:
Commander, AMEDD Personnel Support Agency
Officer Procurement Division
1900 Half Street, S.W.
Washington, DC 20324
Telephone: 202/693-5120

Record access procedures:

Requests should be addressed to: HQDA (SGPE-PD), 1900 Half Street, S.W., Washington, DC 20324.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from Commander, AMEDD Personnel Support Agency.

Record source categories:

Transcripts from post secondary schools; employer evaluations; faculty evaluations; AMEDD counselor evaluations; interviews; military supervisor evaluations; medical information from medical examination facilities; American Testing Program; Educational Testing Service; Selection Board/committees; prior military service records; Department of Defense (DD) Form 214 (Report of Separation from Active Duty); application and related forms from individual.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a, Section (j) or (k), as applicable. For additional information, contact the SYS-MANAGER.

A0703.01aDAPC

System name:

703.01 Military Personnel Action File

System location:

Primary System: United States Army Military Personnel Center (MILPERCEN), 200 Stovall Street, Alexandria, VA 22332.

Decentralized Segments: Department of the Army (DA) Staff agencies and commands.

Categories of individuals covered by the system:

Any Army service member.

Categories of records in the system:

File contains officer candidate applications; documents reflecting individual application for appointment as a warrant officer or commissioned officer in the US Army or the Army Reserve including waivers, recommendations, evaluation reports, test papers, interview sheets and similar or related papers; documents reflecting determinations made by boards on applications submitted for officer candidate school or appointment as a warrant officer or commissioned officer; documents accumulated in staff offices exercising administrative jurisdiction and used as reference records of routine actions, copies or extracted items from basic records, and transmittals; emergency data information furnished by the service member to support notification of next-of-kin, survivor benefits on forms, letters, and similar or related documents; auxiliary documents on forms, letters and similar papers concerning the individual service member; contains transitory adverse suitability information which reflects nonsupport, debts and similar acts of wrongdoing, (documents remain in file until rebutted/resolved. Adverse suitability information that is supported, substantiated, or otherwise determined to be true is transferred into the official military personnel file); supplemental data relating qualification, efficiency rating, duty assignment, grade, date of rank, and similar information needed by action officers for routine administration; suspense documents and suspense cards needed to provide a means for assuring that personnel actions are accomplished in a timely manner.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

DA Staff agencies and commands: To provide administration and management requirements for Army service members and to permit timely and accurate notification to next-of-kin and survivors in cases of accident/death of service member.

Department of the Air Force: When required incident to a service member's application for transfer, on duty with, or availing himself of services provied by the Air Force.

Department of the Navy: When required incident to a service member's application for transfer, on duty with, or availing himself of services provied by the Navy.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically for emergency data and adverse suitability or by subject for information/auxiliary/suspense/and similar files.

Safeguards:

Records maintained in controlled areas accessible only to authorized persons.

Retention and disposal:

Records are retainable for periods ranging from 6 months to 3 years. Records are destroyed in accordance with scheduled time by the local office maintaining the file.

System manager(s) and address:

United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from:
Major commands for persons assigned to organization within the command.
Headquarters, Department of the Army (HQDA), 200 Stovall Street, Alexandria, VA 22332, for individuals assigned to departmental duty.

Record access procedures:

Requests from individuals should be addressed to: Commander of the appropriate command to which the service member is assigned or HQDA (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332 for persons assigned to departmental duty.

Written requests for information should contain the full name of the service member, service identification member, Army grade (and branch of service for commissioned personnel) and current address. Visits may be made to the headquarters of the appropriate command of assignment or to United States Army Military Personnel Center, Hoffman Bldg II, 200 Stovall Street, Alexandria, VA 22332.

For personal visits, the requester should be able to provide acceptable identification including his/her military service identification card or other commonly acceptable means of identification used in the normal transaction of business.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Extracts from basic personnel records; letters originating from service member; forms, documents, and related papers originated by army Staff offices, command offices, or service member.

Systems exempted from certain provisions of the act:

None

A0703.02aDAPE

System name:

703.02 United States (US) Military Academy Entrance Examination Result Files

System location:

Office of the Director of Admissions and Registrar, US Military Academy, (USMA) MAAR-R, West Point, NY 10996.

Archives, USMA.

**Categories of individuals covered by the system:**

Listings of examination results on all candidates who were admitted as cadets or were unsuccessful in gaining admission to the USMA from 1901 to the present.

**Categories of records in the system:**

Entrance exam results; source of nomination; final status as candidate.

**Authority for maintenance of the system:**

Title 10 U.S.C., Sections 4331, 4332, 4334.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Research as appropriate.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Bound hardcover book.

**Retrievability:**

Alphabetical, by source of nomination, Prep School candidates, athletic interest, and minority candidates.

**Safeguards:**

Stored in locked room during non-duty hours. Records are accessible only to authorized personnel.

**Retention and disposal:**

Records are permanent.

**System manager(s) and address:**

Director of Admissions and Registrar, USMA, for classes currently enrolled at USMA and the most recent graduating class.

Archives, USMA for other classes.

**Notification procedure:**

Information can be obtained from SYSMANAGER.

**Record access procedures:**

Requests should be addressed to the SYSMANAGER or Archives, USMA.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Transcripts from secondary and post secondary schools; faculty evaluations; employer evaluations; military supervisor evaluation; medical information from the Department of Defense Medical Review Board; interviews from Admissions Participants; American College Testing Program; Educational Testing Service; Director of Intercollegiate Athletics; Members of Congress.

**Systems exempted from certain provisions of the act:**

None

## A0703.04aDAPC

**System name:**

703.04 ROTC Member File

**System location:**

Primary System: United States Army Military Personnel Center (MILPERCEN).

Decentralized Segments: Office of the Secretary of the Army (OSA), Department of the Army (DA) Staff agencies, Army commands, Reserve Officers Training Corps (ROTC) elements of civilian educational institutions.

**Categories of individuals covered by the system:**

Applicants for and enrolled members of the ROTC conducted under direction, operation, and supervision of the DA.

**Categories of records in the system:**

Files contain individual application for membership; enrollment record; record of enlistment; record of military status; security questionnaire; deferment agreement; personal history statement; acknowledgment of understanding and service requirement; graduate branch of service selection; medical examination; photograph; cadet record of evaluation of training; academic achievement; corps award; financial record relating to pay, travel, and entitlements; alien registration and related Justice Department records when applicable; Department of Labor records pertaining to entitlements by FECA (Title 5 U.S.C., Section 8140); Federal Aviation Agency (FAA) student pilot certification and related flight record requirements; and correspondence between (1) MILPERCEN, (2) applicant or enrolled member, (3) Army Staff offices and Army commands, (4) other Federal government agencies, and (5) ROTC accredited civilian institutions.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301; Title 10 U.S.C., Sections 2101-2111.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

MILPERCEN: To provide policies and procedures for administering the ROTC including application, enrollment, enlistment, training programs, cadet administration, and disenrollment and commissioning.

OSA: For formulation of plans, policies, directives, and instructions relating to statutory requirements for ROTC.

DA Staff Agencies: To implement requirements within their respective sphere of staff activity.

Army Commands: To exercise command authority and jurisdictional control of established, organized, and constituted elements containing enrolled and enlisted members of ROTC.

Department of Labor: To accomplish actions when required under provisions of FECA.

FAA: To control and accomplish flight certification in applicable cases.

National Selective Service System: To accomplish requirements relative to registration and deferment.

Department of Defense Agencies: To coordinate, review, and control student administrative actions relative to interdepartmental relationships.

Civilian Educational Institutions: To administer academic training and related institutional requirements relating to students.

Veterans Administration: For member Group Life Insurance election, coverage, and administration.

DA Staff Agencies and Army Commands: To coordinate, exchange, and administer applicant and enrollee requirements and actions necessary for mission accomplishment.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folder; selected data automated for management facility in a perishable manner on tapes, disks, and cards.

**Retrievability:**

Record accessed by name, social security number, automatic data processing (ADP) parameter of characteristics of qualification or identity.

**Safeguards:**

Records maintained in areas accessible only to authorized personnel who are trained and cleared for duties relating to personnel administration. Each on-line terminal employs user identification and password edits to protect the system from unauthorized access and to restrict each user to specific files and data elements. User identifications and passwords are changed at random times; control data is maintained by the system manager in a sealed envelope in an approved safe.

**Retention and disposal:**

Records range from permanent to 1 year retainability depending on the continuing value to the individual or the department. Permanent records are retired to the National Personnel Records Center through appropriate records holding activities in accordance with schedules established by departmental instructions.

**System manager(s) and address:**

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

**Notification procedure:**

Information may obtained from: Professor of Military Science of the civilian educational institution in which the individual is an enrolled ROTC member.

**Record access procedures:**

Requests from individuals should be addressed to: Professor of Military Science of the civilian educational institution in which the individual is an enrolled ROTC member.

Written requests for information should contain the full name of the requester, current address and telephone number, and definitive identification of the information desired.

For personal visits, the individual should be able to provide commonly used identification, such as driver's license or personal identification card used in the normal transaction of business.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from the Sysmanager.

Record source categories:

Application and related forms, records, and correspondence from the applicant or enrollee; personal clearance, financial transactions and entitlement status, medical examination and treatment facilities, and related records generated and accumulated from individual membership in the program by the appropriate civilian institution, Army staff agencies, Army commands, and Federal executive department agencies responsible for the action concerned.

Systems exempted from certain provisions of the act:

None

A0703.05aDAPC

System name:

703.05 ROTC Cadet Application Files

System location:

Primary system: United States Army Military Personnel Center (MILPERCEN), Procurement and Accessions Branch, DAPC-OPD, 200 Stovall Street, Alexandria, VA 22332.

Decentralized segment: Reserve Officers Training Corps (ROTC) regions and organizations processing application.

Categories of individuals covered by the system:

ROTC cadets

Categories of records in the system:

The categories of information stored include: name, social security number (SSN), sex, race, citizenship, marital status, dependents, date of birth, residence, physical profile, ethnic group, skill, education and training, language, and mailing address.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Army (DA): Records are used for personnel management, strength accounting, and manpower management.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in paper file folders.

Retrievability:

Access is by name.

Safeguards:

Physical security devices, guards, and locked doors.

Retention and disposal:

Records are retained for up to 1 year or until oath of office is executed, whichever is sooner.

System manager(s) and address:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from: Headquarters, Department of the Army, (DAPC-OPD), Procurement and Accessions Branch, 200 Stovall Street, Alexandria, VA 22332.

ROTC regions and DA organizations.

Record access procedures:

Written requests for information should include the individual's full name, service identification number, and current address.

For personal visits, the requester should provide acceptable identification, i.e., military identification card or other identi- fication normally acceptable in the transaction of business.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from United States Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Information is obtained from papers and documents made available by ROTC Regions and the United States Army Reserve Components Personnel and Administration Center.

Systems exempted from certain provisions of the act:

None

A0703.06bDAPC

System name:

703.06 Officer Candidate School (OCS) Application File

System location:

Primary system: United States Army Military Personnel Center (USAMILPERCEN), Procurement and Accession Branch, DAPC-OPD.

Each Army installation and other organizational element maintaining a segment of this system.

Categories of individuals covered by the system:

Warrant officers and enlisted personnel on active duty in the US Army.

Categories of records in the system:

The categories of information stored include; name, social security number (SSN), sex, race, citizenship, marital status, dependents, date of birth, residence, ethnic group, grade, enlistment or appointment and service agreement, service data and dates, promotion, assignment, qualifications, skill, edu- cation and training, specialty, aptitude, occupation, language, awards and badges, mailing address, separation or retirement.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Army: Records are used to prepare replies to written and telephonic inquiries.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in paper file folders.

Retrievability:

Access is by name.

Safeguards:

Physical security devices, guards, and locked doors.

Retention and disposal:

Records are retained for up to 90 days or until completion of action.

System manager(s) and address:

Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332

Notification procedure:

Information may be obtained from: Headquarters, Department of the Army (HQDA), (DAPC-OPP-A, 200 Stovall Street, Alexandria, VA 22332.

Record access procedures:

Written requests for information should include the full name, service identification number, and current address.

For personal visits, the requester should provide acceptable identification, i.e. military identification card or other identification normally acceptable in the transaction of business.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from USAMILPERCEN (DAPC-OPP-A) 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Information is obtained from enlisted Military Personnel Records Jacket, Career Management File, Official Military Personnel file, and related personnel documents located in organizations, installations and HQDA.

Systems exempted from certain provisions of the act:

None

A0703.07aDAPE

System name:

703.07 Officer Availability and Civil School Mgt System

System location:

Adjutant General Data Processing Branch, Adjutant General Division, United States (US) Military Academy (USMA), West Point, NY 10996.

Categories of individuals covered by the system:

Any Army officer previously assigned, presently assigned, scheduled for assignment, or declared permanently not available for assignment to the USMA. Additionally, any officer declared temporarily not available, or available for a specific academic year. When a new academic year is begun, these records are removed from the file.

Categories of records in the system:

File contains name, rank, social security number (SSN), branch, status of officer, individual's desires regarding assignment, departments/activities interested in the officer, department/activity to which officer will be assigned, if applicable; school attending or attended for masters or PhD training, and Army Educational Requirements Board number used for schooling and utilization.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 4334(b).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

USMA: Provide information to interested departments/ activities on officer's desires and availability. Used as a means to verify status of officer. Used to prepare requisitioning documents for use at the USMA and Headquarters, Department of the Army (HQDA). Used to prepare reports to HQDA on utilization of officers.

HQDA: uses information provided on the requisitioning document (name, rank, branch and SSN) to verify availability and begin preparation of orders for direct assignment or civil schooling. Uses information on utilization reports (name, rank, branch, SSN, Army Educational Requirements Board number assigned against) to verify that officer is being utilized properly,(proper discipline).

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer Disk.

**Retrievability:**

Filed by SSN.

**Safeguards:**

Computer disk is maintained in vault when not being used. Disk is maintained in area accessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

All records of individuals declared temporarily not available or available and not assigned are destroyed annually. Records of individuals assigned to the USMA are destroyed on official confirmation of the assignment.

**System manager(s) and address:**

Chief, Military Personnel Branch, Adjutant General Division, USMA, West Point, NY 10996.

**Notification procedure:**

Information may be obtained from:
Superintendent
USMA
ATTN: MAAG-P
West Point, NY 10996

**Record access procedures:**

Requests from individuals should be addressed to: Superintendent, USMA, ATTN: MAAG-P, West Point, NY 10996.

Written requests for information should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification, i.e., a valid identification card, or driver's license.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

**Systems exempted from certain provisions of the act:**

None

## A0703.08a DAPE

**System name:**

703.08 Officer Personnel Information Files

**System location:**

Office of the Director of Admissions and Registrar, United States Military Academy (USMA), West Point, NY 10996.

**Categories of individuals covered by the system:**

Graduates of the USMA and other officers who are being considered for assignment to Office of the Director of Admissions and Registrar, USMA; officers who are presently serving or have served in the Office of the Director of Admissions and Registrar, USMA.

**Categories of records in the system:**

Correspondence between officers and Director of Admissions and Registrar; availability status received from the United States Army Military Personnel Center (USAMILPERCEN); personal data available from other sources. Individual files may contain some or all of the above.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 4334.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Planning files for assigning officers to the Office of the Director of Admissions and Registrar, USMA.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in the form of cards, file folders, or other similar material.

**Retrievability:**

Filed alphabetically by last name.

**Safeguards:**

Records are maintained in an area accessible to authorized personnel only.

**Retention and disposal:**

Records are retained until, in the opinion of the Director, they are no longer necessary. Disposal is by destruction.

**System manager(s) and address:**

Director of Admissions and Registrar, USMA, West Point, NY 10996.

**Notification procedure:**

Write or call the SYSMANAGER.

**Record access procedures:**

Write or call the SYSMANAGER.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Applications of individual officers; recommendations of individual officers submitted by others; information provided by the USAMILPERCEN in response to requests for availability data; correspondence between individuals and the office; personal data available from other agency publications.

**Systems exempted from certain provisions of the act:**

None

## A0703.09aDAPE

**System name:**

703.09 Evaluation Files on Cadets and Potential Instructors

**System location:**

Decentralized Segments: Office of the Dean of the Academic Board and Departments of Chemistry; Earth, Space and Graphic Sciences; Electrical Engineering; English; Foreign Languages; History; Law; Mathematics; Mechanics; Physics; and Social Sciences; S1, United States (US) Corps of Cadets and Headquarters, 1st, 2nd, 3rd, and 4th Regiments, US Corps of Cadets; and Offices of Military Instruction, Military Leadership, and Physical Education; United States Military Academy (USMA), West Point, NY 10996.

**Categories of individuals covered by the system:**

Cadets who are receiving or have received instruction from departments; graduates of the USMA; and other officers who are being considered for assignment to the Staff and Faculty, USMA; officers who are presently serving or have served on the Staff and Faculty, USMA.

**Categories of records in the system:**

Evaluation material on cadets and graduates; letters of application and recommendation; academic performance documents; correspondence between officers and departments; availability status received from Department of the Army; personal data available from other sources. Individual files may contain some or all of the above.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 4334.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The files are utilized by the Heads of Departments in evaluating cadets and in evaluating the relative suitability of potential instructors

for graduate schooling and subsequent assignment to the Staff and Faculty, USMA, or for direct assignment to the Staff and Faculty, USMA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in the form of cards, file folders, or other similar material.

Retrievability:

Filed alphabetically by last name within year-group or USMA class.

Safeguards:

Records are maintained in an area accessible to authorized personnel only.

Retention and disposal:

Records are retained until, in the opinion of the Department Head, they are no longer necessary. Disposal is by destruction.

System manager(s) and address:

Dean of the Academic Board, USMA, West Point, NY 10996.

Professor and Head, Departments of Chemistry; Earth, Space and Graphic Sciences; Electrical Engineering; English; Foreign Languages; History; Law; Mathematics; Mechanics; Physics; and Social Sciences; USMA, West Point, NY 10996.

Commandant of Cadets, ATTN: MACC-B, USMA, West Point, NY 10996.

Commanders, 1st, 2nd, 3rd and 4th Regiments, United States Corps of Cadets, USMA, West Point, NY 10996.

Director, Offices of Military Instruction, Military Leadership, and Physical Education.

Notification procedure:

Write or call the specific SYSMANAGER.

Record access procedures:

Write or call the specific SYSMANAGER.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Applications of individual officers; recommendations of individual officers submitted by others; college transcripts; potential instructor ratings submitted on cadets by departmental instructors; information provided by the US Army Military Personnel Center in response to requests for availability data; correspondence between individuals and departments; personal data available from other agency publications.

Systems exempted from certain provisions of the act:

None

A0704.03aDAPE

System name:

704.03 Accelerated Promotion/Early Discharge Report

System location:

Primary System: Headquarters, United States Army Recruiting Command (USAREC), Ft Sheridan, IL 60037;

decentralized segments: regional, district, and area recruiting command headquarters, and recruiting stations. Official mailing addresses of the decentralized segment are in the Appendix.

Categories of individuals covered by the system:

Individuals discharged from the Army during initial 179 days of service, and individuals who received an accelerated promotion to private E2 after basic combat training. In both cases, the name of the recruiter who recruited the soldier is provided.

Categories of records in the system:

Report contains name of soldier discharged or promoted along with the date of enlistment, date of promotion or discharge, code of the Armed Forces Examining and Entrance Station that processed the enlistee, waiver code (if applicable), separation program designator (discharged soldier only), and the name and identification number of the recruiter who recruited the soldier.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To identify recruiting organization, recruiters, and geographic areas with high discharge or promotion rates.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer printout in a metal cabinet.

Retrievability:

By geographical area and district recruiting command identifying the recruiter of the soldier.

Safeguards:

Records are maintained in cabinets; accessibility is limited to authorized personnel who are properly instructed in the permissible use of the information.

Retention and disposal:

Report files remain active for 1 year, inactive for 1 year, and are destroyed at the beginning of the 3rd year.

System manager(s) and address:

Commander, USAREC, Ft Sheridan, IL 60037.

Notification procedure:

Information may be obtained from:
Director, Market Studies and Analysis, USAREC
Ft Sheridan, IL 60037
Telephone: Area Code 312/926-2570.

Record access procedures:

Requests from individuals should be addressed to: Headquarters, USAREC, ATTN: USARCMSA, Ft Sheridan, IL 60037.

Written requests for information should contain the full name of the individual, social security number, current address, and telephone number.

For personal visits, the individual should be able to provide acceptable identification; i.e., driver's license, identification card.

Contesting record procedures:

The Army's rules for access to records and contesting contents and appealing initial determination may be obtained from the SYSMANAGER.

Record source categories:

Enlisted Master File

Systems exempted from certain provisions of the act:

None

A0704.04DASG

System name:

704.04 Medical and Dental Registrant Case Files

System location:

Army Medical Support Agency, Office of the Surgeon General, Washington, DC.

Categories of individuals covered by the system:

Those physicians who registered under the Selective Service Act. Preinduction files and brief record pertaining to professional qualifications.

Categories of records in the system:

File contains individual's registration for the draft, including information on his professional education and training, preinduction physical information and in cases of non-citizens, information necessary to initiate National Agency Check.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Not currently used. Records are being held, pending possible reinstatement of physician draft.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders in boxes.

Retrievability:

Filed alphabetically by name of applicant, Army Area, and age of applicant.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are retained until registrant reaches maximum draft age plus 1 year then destroyed.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310

Notification procedure:

Information may be obtained from:
Commander, Army Medical Personnel Support Agency
Officer Procurement Division
Room 7B054
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-6160

Record access procedures:

Requests from individuals should be addressed to: Commander, Army Medical Support Agency, Officer Procurement Division, Room 7B054, Forrestal Building, Washington, DC 20314.

Written requests for information should contain full name of individual, current address and telephone number, address at time of registration for draft and date of birth. Visits are limited to Officer Procurement Division, Room 7B054, Forrestal Building, Washington, DC 20314.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, employing office's identification card, and verbal information that can be verified from folder.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Registrant, or his legal guardian or committee, if incompetent.

Systems exempted from certain provisions of the act:

None

A0704.06aUSAREC

System name:

704.06 Recruiting Prospect Card Files

System location:

Army recruiting stations reached through the following Recruiting Commands: Northeast Regional Recruiting Command, Ft Meade, MD.; Southeast Regional Recruiting Command, 1628 Virginia Avenue, College Park, GA.; Southwest Regional Recruiting Command, Ft Sam Houston, TX.; Midwest Regional Recruiting Command, Ft Sheridan, IL.; Western Regional Recruiting Command, Ft Baker, CA.

Categories of individuals covered by the system:

Persons of both sexes, between the ages of 17 and 35, who may reasonably be assumed to be prospects for enlistment in the Army; those persons who have recently been enlisted into the Army through a recruiting station; and those persons who have recently been determined to be ineligible for enlistment.

Categories of records in the system:

System contains name, address, social security number (SSN), telephone number and information required to determine prospect's qualifications for enlistment and desires concerning enlistment options; items of information required to process enlistment forms, to conduct testing and physical examination and/or to enlist or reject the prospect for Army service.

Authority for maintenance of the system:

Sections 503, 505, 510 and 3012 of Title 10, US Code

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by field recruiters to record information necessary to locate prospects, to process for testing and physical examination and to enlist those who are qualified and desire to enlist.

Used by Army Guidance Counselors to transcribe information onto enlistment forms; is then returned to the recruiting station responsible for the prospect.

Used by field recruiters as market data information to determine recruiting trends.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Vertical file cards in metal file card container.

Retrievability:

Filed alphabetically by last name of prospect.

Safeguards:

Records are maintained by individual recruiters and are considered privileged information.

Retention and disposal:

Active prospect cards are maintained until it is apparent that the prospect will not enlist, is not qualified to enlist or has enlisted in the Army or another armed service or Reserve component.

Recruiting prospect cards on persons who have enlisted in the Army are cut off at the end of each calendar year, held in the current files area for 2 years and then destroyed.

Recruiting prospect cards on persons who have been determined to be unqualified for Army service are cut off at the end of the calendar year, held in the current files area for 2 years and then destroyed.

System manager(s) and address:

Commanding General, United States Army Recruiting Command, Fort Sheridan, IL 60037.

Notification procedure:

Individuals who desire information as to whether the recruiting prospect card system contains information on them, should write to Commander, United States Army Recruiting Command, ATTN: USARCRFM-A, Fort Sheridan, IL 60037.

Requests should include the full name of the individual desiring the information, SSN, whether individual has prior service, current address and telephone number, and the location of the recruiting station where the information is believed to be stored.

Record access procedures:

Requests from individuals for access to information in these files should be addressed to: Commander, United States Army Recruiting Command, ATTN: USARCRFM-A, Fort Sheridan, IL 60037.

Request should include the full name of the individual desiring access to the information, SSN, current address and telephone number, and the location of the recruiting station where the information is believed to be stored.

Contesting record procedures:

Rules for contesting content of records and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

The majority of the items of information on the prospect card are solicited directly from the prospect, though some items may be verified with outside documents such as a driver's license, social security card, educational records, selective service card and/or birth certificate.

Testing information is received from testing personnel at the Armed Forces Examining and Entrance Station (AFEES) and/or the Armed Forces Vocational Testing Group (AFVTG).

Prior service verification is provided from information recorded on the prospect's DD Form 214, DA Form 1181, and/or from the US Army Personnel Records Center and Army Separation Activities.

Follow-up information (locator data) and other information provided to the Army by the prospect in response to Army advertising is forwarded to the recruiting station on USAREC Form 200 cards.

Systems exempted from certain provisions of the act:

None

A0704.06bTRADOC

System name:

704.06b Army Reserve Officers' Training Corps (ROTC) LEADS Referral Card System

System location:

Primary System - LCS Industries, 10 Pelham Parkway, Pelham Manor, NY 10803.

Decentralized Segments - Ayer Direct, 1345 Avenue of the Americas, New York, NY 10019; Office of the Deputy Chief of Staff for ROTC (ODCSROTC), Headquarters (HQ), United States Army Training and Doctrine Command (TRADOC), Ft Monroe, VA 23651; United States (US) Army ROTC Region (ROTCR) HQ, and ROTC Instructor Group Staffs.

Categories of individuals covered by the system:

Any US citizen who can reasonably be assumed to be a potential enrollee in the Senior ROTC (SROTC) program.

Categories of records in the system:

System contains individual names, addresses, telephone numbers, social security numbers, high school graduation dates, colleges planning to attend, and enrollment information following recruitment follow-up actions.

Authority for maintenance of the system:

Title 10 U.S.C., Chapter 103, Section 2101-2111.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

LCS Industries - To establish and maintain a central computerized master file of prospective SROTC enrollees; to generate SROTC prospect LEADS cards and recruitment management information reports.

ROTC Instructor Group Staffs - To recruit individual SROTC prospects for possible enrollment and to maintain a future reference and follow-up suspense file of prospective enrollees.

HQ, TRADOC; HQ, ROTC; and Ayer Direct - To analyze SROTC advertising program effectiveness and recruitment activitites.

United States Army Recruiting Command (USAREC); United States Army Reserve (USAR); and Army National Guard (ARNG) - To recruit individual prospects for enlistment purposes when the individual has specifically requested transfer of his/her name from the SROTC prospect file to the USAREC, USAR, or ARNG.

Admissions/Registrars Offices - To provide prospective enrollees who have indicated a desire to attend a particular host or cross-enrolled institution with catalogs or other information concerning that school.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

LCS Industries stores information on magnetic tape and magnetic disk in a film library secured by a controlled access roster.

Ayer Direct stores computer print-outs in standard file containers.

HQ, TRADOC and ROTCR store computer print-outs in standard file containers.

ROTC Instructor Groupd Staffs store LEADS cards in file folders or in standard card index files.

Admissions/Resistrars Offices store individual referral data in standard file containers.

Retrievability:

LCS Industires - Filed alphabetically by last name of prospect and by ROTCR.

HQ, TRADOC, ROTCR, and Ayer Direct - Print-out reports are alphabetized by last name of prospect and by ROTCR. Reports are filed chronologically by month.

ROTC Instructor Group Staffs - LEADS cards are filed alphabetically by last name of prospect.

Admissions/Registrars Offices - Filed alphabetically by last name of prospect.

Safeguards:

LCS Industries - Building and offices are locked in the evening. Keys are controlled. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

Ayer Direct - Building employs security guard. Employees carry passes. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

HQ, TRADOC and ROTCR - Buildings are located on military reservations. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

ROTC Instructor Group Staffs and Admissions/Registrars Offices - Buildings are located on college campuses guarded by college security officials. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal:

LCS Industries - Records are retained in active file until the end of the fiscal year in which the data is recieved, held in an inactive file until expiration of contract.

Ayer Direct - Records are retained in an active file for up to two years and then destroyed.

HQ, TRADOC and HQ, ROTCR - Records are retained in an active file for up to two years and then destroyed.

ROTC Instructor Group Staffs and Admissions/Registrars Offices - Records are retained for as long as it is deemed necessary for appropriate follow-up action and then destroyed.

System manager(s) and address:

The Deputy Chief of Staff for ROTC, Headquarters, United States Army Training and Doctrine Command, Ft Monroe, VA 23651.

Notification procedure:

Information may be obtained from:

HQ, TRADOC
ODCSROTC (ATRO-AM)
Ft Monroe, VA 23651
Telephone: Area Code 804/727-3077

Record access procedures:

Request from individuals should be addressed to: Headquarters, United States Army Training and Doctrine Command, Office of the Deputy Chief of Staff for ROTC (ATRO-AM), Ft Monroe, VA 23651.

Written requests for information should contain the full name of the individual, current address, and telephone number. Visits are limited to the Office of the Deputy Chief of Staff for ROTC, HQ, TRADOC (ATRO-AM), Ft Monroe, VA 23651.

For personal visits, the individual should be able to provide some acceptable identification; e.g., driver's license or employing office's identification card.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Magazine, newspaper, and poster advertising coupons; mailback reply cards; letters; walk-ins; referrals from parents, relatives, counselors, teachers, coaches, friends, associates, college registrars, dormitory directors, national testing organizations, honor societies, Boys' Clubs, Boy Scout organizations, Future Farmers of America, minority and civil rights organizations, fraternal and chruch organizations, neighborhood youth centers, YMCA, YWCA, social clubs, athletic clubs, Boy's State/Boys' Nation, scholarship organizations, previous employers, trade organizations and other agencies and commands within the Department of Defense.

Systems exempted from certain provisions of the act:

None

## A0704.09aUSAREC

System name:

704.09 Center of Influence Card Files (USAREC Form 125)

System location:

Army recruiting stations reached through the following Recruiting Commands: Northeast Regional Recruiting Command, Ft Meade, MD; Southeast Regional Recruiting Command, 1628 Virginia Avenue, College Park, GA; Southwest Regional Recruiting Command, Ft Sam Houston, TX; Midwest Regional Recruiting Command, Ft Sheridan, IL; Western Regional Recruiting Command, Ft Baker, CA.

Categories of individuals covered by the system:

United States Army Recruiting Command (USAREC) Form 125 Cards are initiated and maintained on persons who actively assist the recruiter by referring applicants for enlistment.

Cards are also maintained on persons who have been or should be cultivated for improvement of community relations. In this category are program directors for radio and TV stations, newspaper editors and important civic persons, such as the town/city mayors (when applicable).

Cards will also contain by name references to persons actually referred to the recruiters by the center of influence.

Categories of records in the system:

System contains name, title, address, phone number, and specific data about the person which has caused him to be selected as a center of influence for a specific recruiter, and the manner of assistance and effectiveness of the center of influence.

Additionally, the reverse side of the USAREC Form 125 is used to record the names of persons referred to the recruiter for enlistment by the center of influence. Other information about the person referred includes social security number, date enlisted, option selected, educational level and achievement scores resulting from the Armed Forces Qualification Test (AFQT).

Authority for maintenance of the system:

Title 10 U.S.C., Sections 503, 505, 510 and 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the recruiter to determine which persons are providing recruiting assistance, and to recognize and reward those persons who assist the recruiter.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Vertical file cards in metal file card container.

Retrievability:

Filed alphabetically by last name of center of influence.

Safeguards:

Records are maintained by individual recruiter and are considered privileged information.

**Retention and disposal:**

Center of influence cards are destroyed by the individual recruiter when they are no longer needed for reference and are not transferred to any other file.

**System manager(s) and address:**

Commander, USAREC, Ft Sheridan, IL 60037.

**Notification procedure:**

Individuals who desire information as to whether the center of influence card system contains information about them should write to Commander, USAREC, ATTN: USARCRFM-A, Ft Sheridan, IL 60037

Requests should include the full name of the individual desiring the information, current address and telephone number, and the location of the recruiting station where the information is believed to be stored.

**Record access procedures:**

Requests from individuals for access to information in these files should be addressed to: Commander, USAREC, ATTN: USARCRFM-A, Ft Sheridan, IL 60037.

Requests should include the full name of the person desiring access to the information, current address and telephone number, and the location of the recruiting station where the information is believed to be stored.

**Contesting record procedures:**

The Army's rules for contesting content of records and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Personal information is solicited directly from the center of influence.

Information about persons referred for enlistment is taken directly from the USAREC Form 200, Recruiting Prospect Card.

**Systems exempted from certain provisions of the act:**

None

## A0704.09bDAPE

**System name:**

704.09 University of Hawaii Army ROTC Alumni

**System location:**

United States Army Senior Instructor Group, University of Hawaii, 1311 Lower Campus Road, Honolulu, HI 96822.

**Categories of individuals covered by the system:**

Alumni of the University of Hawaii Army Reserve Officers' Training Corps (ROTC) Program.

**Categories of records in the system:**

Record contains social security number; rank if military; full name; ROTC class year; year commissioned; service number; active duty dates; home address and telephone number; business address and telephone number; highest rank held on active duty; summary of active duty assignments; highest rank held in reserve or national guard; summary of reserve or guard assignments; resume' of civilian occupation; advanced degrees, honors, decorations; civilian government offices held; present occupation; individual assessment of value of ROTC training, willingness to help promote the local ROTC program; and suggestions to improve the public image of ROTC.

**Authority for maintenance of the system:**

Title 10 U.S.C. Chapter 103, Sections 2101-2111.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information is collected to aid the ROTC cadets at the University of Hawaii in recruitment, public relations and academic enrichment programs.

Specific uses include: preparation of mailing labels for alumni newsletters and other communications; solicitation of alumni guest speakers; preparation of statistical summaries which highlight the value of ROTC graduates (devoid of personal identifiers) in civilian and military endeavors; solicitation of alumni support for recruiting and public relations programs and alumni suggestions and comments.

Name and address data are keypunched and cards processed to produce mailing labels. Individual records may be transferred to any component of the Department of Defense.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folder and punched cards.

**Retrievability:**

Filed by alumni name and year of commissioning.

**Safeguards:**

Records maintained in files and are accessible only to authorized personnel.

**Retention and disposal:**

Destroyed when obsolete or no longer needed.

**System manager(s) and address:**

Director, Military Science Program, ROTC Senior Instructor Group, University of Hawaii, 1311 Lower Campus Road, Honolulu, HI 96822.

**Notification procedure:**

Information may be obtained from any officer of the Instructor Group at the University of Hawaii.

**Record access procedures:**

Individuals may gain access to records concerning them by contacting any officer of Instructor Group, University of Hawaii.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

University of Hawaii commencement records; State of Hawaii telephone directories; questionnaires completed by individuals concerned; and cadet records of current graduates.

**Systems exempted from certain provisions of the act:**

None

## A0704.10aUSAREC

**System name:**

704.10 Recruiter Malpractice Files

**System location:**

Security/Special Actions Division, Directorate of Recruiting Force Management, United States Army Recruiting Command (USAREC), USARCRFM-SS, Ft Sheridan, IL 60037

**Categories of individuals covered by the system:**

Individuals who have alleged recruiter malpractice or processing irregularities against members of the Recruiting Command.

Members of the Recruiting Command who have been investigated for alleged recruiter malpractice or processing irregularities.

**Categories of records in the system:**

Reports of investigation pertaining to allegations of recruiter malpractice/ processing irregularities. Reports of investigation contain full identifying data of all persons involved, findings of the investigation, and disciplinary action taken, if any.

**Authority for maintenance of the system:**

Federal Property and Administrative Services Act of 1949 (64 Stat. 578), as amended by Act of 22 Oct 1968); Title 44 U.S.C., Sections 3101-3103.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Reports used for trend analysis in order to formulate recommendations for modifications of recruiting policies and practices.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Reports of investigations stored in file cabinets.

**Retrievability:**

Listed alphabetically by last name of person making allegation.

**Safeguards:**

File cabinets and building secured. Reports are maintained in an area accessible only to properly screened and trained personnel. Information released only to persons having a valid need-to-know.

**Retention and disposal:**

Report files remain active for 1 year, inactive for 1 year, and are destroyed at the beginning of the 3rd year. Files cover a 2 year period.

**System manager(s) and address:**

Director, Recruiting Force Management,USAREC.

**Notification procedure:**

Information may be obtained from:

Director, Recruiting Force Management, USARCRFM-SS
USAREC
Ft Sheridan, IL 60037
Telephone: Area Code 312/926-3147

Record access procedures:

Request for information should be addressed to: Headquarters, USAREC, ATTN: USARCRFM-SS, Ft Sheridan, IL 60037.

Written requests for information should contain full name, address, telephone number and military status of requester.

For personal visits, the requester must be able to provide acceptable identification, such as a driver's license or military identification.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination may be obtained from the SYSMANAGER.

Record source categories:

USAREC

US Army Criminal Investigation Command reports of investigation.

Systems exempted from certain provisions of the act:

None

A0704.10bMEPCOM

System name:

704.10 ASVAB Institutional Test Scoring and Reporting System

System location:

Primary System: Plans/Program/Test Scoring Division, Testing Directorate, United States Military Enlistment Processing Command (MEPCOM), FT. Sheridan, IL 60037.

Decentralized Segments: Armed Forces Examining and Entrance Stations (AFEES); participating school systems; state departments of education/testing agencies; Air Force Human Resources Laboratory, Brooks Air Force Base, TX 78236; Defense Manpower Data Center, Monterey, CA 93940; all service recruiters/recruiting commands.

Categories of individuals covered by the system:

High School, job corps, college, and other students who have been administered the institutional version of the Armed Services Vocational Aptitude Battery (ASVAB).

Categories of records in the system:

File contains individual's name, social security number (SSN), address, telephone number, date of birth, sex, ethnic group identification, grade, booklet number of ASVAB test, individual's plans after graduation, and individual item responses to each of the 12 ASVAB tests.

Authority for maintenance of the system:

Title 44 U.S.C., Section 3101; Title 10 U.S.C., Sections 133 and 3012.

Executive Order 9397, 'Numbering Systems for Federal Accounts Relating to Individual Personnel.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Plans/Program/Test Scoring: To compute and furnish test score products for career/vocational guidance and group assessment of aptitude test performance; for research use by selected government contractors.

Armed Forces Examining and Entrance Stations: To establish eligibility for enlistment and verify enlistment and placement scores and retest eligibility.

School Systems: For vocational/career counseling, curriculum planning, and group assessment.

Air Force Human Resources Laboratory: For future test development, test validation, and related statistical purposes.

Defense Manpower Data Center: For marketing evaluation, assessment of manpower trends, and characteristics.

Recruiters/Recruiting Commands: For recruitment, enlistment, and placement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Plans/Program/Test Scoring Division: Microfiche, optical mark sense cards, and computer magnetic tapes.

AFEES: Microfiche.

School Systems: Computer paper printout and magnetic tapes.

Air Force Human Resources Laboratory: Magnetic tapes.

Defense Manpower Data Center: Magnetic tapes.

Recruiter/Recruiting Commands: Computer paper printout and cards.

Retrievability:

Data are first accessed by date tested, then by high school name, and then alphabetically by student name.

Safeguards:

Records are maintained in areas (locked rooms or filing cabinets) accessible only to authorized personnel who are properly screened, cleared, and trained in accordance with governing regulations. Magnetic tapes are protected by user identification and manual controls.

Retention and disposal:

Plans/Program/Test Scoring Division: Primary records (mark sense data cards) are retained 4 months after which they are destroyed. Magnetic tapes are retained for 1 year; microfiche retained for 2 years. Research data retained by contractors for more than 2 years require segregation of personal identifying information and test score data, with analyses performed using only summary statistics.

AFEES: Records retained for 2 years after which they are destroyed.

School Systems: Records released to students; counselors retain scores with student master records.

Air Force Human Resources Laboratory: Records are retained indefinitely or as long as the system is operational. Files maintained after 2 years are purged to delete each student's personal identifying information.

Defense Manpower Data Center: Data maintained for 2 years, at which time personal identifying information is erased from this system.

Recruiter/Recruiting Commands: Records are maintained for 2 years from date ASVAB are administered, then destroyed.

System manager(s) and address:

Commander, United States Military Enlistment Processing Command, Ft. Sheridan, IL 60037.

Notification procedure:

Information may be obtained from:
Commander
United States Military Enlistment Processing Command
Testing Directorate
Ft. Sheridan, IL 60037 Telephone: Area Code 312/926-2366

Record access procedures:

Requests from individuals should be addressed to Commander, United States Military Enlistment Processing Command, Testing Directorate, Ft. Sheridan, IL 60037.

Written requests for information should contain the correct name and full address of the high school, date tested, full name of individual tested, SSN, and address at the time of testing.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Students who are tested with ASVAB.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a(k)(6). For additional information contact the SYSMANAGER.

A0704.11aUSAREC

System name:

704.11 Recruiter Identification Report

System location:

Military Personnel Division, Directorate of Recruiting Force Management, US Army Recruiting Command (USAREC), USARCRFM-MP-D, Ft Sheridan, IL 60037.

Directorate of Management Information Systems/ADP, USAREC, Ft Sheridan, IL 60037.

Categories of individuals covered by the system:

Individuals assigned to recruiting duty.

Categories of records in the system:

System contains name, social security number (SSN), initial unit of assignment, reporting date to initial assignment, and recruiter identification number.

Authority for maintenance of the system:

Federal Property and Administrative Services Act of 1949 (64 Stat. 578), as amended by Act of 22 Oct 1968 (82 Stat. 1238); Title 44 U.S.C., Sections 3101-3103.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To assign recruiting objectives and evaluate recruiter production.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer printout in file cabinet.

Retrievability:

Listed alphabetically by last name, and numerically by four digit recruiter identification number.

**Safeguards:**

Building secure. Records are maintained in area accessible only to properly screened and trained personnel.

**Retention and disposal:**

Listing updated monthly with previous listings being destroyed. Information contained in report covers a 6 year period.

**System manager(s) and address:**

Commander, USAREC.

**Notification procedure:**

Information may be obtained from:
Director, Recruiting Force Management, USAREC
Ft Sheridan, IL 60037
Telephone: 312/926-2442

Request for information should contain full name, SSN, and military status.

**Record access procedures:**

Requests from individuals should be addressed to: Headquarters, ATTN: USARCRFM-MP-D, Ft Sheridan, IL 60037.

Written request for information should contain the full name of the individual, SSN, current address and telephone number.

For personal visits, the individual should be able to provide acceptable identification; i.e., driver's license, identification card.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Recruiter Identification Control Log.

**Systems exempted from certain provisions of the act:**

None

## A0706.02DAAG

**System name:**

706.02 Departure Clearance Files

**System location:**

Headquarters of Installations or Commands. Official mailing addresses are in the Department of Defense directory in the Appendix.

**Categories of individuals covered by the system:**

All military personnel and Department of the Army (DA) civilian personnel assigned to installations and commands who are authorized to use Army facilities or who have accountable responsibility for government property, facilities, or material.

**Categories of records in the system:**

File contains a copy of DA Form 137 (Installation Clearance Record) and may contain copies of receipts or documents evidencing payment of telephone bills, return of material held on memorandum receipt, and similar clearance matters.

**Authority for maintenance of the system:**

Title 10 U.S.C. Section 3012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To verify that an individual has obtained clearance from the installation's facilities, and to verify that the individual has accomplished his/her personal oblications.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Alphabetically by last name of departing individual, or by departure date.

**Safeguards:**

Maintained in file cabinets or open storage areas.

**Retention and disposal:**

These records are destroyed after 1 year.

**System manager(s) and address:**

The Adjutant General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained fromm headquarters of the installation to which the individual was previously assigned.

For personal visits, the requester must provide proof of identity such as an identification card or driver's license.

**Record access procedures:**

Requests from individuals should be addressed to the commander at the members previous command or installation of assignment.

Written requests for information should contain the full name of the individual, grade, social security number, and date of departure from unit of assignment.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations obtained from HQDA (DAAG-AMP), Washington, DC 20314.

**Record source categories:**

These records are derived only from those activities or facilities operating on military installations.

**Systems exempted from certain provisions of the act:**

None

## A0706.06aUSAREC

**System name:**

706.06 Armed Forces Examining and Entrance Station (AFEES) Reporting System

**System location:**

Primary system: Management Information Systems Automatic Data Processing (ADP) Directorates, US Army Recruiting Command, USAREC),

Decentralized Segments: Input terminals at AFEES.

**Categories of individuals covered by the system:**

All persons, male or female, who report to an AFEES or mobile examining team site to be mentally tested and/or physically examined to determine their fitness for entry into any of the Armed Services regardless of whether or not persons enlist, and all persons who enlist in any of the armed services.

**Categories of records in the system:**

Records may include enlistment contract records established when a person enlists in one of the armed services, records containing results of mental tests administered to service applicants, results of physical examinations administered to service applicants, or results of abbreviated physical examinations administered to service applicants.

**Authority for maintenance of the system:**

Federal Property and Administrative Service Act of 1949 (64 Statute 578) as amended by Act of 22 October 1968 (82 Statute 1238); Title 44 U.S.C., Sections 3101-3103.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

USAREC: Enlistment contract records are collected for dissemination to Department of the Army and other armed services for master personnel files, notifying reception stations and assignment units or stations of pending arrival of enlistees, and for statistical analysis functions. Mental test record, physical examination records and physical inspection records are used in statistical analysis functions.

Army Surgeon General's Office: For statistical analysis functions relating to physical patterns and trends of the military available population.

Department of Defense Manpower Research and Data Analysis Center: Statistical analysis functions using data for applicants from all armed services.

Other Armed Services: For input to master personnel files for persons going on active duty with the respective services.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer Magnetic Tape.

**Retrievability:**

Individual records are accessed and retrieved by social security number (SSN). Sequential access tape files are maintained on a monthly basis, with a separate file for each calendar month.

**Safeguards:**

Tape files are retained in a vault when not being processed on the computer. A tape librarian keeps a record of files removed from vault. Vault is within computer room, to which entrance is restricted by a cypher lock. A visitors register is used. Building housing the computer center is locked during off-duty hours.

**Retention and disposal:**

Records are maintained in the active file until the end of the calendar month, after which they are retained in vault storage for a

maximum of 7 years. Records are destroyed by erasing and re- using the magnetic tapes.

System manager(s) and address:

Commander, USAREC, Ft Sheridan, IL 60037.

Notification procedure:

Information may be obtained from:
Commander
USAREC
Ft Sheridan, IL 60037
Telephone: 312/926-3115

Request must include full name, SSN and year/month of processing at an AFEES.

Record access procedures:

Assistance can be obtained from the SYSMANAGER.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information collected at the AFEES while the service applicant is being porcessed to determine medical and mental qualification for entry into the service.

Systems exempted from certain provisions of the act:

None

A0707.05DAAG

System name:

707.05 Privilege Card Application Files

System location:

Major commands; installation headquarters; United States (US) Army Finance and Accounting Center (USAFAC); Administrative Management Directorate; The Adjutant General Center (Field Policy and Operations Division). Official mailing addresses are in the Department of Defense (DOD) directory in the Appendix.

Categories of individuals covered by the system:

Dependents of active duty or retired personnel and deceased military personnel; disabled veterans; Medal of Honor recipients; foreign military personnel; civilian employees of the Department of the Army assigned overseas or residing on a military installation within the US; civilian employees under private or Government contract with the US Army and their dependents; civilians of foreign nations on duty in the US at invitation of DOD.

Categories of records in the system:

File contains individual's application for issuance of an identification card.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To control and maintain a record of identification cards issued.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Applications are placed in file folders.

Retrievability:

Filed alphabetically by last name of applicant and social security number.

Safeguards:

Buildings employ security guards. Records are maintained in an area accessible only to authorized personnel.

Retention and disposal:

Applications are temporary documents. Applications are maintained until either the identification card expires, is replaced or is no longer required.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, (HQDA), The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from:
HQDA (DAAG-AMP)
Room GA 172
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-0713

Record access procedures:

Requests from individuals should be addressed to: Major commands; installation headquarters that issued the identification card; the USAFAC when the application was submitted to that agency for determination of dependency.

Written requests for information should contain the full name of the military or civilian sponsor and number from the identification card, if known. Visits may be made to the same agencies to which written requests are submitted.

For personal visits, the individual should be able to provide acceptable identification, i.e., driver's license, employing office's or military identification card, including verbal information that can be verified with his application.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Sponsor's personnel records when member is on active duty; US Army Reserve Components Personnel and Administration Center when member is deceased or retired.

Systems exempted from certain provisions of the act:

None

A0708.01aDAPC

System name:

708.01 Military Personnel Records Jacket Files (MPRJ)

System location:

United States Army Reserve Components Personnel and Administration Center (RCPAC), each Army command/organization/detachment, and each Army Reserve command/organization/detachment.

Categories of individuals covered by the system:

Enlisted, warrant officers, and commissioned officers on active duty in the United States (US) Army; enlisted, warrant officers, commissioned officers of the US Army Reserve in active reserve (non-unit or unit) status; all living retired persons; commissioned/warrant officers separated after 30 June 1917 and enlisted personnel separated after 31 October 1912.

Categories of records in the system:

Files contain qualification record; emergency data record; enlistment record and related service agreement/extension/active duty orders; military occupational specialty (MOS) evaluation data report; Group Life Insurance Election; record of induction; security questionnaire; transfer/discharge report; license application; language proficiency questionnaire; police record check; current declaration of parent/guardian; statement of personal history; identification card application; Veterans Administration (VA) compensation forms and related papers; security clearance; certificate/determination; airborne jump record; dependent medical care statement and related forms; training and experience records; Department of Defense (DOD) summary sheet for review of conscientious objector; oath of extension of enlistment; survivor benefit plan election certificate; efficiency report; application/ nomination for assignment; achievement certificates; summarized record of proceeding, record of proceeding and appellate or other supplementary actions, Article 15 (Title 10 U.S.C., Section 815); weight control record; personnel screening and evaluation record; individual statement relating to removal from temporary disability retired list; change of name statements; enlistment statement application/approval/disapproval/ classification/removal for discharge/identification as conscientious objector; requests for appointment; affidavits relating retention beyond expiration of term of service; prior service enlistment documents; certificate barring reenlistment; waivers for enlistment; physical evaluation board letters/election/summaries/status of conditions; authority to change name/birthdate; statement of military service; record brief (SIDPERS); letters of failure to complete Army school; certificate of completion of Army school; MOS classification board proceedings; award of MOS; waiver of right to deferment; agreement for noncombatant duty; citation of award; correspondence relating to badges, medals, and unit awards; correspondence/ authorizations/orders regarding foreign decorations; correspondence regarding Medal of Honor and certification to VA; letters of appreciation/commendation; recommendations/approvals/declinations/ board proceedings/announcement relating to promotion/reduction; correspondence/letters/administrative reprimands/censures/admonitions relating to apprehensions/confinement/discipline; letters of sympathy relating to a deceased member; dependent travel and movement of household goods and acknowledgement of restriction; document and orders relating to National Guard status; adverse suitability information; personal indebtedness correspondence and related papers; statement of involun-

tary retirement; orders/revocations/amendments/indorsements/ extracts relating to active duty/awards/change data/court martial/ discharge/enlistment-reenlistment/MOS award/proficiency pay/promotion/ reduction/release/retirement/temporary duty; individual flight records/ physical examination records/aviator flight record/instrument certification papers/application for identification cards/other training/ proficiency/evaluation forms, records, and papers; other correspondence/ letters/documents/papers relating to duty status/ leave/pass/organizational entitlements. Correspondence among the (1) United States Army Military Personnel Center (MILPERCEN), (2) service member, (3) Army Staff offices, (4) Army commands, (5) other Federal agencies, (6) general public to commander or service member.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301; Title 10 U.S.C.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Army command or US Army Reserve command of assignment/ station/ location of the Army or Army Reserve service member: To provide day-to-day administration, training, qualification, reenlistment, discharge, and related matters pertaining to individual's military service; to publish officer registers/rosters as authorized by Title 10 U.S.C., Section 122.

Inquiries are received for information, documents, papers, and records which are provided to the requester to enable the agency to adjudicate claims, perform investigative actions, support criminal cases, state determinations, research, security clearance, citizenship, location and other related uses consistent with the functional and statutory responsibility of the agency.

Agencies using files are: Central Intelligence Agency; Department of Agriculture; Department of Commerce; Department of Health, Education, and Welfare; Department of Housing and Urban Development; Department of Interior; Department of Labor; Department of State; Department of Transportation; Department of Treasury; American Battle Monuments Commission; Atomic Energy Commission; Civil Aeronautics Board; Federal Communications Commission; Federal Aviation Administration; VA; US Postal Service; Office of Personnel Management; Selective Service System; DOD agencies, elements and military departments; Social Security Administration; Defense agencies of the North Atlantic Treaty Organization, and military commands thereof (i.e., Supreme Headquarters Allied Powers Europe (SHAPE) and its subordinate commands of Allied Forces, Northern (AFNORTH), Central (AFCENT), Central Army Group (CENTAG), Southern (AFSOUTH), and Allied Land Forces Southeast Europe (LANDSOUTHEAST); State, County and City Welfare Organization - when information is required to conduct business of the agency concerned; Penal Institutions: when the individual is a patient or an inmate; and State, County and City Probation/Parole and Pardon Officers - for use in pre-sentencing or parole investigations; Correspondence with next-of-kin in accordance with Army Regulation 630-10; other elements of the federal government in accordance with their respective authority and responsibility.

Patriotic societies incorporated under the provisions of Title 36 U.S.C. in consonance with their respective corporate mission when their use of records or information is in furtherance of the welfare, morale, or mission of the service members of the Army.

Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., Section 1175. This statute takes precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in record jacket folder.

**Retrievability:**

Records accessed by name.

**Safeguards:**

Records maintained in areas accessible only to authorized personnel; transferred from station to station in personal possession of individual concerned or by US mail.

**Retention and disposal:**

Permanent

**System manager(s) and address:**

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

**Notification procedure:**

Information may be obtained from the commander of the organization to which the service member concerned is assigned; for retired and non-unit reserve personnel, information may be obtained from the Reserve Components Personnel and Administration Center, United States Army, 9700 Page Blvd, St Louis, MO 63132; for separated and deceased personnel notify the National Personnel Records Center, General Services Administration, 9700 Page Blvd, St Louis, MO 63132.

**Record access procedures:**

Written requests for information should include the full name, service identification number, branch of service of an officer, and current address. Visits should be made to the Consolidated Military Personnel Activity (COMPACT) or the Military Personnel Office (MILPO) of the organization/station of the service member concerned or the RCPAC.

For personal visits, the requester should provide acceptable identification, i.e., military identification card or other identification normally acceptable in the transaction of business.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from Headquarters, Department of the Army (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

**Record source categories:**

Letters, statements, forms, records and related papers originating with the service member; generated by Army Staff offices, Army commands, other Federal agencies in accordance with their respective functional or statutory requirements; and by the general public or the commander of service member when such papers relate to the service status of the individual.

**Systems exempted from certain provisions of the act:**

None

## A0708.01bNGB

**System name:**

708.01 Army National Guard Automated Personnel Reporting System

**System location:**

Primary System: National Guard Computer Center, National Guard Bureau, Columbia Building, 5611 Columbia Pike, Falls Church, VA 22041.

Decentralized Segments: Offices of the Adjutants General of all States, Puerto Rico, the Virgin Islands, and the District of Columbia and units of the Army National Guard (ANG) not on active duty.

**Categories of individuals covered by the system:**

Each individual who is a member of the ANG in a commissioned officer, warrant officer or enlisted status.

**Categories of records in the system:**

File contains items of data relating to individual's service which have been extracted from his/her military records or computed from the information contained therein. The records from which the data are extracted are: military personnel records jacket; financial records data folder; health records; statement of service; qualification record; group life insurance election; application for appointment; enlistment records; medical examination; active duty report; record of retirement points; notification of eligibility for retired pay at age 60; voluntary reduction; academic report; officer evaluation report; transcript of military record; oath of enlistment extension; temporary disability record; change of name; statement for enlistment; acknowledgement of service requirements; report of proceedings of physical fitness board; report of proceedings of physical review board; birth certificate; citizenship statement and status; record of security clearance; educational constructive credit; educational transcript; flight record; federal recognition orders; special orders; recommendation for promotion; notification of non-selection for promotion; miscellaneous correspondence documents and other military orders relating to military service including information pertaining to dependents, interservice actions, intraservice actions, assignments, attachments, details, military qualifications, determinations, reliefs, component, branch of service, military awards, pay entitlements, releases, transfers, and other military service data.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 275; Title 32 U.S.C.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Department of Defense and Department of the Army (DA) (to include United States Army Forces Command (FORSCOM) and United States Army Reserve Components Personnel and Administration Center (RCPAC): To provide feeder information necessary to enable computation of the monthly pay for each member of the ANG who is paid by the Joint Military Pay System for Reserve Components of the Army; to provide suspense information to assure completion of individual personnel actions required by Federal statute at the expiration of specified periods of time. These actions are: removal from an active status upon completion of maximum periods of service or attainment of maximum ages; to provide lists of female personnel to facilitate selection of individuals for specialized assignments in connection with ANG activities; to provide lists of military chaplains and chaplains' assistants to facilitate the selection of individuals for specialized duties or training.

Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he/she ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., Section 1175. This statute takes precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic computer tape.

Retrievability:

By name, social security number or automatic data processing parameter.

Safeguards:

Access to data storage area and distribution of printouts are controlled. Approval of functional manager must be obtained before data may be retrieved or distributed.

Retention and disposal:

Data retained in file until updated or service of individual is terminated. In case of enlisted personnel the data are destroyed 1 month after individual is separated from the ANG. In the case of Commissioned officers and warrant officers, the data are retained indefinitely in separate file.

System manager(s) and address:

Chief, National Guard Bureau, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from: Chief, Army Personnel Division, NGB, The Pentagon, Washington DC 20310.

Record access procedures:

Written requests for information should contain full name of individual, service identification number, current military status and appropriate return address.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the Sysmanager.

Record source categories:

Enlistment, appointment, or commission related forms pertaining to the individual having a current or former military status; academic, training or qualification records acquired prior to or during military service; correspondence, forms, records, documents and other related papers originating in or collected by Department of the Army Staff agencies and commands; other federal departmental agencies, administrations, federal separate agencies, commissions, boards, service, or authority; state and local governmental entities; civilian education and training institutions; and members of the public when such information directly concerns the military service member.

Systems exempted from certain provisions of the act:

None

A0708.01cNGB

System name:

708.01 Military Personnel Records Jacket (MPRJ) (NGB)

System location:

Each National Guard Armory in all states, Puerto Rico, the Virgin Islands, and the District of Columbia.

Categories of individuals covered by the system:

Enlisted personnel, warrant officers, and commissioned officers who are members of the Army National Guard ((ANG) not on active duty.

Categories of records in the system:

Files contain qualification record; emergency data record; enlistment record and related service agreement/extension/active duty orders; military occupational specialty (MOS) evaluation data report; Group Life Insurance Election; record of induction; security questionaire; transfer/discharge report; license application; language proficiency questionaire; police record check; current declaration of parent/guardian; statement of personal history; identification card application; Veterans Administration (VA) compensation forms and related papers; security clearance; certificate/determination; airborne jump record; dependent medical care statement and related forms; training and experience records; Department of Defense (DOD) summary sheet for review of conscientious objector; oath of extension of enlistment; survivor benefit plan election certificate; efficiency report; application/nomination for assignment; achievement certificates; summarized record of proceeding, record of proceeding and appellate or other supplementary actions, Article 15 (Title 10 U.S.C., Section 815); weight control record; personnel screening and evaluation record; individual statement relating to removal from temporary disability retired list; change of name statements; enlistment statement application/approval/ disapproval/classification/removal for discharge/identification/ as conscientious objector; requests for appointment; affidavits relating retention beyond expiration of term of service; prior service enlistment documents; certificate barring reenlistment; waivers for enlistment; physical evaluation board letters/election/summaries/status of conditions; authority to change name/birth/date; statement of military service; record brief; letters of failure to complete Army school; certificate of completion of Army school; MOS classification board proceedings; award of MOS; waiver of right to deferment; agreement for noncombatant duty; citation of award; correspondence relating to badges, medals, and unit awards; correspondence/authorizations/orders regarding foreign decorations; correspondence regarding Medal of Honor and certification to VA; letters of appreciation/ commendation; recommendations/approvals/ declinations/board proceedings/announcements relating to promotion/reduction; correspondence/letters/administrative reprimands/ censures/ admonitions/relating to apprehensions/confinement/discipline; letters of sympathy relating to a deceased member; dependent travel and movement of household goods and acknowledgment of restriction; document and orders relating to National Guard status; adverse suitability information; personal indebtedness correspondence and related papers; statement of involuntary retirement; orders/revocations/amendments/ extracts relating to active duty/awards/change data/court martial/discharge/enlistment-reenlistment/MOS award/ proficiency pay/promotion/reduction/release/retirement/temporary duty; individual flight records/physical examination records/aviator flight record/instrument certification papers/application for identification cards/other training/proficiency/evaluation forms, records, and papers; other correspondence/letters/ documents/papers relating to duty status/leave/pass/organizational entitlements. Correspondence between the (1) US Army Military Personnel Center (USAMILPERCEN), (2) service member, (3) Army staff offices, (4) Army commands, (5) other Federal agencies, (6) general public to commander or service member.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 275, 3012; Title 5 U.S.C., 301; Title 32, U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Army command, US Army Reserve Command or ANG Command of assignment/station/location of the Army, Army Reserve or ANG service member: To provide day-to-day administration, training, qualification, reenlistment. discharge, and related matters pertaining to individual's military service; to publish officer registers/rosters as authorized by Title 10 U.S.C., Section 122.

Inquiries are received for information, documents, papers, and records which are provided to the requestor to enable the agency to adjudicate claims, perform investigative actions, support criminal cases, state determinations, research, security clearance, citizenship, location and other related uses consistent with the functional and statutory responsibility of the agency. Agencies using files are: Central Intelligence Agency; Department of Agriculture; Department of Commerce; Department of Health, Education, and Welfare; Department of Housing and Urban Development; Department of Interior; Department of Labor; Department of State; Department of Transportation; Department of Treasury; American Battle Monuments Commission; Atomic Energy Commission; Civil Aeronautics Board; Fed-

eral Communications Commission: Federal Aviation Administration; Veterans Administration; US Postal Service; US Civil Service Commission; Selective Service System; DOD agencies, elements and military departments; Social Security Administration; Other elements of the Federal government in accordance with their respective authority and responsibility.

Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., Section 1175. This statute takes precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in record jacket folder.

**Retrievability:**

Records accessed by name.

**Safeguards:**

Records maintained in areas accessible only to authorized personnel; transferred from station to station in personal possession of individual concerned or by US mail.

**Retention and disposal:**

Data retained in file until updated or service of individual is terminated. Following separation, record reverts to State status, not subject to the Privacy Act, and is retained indefinitely in appropriate state depository.

**System manager(s) and address:**

Chief, NGB, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from the Commander of the unit to which the ANG member is assigned; for retired and separated personnel information may be obtained from the Office of the Adjutant General of each State, Puerto Rico, the Virgin Islands, or the District of Columbia as appropriate.

**Record access procedures:**

Written requests for information should include the full name, service identification number, current military status, and current return address. For personal visits the requester should provide acceptable identification, i.e., military identification card or other identification normally acceptable in the transaction of business.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from Chief, NGB, The Pentagon, Washington, DC 20310.

**Record source categories:**

Letters, statements, forms, records and related papers originating with the service member; generated by Army staff offices, Army commands, other Federal agencies in accordance with their respective functional or statutory requirements; and by the general public or the commander of service member when such papers relate to the service status of the individual.

**Systems exempted from certain provisions of the act:**

None

## A0708.02aDAPC

**System name:**

708.02 Official Military Personnel File

**System location:**

Primary System: Personnel Information Systems Directorate, US Army Military Personnel Center (USAMILPERCEN).

Decentralized Segments: US Army Enlisted Records and Evaluation Center; US Army Reserve Components Personnel and Administration Center (USARCPAC); and National Personnel Records Center, General Services Administration (GSA).

**Categories of individuals covered by the system:**

Each individual on active duty in the United States (US) Army in enlisted, appointed or commissioned status; or in a USA or Army of the United States (AUS) retired status; each individual not on active duty who has a reserve status in an enlisted, appointed or commissioned status, or in a retired reserve status; and each individual who was an enlisted, appointed, or commissioned member of the US Army and who was completely separated by discharge, death, or other termination of his/her military status.

**Categories of records in the system:**

File contains individual records including enlistment contract; Veterans Administration laws; physical evaluation board proceedings; military occupational specialty data report; statement of service; qualification record; group life insurance election; emergency data form; application for appointment; qualification/evaluation report; oath of office; medical examination; security questionaire; application for retired pay; application for correction of military records; application for active duty; transfer or discharge report; active duty report; voluntary reduction; line of duty and misconduct determinations; discharge or separation reviews; police record checks; consent/declaration of parent/guardian; Army Reserve Officers Training Corps (ROTC) supplemental agreement; award recommendations; academic reports; casualty reports; US field medical card; retirement points; deferment; preinduction processing and commissioning data; transcripts of military records; summary sheets review of conscientious objector; election of options; oath of enlistment extensions; survivor benefit plans; efficiency reports; records of proceeding Title 10 U.S.C., Section 815 appelate actions; determination of moral eligibility; waiver of disqualifications; temporary disability record; change of name; statements for enlistment; acknowledgements of service requirements; retired benefits; application for review of physical evaluation board and disability board; appointments; designations; evaluations; extensions; birth certificates; photographs; citizenship statements and status; educational constructive credit; educational transcripts; flight status board reviews; assignment agreements/limitations/waivers/election/and travel; efficiency appeals; promotion/reduction recommendations/approvals/ declinations/announcements/notifications/reconsiderations/worksheets/ elections/letters of notification to deferred officers/and promotion passover notifications; absence without leave and desertion records; FBI reports; SSA correspondence; miscellaneous correspondence, documents, and military orders relating to military service including information pertaining to dependents, interservice action, inservice details, determination, reliefs, component; awards, pay entitlements, releases, transfers and other military service data.

**Authority for maintenance of the system:**

Title 5 U.S.C., SEction 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Department of the Army: To maintain, use, collect, and disseminate information with respect to an individual holding a military status or former military status, including regular reserve, retired, former member separated, or deceased. Information pertains to individual's former, current, and subsequent to active duty status relating to birth; citizenship; parentage; home of record; education; training; dependents; travel; language proficiency; former and current association; brotherhood, memberships and related affiliations with organizations and like collective elements which service member divulges as having meaning, substance, or significance to his military service status; assignment history; and other related military experiences, qualification, training, preferences, restriction, and status actions.

Department of State: To issue passport/visa; to document persona-non-grata status/attache assignments/and related administration of personnel assigned and performing duty with the State Department.

Department of Treasury: To issue bonds; to collect and record incoming taxes.

Department of Defense (DOD): To authorize and consummate interdepartmental actions relating to interservice requirements pertaining to the Army, Navy, Air Force, and Coast Guard when the Coast Guard is operational under DOD.

Department of Justice: To file fingerprint cards; to perform intelligence function.

Department of Agriculture: To coordinate interdepartmental functions related to education conducted by the Department of Agriculture's advanced education element.

Department of Labor: To accomplish actions required under Federal Employees Compensation Act.

Department of Health, Education and Welfare: To provide services authorized by medical, health and related functions authorized by Title 10 U.S.C., Section 1074-1079.

Atomic Energy Commission: To accomplish requirements incident to Nuclear Accident/Incident Control Officer functions.

American Red Cross: To accomplish coordination and complete service functions including blood donor programs and emergency investigative support and notifications.

Civil Aeronautics Board: Flight qualifications, certification and license actions relating to inservice pilots.

Federal Aviation Agency: To accomplish aviation and air service actions involving inservice aviators.

General Services Administration: For records storage and archival services and for printing of directories and related material which includes personal data.

US Postal Service: To accomplish postal service authorization involving postal officers and mail clerk authorizations.

Veterans Administration: To provide information relating to benefits, pensions, inservice loans, insurance, and appropriate hospital support.

Bureau of Immigration and Naturalization: To comply with statutes relating to inservice alien registration, and annual residence/location.

Office of the President of the United States of America: to exchange required information relating to White House Fellows, regular Army promotions, aides, and related support functions staffed by Army members.

Federal Maritime Commission: To obtain licenses for military members accredited as captain, mate, and harbor master for duty as Transportation Corps warrant officer.

Each of the several states, and US possessions: To support state bonus applications; to fulfill income tax requirements appropriate to the service member's home of record; to record name changes in state bureaus of vital statistics; and for National Guard Affairs.

Civilian educational and training institutions: To accomplish student registration, tuition support, Graduate Record Examination (GRE) tests requirement, and related school requirements incident to inservice education programs in compliance with Title 10 U.S.C., Chapters 102 and 103.

Social Security Administration: To obtain or verify social security number (SSN); to transmit Federal Insurance Compensation Act deductions made from inservice members wages.

Department of Transportation: To coordinate and exchange necessary information pertaining to interservice relationships between US Coast Guard and US Army when service members perform duty with the US Coast Guard elements or training activities.

Civil Authorities: For compliance with Title 10 U.S.C., Section 814.

Department of the Air Force: To administer personnel support for individual Army members assigned for duty with the Air Force.

Department of the Navy: To administer personnel support for individual Army members assigned for duty with the Navy or Marine Corps.

Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., Section 1175. This statute takes precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Microfiche in plastic carriers stored randomly in electro-mechanical storage/retrieval devices. Temporary files consist of paper records in file folder/jacket; selected data automated for management facility in a perishable manner on tapes, discs, cards and other computer media.

**Retrievability:**

Filed alphabetically by last name; automated data retrievable by name, SSN, or automatic data processing (ADP) parameter; reserve component, retired, and deceased persons records accessed by SSN terminal digit sequence.

**Safeguards:**

Records maintained in areas accessible only to authorized personnel; automated media protected by authorized password system for access terminals, controlled access to operation rooms, and controlled output distribution.

**Retention and disposal:**

Microfiche and paper records are permanent. They are retained in active file until termination of service, held in inactive file in accordance with retention and retirement schedule and subsequently retired to National Personnel Records Center.

**System manager(s) and address:**

Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

**Notification procedure:**

Information may be obtained from:

USAMILPERCEN
Personnel Information Systems Directorate
Hoffman Building II
200 Stovall Street
Alexandria, VA 22332
Area Code 202/325-9606

Above address should be used for inquiries on records of commissioned officers or warrant officers (including members of Reserve Components) serving on active duty.

US Army Enlisted Records and Evaluation Center
Ft Benjamin Harrison, IN 46249
Area code 317/542-3361

Above address should be used for inquiries on records of enlisted members (including members of Reserve Components) serving on active duty.

USARCPAC
9700 Page Boulevard
St Louis, MO 63132
Area code 314/268-7770

Above address should be used for inquiries on records of commissioned officers or warrant officers in a reserve status not on active duty; or Army enlisted reservists not on active duty; or members of the National Guard who performed active duty; or commissioned officers, warrant officers, or enlisted members in a retired status.

National Personnel Records Center, GSA
9700 Page Boulevard
St Louis, MO 63132
Area code 314/268-7262

Above address should be used for inquiries on records of commissioned officers or warrant officers who were completely separated from the service after 30 June 1917 or enlisted members who were completely separated after 31 October 1912.

**Record access procedures:**

Written requests for information should contain full name of individual, service identification number, current or former military status and appropriate return address.

Personal visits may be made to the appropriate location based on the individual's status; individual should be able to provide commonly acceptable identification, such as driver's license, employment identification card, and give some verbal information relative to his/her current or former military status.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from Headquarters, Department of the Army (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

**Record source categories:**

Enlistment, appointment, or commission related forms pertaining to the individual having a current or former military status; academic, training or qualification records acquired prior to or during military service; correspondence, forms, records, documents and other related papers originating in or collected by Department of the Army Staff agencies and commands; other federal departmental agencies, administrations, federal separate agencies, commissions, boards, service, or authority; state and local governmental entities; civilian education and training institutions; and members of the public when such information obtained directly concerns the military service member.

**Systems exempted from certain provisions of the act:**

None

## A0708.02bNGB

**System name:**

708.02 Official Military Personnel File (Army National Guard)

**System location:**

Army National Guard Personnel Center, National Guard Bureau, Columbia Pike Office Building, 5600 Columbia Pike, Falls Church, VA 22041.

**Categories of individuals covered by the system:**

Each commissioned officer or warrant officer in the Army National Guard not on active duty.

**Categories of records in the system:**

File contains individual records including enlistment contract; Veterans Administration laws; physical evaluation board proceedings; military occupational specialty data report; statement of service; qualification record; group life insurance election; emergency data form; application for appointment; qualification/evaluation report; oath of office; medical examination; security questionnaire; application for retired pay; application for correction of military records;

application for active duty; transfer or discharge report; active duty report; voluntary reduction; line of duty and misconduct determinations; discharge or separation reviews; police record checks; consent/declaration of parent/guardian; Army Reserve Officers Training Corps (ROTC) supplemental agreement; award recommendations; academic reports; casualty reports; United States (US) field medical card; retirement points; deferment; preinduction processing and commissioning data transcripts of military records; summary sheets review of conscientious objector; election of options; oath of enlistment extensions; survivor benefit plans; efficiency reports; records of proceeding Title 10 U.S.C., Section 815 and appellate actions; determination of moral eligibility; waiver of disqualifications; temporary disability record; change of name; statements for enlistment; acknowledgments of service requirements; retired benefits; application for review of physical evaluation board and disability board; appointments; designations; evaluations; birth certificates; photographs; citizenship statements and status; educational constructive credit; educational transcripts; flight status board reviews; assignment agreements/limitations/ waivers/election/and travel; efficiency appeals; promotion/ reduction recommendations/approvals/declinations/announcements/ notifications/reconsiderations/worksheets/elections/letters of notification to deferred officers/and promotion passover notifications; absence without leave and desertion records; FBI reports; Social Security Administration (SSA) correspondence; miscellaneous correspondence, documents, and military orders relating to military service including information pertaining to dependents, interservice action, inservice details, determination, reliefs, component; awards, pay entitlements, releases, transfers and other military service data.

**Authority for maintenance of the system:**

Title 10 U.S.C., Sections 275 and 3012; Title 5 U.S.C., Section 301; Title 32 U.S.C.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Department of the Army: To maintain, use, collect, and disseminate information with respect to an individual holding a military status or former military status, including regular reserve, retired, and former member separated. Information pertains to individual's former, current, and subsequent to active duty status relating to birth; citizenship; parentage; home of record; education; training; dependents; travel; language proficiency; former and current association; brotherhood, memberships and related affiliations with organizations and like collective elements which service member divulges as having meaning, substance, or significance to his military service status; assignment history, and other related military experiences, qualification, training, preferences, restriction, and status actions.

Department of State: To issue passport/visa; to document persona-non-grata status/attache assignments/and related administration of personnel assigned and performing duty with the State Department.

Department of Defense (DOD): To authorize and consummate interdepartmental actions relating to interservice requirements pertaining to the Army, Navy, Air Force, and Coast Guard when the Coast Guard is operational under DOD.

Department of Justice: To file fingerprint cards; to perform intelligence function.

Department of Labor: To accomplish actions required under Federal Employees Compensation Act.

Department of Health, Education and Welfare: To provide services authorized by medical, health, and related functions authorized by Title 10 U.S.C., Section 1074-1079.

Atomic Energy Commission: To accomplish requirements incident to Nuclear Accident/Incident Control Officer functions.

American Red Cross: To accomplish coordination and complete service functions including blood donor programs and emergency investigative support and notifications.

Civil Aeronautics Board: Flight qualifications, certification and license actions relating to inservice pilots.

Federal Aviation Agency: To accomplish aviation and air service actions involving inservice aviators.

General Services Administration: For records storage, archival services and for printing of directories and related material which includes personal data.

US Postal Service: To accomplish postal service authorization involving postal officers and mail clerk authorizations.

Veterans Administration: To provide information relating to benefits, pensions, inservice loans, insurance, and appropriate hospital support.

Bureau of Immigration and Naturalization: To comply with statutes relating to inservice alien registration, and annual residence/locations.

Office of the President of the United States of America: To exchange required information relating to White House Fellows, regular Army promotions, aides, and related support functions staffed by Army members.

Federal Maritime Commission: To obtain licenses for military members accredited as captain, mate, and harbor master for duty as Transportation Corps warrant officer.

Each state and US possessions: To support state bonus applications; to fulfill income tax requirements appropriate to the service member's home of record; to record name changes in state bureaus of vital statistics; and for National Guard Affairs.

Civilian educational and training institutions: To accomplish student registration, tuition support, Graduate Record Examination (GRE) tests requirement, and related school requirements incident to inservice education programs in compliance with chapter 102 and 103 USC 10.

Social Security Administration: To obtain or verify social security number (SSN); to transmit Federal Insurance Compensation Act deductions made from inservice members wages.

Department of Transportation: To coordinate and exchange necessary information pertaining to interservice relationships between US Coast Guard and US Army when service members perform duty with the US Coast Guard elements or training activities.

Civil Authorities: For compliance with Section 814 USC 10.

Department of the Air Force: To administer personnel support for individual Army members assigned for duty with the Air Force.

Department of the Navy: To administer personnel support for individual Army members assigned for duty with the Navy or Marine Corps.

Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., Section 1175. This statute takes precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folder/jacket; selected data automated for management facility in a perishable manner on tapes, disc, cards and other computer media.

**Retrievability:**

Filed alphabetically by last name; automated data retrievable by name, SSN, or automatic data processing (ADP) parameter.

**Safeguards:**

Records maintained in areas accessible only to authorized personnel; automated media protected by authorized password system for access terminals, controlled access to operation rooms, and controlled output distribution.

**Retention and disposal:**

Paper records are permanent. They are retained in active file until termination of service or transfer to the US Army Reserve, at which time records are transferred to the custody of the Commander, US Army Reserve Components Personnel and Administration Center.

**System manager(s) and address:**

Chief, National Guard Bureau, The Pentagon, Washington, DC 20310

**Notification procedure:**

Information may be obtained from:
Army National Guard Personnel Center,
Columbia Pike Office Building
Falls Church, VA 22041
Area Code 202/756-1210.

**Record access procedures:**

Written requests for information should contain full name of individual, service identification number, current or former military status and appropriate return address.

Personal visits may be made to the appropriate location based on the individual's status; individual should be able to provide commonly acceptable identification, such as driver's license, employment identification card, and give some verbal information relative to his/her current or former military status.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from Chief, National Guard Bureau, The Pentagon, Washington, DC 20310.

Record source categories:

Enlistment, appointment, or commission related forms pertaining to the individual having a current or former military status; academic, training or qualification records acquired prior to or during military service; correspondence, forms, records, documents and other related papers originating in or collected by Department of the Army Staff agencies and commands; other Federal departmental agencies, administrations, Federal separate agencies, commissions, boards, service, or authority; state and local governmental entities; civilian education and training institutions; and members of the public when such information obtained directly concerns the military service member.

Systems exempted from certain provisions of the act:

None

A0708.02cDAPC

System name:

708.02 Officer Personnel Management Information System (OPMIS)

System location:

United States Army Military Personnel Center (MILPERCEN), 200 Stovall Street, Alexandria, VA 22332.

Categories of individuals covered by the system:

Individuals projected for entrance into the Army officer corps; Army officer and warrant officer personnel projected to enter on active duty, on active duty, separated, or in a retired status; individuals, civilian and military, who serve as senior rating officials on the officer evaluation reports (OERs) of Army officers.

Categories of records in the system:

a. Officer Master File (OMF) contains name, social security number (SSN), grade and date of rank, appointment and service agreement, service data and date, promotion, assignment, qualification, specialty, efficiency, education and training, occupation, language, career pattern, awards and badges, physical location, separation, retirement, date and place of birth, race, religion, ethnic group, dependents, sex, citizenship, marital status, and mailing address.

b. Officer Accession Suspense Information System (OASIS) contains selected information from the OMF, the date of entry on active duty, temporary duty (TDY) data, and permanent change of station (PCS) data.

c. Officer Evaluation Reporting System (OERS) contains selected information from the OMF; selection board status; OER suspense indicator for action being taken to obtain missing or erroneous OER; selected information for each of the last ten OERs; and the name, SSN, and rating history of each individual, military and civilian, who has served as the senior rating official for an active duty Army officer.

d. Assignments and Training Selection for ROTC Graduates contains selected information from the OMF, the cadet's preference statement for specialty (branch), duty and initial training; Reserve Forces duty or delay selection, Regular Army selection, and branch selection.

e. Officer Personnel Utilization System (OPUS) contains selected information from the OMF, projected assignment information for accessions and officers or warrant officers who are being reassigned.

f. Reserve Officer Training Corps (ROTC) Instructor File contains selected information from the OMF and the following information pertaining to ROTC instructors; ROTC detachment, duty station, date assigned to ROTC detachment, date projected to be reassigned.

g. Officer Fully Funded Civil School File contains selected information from the OMF and the following information concerning officer and warrant officer personnel participating or who have participated in the Army sponsored degree completion program; school attended, start and completion dates, degree level and discipline, and Army Education Requirements Board (AERB) positions.

h. Officer Partially Funded Civil School File contains the same type information maintained in the Fully Funded Civil School File for officer and warrant officer personnel participating or who have participated in the Army partially sponsored degree completion program.

i. Army Education Requirements Board (AERB) File contains selected information from the OMF for officer and warrant officer personnel who are serving or are projected to serve in an AERB approved position requiring graduate level education.

j. Distribution Management File contains selected information from the OMF and summary manner of performance data for MILPERCEN managed officers.

k. USMA Potential Instructor File contains selected information from the OMF and the following information pertaining to previous, current, and potential instructors for the United States Miliary Academy (USMA) teaching staff: academic department and projected availability for USMA instructor duty.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of the Army (DA): Records are used for personnel management, strength accounting, manpower management, accessioning and determining basic entry specialty (Branch) and initial duty assignments; tracking OER; monitoring actions to obtain missing, late, or erroneous OER; tracking the rating history of senior rating officials; posting of the senior rating official's rating history on individual OER; producing reports on Active Duty officers, who have served as senior rating officials, for inclusion in their Official Military Personnel File; managing instructor population at ROTC detachments and USMA; tracking information relative to the Army Degree Completion Civil School Program; transmitting necessary assignment instructions.

Department of Defense: Records are used for interdepartmental actions and personnel management.

Social Security Administration: Used to verify SSNs.

General Services Administration: Used to publish US Army Registers as authorized by Title 10 U.S.C., Section 122.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on computer magnetic tapes and disks.

Retrievability:

Normal access is by SSN, name, or other individual identifying characteristics.

Safeguards:

Physical security devices, guards, computer hardware and software safeguard features, and personnel clearances. Magnetic tape is maintained in an area accessible only to authorized personnel. Automated media protected by authorized password for system, controlled access to operator rooms, and controlled output distribution.

Retention and disposal:

Records are retained on the active OMF files for 4 months after separation. Historical OMF records are retained dating back to FY 1970. Accessions in OASIS are retained on active file until effective date of accession and are then placed on a history file for a period of 6 months. Records in the ROTC Graduate Assignment and Training Selection File are retained for approximately 400 days after the file is created (approximately December each year). Historic files for the OER system will be kept for the life of the system. All other records are retained for active duty only until the individual is released from active duty and then destroyed.

System manager(s) and address:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from
United States Army Military Personnel Center (DAPC-MSO-S)
200 Stovall Street
Alexandria, VA 22332
Telephone: Area Code 202/325-9305.

Record access procedures:

Requests from individuals should be addressed to: United States Army Military Personnel Center (DAPC-MSO-S), 200 Stovall Street, Alexandra, VA 22332.

Written requests for information should contain the full name of the individual; social security number; whether awaiting active duty, active, retired, or separated; return address; and must identify the specific category of record involved; blanket requests against this consolidated system will not be accepted. If separated, date of separation, and if awaiting active duty, the date thereof.

Visits are limited to United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332. For personal visits, the individual should be able to provide acceptable identification, and give verbal information that could be verified with his/her record.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from MILPERCEN (DAPC-MSO-S), 200 Stovall Street, Alexandria, VA 22332.

**Record source categories:**

Information is obtained in document and computer readable form from other DA Staff and commands, other Federal agencies and departments, and individuals.

**Systems exempted from certain provisions of the act:**

None.

**A0708.03aDAPE**

**System name:**

708.03 Special Review Board (SRB) Appeal Case Summary File

**System location:**

Office of the Deputy Chief of Staff for Personnel, Special Review Board (DAPE-MPC-S), Washington, DC

**Categories of individuals covered by the system:**

Army officer personnel who have submitted substantive, as opposed to administrative, appeal of Officer Evaluation Reports.

**Categories of records in the system:**

File contains identification data on individual, date of appeal, dates of contested period, names of voting Special Review Board (SRB) members, names of any persons contacted directly by Board, summary of evidence considered, discussion, recommendation, conclusions, final determination of the appeal; and disposition.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Record of cases considered, adjudications, determinations, and dispositions.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in folders.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Building employs security guards. Records are maintained in areas accessible only to authorized personnel.

**Retention and disposal:**

Records are permanent for historical purposes.

**System manager(s) and address:**

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army (HQDA), (DAPE-MP), The Pentagon, Washington DC 20310.

**Notification procedure:**

Information may be obtained from:
HQDA (DAPE-MPO-C)
Room 2B724
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-5100

**Record access procedures:**

Requests from individuals should be addressed to: HQDA (DAPE-MPO-C), Room 2B724, The Pentagon, Washington, D.C. 20310.

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to Officer Division, Military Personnel Management Directorate (DAPE-MPO), The Pentagon, Washington, DC 20310

For personal visits, the individual should be able to provide acceptable identification such as military identification card.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAPE-MPO-C), Washington, DC 20310.

**Record source categories:**

File containing name, rank, social security number (SSN), date, dates of contested period, voting SRB members, personnel contacted, summary of evidence considered, discussion, recommendation, conclusion and final determination.

**Systems exempted from certain provisions of the act:**

None

**A0708.03bDAPC**

**System name:**

708.03 Office General Reference/Information/Personnel File

**System location:**

Decentralized system of records maintained at various Army levels where information relating to individuals by name is maintained; e.g., section/team, branch, division, directorate, subordinate command, Major Command, and Department of the Army.

**Categories of individuals covered by the system:**

Military personnel who are supervised and/or administered within the respective organizational element.

**Categories of records in the system:**

File contains records/documents/papers pertaining to military personnel, relating to day-to-day administration. Files include papers pertaining to reclassification, promotion, orders, sponsors, indebtedness, leave,enlistment, waivers, statement of service, bonus, evaluations, identification, group life insurance, applications for appointment, application for outside employment, Army Board for Correction of Military Records papers, line of duty actions, academic and individual training reports and transcripts, training instructor evaluations, mandatory retirement papers, soldier voting, survivor benefits options, Physical Evaluation Board actions, qualifications, and related administrative papers.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To maintain a general reference file of information, data, and actions to support day-to-day operations and administration within the office or administrative element.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders; index cards, microfiche.

**Retrievability:**

Alphabetical, by name.

**Safeguards:**

Files are maintained in areas accessible only to authorized personnel.

**Retention and disposal:**

Files are retained for 1 year; certain files may be destroyed upon departure of individual concerned.

**System manager(s) and address:**

Head of Army Staff office or organizational element concerned.

**Notification procedure:**

Information may be obtained from the Head of the Army Staff office or organization concerned.

**Record access procedures:**

Requests for access should be directed to the SYSMANAGER.

**Contesting record procedures:**

The Army's rules for access to records and for appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Copies of records/documents/papers contained in basic record files regarding the Military Personnel Records Jacket, Official Military Personnel File and correspondence originated by individual, or from sources relating to subjects in which the military member may participate, show interest, or be involved.

**Systems exempted from certain provisions of the act:**

None

**A0708.05DAAG**

**System name:**

708.05 Emergency Data Files

**System location:**

Primary System: Casualty Services Office, Casualty Directorate, The Adjutant General Center, Department of the Army (DA).

Decentralized Segments: Military Personnel Records Jacket (MPRJ), maintained at Army personnel offices world-wide.

**Categories of individuals covered by the system:**

All military personnel on active duty.

**Categories of records in the system:**

File contains DA Form 41, Record of Emergency Data (1 Apr 74 or 1 Jul 70 edition). Document reflects the service member's name; social security number (SSN); wife and children's names and current address; persons to be and not to be notified in the event of death or injury; information on wills, insurance, and other such information; and designation of beneficiaries for certain benefits.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Casualty Services Office: When properly completed, it is an official and legal document that governs the disposition of pay and allowances of a member who is missing, is captured, or becomes a casualty. It is also used to determine the person(s) to receive death gratuity payments and beneficiary(ies) to receive other benefits. The form provides the names and addresses of the person(s) to be notified in case of emergency or death.

MPRJ: Copy serves the same purposes as stated above in the event the record copy can not be located.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Original (machine processed card) in vertical file.

Paper copy in MPRJ.

Retrievability:

Card is filed numerically using SSN. File is sorted initially by last digit of the SSN, then in numerical sequence. Paper copy located at unit level is fastened on the left side of the MPRJ.

Safeguards:

Building employs security guards. Office is in operation 24 hours a day, 7 days a week. Records are accessible only to authorized personnel.

Retention and disposal:

Form is retained in the DA active file until individual's separation from the Army, then destroyed. Copy in personnel folder remains with file when records are retired. If individual dies, the form is placed in the casualty case file. Casualty case files are retired upon completion to National Personnel Records Center (Military), St Louis, MO 63122.

System manager(s) and address:

The Adjutant General, Headquarters, DA (HQDA), The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from:
HQDA (DAAG-CAC)
Room 7G083
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-6607

Record access procedures:

Requests from individuals should be addressed to: HQDA (DAAG-CAC), Room 7G083, Forrestal Building, Washington, DC 20314.

Written requests for information should contain the full name of the individual, current address, telephone number, SSN, and grade. Visits are limited to Casualty Directorate, The Adjutant General Center, Forrestal Building, Washington, DC 20314.

For personal visits, the individual must be able to provide acceptable identification, i.e., military identification card or driver's license and social security card.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER

Record source categories:

Data are furnished by service member at initial date of entry and during active duty.

Systems exempted from certain provisions of the act:

None

A0708.06aDAPC

System name:

708.06 Project Managers Development Program (PMDP).

System location:

Department of the Army, United States (US) Army Military Personnel Center (USAMILPERCEN),(DAPC-OP).

Categories of individuals covered by the system:

Commissioned officers.

Categories of records in the system:

File contains name, social security number (SSN), pay grade, PMDP Selection Board Officer Record Brief, letters to and from individual, and determination; correspondence originating with program members and USAMILPERCEN; other forms/papers/documents relating to the program.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of the Army: To monitor the professional development of PMDP members.

Other Department of Defense elements: As required for program separations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Access is alphabetical by name.

Safeguards:

Physical security devices, guards, and personnel clearances for individuals working with the system.

Retention and disposal:

Records are retained for duration of individual's membership in the program.

System manager(s) and address:

Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from: Headquarters, Department of the Army, (HQDA), USAMILPERCEN, (DAPC-OPP-S), 200 Stovall Street, Alexandria, VA 22332.

Record access procedures:

Written requests for information should include full name of the requester, SSN, grade and appropriate return address.

Personal visits may be made to USAMILPERCEN; individual should be able to provide military service identification or other means of identification normally acceptable in the transaction of business.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determination may be obtained from: USAMILPERCEN (DAPC-OPP-S), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Information is obtained from documented personnel records, other Department of Army organizations, and program member.

Systems exempted from certain provisions of the act:

None

A0708.07DAPE

System name:

708.07 Unfavorable Information Files

System location:

Primary System: Department of the Army Suitability Evaluation Board (DASEB) (DAPE-MPC-E), Washington, DC 20310.

Decentralized Segment: Office of the Deputy Chief of Staff for Personnel (DAPE-MPO-C), Washington, DC 20310.

Categories of individuals covered by the system:

Army personnel on whom unfavorable information has been discovered, considered, referred to individual, and disposition determination reached.

Categories of records in the system:

File contains summary of unfavorable information, copy of letter of notification to individual, individual's response, summary of consideration of response, disposition determination, and voting record of Board members.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Suitability Evaluation Board: Record of Board actions; back up consideration of subsequent unfavorable information by DASEB.

Department of the Army Promotion/Selection Boards: Reference only to unfavorable information filed in Official Military Personnel File after due process.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly cleared, screened and trained.

**Retention and disposal:**

Records are permanent for historical purposes.

**System manager(s) and address:**

Headquarters, Department of the Army (HQDA) (DAPE-MP), The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from:
HQDA (DAPE-MPO-C)
Room 2B 724
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-5100

**Record access procedures:**

Requests from individuals should be addressed to: HQDA (DAPE-MPO-C), Room 2B 724, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number, and the office symbol that appears on correspondence received from this office. Visits are limited to Officer Division, Military Personnel Management Directorate (DAPE-MPO), The Pentagon, Washington DC 20310.

For personal visits, the individual should be able to provide acceptable identification, i.e., military identification card, driver's license, including verbal information that can be verified with his case folder.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAPE-MPO-C), Washington, DC 20310.

**Record source categories:**

Suitability Evaluation Board case summary of unfavorable information; letter of notification/request for comment to the individual; individual's response to the Board; final determination case summary by the Board.

**Systems exempted from certain provisions of the act:**

None

## A0708.08aDAPC

**System name:**

708.08 Career Management Individual Files

**System location:**

Primary System: United States Army Military Personnel Center (MILPERCEN).

Decentralized Segments: The Surgeon General's Office (TSGO), the Judge Advocate General's Office (TJAGO), Office of Chief of Chaplains, and United States Army Intelligence and Security Command (INSCOM).

**Categories of individuals covered by the system:**

Active duty members of the US Army in enlisted grades of E1 through E9, all warrant officers and commissioned officers.

**Categories of records in the system:**

File contains orders; record briefs; statements of preference; school credit papers; transcripts; details; career personnel actions; memorandum for record of telephone calls; personal correspondence originated by individual concerned; original copy of efficiency report; appeal actions; assignment memoranda and requests for orders; memoranda of professional development actions; promotion orders; classification data; papers relating to service awards; letters and other forms of written communications relating to military career matters; service agreements; variable incentive pay data; memoranda of interviews; copies of applications for assignment consideration; resumes of qualifications, personal background, and service experience supporting service member's desires, or nominative action by career managers; academic reports; copies of admonitions/ reprimands imposed under Article 15 Uniform Code of Military Justice (Title 10 U.S.C., Section 815); letters of appreciation/commendation/recommendation; and correspondence among (1) MILPERCEN, (2) individual service member, (3) Army Staff offices and Army organizations (4) other Federal, State, and local government elements, and (5) accredited educational and training organizations.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301; Title 10 U.S.C.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

MILPERCEN, TSGO, TJAGO, Office of Chief of Chaplains, INSCOM: To accomplish military service career management including assignment, professional development, service training and education, and other related military actions.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders; card files.

**Retrievability:**

Record accessed by name.

**Safeguards:**

Records maintained in areas accessible only to authorized career management activity personnel.

**Retention and disposal:**

Records range from transitory to permanent depending on the continuing value to the service member or the Army. Records determined to be permanent are merged with the Official Military Personnel File (when not duplicated) upon separation of the service member from active duty by reason of discharge, transfer, retirement, or death.

**System manager(s) and address:**

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

**Notification procedure:**

Information in regard to other than professional officers may be obtained from:
Headquarters, Department of the Army (DAPC-MSO)
Hoffman Bldg II
200 Stovall Street
Alexandria, VA 22332.

Information in regard to medical department officers:
The Surgeon General's Office
1900 Half Street, SW, Room 6126
Washington, DC 20324

Information in regard to Chaplains:
Office of the Chief of Chaplains
The Pentagon, Room 1E417
Washington, DC 20310

Information in regard to The Judge Advocate General Corps officers:
The Judge Advocate General's Office
The Pentagon, Room 1E444
Washington, DC 20310.

Information in regard to United States Army Intelligence and Security Command enlisted personnel:
Headquarters, United States Army Intelligence and Security Command
Ft George G. Meade, MD 20755.

**Record access procedures:**

Requests from individuals should be addressed to: Headquarters, Department of the Army (DAPC-MSO), Hoffman Bldg II, 200 Stovall Street, Alexandria, VA 22332.

Written requests for information should contain the full name of the requester, service identification number, current or former military status, and appropriate return address.

Personal visits may be made to the United States Army Military Personnel Center; individual should be able to provide his/her military service identification card; Department of Defense Form 2A for active duty persons; or other commonly acceptable means of identification used in normal transaction of business.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from Headquarters Department of the Army (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

**Record source categories:**

Enlistment, appointment, or commission related forms pertaining to the service member having a current active duty military status; academic, training, and qualification records acquired incident to military service; correspondence, forms, documents and other related papers originating in or collected by the military department for management purposes.

Systems exempted from certain provisions of the act:

None

A0708.08bUSAREC

System name:

708.08 Rapid Electric Ad Coupon Transmission (REACT)

System location:

Philadelphia, PA. Maintained by Worldwide Direct Marketing, Inc., an Army subcontractor through N.W. Ayer ABA International of New York, NY.

Categories of individuals covered by the system:

The file contains data on individuals who have specifically inquired for information on Army enlistment and, conversely, individuals who have specifically asked not to be included in Army promotional mailings.

Categories of records in the system:

Records include name and address (including zip code) of individuals who have requested enlistment information. If the individual volunteered additional information, the following is also included: age, telephone number, social security number, years of education, and the individual's source of request coupon. Each record also contains a unique identification (ID) number generated from the date of initial processing and its sequence in receipt. Finally, each record is ultimately annotated with the final disposition of recruiter action on the individual as an enlistment lead.

Records include name and address of individuals who have asked to be excluded from Army promotional mailings.

Authority for maintenance of the system:

Federal Property and Administrative Services Act of 1949 (64 Stat. 578), as amended by Act of 22 Oct 1968 (82 Stat. 1238; Title 44 U.S.C. 3101-03).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To prepare a solicitation letter to the prospect providing requested information and referral to the local recruiter.

To notify the field recruiter and his supervisor of the inquiry.

To follow-up the lead with a second letter to the individual if requested by the local recruiter.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on computer magnetic tape.

Retrievability:

Individual records are retrieved by ID number for adding information provided by the individual through the local recruiter. Records are retrieved by a date signal when a second letter to the individual has been requested by the recruiter.

Safeguards:

Subcontractor is under contract stipulating proprietary use of the file by Army or Army-authorized agents.

Retention and disposal:

Once created, records are retained permanently.

System manager(s) and address:

Director, Advertising & Sales Promotion (USARCASP), Headquarters, United States Army Recruiting Command (USAREC), ATTN: USARCASP-D, Ft Sheridan, IL 60037.

Notification procedure:

Information may be obtained from:
Director, Advertising & Sales Promotion, ATTN: USARCASP-D
USAREC
Ft Sheridan, IL 60037
Telephone: Area Code 312/926/2547

Name and address (including zip code) are needed.

Requesters may visit SYSMANAGER office.

Full name, address, driver's license required as identification.

Record access procedures:

Individuals may contact SYSMANAGER.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned may be obtained from SYSMANAGER.

Record source categories:

Sources are either coupon or letter requests for information from individuals or letters requesting exclusion from future Army promotional mailings.

Systems exempted from certain provisions of the act:

None

A0708.13aDAIG

System name:

708.13 Inspector General Management Information System

System location:

System Management Division, United States Army Inspector General (USAIG) Agency, Department of the Army, (DA) Washington, DC 20310.

Categories of individuals covered by the system:

Army Officers approved and assigned as detailed Inspectors General in the DA and certain Department of Defense (DOD) and Joint Activities.

Categories of records in the system:

Name of officer, grade, social security number (SSN), duty position, organization of assignment, date approved for detail, date assigned to position, estimated date of departure, officer's basic branch and date of rank.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

System Management Division: To maintain status, strength and assignment data for worldwide Army IG System; to provide to other DA, DOD, and other Government Agencies the information listed in Record-Category.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Cards in card file, magnetic tapes, and computer paper printouts of alphabetical rosters.

Retrievability:

Filed alphabetically by last name of Inspector General.

Safeguards:

Access to card file and computer printout limited to designated responsible personnel in System Management Division, USAIG. Building employs security guards and access is limited to authorized personnel.

Retention and disposal:

Cards are initiated upon nomination of officer for detail as IG, destroyed upon relief from detail and reassignment. Computer printouts are disposed of as updated copy is received.

System manager(s) and address:

The Inspector General and Auditor General, Headquarters, Department of the Army (HDQA), The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from:
HQDA (DAIG-SM)
Room 1E729
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-1519.

Record access procedures:

Requests from individuals should be addressed to: HQDA, (DAIG-SM), Room 1E729, The Pentagon, Washington, DC 20310.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

Record source categories:

Requests for approval for nomination; reports from IG offices worldwide; letters, assignment and detail orders; Army Register; Military Personnel Center records.

Systems exempted from certain provisions of the act:

None

A0708.13cDAPC

System name:

708.13 Foreign Area Officer (FAO) Training

System location:

Department of the Army (DA), United States (US) Army Military Personnel Center (USAMILPERCEN), (DAPC-OP).

Categories of individuals covered by the system:

Commissioned officers.

Categories of records in the system:

File contains name, social security number(SSN), sex, race, citizenship, religion, marital status, dependents, date of birth, residence, physical profile, ethnic group, grade and date of rank of appointment and service agreement, service data and dates, promotion, assignment, qualifications, skill, edu- cation and training, specialty, aptitude, occupation, language, career pattern, awards and badges, mailing address, letters to and from individual, memoranda of telephone conversations with member, correspondence originating with FAO members and USAMILPERCEN; application for training, preferences, DA Form 873 (Certificate of Clearance and/or Security Determination); other forms/papers/documents relating to the FAO training.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

DA: Records are used for personnel manage- ment, strength accounting, and manpower management; and for monitoring the training and professional development of FAO specialty members.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Access is alphabetically by name.

Safeguards:

Physical security devices, guards, and personnel clearances for individuals working with the system.

Retention and disposal:

Records are retained for duration of member's training; then destroyed.

System manager(s) and address:

Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from: Headquarters, Department of the Army, (DAPC-OPP-S), 200 Stovall Street, Alexandria, VA 22332.

Record access procedures:

Written requests for information should include full name of requester, SSN, grade and appropriate return address.

Personal visits may be made (by appointment) to the USAMILPERCEN; individual should be able to provide military service identification or other means of identification normally acceptable in the transaction of business.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from USAMILPERCEN (DAPC-OPP-S), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Information is obtained from service member, various related correspondence, preferences for training, DA Form 873, and documents originating in or collected by the military department for training specialty purposes.

Systems exempted from certain provisions of the act:

None

A0708.13dDAPC

System name:

708.13 Enlisted Linguist Data Base (ELDB)

System location:

United States Army Military Personnel Center (MILPERCEN), 200 Stovall Street, Alexandria, VA 22332.

Categories of individuals covered by the system:

Army enlisted linguist personnel on active duty, or those separated within the past 4 months.

Categories of records in the system:

The categories of information stored include: name, social security number (SSN), sex, race, citizenship, number of dependents, year of birth, grade and date of rank, country of birth, foreign language code, listening and reading proficiency, ratings, and scores, dates of evaluation test or interview, how each language capability was acquired, with the principal type, highest level and date of recency for each foreign language in which proficient.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Army (DA): Records are used for personnel management, assignments, and manpower management.

Department of Defense: Records are used for interdepartmental actions, deployment, and personnel management.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on computer magnetic tapes and disks.

Retrievability:

By SSN, name, or other individual identifying characteristics, language code, specialty and grade.

Safeguards:

Physical security devices, guards, computer hardware and software safeguard features, personnel clearances, passwords, and file identity codes.

Retention and disposal:

Records are retained 4 months after separation.

System manager(s) and address:

Commanding General, United States Army Military Personnel Center, (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from:
United States Army Military Personnel Center (DAPC-PSS)
200 Stovall Street
Alexandria, VA 22332
Telephone: Area Code 202/325-8894

Record access procedures:

Requests from individuals should be addressed to: United States Army Military Personnel Center, (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Written requests for information should contain the full name of the individual, SSN, whether active or separated and if separated, date of separation.

Visits are limited to United States Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332. For personal visits, the individual should be able to provide acceptable identification including verbal information that can be verified with his/her record.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from United States Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Information is obtained in document and computer readable form from other DA Staff and commands.

Systems exempted from certain provisions of the act:

None

A0708.16aUSREDCOM

System name:

708.16 Military Personnel Data File, USREDCOM

System location:

Primary System-Computer Operations Section, Command Control Support Division, Directorate of Operations, J3, Building 501, United States Readiness Command (USREDCOM), MacDill Air Force Base (AFB), FL 33608.

Computer Products-Military Personnel Division, J1, Room 160, Building 501, USREDCOM, MacDill AFB, FL 33608.

Categories of individuals covered by the system:

All Army, Navy, Marine Corps, and Air Force personnel assigned for duty with USREDCOM, MacDill AFB, FL 33608.

Categories of records in the system:

File contains following information on all military personnel assigned for duty with USREDCOM: (1) social security number (SSN), (2) name, (3) rank, (4) pay grade, (5) date of rank, (6) branch of service, (7) Army officer branch, (8) basic active service date, (9) basic pay entry date, (10) date of birth, (11) passport expiration date, (12) organization and division, (13) Joint Table of Distribution paragraph and line number, (14) alert status - joint task force, (15) immunization dates, (16) weapon qualification, (17) primary military specialty/Air Force specialty code (MOS/AFSC), (18) marital status, (19) secondary MOS/AFSC, (20) duty MOS/AFSC, (21) officer evaluation report/enlisted efficiency report (OER/EER) date, (22) date assigned to supervisor, (23) reserve/regular officer, (24) duty telephone number, (25) building and room number, (26) home address, (27) nearest town, (28) home telephone number, (29) spouse's name, (30) date arrived USREDCOM, (31) projected loss date, (32) expiration term of service, (33) foreign service availability code, (34) human personal reliability screening date, (35) language proficiency, (36) enlisted evaluation report weighted average, (37) primary MOS evaluated, (38) primary evaluation date, (39) primary score, (40) secondary MOS evaluated, (41) secondary evaluation date, (42) secondary score, (43) name of OER rater, (44) duty title, (45) permanent grade, officers, (46) permanent date of rank, (47) rated category, (48) highest professional military education, (49) civilian education, (50) source of commission, (51) mandatory retirement date, officers.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of system is to maintain a consolidated joint personnel file pertaining to Army, Navy, Marine Corps, and Air Force personnel. Although each service has its own personnel reocrds system, USREDCOM requires a consolidated system of basic personnel data that would allow the production of Command Manning Rosters, Immunization Rosters, Joint Task Force Deployment Rosters, and retrievability of individual personnel data as needed in the Joint Military Personnel Division.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The entire personnel system is an on-line disk resident application with back-up maintained on magnetic tape.

Retrievability:

Standard reports and ad hoc retrievals are generated via remote terminals using a data management system. Additionally, updates and record brousing may be accomplished in the interactive mode through keying by SSN.

Safeguards:

All personnel qualified to add, change, or delete records of this file must be cleared for TOP SECRET as the computer equipment used to maintain this file is physically located within a TOP SECRET access area. The overall classification of the personnel file is 'FOR OFFICIAL USE ONLY,' but all operators have individual 'Pass Words' which are required for access to the computer file. All output products have the following statement printed at the beginning of each page: 'This roster contains Privacy Act information and will not be released unless request meets the requirements of para 3-2, AR 340-21'.

Retention and disposal:

All personnel data collected from military records for local use of this command are deleted from the data file upon the departure of the individual from USREDCOM. No history is maintained on departing individuals under this system.

System manager(s) and address:

Chief, Military Personnel Division, Directorate of Personnel, J1, USREDCOM, MacDill AFB, FL 33608.

Notification procedure:

Information may be obtained from:
Directorate of Personnel, J1
ATTN: RCJ1-MP
Room 160, Building 501
USREDCOM
MacDill AFB, FL 33608
Telephone: Area Code 813/830-4106

Record access procedures:

Requests from individuals should be addressed to : Chief, Military Personnel Division, ATTN: RCJ1-MP, USREDCOM, MacDill AFB, FL 33608.

Written requests for information should contain the full name of the individual, SSN, current address, and telephone number.

Visits are permitted at the Directorate of Personnel, J1, Room 168, and at the Military Personnel Division, Room 160, Building 501, MacDill AFB, FL 33608, where computer products are maintained.

For personal visits, the individual should be able to provide some acceptable identification; e.g., military identification card, driver's license, or some other acceptable identification card, and give some verbal information which can be verified from his/her file.

Contesting record procedures:

The Army's rules for access to records, contesting contents, and appealing initial determinations are contained in 32 CFR Part 505 (Army Regulation 340-21).

Record source categories:

Fields of data recorded in this system were taken from official military personnel records of the individual upon his/her reporting to USREDCOM for duty.

Systems exempted from certain provisions of the act:

None.

## A0708.17bDASG

System name:

708.17 Contract Surgeon Personnel Files

System location:

Primary System: Management Office, Medical Centers and hospitals where contract surgeons are employed.

Decentralized Segments: Office of The Surgeon General (OTSG), Department of the Army (DA).

Categories of individuals covered by the system:

Any civilian physician with an executed contract, employed as a contract surgeon.

Categories of records in the system:

File contains individual's justification for employment; executed contract; correspondence between medical centers and hospitals and applicant; and selected documents.

Authority for maintenance of the system:

Title 10 U.S.C., Section 4022, Contract Surgeons; Title 37 U.S.C., Section 201, Basic Pay; Title 37, U.S.C., Section 421, Contract Surgeons

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Medical Center or Hospital Management Office: To determine need, accessibility, and qualification of private physician for employment as contract surgeon; to coordinate and request DA approval for employment as contract surgeon; to execute contract with private physician as contract surgeon.

OTSG, DA: To control, review, and approve need and qualifications of contract surgeon.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of contract surgeon.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Records are destroyed after 2 years or on discontinuance, whichever occurs last.

System manager(s) and address:

The Surgeon General, DA.

Notification procedure:

Information may be obtained from:
Headquarters, Department of the Army (HQDA), (DASG-HCC)
Washington, DC 20310
Telephone: Area Code 202/697-8394

Record access procedures:

Requests from individuals should be addressed to: Commander, Medical center or hospital where employed; or HQDA (DASG-HCC), Room 2D528, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to Management Office, Medical Center or hospital where employed; and Professional Services Division (DASG-HCC), The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to provide sufficient identification, including verbal information that can be verified from his/her file.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Related papers and forms from individual physician.

**Systems exempted from certain provisions of the act:**

None

**A0708.18aDAAG**

**System name:**

708.18 Line of Duty Investigations

**System location:**

Personnel Actions Branch, all Army Installations. Official mailing addresses are in the Department of Defense (DOD) directory in the Appendix.

**Categories of individuals covered by the system:**

A service member who has been injured.

**Categories of records in the system:**

Department of the Army (DA) Form 2173 (Statement of Medical Examination and Duty Status); DD Form 261 (Report of Investigation-Line of Duty-and Misconduct Status); and supporting documents such as military police reports, accident reports, witness statements, and appointment instruments.

**Authority for maintenance of the system:**

Title 10 U.S.C., Sections 972, 1204, 1207, 3722; and Title 37 U.S.C., Section 802.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information collected will be used within DA for making a line of duty determination.

Information may be used as a basis for denying certain active military benefits and pay and allowances.

May be provided to Veterans Administration or other government agencies, to include state agencies, for a determination of the service member's entitlements to benefits.

May be used as a basis for determining facts and circumstances concerning service member's injuries in correspondence to members of the United States House of Representatives and Senate.

Will be provided to the service member or next-of-kin in cases of deceased or mentally incompetent personnel.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of service member.

**Safeguards:**

Records are maintained in metal file cabinets accessible only to authorized personnel who are instructed in the permissible use of the information.

**Retention and disposal:**

Original: Permanently maintained as a part of service member's Official Military Personnel File (OMPF). For active duty personnel: Enlisted personnel file is maintained at Enlisted Records Center (AGPE), Ft Benjamin Harrison, IN 46249; Officer personnel file is maintained at Headquarters, Department of the Army (HQDA), Military Personnel Center, Hoffman Building II, Alexandria, VA 22332. For United States (US) Army Reserve Personnel: US Army Reserve Components Personnel and Administration Center (USARCPAC), 9700 Page Boulevard, St Louis, MO 63132. Upon separation of service member (officer and enlisted), file is transferred to the National Personnel Records Center (NPRC) (Military), 9700 Page Boulevard, St Louis, MO 63132. Copies filed in offices of investigating officer, unit commander, appointing authority, and final reviewing authority are destroyed after 5 years.

**System manager(s) and address:**

The Adjutant General, HQDA, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from: Commander, US Army Enlisted Records Center, Ft Benjamin Harrison, IN 46249 (for enlisted personnel on active duty); HQDA, ATTN: DAPC-PAR-R, 200 Stovall Street, Alexandria, VA 22332 (for officers on active duty); Commander, USARCPAC, 9700 Page Boulevard, St Louis MO 63132 (for US Army Reserve personnel); NRPC (military), 9700 Page Boulevard, St Louis, MO 63132 (for separated personnel, both enlisted and officer).

Individual must provide name and social security number (SSN) to determine if a record is maintained on him/her. Individual must present positive proof of identification if requesting a personal visit.

**Record access procedures:**

Requests should be addressed as appropriate to: Commander, US Army Enlisted Records Center (AGPD), Ft Benjamin Harrison, IN 46249; HQDA (DAPC-PAR-R),Alexandria, VA 22332; Commander, USARCPAC (AGUZ-SAD), St Louis, MO 63132; NPRC (Military), 9700 Page Boulevard, St Louis, MO 63132.

Written requests for information should contain the full name of the service member, SSN, and Army service number if known.

For personal visits, individual should be able to provide information which can be verified with the OMPF, and a valid identification card.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Medical Records

DA Form 2173

Commander in Continental United States Army or overseas Army installation assigned responsibility for the geographic area in which an injury occurs.

Personnel Records Jacket.

Official Military Personnel File.

Witness statements.

**Systems exempted from certain provisions of the act:**

None

**A0708.19aOSA**

**System name:**

708.19 Correction Case Folders

**System location:**

Department of the Army Military Review Boards Agency, Army Board for the Correction of Military Records (ABCMR).

Decentralized segments in United States (US) Army Military Personnel Center, and in individual Official Military Personnel File of the service member.

**Categories of individuals covered by the system:**

Any member or former member of the US Army who has applied for the correction of his/her military records.

**Categories of records in the system:**

Records consist of file cards with basic case information and case files containing Board proceedings and related correspondence, hearing transcripts, and action taken by the Board.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 1552.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

ABCMR: To review applicants' military records to issue rulings on merits of applicants' requests for correction of records; to answer inquiries from applicants, counsel, and Members of Congress for reasons of Board's denial of application or status/disposition of applications.

Litigation Division of Judge Advocate General's Office: To assemble information for transmittal to Department of Justice.

Department of Justice: To gather information sufficient to defend cases in court.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and card files.

**Retrievability:**

Filed alphabetically by last name of applicant.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

File cards are retained permanently.

Case files are permanent. They are retained in active file at least 6 months after the case is closed, held until the end of that calendar year, and subsequently retired to the Washington National Records Center.

System manager(s) and address:

Special Assistant to the Under Secretary of the Army, DA Military Review Boards Agency, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from:
Office, Secretary of the Army
ABCMR
Room 1E512
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-4254

Record access procedures:

Requests from individuals should be addressed to: Office, Secretary of the Army, ABCMR, Room 1E512, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number and Army Service Number if applicable. Visits are limited to the ABCMR The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to provide acceptable identification such as driver's license, employing office's identification card, including verbal information that can be verified with his case folder.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

All official Army records, Veterans Administration records and Police and Law Enforcement Agency records.

Systems exempted from certain provisions of the act:

None

A0708.20DAAG

System name:

708.20 Philippine Army Files

System location:

Philippine Army Branch, Special Actions Division, United States (US) Army Reserve Components Personnel and Administration Center (USARCPAC), 9700 Page Boulevard, St Louis, MO 63132.

Categories of individuals covered by the system:

US Armed Forces Far East (USAFFE): Applies to those members of the Philippine Commonwealth Army who were inducted for service with USAFFE under the Military Order of the President of the United States dated 26 July 1941.

USAFFE Guerrillas: Applies to Filippinos who served in Guerrilla units officially recognized and listed in the Recognized Philippine Guerrilla Rosters.

Categories of records in the system:

Individual military personnel file contains enlistment papers, orders inducting individual into USAFFE service, soldier's qualification card, unit orders of assignment, efficiency rating sheets, pay vouchers or receipts, affidavits and certificates, service records, determination of status under the Missing Persons Act.

Authority for maintenance of the system:

Pub. L. 490-77, 7 May 1942.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Veterans Administration (VA): To certify or verify service with USAFFE or recognized guerrilla units; provide any available medical records or other documents in order to assist in determining benefits.

Department of Justice: To certify or verify service regarding applications for citizenship.

Department of Health, Education and Welfare: To verify type of service which is used to assist in determining eligibility for benefits.

Department of the Army (DA) Staff agencies and commands: To provide information regarding the individuals status, service, and awards in response to requests from the Philippine Goverment to include Embassy and military attaches; to review policies and procedures.

Department of State: To provide statement of service or verification of type of service performed.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Individual military personnel file; paper records in file folders.

Retrievability:

Filed alphabetically by name; identified by name, service number, VA claim number, units assigned to during period of service in question, names of parents, birth date and place, name of spouse and children if applicable. Due to similarity of names complete file must be screened to determine correct individual.

Safeguards:

Records are maintained in areas accessible only to authorized personnel. Building is secured through 24 hour guard service. Entry to building is by authorized badge only.

Retention and disposal:

Records are permanent. Remain as active file and are not retired.

System manager(s) and address:

The Secretary of the Army, The Pentagon, Washington, DC 20310;
Commander, USARCPAC, St Louis, MO 63132.

Notification procedure:

Information may be obtained from:
Commander USARCPAC
ATTN: AGUZ-SAD-PA
St Louis, MO 63132
Telephone: Area Code 314/268-7359

Record access procedures:

Requests from individuals should be addressed to: Commander, USARCPAC, ATTN: AGUZ-SAD-PA, 9700 Page Boulevard, St Louis, MO 63132.

Written requests for information should contain the full name of the individual, service number, VA claim number if applicable, and name and/or number of the unit assigned to during the period of service.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Commander, USARCPAC.

Record source categories:

Military record compiled during service of each individual who served with the Philippine Commonwealth Army and or/the US Armed Forces Far East prior to 7 December 1941 up to August 1945. Entire record file transferred from the Philippines to the US Army in 1951. Nothing has been added to the files other than current copies of papers concerning the service in question.

Systems exempted from certain provisions of the act:

None

A0708.21aTRADOC

System name:

708.21 MASSTER Personnel Information System

System location:

Office of the Deputy Chief of Staff, Resource Management, Military Personnel Branch, Headquarters Modern Army Selected Systems Test Evaluation Review (MASSTER), ATMAS-RM-PM, Ft Hood, TX 76544.

Categories of individuals covered by the system:

Officers, Warrant Officers, enlisted personnel, and Department of the Army civilians currently assigned or attached to HQ MASSTER

Categories of records in the system:

Files contain automated records on individuals to include first and last name, middle initial, social security number (SSN); rank or grade and step; control specialty; date of rank; basic pay entry date; component; branch; date assigned to MASSTER; flight status; Primary Military Occupational Specialty/General Schedule Series; organization location by paragraph and line number; office phone; liaison office; marital status; spouse; home phone; present address; city code; legal residence; loss code and date; special qualifications; highest military schooling; latest evaluation date; source of commission; civil-

ian education level and major; background experience; language code; additionally awarded Military Occupational Specialties.

**Authority for maintenance of the system:**

Title 44 U.S.C., Section 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To provide Commander, MASSTER with the ability to effectively manage personnel resources by furnishing real time information pertaining to individuals' qualifications and status through use of the following rosters: alphabetical qualification, officers by branch, Majors and higher, all personnel by grade and birthdate, Military Occupational Specialty, military personnel by the city in which they live, slotting and departing personnel; organizational directory, and telephone directory of GS-7's and above. Data provides bases for reports generated on an 'as required' basis in response to specific management queries.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic disk.

**Retrievability:**

SSN.

**Safeguards:**

Automated media protected by authorized password system for access terminals, controlled access to operation rooms, and restricted output distribution.

**Retention and disposal:**

Records destroyed upon departure of person.

**System manager(s) and address:**

Chief, Military Personnel Branch, ATMAS-RM-PM, Ft Hood, TX 76544.

**Notification procedure:**

Information may be obtained from the SYSMANAGER.

**Record access procedures:**

Information may be obtained from the SYSMANAGER.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in AR 340-21.

**Record source categories:**

Individual interviewed, Military Personnel Records, and Employee Record Cards.

**Systems exempted from certain provisions of the act:**

None

## A0708.21bDACA

**System name:**

Statement of Employment Files

**System location:**

Retired Pay Operations, US Army Finance and Accounting Center (USAFAC), Indianapolis, IN 46249.

**Categories of individuals covered by the system:**

United States Regular Army officers and warrant officers retired from Active Army service.

**Categories of records in the system:**

File contains all data concerning his employment to include employer's name, address, product employer sells or offers for sale, individual's position with company and his duties and other related correspondence concerning his employment.

**Authority for maintenance of the system:**

Executive Order 11222, Prescribing Standards of Ethical Conduct for Government Officers and Employees.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To obtain information concerning employment of Regular Army officers and warrant officers who are retired from active military service.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

By social security number (SSN) and name of individual.

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel. Building is secured through 24 hour guard service. Entry to building is by authorized badge only.

**Retention and disposal:**

Records are retained until officer or warrant officer is deceased.

**System manager(s) and address:**

Commander, USAFAC, Indianapolis, IN 46249.

**Notification procedure:**

Information may be obtained from:

Commander
US Army Finance and Accounting Center
ATTN: FINCM
Indianapolis, IN 46249
Telephone: Area Code 317/542-3911; 800/428-2290

**Record access procedures:**

Written requests for information should contain the full name of the individual, current address and telephone number, office symbol that appears on all correspondence from this Center and form number of Form Letter (FL) that may be in bottom of left corner of correspondence from this Center.

For personal visits, the individual should be able to provide some acceptable identification, that is, identification card, driver's license, employing officer identification card, and give some verbal information that could be verified from his employment statement.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Completed form from individual, correspondence from employing agency.

**Systems exempted from certain provisions of the act:**

None.

## A0709.01aDAPE

**System name:**

709.01. United States Military Academy Candidate Files

**System location:**

Primary system: Office of the Director of Admissions and Registrar, MAAR-R, United States Military Academy (USMA).

Decentralized Segment: Instruction Support and Information System Division, Office of the Dean, USMA.

**Categories of individuals covered by the system:**

Potential and actual candidates of the USMA for the current and previous 2 years.

**Categories of records in the system:**

Candidate Activities Record (Department of Defense (DD) Form 1868); Prospective Candidate Questionnaire, DD Form 1908; Interview Sheets; Evaluation by Director of Intercollegiate Athletics; School Official's Evaluation, DD Form 1869; Employer's Evaluation of Candidate, USMA Form 5-518; Scholastic Aptitude Exam Scores; American College Testing Program Scores; Request for Secondary School Transcript, DD Form 1875; High School Transcript; College Transcript; Physical Aptitude Exam; Candidate Summary Sheets; Nomination Letter; Progress Report 5-413; Selection Letter; Naturalization Papers; Adoption Papers; Birth Certificate; Statement of Consent; OATH 5-50; Special Orders; all correspondence to, from and about candidate; Personal Data Record (DD Form 1867).

**Authority for maintenance of the system:**

Title 10 U.S.C., Sections 4331, 4332, 4334.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Director of Admissions and Registrar: to evaluate a candidate's academic, leadership, and physical aptitude potential for the USMA; to assist candidates in the completion of their file; to counsel candidates in their potential for USMA.

Office of the Dean: to evaluate an admitted candidate's academic potential

Office of the Director of Intercollegiate Athletics: to evaluate a candidate's intercollegiate athletic potential.

Director of Institutional Research: to assist the Director of Admissions in evaluating current admissions procedures and recommend changes in admissions procedures.

Members of Congress, Washington, DC: to aid them in the selection of candidates.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

Storage:

Paper records are maintained in file folder. Selected items of information are on computer printouts and magnetic disks.

Retrievability:

File folders are filed alphabetically by last name of candidate. Computer printouts are printed alphabetically by source of nomination, current status, and special categories.

Safeguards:

File folders and computer printouts stored in a room in which authorized representative is always present during working hours. After working hours the room is locked with restricted access to appropriate personnel. Records are accessible only to authorized personnel. Magnetic disks are protected by a user identification and password convention.

Retention and disposal:

Admitted candidates: Records are transferred to the office of the Dean in August of each year. Other candidates: Records are maintained in the Admissions Office for 2 years and then transferred to Records Holding Area for 2 years after which they are destroyed.

System manager(s) and address:

Director of Admissions and Registrar, USMA.

Notification procedure:

Information can be obtained from SYSMANAGER.

Record access procedures:

Requests should be addressed to the SYSMANAGER.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Transcripts from secondary and post secondary schools; faculty evaluations; employer evaluations; military supervisor evaluation; medical information from the Department of Defense Medical Review Board; interviews from Admissions Participants; American College Testing Program; Educational Testing Service; Director of Intercollegiate Athletics; Members of Congress.

Systems exempted from certain provisions of the act:

All portions of this system are exempt pursuant to 5 U.S.C. 552a(k)(5), (6), or (7). Publication of rules is set forth in 32 CFR Part 505.

A0709.03aDAPE

System name:

709.03 United States Military Academy Cadet Files

System location:

Graduates and Ex-cadets-Cadet Records Branch, Office of the Dean, United States (US) Military Academy (USMA), West Point, NY 10996.

Enrolled Cadets: Academic and Admissions Record;Office of the Dean, USMA, West Point; Military Record: Commandant of Cadets, USMA; Health Record: Commander, Medical Department Activity, West Point, NY 10996.

Categories of individuals covered by the system:

Complete file on any individual who was admitted as a cadet to the USMA from 1966 to the present and academic transcripts for others.

Categories of records in the system:

File contains (1) documents used to evaluate candidates for admission to the USMA, (2) academic performance documents to include the official transcript of courses taken and completed, (3) military performance documents to include ratings by supervisors, (4) health records not included in the officer's medical file upon commissioning, (5) evaluations prepared at the request of the individual concerned to support application for further schooling or employment.

Authority for maintenance of the system:

Title 44 U.S.C., Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Graduates and ex-cadets: Reproduction and dispatch of transcripts as directed by the individual concerned; preparation of letters of evaluation; research as appropriate.

Enrolled cadets: Office of the Dean: To maintain admissions information, course enrollment records and grades achieved; Commandant of Cadets: To document the military performance of cadets to support a decision regarding their potential for service as an officer of the Regular Army; Commander, Medical Department Activity: To document the state of health of each cadet. The information may be used to determine medical suitability for commissioning and/or to substantiate future claims for physical disability.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed by graduating class by last name in alphabetical sequence.

Safeguards:

Stored in a room whose access during business hours is only through the Chief, Records Branch. After business hours, the storage room is secured by two separate locked doors. Records are accessible only to authorized personnel.

Retention and disposal:

Records are permanent. Commencing with the USMA Class of 1970, the records are maintained by the Office of the Dean. After 30 years, they are transferred to the USMA Archives.

System manager(s) and address:

Graduates and Ex-Cadets: Director, Operations Division, Office of the Dean, West Point, NY 10996.

Enrolled Cadets: Academic and Admissions Information; Director, Operations Division, Office of the Dean, USMA, West Point, NY 10996; Military Information: Commandant of Cadets, USMA, West Point, NY 10996; Health Information: Commander, Medical Department Activity, West Point NY 10996.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

Requests from individuals should be addressed to the SYSMANAGER.

Requests should contain the USMA class and the name of the individual about whom information is requested.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Transcripts from secondary and post secondary schools; faculty evaluations; evaluations from military supervisors; forms and letters required for administration; grades awarded by the heads of academic departments; health records resulting from routine examination or illness; copies of letters of evaluation prepared subsequent to graduation or separation.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a, Section (j) or (k), as applicable. For additional information contact the SYSMANAGER.

A0709.03bDAPE

System name:

709.03 United States Corps of Cadets Personnel Records

System location:

Enrolled Cadets: (1) Cadet Personnel Branch, S-1 Division, Department of Tactics, United States (US) Military Academy (USMA), West Point, NY 10996, or (2) Headquarters, 1st, 2nd, 3d, or 4th Regiment, US Corps of Cadets, West Point, NY 10996.

Categories of individuals covered by the system:

Complete military file on any individual who is enrolled as a cadet in a class currently in attendance at the USMA.

Categories of records in the system:

File contains military performance documents to include interviews and ratings by supervisors.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To document the military performance of cadets to support a decision regarding their potential for service as officers of the Regular Army.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

**Retrievability:**

Filed by Regiment, by Company, by class year, by last name in alphabetical sequence.

**Safeguards:**

Stored in a room having access during business hours through each Regimental Administration Office. After business hours the room is secured by single locked doors. Records are accessible only to authorized personnel.

**Retention and disposal:**

Records are maintained until class graduation, then screened and purged of excess documents and transferred to the office of the Dean. Purged files are incorporated in the records system designated US Military Cadet files.

**System manager(s) and address:**

Commandant of Cadets, USMA, West Point, NY 10996.

**Notification procedure:**

Information may be obtained from SYSMANAGER

**Record access procedures:**

Requests should be addressed to the SYSMANAGER and should contain the class and the name of the individual.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Forms and letters required for administration; Leadership System Evaluations from peers, cadets and military supervisors; grades, reports and evaluations awarded by the heads of physical education and academic departments; cadet conduct records.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information, contact the System Manager.

## A0709.03cDAPE

**System name:**

709.03 Admissions and Registrar Mailback Card

**System location:**

Primary system: Office of the Director of Admissions and Registrar, MAAR-C, United States Military Academy, (USMA) West Point, NY 10996.

Decentralized Segment: Instruction Support and Information System Division, Office of the Dean, USMA, West Point, NY 10996.

**Categories of individuals covered by the system:**

Potential candidates for the USMA and other individuals who have requested entrance information, to include the catalog.

**Categories of records in the system:**

File contains name, address and social security number (SSN) of potential candidates, types of material dispatched to potential cadets, and the sequential number assigned to the request from the individual.

**Authority for maintenance of the system:**

Title 10 U.S.C., Sections 4331, 4332, 4334.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Director of Admissions and Registrar: to generate mailing labels, check for duplicate information requests, provide accumulative statistics on the progress of Admissions programs and provide inquiry data to the Admissions field force.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Data are stored on magnetic disks and computer printouts.

**Retrievability:**

Retrieved by name and/or SSN.

**Safeguards:**

Computer file magnetic disks are protected by a user identification and password convention.

**Retention and disposal:**

Following candidate admission cycle, magnetic disk file records will be purged of all entries showing a high school graduation date equal to or less than the high school graduation date of the newly entering plebe class.

**System manager(s) and address:**

Director of Admissions and Registrar, USMA, West Point, NY 10996.

**Notification procedure:**

Information can be obtained from SYSMANAGER.

**Record access procedures:**

Requests should be addressed to the SYSMANAGER.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

All personal information is provided by the individual on mailback cards, letter, or telephone inquiry.

**Systems exempted from certain provisions of the act:**

None

## A0709.05aDAPE

**System name:**

709.05 Physical Profile

**System location:**

Office of Physical Education, Building 735, Room 4954, West Point, NY 10996.

**Categories of individuals covered by the system:**

All members of the Corps of Cadets.

**Categories of records in the system:**

File contains information on each cadet's performance in Office of Physical Education related activities and concerns: (1) activity grades; (2) test grades; (3) athletic participation record; (4) pre-West Point athletic participation records; (5) physical aptitude exam score; (6) physical aptitude exam order of merit; (7) swimming ability classification; (8) date survival swimming passed; (9) instructor training grade; (10) number of pull-ups able to perform on day of entrance to the Academy; (11) weight at day or entrance; (12) results of bimonthly survey during fourth class year of pull-up ability and total body weight; (13) year-end order of merit standing in physical education; (14) year-end grade average in physical education; (15) size of the cadet's high school graduating class; and (16) appropriate remarks concerning nongraded participation, medical problems, physical test failures, and any other pertinent information relating to an individual's physical performance.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 4334.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Department of Tactics: To provide a record of the physical ability of each cadet; to provide a basis to monitor the progress in physical ability improvement of each cadet; and to provide a basis for ongoing evaluation and counseling of each cadet.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper Records in file notebooks.

**Retrievability:**

Filed alphabetically by last name of cadet, by cadet class, by company.

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel; records are locked up overnight.

**Retention and disposal:**

Records are kept in the active file for each cadet until his class graduates; held 1 additional year in inactive file and subsequently destroyed.

**System manager(s) and address:**

Director, Office of Physical Education.

**Notification procedure:**

All requests for information should contain the full name of the individual, current address, graduating class, and cadet company.

**Record access procedures:**

For personal visits, the individual should be able to provide some acceptable identification, e.g., driver's license.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Entrance application and related forms from the individual; faculty evaluations; testing results; and course grade results.

Systems exempted from certain provisions of the act:

None

A0709.06aDAPE

System name:

709.06 Alumni Affairs and Gifts Program Division Donor Data Sys.

System location:

Adjutant General (AG) Data Processing Branch, AG Division, United States Military Academy (USMA), West Point, NY 10096.

Categories of individuals covered by the system:

Any individual or organization that has made a contribution to the West Point Fund.

Categories of records in the system:

File contains dates, amounts, types and purposes for which contributions were made to the West Point Fund. The file records the donor's military or civilian status, name, address and an identifying number.

Authority for maintenance of the system:

Title 10 U.S.C., Section 4334(b).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide a permanent historical record of contributions to the West Point Fund; to identify the type of fund-raising appeal which is most successful, and to identify possible future contributors.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer disk

Retrievability:

Filed by individual's identifying number.

Safeguards:

Computer disk is maintained in a vault when not being used. Disk is maintained in an area accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Chief, Alumni Affairs and Gifts Program Division, USMA, West Point, NY 10996.

Notification procedure:

Information may be obtained from the Chief, Alumni Affairs and Gifts Program Division, USMA, West Point, NY 10996.

Record access procedures:

Requests from individuals should be addressed to the Chief, Alumni Affairs and Gifts Program Division, USMA, West Point, NY 10996.

Contesting record procedures:

The Army's rules for contesting contents of records and appealing initial determinations may be obtained from the Chief, Alumni Affairs and Gifts Program Division, USMA, West Point, NY 10996.

Record source categories:

Correspondence originating with the donor and biographical information maintained by the Association of Graduates, West Point, NY 10996.

Systems exempted from certain provisions of the act:

None

A0709.07aDAPE

System name:

709.07 Cadet Academic Management Information System

System location:

Academic Computer Center, Instruction Support & Information Systems Division, Office of the Dean, United States Military Academy (USMA), West Point, NY 10996.

Categories of individuals covered by the system:

An integrated record on any individual who (1) was admitted as a cadet to the USMA for the Class of 1973 and later; (2) was an exchange student to the USMA and received academic credit for the academic year 1975 - 1976 or later.

Categories of records in the system:

Integrated Record contains (1) a subset of the information used to evaluate candidates for admission to the USMA; (2) academic performance information; (3) a subset of the military performance information used to evaluate leadership potential; (4) blood type; (5) biographical information.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To support the academic and military administration of the Corps of Cadets; to support research as appropriate.

Academic User (Office of the Dean of the Academic Board): to administer the academic program, to maintain academic grades, and to provide data to evaluate academic performance of the Corps of Cadets.

Military User (Commandant of Cadets): to administer the physical education, military training education, and leadership potential grades; to provide data to evaluate the physical, military and leadership performance of the Corps of Cadets.

Research User: to research and evaluate characteristics of the Corps of Cadets as directed.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes.

Retrievability:

Filed by academic course, graduating class, cadet company assignment, or cadet seven-digit identification number.

Safeguards:

Computer files are stored and safeguarded in accordance with Army Regulations 18-7 and 18-23. Records are accessible only to authorized USMA agencies in accordance with USMA Regulation 18-2, Management Information Systems - Cadet Integrated Record.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Academic Information: Dean of the Academic Board, ATTN: MADN-I, USMA, West Point, NY 10996.

Military Information: Commandant of Cadets, ATTN: MACC-B, USMA, West Point, NY 10996.

Notification procedure:

Information may be obtained from SYSMANAGER.

Record access procedures:

Requests from individuals should be addressed to the SYSMANAGER.

Requests should contain (1) the USMA class and the full name of the individual for graduates and ex-cadets; (2) the academic year of attendance and full name of exchange students.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Records used in the admissions process; examinations used in academic placement; evaluations from military supervisors; faculty evaluations; grades awarded by the heads of academic departments; information required for administration; health records.

Systems exempted from certain provisions of the act:

None

A0709.08aDAPE

System name:

709.08 Cadet Counseling File

System location:

Cadet Counseling Center, Office of Military Leadership, Department of Tactics, United States Military Academy (USMA), West Point, NY 10996.

Categories of individuals covered by the system:

Counseling file on any individual who is enrolled as a cadet in a class currently in attendance at the USMA.

Categories of records in the system:

File contains comments by officer conducting interviews or discussion with cadet, with other cadets, or with the officer's superiors.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To document case history of cadets using the services of the counseling center.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed by Class Year by last name in alphabetical sequence.

**Safeguards:**

Stored in a room with controlled access during business hours. After business hours, the room is secured by single locked doors. Records are accessible only to authorized personnel.

**Retention and disposal:**

Records are maintained until 1 year after cadet departs West Point; then destroyed.

**System manager(s) and address:**

Commandant of Cadets, USMA, West Point, NY 10996.

**Notification procedure:**

Information may be obtained from SYSMANAGER.

**Record access procedures:**

Requests should be addressed to the SYSMANAGER and should contain the USMA class and the name of the individual.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Forms and letters required for administration; cadets and military supervisors; and cadet interviews.

**Systems exempted from certain provisions of the act:**

None

## A0709.09aDAPE

**System name:**

709.09 Biographical Card File

**System location:**

Decentralized Segments: S1/S3, United States Corps of Cadets and Headquarters, 1st, 2d, 3d, and 4th Regiments, United States Corps of Cadets; and Offices of Military Instruction, Military Leadership, and Physical Education, United States Military Academy (USMA), West Point, NY 10996.

**Categories of individuals covered by the system:**

All officers, warrant officers, senior enlisted and key civilian personnel assigned to the Department of Tactics, USMA.

**Categories of records in the system:**

File contains the following information: name, nickname, grade, branch, social security number (SSN), place and date of birth, date of rank, year group, date arrived at West Point on current tour, present assignment, duty phone, wife's name, children's names and dates of birth, quarters number and phone, permanent home address, civilian and military schools attended, combat experience, decorations and service medals, record of principal duty assignments, and a picture of the individual.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 4334.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to make special action assignments, prepare invitation lists for social functions, compile official manning rosters, and prepare biographical sketches for key personnel briefings. Data are not released to agencies other than staff and faculty of the USMA.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Cards filed in metal/wooden boxes.

**Retrievability:**

Filed by subagency by last name in alphabetical sequence.

**Safeguards:**

Stored in a room with controlled access during business hours. After duty hours the room is secured by single locked doors. Records are accessible only to authorized personnel.

**Retention and disposal:**

Records are destroyed upon departure of individual.

**System manager(s) and address:**

Commandant of Cadets, USMA, West Point, NY 10996.

**Notification procedure:**

Information may be obtained from SYSMANAGER.

**Record access procedures:**

Requests should be addressed to the SYSMANAGER.

For personal visits, individual must present acceptable identification (e.g., driver's license, military driver's license, etc.) and furnish verbal information which can be verified from his file.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Records are obtained from the individual concerned, Department of the Army organizations, and other Department of Defense organizations, and agencies of Federal, state, and local governments.

**Systems exempted from certain provisions of the act:**

None

## A0709.10aDAPE

**System name:**

709.10 Athletic Pointer File

**System location:**

Admission Support Office, Office of the Director of Intercollegiate Athletics, United States Military Academy (USMA).

**Categories of individuals covered by the system:**

Friends of the USMA who assist in the recruitment of student athletes.

**Categories of records in the system:**

Record contains name and address of supporters of the USMA who assist the Director of Intercollegiate Athletics in identifying athletes.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 4334.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To provide mailing labels and address listing of Pointers for Office of the Director of Intercollegiate Athletics, USMA.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Punch cards in file cabinets.

**Retrievability:**

Filed alphabetically by last name of Pointer.

**Safeguards:**

Records are maintained in an area accessible only to authorized personnel employed by the Admission Support Office, Office of the Director of Intercollegiate Athletics USMA. Records are stored in file cabinets in locked storage room.

**Retention and disposal:**

Records are retained until individual is no longer active in program.

**System manager(s) and address:**

Assistant Director of Intercollegiate Athletics for Recruiting, Office of the Director of Intercollegiate Athletics, USMA, West Point, NY 10996.

**Notification procedure:**

Information may be obtained from:

Admission Support Office
Office of the Director of Intercollegiate Athletics
USMA
West Point, NY 10996
Telephone: Area Code 914/938-2325

**Record access procedures:**

Request from individual should be addressed to: Admission Support Office, Office of the Director of Intercollegiate Athletics, USMA, West Point, NY 10996.

Written request for information should contain full name of individual and current address.

For personal visit, the individual should be able to provide acceptable identification and driver's license.

Contesting record procedures:

The Army's rule for access to records, for contesting contents and appealing initial determination may be obtained from the Director of Intercollegiate Athletics, USMA, West Point, New York 10996.

Record source categories:

Individual's request to participate in program.

Systems exempted from certain provisions of the act:

None

A0709.11aDAPE

System name:

709.11 United STates Military Academy Cadet Record Card,

System location:

United States Military Academy (USMA) Archives, West Point, NY 10996.

Categories of individuals covered by the system:

Individuals admitted to USMA as cadets during the period 1802 to 1965.

Categories of records in the system:

Card contains class year, date of admission, age at date of admission, legal residence, date and place of birth, source of appointment, name and address of parent or guardian, order of general merit for each academic year and at graduation, date of graduation, branch in which commissioned, Cullum number, and remarks relating to separation (e.g., for physical disability or academic deficiency) and readmission.

Authority for maintenance of the system:

Title 10 U.S.C., Section 4334.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Cards are a basic biographical and historical summary of a cadet's tenure at the USMA. They are a source of conveniently available information which eliminates a time-consuming search through numerous other series of official records.

Used by members of the archives or library staff for special studies, expedient replies to historical, biographical, and genealogical inquiries, and confirmation of attendance at the USMA; cadets and faculty members conducting geographic, social, or demographic studies on the background of cadets admitted or graduated; other USMA staff agencies, such as the Office of Institutional Research or the Office of the Dean, engaged in officially sanctioned projects or functions; investigators from the Federal Bureau of Investigation, United States Civil Service Commission, or the Department of Defense conducting records checks on former cadets; the Association of Graduates, USMA, and the Army Athletic Association to determine eligibility of former cadets applying for membership; and scholars and historians conducting research on former cadets or private citizens seeking information on their forebears.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Vertical file cards.

Retrievability:

Filed alphabetically by surname of cadet.

Safeguards:

Cards are maintained in steel cabinets in the Archives office and are under the observation of staff members from 8:00 A.M. to 4:30 P.M. Monday through Friday. Room is locked during non-duty hours. Only authorized personnel and properly screened visitors are allowed access to or use of the cards.

Retention and disposal:

Records are permanent and will remain in the Archives Office.

System manager(s) and address:

Chief, USMA Archives, West Point, NY 10996.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

Written requests should be addressed to the SYSMANAGER and should include the full name of the individual and the approximate dates of his attendance at USMA.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21.

Record source categories:

For cadets in the Classes of 1920 through 1969, the primary sources of information are various documents in the USMA cadet's personnel file, supplemented by publications such as the Register of Graduates and Former Cadets of the USMA, post orders, and the Official Register of Officers and Cadets. Information on earlier cadets has been obtained from the latter source and other registers, lists, books, and academic records formerly maintained by the Adjutant, USMA.

Systems exempted from certain provisions of the act:

None

A0709.12aDAPE

System name:

709.12a USMA Admissions Participant Roster and File

System location:

Primary system: Office of the Director of Admissions and Registrar, MAAR-R, United States Military Academy (USMA), West Point, NY 10996.

Decentralized segment: Instruction Support and Information System Division, Office of the Dean, USMA, West Point, NY 10996.

Categories of individuals covered by the system:

Admissions Participants (USMA recruiter contacts) including active and inactive, actual and potential, in following general categories: USMA Reserve Liaison Officers currently attached to Admissions, USMA; USMA graduate volunteers; USMA Admissions contacts at United States (US) Army Installations/Agencies/Activities worldwide; USMA alumni organi- zations; secondary school educators who have visited USMA under Educator Visit Program; Association of the US Army Presidents and applicants for Reserve Liaison Officer positions; Members of Congress; and Congressional Staff Assistants dealing directly with USMA applicants.

Categories of records in the system:

Admissions Participant Roster and Admissions Participant files include the names, addresses and telephone numbers of active and inactive USMA admissions contacts and correspondence reference USMA Admissions recruiting activities. Con- gressional file includes current mailing address (Washington and local office) of all current Members, including Staff Assistants' names and office telephone numbers, and all Admissions related Congressional correspondence. A subsystem Admissions Participant mailing list entitled, 'Educator Visitors' includes the name and school address of visitors to USMA under the Admissions Educator Visit Program. Applications from US Army Reservists seeking a position as USMA Reserve Liaison Officer include name, address, SSN, telephone number and resumes which are periodically reviewed for position selection.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 4331, 4332, 4334.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Active Admissions Participants, to include each Member of the US Congress and educators who have visited the USMA under the 'USMA Admissions Educator Visit Program', receive informational Admissions mail- ings concerning present USMA Admissions policy and procedures from the Admissions Participant mailing list. USMA appli- cants are referred to Admissions Participants who render advice and assistance in regard to West Point's admission process. US Army Reservists' applications for USMA Liaison Officer positions are maintained and reviewed at Admissions, USMA, to fill nationwide position vacancies as they occur. A correspondence file is maintained for each active Admissions Participant containing file copies of all correspondence related to the Admissions Participant's activity in support of West Point programs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records are maintained in file folders. Selected items of information (name, address, telephone numbers, organization) are maintained on completed paper printouts, magnetic disks, magnetic tape for all active Admissions

Retrievability:

File folders and computer printouts are maintained by name in State and ZIP Code sequence.

Safeguards:

File folders and computer printouts stored in room where Admissions Officers are always present during working hours. After working hours, rooms are locked. Access to the building is limited during non-duty hours. Records are accessible only to authorized personnel. Computer file magnetic disks are protected by a user identifi- cation and password convention.

Retention and disposal:

Files are under continuous review for additions and deletions. Once a file is deleted, all related correspondence is destroyed.

System manager(s) and address:

Director of Admissions and Registrar, USMA, West Point, NY 10996.

Notification procedure:

Information can be obtained from:
Director of Admissions and Registrar
USMA
West Point, NY 10996
Telephone: Area Code 914/938-4041

Record access procedures:

Requests should be addressed to the SYSMANAGER.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21.

Record source categories:

As submitted by individual Admissions Participant volunteers; Congressional information from public record; US Army published orders appointing USMA Candidate Advisory Officers; resumes submitted by US Army Reservists.

Systems exempted from certain provisions of the act:

None

A0710.02DAJA

System name:

710.02 JAGC Reserve Components Officer Personnel Records

System location:

Reserve Affairs Department (Room 232), The Judge Advocate General's School, United States Army (TJAGSA), Charlottesville, VA 22901.

Computer Center, University of Virginia, Charlottesville, VA 22901.

Categories of individuals covered by the system:

All Judge Advocate General Corps (JAGC) United States Army Reserve and National Guard officers, not serving on extended active duty; and officers seeking appointment, branch transfer, or Federal Recognition to the JAGC without concurrent call to active duty.

Categories of records in the system:

Data bank includes individual officer's name, social security number (SSN), home and business addresses, home and business telephone numbers, grade, promotion eligibility date, primary military occupational specialty, date of birth, sex, basic date of mandatory removal, educational courses taken, unit assignment and unit address, employer, job title, specialty, and awards.

Personnel file contains such documents as application for appointment, active duty training, constructive credit, mobilization designee (MOBDES) position, and related matters dealing with educational courses completed; correspondence between Reserve Affairs Department personnel and the individual.

Authority for maintenance of the system:

Title 10 U.S.C., Section 275(a) and regulations promulgated thereto.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Career Management: To schedule JAGC reserve officer training; select officers for reserve unit command positions; identify individual reservists in need of training; determine mandatory retirement dates; provide full background information on individuals applying for MOBDES positions, constructive credit by The Judge Advocate General for portions of a judge advocate course, and/or Active Duty for Training; to document background of applicants for appointment in the JAGC or branch transfer to JAGC consistent with prerequisites required for type of appointment/branch transfer and to establish eligibility for appointment/branch transfer.

Communications: To maintain current and complete address and telephone listings to insure that each officer can be quickly and reliably contacted.

Manpower Management: To forecast field grade officer requirements and the number of officers required to fill positions vacated by officers transferred to the Retired Reserve; to provide aggregate statistical reports to other Department of the Army elements for analysis of Total Force and mobilization readiness.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; automated records on magnetic tape.

Retrievability:

Alphabetically by last name and SSN.

Safeguards:

Records maintained in areas where authorized personnel work. During non-duty hours files and office doors are secured.

Computer records maintained in computer building in areas accessible only to authorized personnel; system entry by password.

Retention and disposal:

Records are maintained until individual officer retires from Reserve Component. They are then placed in inactive file for two years after which they are destroyed.

System manager(s) and address: Director, Reserve Affairs Department, The Judge Advocate General's School, U.S. Army, Charlottesville, VA 22901.

Notification procedure:

Information may be obtained from:
Director, Reserve Affairs Department
TJAGSA
Charlottesville, VA 22901

Record access procedures:

Requests from individuals should be addressed to: Director, Reserve Affairs Department, The Judge Advocate General's School, United States Army, Charlottesville, VA 22901.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21, (32 CFR Part 505).

Record source categories:

Individual officer(s) concerned; official personnel documents.

Systems exempted from certain provisions of the act:

None

A0710.08DAAG

System name:

710.08 Career Management Files of Dual Component Personnel.

System location:

Counseling Section, Guidance Branch, Personnel Management and Training Division, Reserve Components Personnel Directorate, and Systems Support Directorate, United States Army Reserve Components Personnel and Administration Center (USARCPAC), 9700 Page Boulevard, St. Louis, MO 63132.

Categories of individuals covered by the system:

Any reserve or warrant officer on active duty as an enlisted man; any reserve officer on active duty as a Regular Army warrant officer.

Categories of records in the system:

Manual file contains copies of officer evaluation reports, academic reports, officer qualification records, letters of appreciation and commendation, general orders announcing awards, and other documents furnished by individual concerned. Automated file contains name, rank, social security number (SSN), basic pay entry date, promotion eligibility date, mandatory removal date, highest military education completed and current military education being completed.

Authority for maintenance of the system:

Title 10 U.S.C., Section 275.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To advise reserve officers when they will be considered for promotion; what military education must be completed to be eligible for promotion; to determine if officer should be removed for substandard performance of duty; to advise them of eligibility for retirement as either an officer or enlisted man; (Officer evaluation reports are available for review by promotion boards when officers are being

considered for promotion); and to advise officers of latest changes in reserve program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, and computer tape.

Retrievability:

Filed alphabetically by last name of officer and SSN.

Safeguards:

Buildings employ security guards. Computer tapes are stored in tape vault. Paper records are stored in filing cabinets with access limited to individuals with a need-to-know.

Retention and disposal:

Records are retained as long as officer remains on active duty. When an officer retires, his career management file is combined with his active Army enlisted file. If officer separated and is still on active duty as enlisted man, his career management file is sent to United States (US) Army Enlisted Records Center, Ft Harrison and combined with his enlisted record.

System manager(s) and address:

Commander, USARCPAC, 9700 Page Boulevard, St Louis, MO 63132.

Notification procedure:

Information may be obtained from:
Commander, USARCPAC,
9700 Page Boulevard
St. Louis, MO 63132
Telephone: Area Code 314/268-7868 or Autovon 698-7868.

Record access procedures:

Requests from officers should be addressed to: Commander, USARCPAC, 9700 Page Boulevard, St Louis, MO 63132.

Written requests for information should contain the full name of the officer, current address and SSN. Visits are limited to Guidance Branch, Personnel Management and Training Division, USARCPAC, 9700 Page Boulevard, St Louis, MO 63132.

For personal visits, the officer must present active Army identification card.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

All material is obtained from elements of the US Army, officer's company commander, military schools completed in residence or by correspondence, copies of general orders.

Systems exempted from certain provisions of the act:

None.

A0710.09DAAG

System name:

710.09 Personnel Management/Action Working Files

System location:

Working files and/or folders are maintained by each of the operating Divisions within the United States (US) Army Reserve Components Personnel and Administration Center (USARCPAC), 9700 Page Boulevard, St Louis, MO 63132 and, in certain instances, such as mobilization designation assignments, attachments to Reinforcement Training Units or Army National Guard/US Army Reserve Units, in Department of Defense (DOD) elements and military departments and Selective Service Headquarters in order to accomplish administrative actions.

Categories of individuals covered by the system:

Pertains to members of the Individual Ready Reserve (IRR), Standby Reserve, Retired Reserve, unit personnel, and civilians relating to a variety of personnel actions and inquiries concerning Reserve component personnel management and administration.

Categories of records in the system:

Files and/or folders contain varied types of applications; correspondence; orders; pay vouchers; efficiency reports; assignment instructions; replies to correspondence; medical evaluations; request for waiver of disqualifications; grade determinations; approvals or disapprovals of specific actions; flagging actions which preclude completion of favorable personnel actions; computer transcripts; requests for transfer to another Branch, status, or service; claims for pay; and notifications to the individual of personnel actions being processed.

These are all working files/folders which contain information and copies of correspondence pertaining to appointment as US Army Reserve (USAR) commissioned or warrant officers; applications for active duty; assignment instructions for active duty (AD) or Active Duty for Training (ADT); applications for delay or exemption from AD/ADT; requests for branch transfers; requests for award of Military Occupational Specialty; nominations for decorations or awards; selection or nonselection for promotion of commissioned or warrant officers; notifications of removal from an active Reserve status for physical disqualification, nonparticipation, two-time passover for promotion or elimination action; request for grade determinations for enlistment in the USAR; applications for waiver of disqualifications for enlistment in the USAR; request for discharge or voiding of enlistments; requests for transfer to or from the Ready Reserve, Standby Reserve, or Retired Reserve; claims for pay not received while on ADT; request for assignment or attachment to Army National Guard (ARNG)/USAR units, mobilization designation positions or detachments, reinforcement training units, and USAR school student detachments; applications for participation in Army Reserve Logistics Career Program and Foreign Area Officers Program; applications for ADT; and correspondence pertaining to the career management of officers and senior enlisted personnel. Correspondence includes copies or orders; approvals or disapprovals of actions requested by the individual and backup copies of correspondence relating to the specific action; these are reference copies of documents normally filed in the individual's Military Personnel Records Jacket or Official Military Personnel File.

Authority for maintenance of the system:

Title 10 U.S.C., SEction 275.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Working or reading files are maintained in order for the action element of USARCPAC to respond to written, personal, or telephonic inquiries received from an individual or other government agency. Files maintained in DOD elements, military departments and Selective Service Headquarters are used to insure that administrative actions are accomplished.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Files and folders are maintained in 4 drawer file cabinets and card files are maintained in standard card file drawers or IBM card cabinets, as appropriate.

Retrievability:

Filed alphabetically by last name.

Safeguards:

USARCPAC building has security guard at all times. Papers are maintained in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Files or folders are maintained for a period of 6 months to 3 years depending on the type of action involved. At the specified time, the file is destroyed.

System manager(s) and address:

Commander, USARCPAC, 9700 Page Boulevard, St Louis, MO 63132. 9700 Page Boulevard, St Louis, MO 63132

Notification procedure:

Information may be obtained from:
Commander, USARCPAC,
ATTN: AGUZ-RCPD
9700 Page Boulevard
St Louis, MO 63132
Telephone: Area Code 314/268-7733

Record access procedures:

Requests from individuals should be addressed to: Commander, USARCPAC, ATTN: AGUZ-RCPD, 9700 Page Boulevard, St Louis, MO 63132.

Written requests for information should contain full name of individual, current address, and telephone number. Visits are limited to Reports and Inquiries Section, Personnel Management and Training Division (AGUZ-PMT-GRI) USARCPAC, 9700 Page Boulevard, St Louis, MO 63132.

For personal visits, the individual should be able to provide acceptable identification, i.e., Reserve Identification Card, driver's license, employing office's identification card, and give some verbal information that could be verified from his 'Reading file'.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYS-MANAGER.

**Record source categories:**

Individual/Department of Defense.

**Systems exempted from certain provisions of the act:**

None

**A0710.10DAAG**

**System name:**

710.10 Reserve Personnel Information Reporting System

**System location:**

Decentralized Segments: Commander, First United States (US) Army, Ft George G. Meade, MD 20755; Commander, Fifth US Army, Ft Sam Houston, TX 78234; Commander, Sixth US Army, Presidio of San Francisco, CA 94129; Commander, US Army Support Command HI, APO San Francisco 96558; Commander, 172d Infantry Brigade Alaska, APO Seattle 98749; Commander-In-Chief US Army Europe, APO NY 09403. Each Army Headquarters maintains the records pertaining to its geographical area.

Centralized User: Systems Support Directorate, US Army Reserve Components Personnel and Administration Center (USARCPAC), 9700 Page Boulevard, St. Louis, MO 63132.

**Categories of individuals covered by the system:**

All individuals currently assigned to a US Army Reserve (USAR) Unit.

**Categories of records in the system:**

File contains: Identification data, including name, social security number (SSN); current assignment data including unit identification code grade and occupational specialty; retirement data, including number of retirement points and years of satisfactory military service; and other selected data which serve in the administration and reporting of the individual, including security clearance, date entered military service, date of last promotion, date military obligation expires, sex, race and civilian occupation.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 275.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

File is maintained at each Army Command Headquarters for the administration of USAR unit personnel. Administration includes control of promotions, transfers and other day-to-day actions in addition to maintaining unit readiness which includes identifying training needs and assuring that needs are filled on a continuing basis.

A copy of each Army file is sent to USARCPAC on a monthly basis for reporting purposes. Statistical reports are prepared at USARCPAC for use by various Department of the Army (DA) and Department of Defense (DOD) Staff Agencies. The main users of this report are: The Office of Chief, Army Reserve; Headquarters, US Army Forces Command; Headquarters, Continental US Armies, Office of the Chief of Chaplains, and Office of the Deputy Chief of Staff for Personnel (DCSPER). Uses include: strength accounting, budgeting, readiness in case of mobilization of reserve units, and forecasting of future needs based upon expected attrition. In addition, the Command Involvement Program (CIP) computer system inspects the personnel data contained in each record and reports percentage of accuracy and completeness to the unit commander and his superiors.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File is stored on computer magnetic tapes and in air-conditioned libraries.

**Retrievability:**

File is sequenced by SSN. To retrieve an individual's record, an authorized requester must enter SSN, five characters of last name, unit identification code, military personnel class (indicates individual is an officer, warrant officer, or enlisted), and a particular code identifying the transaction as a record request.

**Safeguards:**

Tape files are stored on tape racks in reel number sequence in a restricted library within the computer room complex which is a restricted area. In addition, the building housing the computer room is restricted to authorized personnel.

**Retention and disposal:**

A record is retained for the duration of the reservist's unit assignment. The current and 2 previous tape files are retained at any given time. Upon creation of a new file, the oldest file is erased.

**System manager(s) and address:**

DCSPER, The Pentagon, Washington, DC 20310.

**Notification procedure:**

To ascertain if the tape file contains data on a particular individual, the individual should write or visit the Headquarters of the Continental US Army area in which his/her unit is located.

**Record access procedures:**

To request access to the information contained on this tape file, the individual should write or visit the Headquarters of the Continental US Army in which his/her unit is located.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from DCSPER (DAPE-PBP), The Pentagon, Washington, DC 20310.

**Record source categories:**

Data are extracted from the following sources:
Correspondence from Reservist;
National ZIP Code Directory;
DA Form 1383 - Statement of Retirement Points;
Release From Active Duty Orders;
DA Form 873 - Certificate of Clearance and/or Security Determination;
DA Form 1379 - USAR Unit Record of Reserve Training;
Promotion Orders;
Assignment Orders;
Language Proficiency Questionnaire;
DA Form 268 - Report for Suspension of Favorable Personnel Actions;
DA Form 67-7 - US Army Officer Efficiency Report;
DA Form 1506 - Statement of Service;
National Guard Bureau (NGB) Form 23 - Retirement Credits Record;
DD Form 4 - Enlistment Contract Armed Forces of the US;
DD Form 47 - Record of Induction;
DA Form 61 - Application for Appointment;
DA Form 2, 2-1 - Qualification Record;
DA Form 3725 - Army Reserve Status and Address Verification Questionnaire;
Dictionary of Occupational Titles;
DA Form 3726, 3726-1 - Ready Reserve Service Agreement;
DD Form 214 - Armed Forces of the US Report of Transfer or Discharge;
Standard Form (SF) 88 - Report of Medical Examination.

**Systems exempted from certain provisions of the act:**

None.

**A0711.02aDAPE**

**System name:**

711.02 Personnel Research Survey Questionnaire and Test Records

**System location:**

Army Research Institute (ARI) for the Behavioral and Social Sciences, 1300 Wilson Boulevard, Arlington, VA 22209;

Decentralized Segments: ARI Field Unit Ft Bliss, Building 118, Ft Bliss, TX 79916; United States (US) Army Infantry Human Research Unit, Post Office Box 2086, Ft Benning, GA 31905; ARI Field Unit Ft Hood Hq Modern Army Selected System Test, Evaluation and Review (MASSTER), ATTN: PERI-OH, Ft Hood, TX 76544; ARI Human Research Unit Ft Knox, Building 2423, Ft Knox, KY 40121; ARI Field Unit Ft Leavenworth, USCACDA (ATCACO-RT), Ft Leavenworth, KS 66027; ARI Field Unit Ft Rucker, Post Office Box 476, Ft Rucker, AL 36360; ARI Field Unit Monterey, Post Office Box 5787, Presidio of Monterey, CA 93940; ARI Korea, c/o Army Audit Agency, APO San Francisco 96301; ARI Field Unit US Army Europe (USAREUR), c/o (ODCSPER), HQ USAREUR, APO NY 09403; ARI Liaison Officer, US Army Office, Deputy Chief of Staff for Personnel, Research and Development Group (Europe) Box 15, APO NY 09510.

**Categories of individuals covered by the system:**

Active duty enlisted, warrant officer, and commissioned officer members of US Army worldwide.

**Categories of records in the system:**

File contains statistical research questionnaire test and criterion tabulations of items of information obtained directly from the individual respondent/examinee. The record is used for statistical research and reporting purposes only. The data collection is done on a repet-

itive basis; the file is expanded and reduced in accordance with research requirements.

Authority for maintenance of the system:

Title 10 U.S.C., SEction 4503.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

By the Army Research Institute for the Behavioral and Social Sciences for production of scientific and professional reports and research products based upon statistical records that are compatible with the purposes for which the questionnaire/tests were administered.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer data base; punch cards; magnetic tape; computer printouts.

Retrievability:

Information amassed and retrieved by assigned code number.

Safeguards:

Primary System: Building employs security guards and access is limited to authorized personnel. Files are stored in locked containers and access given only to authorized persons.

Safeguards for decentralized segments conform to the same standard as the primary system storage.

Retention and disposal:

Records are temporary; destroyed upon completion of final report.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army; Commander of ARI; Chiefs of ARI Field Units.

Notification procedure:

Information can be obtained from:

Army Research Institute for the Behavioral and Social Sciences
ARI (PERI-P)
Room 270
Commonwealth Building
Arlington, VA 22209
Telephone: Area Code 202/694-3540

Record access procedures:

Requests from individuals should be addressed to Commander of the appropriate ARI.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21.

Record source categories:

Directly from the individual.

Systems exempted from certain provisions of the act:

None

A0713.09aTRADOC

System name:

713.09a Skill Qualification Test (SQT)

System location:

a. Headquarters, United States Army Training and Doctrine Command (TRADOC), Ft Monroe, VA 23651: Main computer location and soldier response files.

b. United States Army Training Support Center, Individual Training Evaluation Directorate (ITED): Enlisted Master File and original test forms.

c. Test Control Officers (TCO) at military installations worldwide: Transmittal rosters and source documents for Hands-On Component (HOC) and Performance Certification Component (PCC): (retained 120 days).

d. United States Army Military Personnel Center (MILPERCEN) (Enlisted Evaluation Center: Soldier's SQT scores (DA Form 10a).

e. Supervisory Non-Commissioned Officers (NCOs) at unit level worldwide: SQT Job Books.

Categories of individuals covered by the system:

All active Army and Reserve Component enlisted personnel who take the SQT.

Categories of records in the system:

Soldier response history of answers to SQTs, both individual and cumulative; quarterly analyses of soldier's test results. The Enlisted Master File at ITED contains update listings of name, social security number (SSN), pay grade, primary and secondary military occupational specialties (MOS), and component. File in TCO (located at the soldier's installation) contains name, rank, SSN, and source document for HOC and PCC. SQT Job Book (located at soldier's unit) contains name, rank, and record of individual performance of job tasks conducted in a unit training environment.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

ITED, Ft Eustis, VA and Enlisted Records and Evaluation Center, Ft Benjamin Harrison, IN. Individual scores are computed and forwarded to MILPERCEN for entry on DA Form 10a. This score is used to measure a soldier's job proficiency, to determine eligibility for schooling, and eligibility for promotions. SQT Job Books are used by Commanders and NCOs to assess individual and unit proficiency and combat readiness and to identify routine and intensified training needs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; computer magnetic tape, disks and printouts.

Retrievability:

Paper records filed in folders retrieved by processing date and imprinted serial number. Computer magnetic tape and disk retrieved by SSN and name.

Safeguards:

Paper records are filed in folders sorted in a locked room. Magnetic tapes are kept in controlled vault area. Magnetic disks are protected by a user identification and manual controls.

Retention and disposal:

Magnetic tapes are retained 1 year after which data are erased; disks retained for 6 months before data are erased; hard copy is retained for 5 years; then destroyed.

System manager(s) and address:

Commander, United States Army Training Support Center, ATTN: ITED, Ft Eustis, VA 23604.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

Requests should be addressed to the SYSMANAGER. Appropriate identification such as driver's license, is required if request is presented in person; written requests must bear notarized signature of the individual making request to prevent disclosure to unauthorized persons.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

From other Department of Army Staff and Commands in document and computer readable form.

Systems exempted from certain provisions of the act:

All portions of this system are exempt pursuant to Title 5 U.S.C., Section 552a(k)(6). Publication of rules in order to exempt this system is set forth in 32 CFR Part 505.

A0714.02aDAPC

System name:

714.02 Military Personnel Assignment Files

System location:

Primary System: (1) officers: United States Army Military Personnel Center (MILPERCEN), Officer Personnel Directorate, (2) enlisted: USAMILPERCEN, Enlisted Personnel Directorate.

Decentralized Segments: Army commands.

Categories of individuals covered by the system:

Active duty enlisted, warrant officer, and commissioned officer members of the United States (US) Army worldwide.

Categories of records in the system:

File contains letters, forms, statements relating to travel restrictions, dual nationality status, controlled Military Occupational Specialty (MOS) constraints on assignment, Special Forces organization, sole surviving son limitations, compassionate requests, permissive reassignments. Preference for assignment statements, service member/spouse kinship with foreign national considerations, Crimi-

nal Investigation eligibility determinations, initial accession assignment data, conscientious objector statement, application and special orders pertaining to airborne qualification and assignemnt, Army Research Association selection and assignment to Atomic Energy Commission, results of Graduate Record Examination or Aptitude Test for Graduate Studies in Business examinations relating to graduate school selection, nominations for position assignment, biographical sketch supporting assignment as Military Assistance Operations Program positions and (1) letters from service member, (2) documents, and forms originating in departmental/ command assignment officers, (3) correspondence between Department of Navy, US Marine Corps, US Coast Guard, Department of the Air Force, Army Staff offices, and Army Command.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301; Title 10 U.S.C.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Department of the Army Staff offices and commands: To document assignment considerations of each service member to assure equity of duty, basis for special assignment, protection of service member and dependents assigned in foreign areas; to insure that service member is not assigned contrary to persona-non-grata status; and related assignment limitations, restrictions, and constraints.

Department of the Navy: To accomplish administration incident to service when Army members are assigned for duty with the Navy, Marine Corps or Coast Guard when the Coast Guard is under operational control of the Navy.

Department of the Air Force: To accomplish administration incident to service when Army members are assigned for duty with the Air Force.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by name.

**Safeguards:**

Records maintained in area accessible to authorized personnel engaged in assignment and reassignment actions.

**Retention and disposal:**

Records are destroyed when superseded by subsequent assignment or, in accordance with scheduled destruction, upon discontinuance or obsolescence.

**System manager(s) and address:**

United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

**Notification procedure:**

Information for officer personnel may be obtained from:
Headquarters, Department of the Army, (DAPC-OP)
Hoffman Bldg II
200 Stovall Street
Alexandria, VA 22332

Information for enlisted personnel may be obtained from:
Headquarters Department of the Army (DAPC-EP)
Hoffman Bldg II
200 Stovall Street
Alexandria, VA 22332

**Record access procedures:**

Requests from individuals should be addressed to Headquarters Department of the Army ((DAPC-OP) or DAPC-EP)), 200 Stovall Street, Alexandria, VA 22332, or to Commander of the command in which the service member is assigned for duty.

Written requests for information should contain the full name of the requester, his/her service identification number, branch of service if the requester is an officer; grade, and current address.

Visits may be made to command headquarters, or to the Directorate of Officer Personnel for officer visitors, or the Directorate of Enlisted Personnel for enlisted visitors located in Hoffman Bldg I and II, 200 Stovall Street, Alexandria, VA 22332.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

**Record source categories:**

Letters, forms, statements and related forms originating from individual service member; letters, forms, documents originating in assignment offices of United States Army Military Personnel Center or in Army Ccommands.

**Systems exempted from certain provisions of the act:**

None

## A0714.02dDAPC

**System name:**

714.02 Central Transient Account System (CTAS)

**System location:**

United States Army Military Personnel Center (MILPERCEN), 200 Stovall Street, Alexandria, VA 22332.

**Categories of individuals covered by the system:**

Active Army Commissioned, Warrant Officers and enlisted personnel in present transient status or within a seven-month period.

Active Army Commissioned, Warrant Officers and enlisted personnel in transient status whose prescribed reporting date has passed and notification of arrival at gaining unit has not been received.

**Categories of records in the system:**

Name, social security number (SSN), military payment certifi- cate, grade, departure date, prescribed reporting date, leave, temporary duty, losing and gaining data, movement designator code, type transaction, months overseas, appointment, record identification number and processing code.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301; Title 10 U.S.C.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Department of the Army: Records used for accountability of transient strength, mandays of transient time and individuals dropped from rolls.

Standard Installation/Division Personnel System (SIDPERS): Records are used for tracer action on personnel who have departed old unit but not yet arrived at new unit.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored on computer magnetic tapes and disk.

**Retrievability:**

Records are retrieved by name and/or SSN.

**Safeguards:**

Physical security devices, guards, computer hardware and software safeguard features, and personnel clearances.

**Retention and disposal:**

The active file is retained for 7 months after its initial update, at which time the earlier file is destroyed.

**System manager(s) and address:**

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

**Notification procedure:**

Information may be obtained from: Headquarters, Department of the Army, (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

**Record access procedures:**

Written requests for information should contain the full name of the requester, SSN, whether active, retired or separated and, if separated, date of separation.

Personal visit may be made to the United States Army Military Personnel Center. Individual should be able to provide acceptable identification including verbal information that can be verified with his/her record.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from United States Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

**Record source categories:**

Information is obtained from Officer and Enlisted Master Files.

**Systems exempted from certain provisions of the act:**

None

## A0714.02fDAPC

**System name:**

714.02 Army Military Central Registry System.

**System location:**

United States Army Military Personnel Center (MILPERCEN), 200 Stovall Street, Alexandria, VA 22332.

Categories of individuals covered by the system:

Army officers and enlisted personnel on active duty or separated within the past 4 months. Records on file have been accessed to the Officer and Enlisted Master Files.

Categories of records in the system:

File contains individual's present name and social security number (SSN), previous name and SSN (if applicable), date of birth, sex, race, and financial nomenclature.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of the Army: To validate individual's name, SSN, and date of birth with Social Security Administration records, Baltimore, MD; to validate Joint Uniform Military Pay System Active Army pay file; to furnish Enlisted Records and Evaluation Center with name and SSN changes; to furnish Enlisted and Officer Master Data bases with a verification status SSN code for updating.

Social Security Administration: To insure that individual's Federal Insurance Compensation Act benefits are credited in the correct account.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on computer magnetic tapes.

Retrievability:

Records are retrievable by name and/or SSN.

Safeguards:

Physical security devices, guards, computer hardware and software safeguard features, and personnel clearances.

Retention and disposal:

Records are retained 1 year after separation.

System manager(s) and address:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from: Headquarters, Department of the Army, (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Record access procedures:

Written requests for information should contain the full name of the requester, SSN, whether active, retired or separated and, if separated, date of separation.

Personal visits may be made to United States Army Military Personnel Center. Individual should be able to provide acceptable identification including verbal information that can be berified with his/her record.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from United States Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Information is obtained from Officer and Enlisted Military Personnel Files.

Systems exempted from certain provisions of the act:

None

A0714.04aDAPC

System name:

714.04 Branch Transfer/Detail Files.

System location:

US Army Military Personnel Center (USAMILPERCEN), (DAPC-OP), Washington, DC 22332.

Categories of individuals covered by the system:

Commissioned officers on active duty in the United States Army.

Categories of records in the system:

The categories of information stored include; name, social security number (SSN), grade, service agreement, branch of ser- vice, date of receipt of request for branch transfer and final action (approval/disapproval).

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Army: Records are used for personnel management, strength accounting, and manpower management.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in paper folders and on cards (Office of Personnel Operations-Officer Personnel Directorate Form 177).

Retrievability:

Access is by name.

Safeguards:

Physical security devices and guards.

Retention and disposal:

Records are retained for 1 year; then destroyed.

System manager(s) and address:

Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from: Headquarters, Department of the Army, (HQDA)(DAPC-OP), 200 Stovall Street, Alexandria, VA 22332.

Record access procedures:

Written requests for information should include the full name, SSN, and current address, and submitted to USAMILPERCEN.

For personal visits, the requester should provide acceptable identification, i.e., military identification card or other identi- fication normally acceptable in the transaction of business.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from USAMILPERCEN (DAPC-OP), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Information is obtained from documents, papers, and forms related to branch transfer and branch detail actions.

Systems exempted from certain provisions of the act:

None

A0714.06aHSC

System name:

714.06 Army Medical Department Personnel Management and Manpower Control System

System location:

United States (US) Army Medical Centers: Brooke Army Medical Center, Ft Sam Houston, TX; William Beaumont Army Medical Center, Ft Bliss, TX; Madigan Army Medical Center, Ft Lewis, WA; Letterman Army Medical Center, Presidio of San Francisco, CA; Walter Reed Army Medical Center, Washington, DC; Fitzsimons Army Medical Center, Denver, CO; and Tripler Army Medical Center, Honolulu, HI.

Categories of individuals covered by the system:

All military personnel assigned or attached, and all civilian employees of the organization.

Categories of records in the system:

Military personnel management subsystem contains data extracted from military personnel records and is essentially that data maintained on enlisted and officer master files at Department of the Army (DA) plus selected suspense items such as immunization requirements, efficiency report and periodic photograph submission dates.

Civilian personnel management subsystem contains data extracted from civilian personnel records and is essentially that data maintained in the civilian personnel information system at DA.

Manpower control subsystem contains data to identify authorized military and civilian positions within the organization.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

System is utilized to provide numerous reporting suspense action and general personnel management requirements for the personnel divisions of the medical centers. System provides interface with automated finance, accounting, civilian pay, and leave accounting. System will be closed out following minor modifications in the Standard Installation/Division Personnel System (SIDPERS) and full implementation of the Civilian Personnel Information System (CIV-

PERSINS). Type data generated includes authorized and assigned strengths by grade and military occupational specialty (MOS) with projected losses, notification of individual requirements for immunizations, listing of personnel requiring proficiency testing or eligible for promotion or civilian within-grade increases. It also provides information retrieval of combinations of data elements for special or one-time reports. Examples are listings of: all personnel within a given MOS; all personnel of a given grade; all personnel assigned before or after a given date; all personnel whose expiration of term of service (ETS) occurs before or after a given date; and all personnel not occupying an authorized position.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

System uses disk and tape storage.

**Retrievability:**

Data may be extracted by name, social security number (SSN), military occupational specialty or other element included in the system.

**Safeguards:**

Records are maintained in secured areas accessible only to authorized personnel who are properly screened, cleared and trained.

**Retention and disposal:**

Data are retained in system until departure of the individual; erased from system on reassignment, discharge, separation, retirement or termination of individual's employment.

**System manager(s) and address:**

Commander, US Army Health Services Command, Ft Sam Houston, TX 78234.

**Notification procedure:**

Information may be obtained from Director of Personnel at each medical center operating the system. Military or civilian identification card, name, SSN and military or civilian employee status required.

**Record access procedures:**

Information may be obtained from Director of Personnel at each medical center operating the system. Military or civilian identification card, name, SSN and military or civilian employee status required.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Military and civilian personnel records.

**Systems exempted from certain provisions of the act:**

None

**A0714.06cDASG**

**System name:**

AMEDD Personnel Management System

**System location:**

United States Army Medical Department Personnel Support Agency (USAMEDDPERSA), 1900 Half Street, S.W., Washington, DC 20324.

**Categories of individuals covered by the system:**

Individuals either applying for commissions in, on active duty as an officer in, or recently released from active duty in one of the six Army Medical Department Corps.

**Categories of records in the system:**

The categories of information stored include name, social security number, sex, race, date and place of birth, home of record, dependent data, physical profile data, religious preference, ethnic group, citizenship, marital status, personal mailing address, professional qualification data, assignment data, promotion data, education and training data, awards and badges, and incentive pay data.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301; Title 10 U.S.C.; Title 37 U.S.C.; and Executive Order 9397.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Department of Army-Used for strength accounting, manpower and budgetary management, recruitment, military service career management of officers to include assignments, promotion, professional development and training, and in the administration of the Variable Incentive Pay Program.

Department of Defense-Used for interdepartmental management regarding medical assets, and development of policies and statistical accounting.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored on computer magnetic tape and disk.

**Retrievability:**

Normal access is by name, the first data element in the file, with SSN or other individual or group discriminators for positive identification. Computerized indices are utilized in record retrievals.

**Safeguards:**

Physical security devices, limited access via building guard and personnel clearances will limit computer access to only authorized personnel. Each on-line terminal access or update to the system will be protected through a system of passwords that will restrict each user to specific data elements. Password changes will be made incrementally at the rate of 20 percent per month. System reconstruction procedures provide for two copies of files, programs, and procedures in-house and one copy at an offsite location both updated and maintained in an operational condition.

**Retention and disposal:**

Records are retained on an active file for three months after separation, and accumulated on an inactive file for five years after separation.

**System manager(s) and address:**

Commander, United States Army Medical Department Personnel Support Agency, 1900 Half Street, S.W., Washington, DC 20324.

**Notification procedure:**

Information may be obtained from: Commander, USAMEDDPERSA, 1900 Half Street, S.W., Washington, DC 20324.

**Record access procedures:**

Requests from individuals should be addressed to: Commander, USAMEDDPERSA, 1900 Half Street, S.W., Washington, DC 20324.

Written requests for information should contain the full name of the individual, SSN, current or former military status, and appropriate return address.

Visits may be made to USAMEDDPERSA. Individual should be able to provide some acceptable identification, and give some verbal information that could be verified with his/her record.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in 32 CFR Part 505 (Army Regulation 340-21).

**Record source categories:**

Data contained in this system of records is obtained in document and computer readable form from the following systems of records: Army Medical Procurement Applicant Files, Officer Master File, Career Management Individual Files, AMEDD Training Application Status Record, Long-Term Civilian Training Student Contract Files, Residency, Subspecialty and Fellowship Training, and US Army Graduate Medical Education Trainee Card File.

**Systems exempted from certain provisions of the act:**

None.

**A0715.01aDAPC**

**System name:**

715.01 Personnel Data Card

**System location:**

Decentralized: Each active Army unit furnishing personnel and strength data to the Department of the Army (DA).

**Categories of individuals covered by the system:**

Active duty members of the United States Army (Commissioned, warrant, and enlisted service members).

**Categories of records in the system:**

File contains a personnel data form (DA Form 2475-2) which includes organization, unit, station, name, social security number (SSN), grade and pay group, blood type, duty assignment, duty phone local address, local phone number, name and address of next-of-kin, home of record, place of birth, awards, military occupational specialty evaluation data, and the unit commander's grade and name. File is augmented by change reports transmitted to higher echelons of the Army to support automated data stored on computer magnetic tapes and discs.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Active Army reporting unit: To account for and maintain data relating to each assigned and/or attached active military person under the military jurisdiction of the company/detachment/Army element for use in personnel management; to support the accounting of and reporting function incident to the maintenance of the Officer Master File (OMF)/ Enlisted Master File (EMF), the Military Personnel Records Jacket file (MPRJ), and the Official Military Personnel File (OMPF).

Department of the Army commands/organizations/elements and staff agencies: To perform relevant military functions/requirements/ action consistent with their respective mission.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by name.

Safeguards:

Records filed in areas accessible only to authorized personnel who are trained, cleared, and assigned the functional duty of unit level personnel administration.

Retention and disposal:

Records are retained in the reporting unit for 8 years following the date of the last entry appearing on the individual personnel data card.

System manager(s) and address:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from the reporting unit of assignment/attachment of the individual concerned.

Record access procedures:

Request from individual should be addressed to the appropriate military unit.

Written requests for information should contain the full name, grade, service identification number, and unit of assignment/attachment.

Personal visits may be made to the unit of assignment; identification of visitors will be established by suitable military identification or other means normally accepted in the transaction of business.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Headquarters, Department of the Army, (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Enlistment Record (Department of Defense (DD Form 4)); Report of Separation (DD Form 214) for reenlistees; Extention of enlistment (DA Form 1695); Special Orders issued by enlistment/reenlistment authorities; personal information furnished by the individual concerned; documents/records/reports/ forms originated within the reporting unit.

Systems exempted from certain provisions of the act:

None

A0715.06aDAPC

System name:

715.06a Field Military Personnel Information System - SIDPERS

System location:

Each Army installation and other organizational elements maintaining a segment of the Standard Installation/Division Personnel System (SIDPERS). The official mailing addresses are in the Department of Defense Directory in the Appendix.

Categories of individuals covered by the system:

All active Army military personnel and personnel attached from the National Guard or United States Army Reserve based upon local option.

Categories of records in the system:

The categories of information stored include: name, social security number (SSN), sex, race, citizenship, status, religious denomination, marital status, number of dependents, date of birth, physical profile, ethnic group, grade and date of rank, term of service for enlisted personnel, service agreement for non-regular officers, service data and dates, unit of assignment, military occupation specialty, additional skill identifiers, civilian military education level, language, assignment eligibility and availability and termination date thereof, security status, special pay and bonus, suspense termination date thereof, suspension of favorable personnel action indicator, Privacy Act disputed record indicator.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Army: Records are used for personnel management, strength accounting, and manpower management.

Department of Defense: Records are used for interdepartmental actions and personnel management.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on computer magnetic tapes and disks and computer punch cards.

Retrievability:

Access is by SSN, name, or other individual identifying characteristics.

Safeguards:

Physical security devices, guards, computer hardware and software features, and personnel clearances for individuals working with the system.

Retention and disposal:

Records are destroyed 90 days after the individual is no longer active.

System manager(s) and address:

Commander, US Army Military Personnel Center, (USAMILPERCEN), 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from the commander of the organization to which the service member is assigned.

Record access procedures:

Written requests for information should include the full name, service identification number, and current address. Visits should be made to the servicing military personnel office (MILPO) or headquarters of the organization/station of the service member.

For personal visits, the requester should provide acceptable identification, i.e., military identification card or other identification normally acceptable in the transaction of business.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from USAMILPERCEN (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Information is obtained in documented and other computer readable form from other Department of Army organizations/stations and other federal agencies.

Systems exempted from certain provisions of the act:

None

A0715.07bAMC

System name:

715.07 Computerized Time Accounting System (CTAS)

System location:

Director of Plans and Programs, Army Logistics Management Center (ALMC), Ft Lee, VA 23801.

Categories of individuals covered by the system:

Employees of ALMC both civilian and military, except top management, clerical, and administrative employees.

Categories of records in the system:

A record by individual of man-hours applied to projects identified in the system.

Authority for maintenance of the system:

Title 5 U.S.C., Sections 301 and 305.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide management a statistical report of the man-hours spent on one or more projects by each identified individual, by all identified individuals in one or more organizational elements of ALMC, and by all identified individuals of ALMC. Provides data base for

collection of costs by projects identified in the system and for comparative analyses of performance.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Disk packs and magnetic tapes.

**Retrievability:**

By employee number, by major organization and suborganization, and by project number.

**Safeguards:**

Disk packs and magnetic tapes are stored in a room which is occupied during working hours by authorized computer operations personnel only. After duty hours a duty officer or civilian guard ensures departure of custodial personnel before securing the building for the night.

**Retention and disposal:**

Source documents are mark sense cards which are utilized to update disk packs and are then destroyed daily. Disk packs are converted to magnetic tape annually. Magnetic tape is retained indefinitely for historical purposes.

**System manager(s) and address:**

Director of Plans and Programs, ALMC, Ft Lee, VA 23801.

**Notification procedure:**

Information may be obtained from: Director of Plans and Programs (AMXMC-P), ALMC, Ft Lee, VA 23801, Telephone: Area Code 804/734-4409

**Record access procedures:**

Information may be obtained from: Director of Plans and Programs (AMXMC-P), ALMC, Ft Lee, VA 23801, Telephone: Area Code 804/734-4409

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYS-MANAGER.

**Record source categories:**

Daily mark sense card submitted by individual

**Systems exempted from certain provisions of the act:**

None

## A0715.07cUSFK

**System name:**

715.07 Command Unique Personnel Information Data System (CUPIDS)

**System location:**

Primary System: Office of the Assistant Chief of Staff, Personnel Directorate (J1), Headquarters (HQ) United Nations Command (UNC)/United States (US) Forces, Korea (USFK)/Eighth US Army (EUSA), ATTN: AJ-PER-DM, Army Post Office San Francisco (APO SF) 96301.

Decentralized Segments: US Army Yongsan Data Processing Center Korea, APO SF 96301; HQ UNC/USFK/EUSA, ATTN: PMJ-O, APO SF 96301; HQ UNC/USFK/EUSA, ATTN: DJ-SP, APO SF 96301; and HQ UNC/USFK/EUSA, ATTN: GCT, APO SF 96301.

**Categories of individuals covered by the system:**

All members of UNC/USFK/EUSA who are authorized duty-free privileges in the Republic of Korea (ROK) as well as US Embassy personnel, contract personnel, technical representatives, and authorized potential noncombatant evacuees living in the ROK.

**Categories of records in the system:**

The CUPIDS data base includes the individual's name, social security number (SSN), date and place of birth, sex, rotation date, citizenship, passport number, date arrived in the ROK, previous tours in the ROK, service component, pay grade/position status, marital status, dependent status, and religion. The following dependent information is maintained: spouse's name, date and place of birth, date arrived in the ROK, passport number, citizenship, sex, date and place of marriage, local address, and religion. Applicable information is extracted from this central data base to provide a noncombatant report, contractor and technical representative listing, religious preference listing, and dependent information roster.

An individual purchase record is maintained for those personnel authorized duty-free privileges. It consists of a record of exchange catalog sales and purchases made by authorized shoppers in the exchange system, Class VI stores, and commissaries in the ROK.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301 and the Status of Forces Agreement, United States of America (USA) and the ROK.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Record the number and location of contractor and technical representatives in the ROK for reporting to the Korean Government in accordance with the USA-ROK Status of Forces Agreement.

Identify and locate noncombatant evacuees in case of emergency. Provide Department of Defense (DOD) information pertaining to the number of dependents in the ROK.

Obtain a religious profile to determine a realistic distribution of Chaplain assets throughout the command.

Produce list of suspected violators of the ration control authorizations set for retail facilities in the ROK. Produce a list of exchange catalog sales shipped into the ROK. Information is provided the Provost Marshal, US Army Criminal Investigation Command, US Department of State, Office of Special Investigation, Customs Officials, law enforcement authorities of the ROK and commanders for investigative action where appropriate and/or administrative or judicial disposition.

Provide listing of dependents in Korea to the Comptroller for verification of housing dollar authorizations.

Maintain file of selected controlled item purchases made in retail facilities.

Provide management data pertaining to expenditures by grade and family size. This information is used to determine if authorizations are sufficient.

Provide a dependent profile throughout the command for management purposes.

Produce ration control plates for authorized individuals for use in recording purchases in retail facilities.

Produce medical cards which are used for identification in medical facilities.

Provide retail sales information to the USA-ROK Status of Forces Ad Hoc Committee on black marketing activities.

Provide list by date eligible for return from overseas (DEROS) for transportation forecasting requirements.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic tape in tape library.
Microfiche in file library and user level.
Paper printout at user location.

**Retrievability:**

Noncombatants listing by area and geographical sub-area is alphabetic by last name.

All other records by SSN sequence.

**Safeguards:**

The records area is accessible only to authorized personnel. During off duty hours, the facility is locked and secured by sound activated alarm.

**Retention and disposal:**

The command profile, sales profile, and individual sales file are retained for 1 year. Individual violations are retained until the end of the tour of the concerned individual.

Regular card sales are destroyed monthly unless retained for evidence.

Controlled items sales records are maintained for duration of individual tour.

The data base account is retained for the duration of individual tour plus one month.

All other information is eliminated at termination of tour or employment.

**System manager(s) and address:**

Assistant Chief of Staff, J1, HQ UNC/USFK/EUSA, APO SF 96301.

**Notification procedure:**

Information may be obtained from:
HQ UNC/USFK/EUSA (AJ-PER-DM)
Building 2402A
Yongsan/Seoul Korea
Telephone: 293-3585

**Record access procedures:**

Requests from individuals should be addressed to: HQ, UNC/USFK/EUSA (AJ-PER-DM), APO SF 96301.

Written requests for information should contain the full name of the individual, current address and telephone number, SSN.

For personal visits, the individual should provide a military identification card and ration control plate if issued, or other acceptable identification such as a valid vehicle operator's license.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Application for ration control; recorded sales made with ration control plate at retail US military facilities throughout the ROK; orders made through exchange catalog sales.

Systems exempted from certain provisions of the act:

None

A0716.04aDAAG

System name:

716.04 Military Personnel Register Files

System location:

Headquarters of Installations or Commands. Official mailing addresses are in the Appendix.

Categories of individuals covered by the system:

All military personnel; official visitors at Army installations, facilities, or activities.

Categories of records in the system:

File contains a copy of Department of the Army (DA) Form 647 or DA Form 647-1 (Personnel Register).

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used as a source document for personnel accounting systems. Provides a record of Army personnel arriving at or departing from Army installations on permanent change of station or temporary duty. Used to record official visitors at Army installations or at any location where United States troops are on duty in connection with a civil disorder.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; loose leaf binders.

Retrievability:

Filed in chronological order.

Safeguards:

Maintained in file cabinets or open storage areas.

Retention and disposal:

Records are destroyed after 6 months.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the Headquarters of the installation at which the individual was previously assigned or the visit occurred.

Record access procedures:

Requests from individuals should be addressed to the commander of the installation where individual was assigned or the visit took place.

Written requests should contain the full name of the individual, grade, social security number, and date of arrival or departure.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA, (DAAG-AMP), Washington, DC 20314.

Record source categories:

All information is collected directly from the individual.

Systems exempted from certain provisions of the act:

None

A0718.01DAPC

System name:

718.01 Military Award Case File

System location:

Primary System: United States Army Military Personnel Center (MILPERCEN), 200 Stovall Street, Alexandria, VA 22332.

Decentralized Segments: Each Army command delegated authority for approval of an award.

Categories of individuals covered by the system:

Military personnel on active duty, members of reserve components, United States (US) civilians serving with US Army in a combat zone, and deceased former members of the US Army.

Categories of records in the system:

Files contain recommendation for award; endorsements; transmittals; letters; memoranda; award board approvals/disapprovals; citation texts pertaining to the specific individual and award; Department of the Army (DA) letter orders/general orders; related papers supporting the recommendation; correspondence among (1) MILPERCEN, (2) service member, (3) Army Staff offices, (4) Army commands, (5) and individuals having knowledge/information relative to the service member concerned or the act or achievement stated in the recommendation.

Authority for maintenance of the system:

Title 10 U.S.C., Chapters 57 and 357; Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Each Army command having authority for action for a specific award: To accomplish review; to authorize the award; to maintain the award case file of approved and disapproved recommendations.

MILPERCEN: To act as the Army element for Headquarters, Department of the Army (HQDA); to accomplish the review and to authorize the award of those awards/decorations which are not delegated or within the scope of authority of a subordinate element of the Army; to maintain the award case file of approved and disapproved recommendations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder.

Retrievability:

Records accessed by name.

Safeguards:

Records maintained in areas accessible only to authorized individuals.

Retention and disposal:

Case files for approved recommendations retained for 1 year and destroyed in local office; case files for disapproved recommendations retained for 6 years and destroyed in the local office.

System manager(s) and address:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Record access procedures:

Written requests for information should include the full name, service identification number, grade and branch of service, name of award, and current address. Visits should be made to the organization/station of the service member or to the United States Army Military Personnel Center.

For personal visits, the visitor should be able to provide acceptable identification, i.e., military identification normally acceptable in the transaction of business.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determination may be obtained from HQDA (DAPC-MSS), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Recommendation for award (DA Form 638) with supporting records, forms, statements, letters, and related papers originated by persons other than the awardee and other individuals having information useful in making an award determination.

Systems exempted from certain provisions of the act:

None

A0718.08DAAG

System name:

718.08 World War I Awards and Decorations Card File

System location:

Awards Section, Entitlements Division, Personnel Services Directorate, United States Army Reserve Components Personnel & Administration Center (USARCPAC), 9700 Page Boulevard, St Louis, MO 63132.

**Categories of individuals covered by the system:**

Partial file of individuals who received an award or foreign decoration for service during World War I.

**Categories of records in the system:**

File contains information concerning awards and/or foreign decorations earned as a result of World War I service according to the type of award and action for which presented. Serial number, rank and unit to which assigned when authorized award is shown for most individuals.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 275.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Department of the Army Staff agencies and commands: To review policy, coordinate certain actions and verify information.

General Services Administration, National Personnel Record Center (NPRC); To verify awards and provide information to assist in the reconstruction of certain records.

Veterans Administration: To verify service, provide background information on awards issued.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File is checked upon receipt of application from individual for verification purposes. Card file (3 x 5) stored in file cabinet.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Records maintained in areas accessible only to authorized personnel. Building is secured through 24-hour guard service. Identification badge required by all entering the building.

**Retention and disposal:**

Permanent; remains as active file.

**System manager(s) and address:** Commander, USARCPAC, 9700 Page Boulevard, St Louis, MO 63132.

**Notification procedure:**

Information may be obtained from:
Commander, USARCPAC
ATTN: AGUZ-PSD-ED
St Louis, MO 63132
Telephone: Area Code 314/268-7574

**Record access procedures:**

Requests should be addressed to Commander, USARCPAC, ATTN: AGUZ-PSD-ED, 9700 Page Boulevard, St Louis, MO 63132. Written requests should contain the full name of the former service member, address and telephone number, and period of Army service. For personal visits, including next-of-kin, the individual should be able to provide suitable identification and provide verbal confirmation.

**Contesting record procedures:**

The Army's rules for contesting contents or appealing initial determination may be obtained from Commander, USARCPAC, ATTN: AGUZ-PSD, 9700 Page Boulevard, St Louis, MO 63132.

**Record source categories:**

Military personnel files and orders.

**Systems exempted from certain provisions of the act:**

None

## A0719.01aDAPE

**System name:**

719.01 BOQ (Background Opinion Questionnaire)

**System location:**

Army Research Institute (ARI) for the Behavioral and Social Sciences, Room 313, 1300 Wilson Boulevard (PERI), Arlington, VA 22209.

**Categories of individuals covered by the system:**

Self report data secured from a sample of 68,000 enlisted men between 1972-1973.

**Categories of records in the system:**

25 Item questionnaire consisting of measures of pre-service education, occupation, marital status, and civilian difficulties with law enforcement officials, teachers, parents.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 4503.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Statistical analyses to determine reliability and validity of the BOQ.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Punch cards and magnetic tape.

**Retrievability:**

By name and social security number.

**Safeguards:**

Building employs security guards and access is limited to authorized personnel. Files are stored in locked containers and access given only to authorized personnel.

Record is destroyed upon completion of the final report.

**Retention and disposal:**

Analyses to continue for an indefinite period.

**System manager(s) and address:**

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army and Commander of ARI.

**Notification procedure:**

Information can be obtained from:
ARI for the Behavioral and Social Sciences.
ARI(PERI-P)
Room 270
Commonwealth Building
Arlington, VA 22209
Telephone: Area Code 202/694-3540

**Record access procedures:**

Requests from individuals should be addressed to Commander of the appropriate ARI.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Individual responses to questionnaire.

**Systems exempted from certain provisions of the act:**

None

## A0719.01bDAPE

**System name:**

719.01 Attitude Surveys

**System location:**

Army Research Institute (ARI) for the Behavioral and Social Sciences, Room 113, 1300 Wilson Boulevard (PERI), Arlington, VA 22209.

**Categories of individuals covered by the system:**

Five waves of an attitude survey administered to a sample of 3000 enlisted men between November 1973 and August 1975.

**Categories of records in the system:**

Surveys consist of self report data on enlistment motivations, expectations, and attitudes about Army life and measures of individual and organizational adjustment.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 4503.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Statistical analyses to determine changes in attitudes over a period of time.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer tape.

**Retrievability:**

By name and social security number.

**Safeguards:**

Building employs security guards and access is limited to authorized personnel. Files are stored in locked containers and access given only to authorized personnel.

Retention and disposal:

Analyses to continue for an indefinite period.

Record is destroyed upon completion of the final report.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army and Commander of ARI.

Notification procedure:

Information can be obtained from:

ARI for the Behavioral and Social Sciences
ARI(PERI-P)
Room 270
Commonwealth Building
Arlington, VA 22209
Telephone: Area Code 202/694-3540

Record access procedures:

Requests from individuals should be addressed to Commander of the appropriate ARI.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Individual responses to questionnaire.

Systems exempted from certain provisions of the act:

None

A0720.04aDAPE

System name:

720.04 Individual Correctional Treatment Files

System location:

United States (US) Army confinement facilities. Official mailing addresses are in the Department of Defense Directory in the Appendix.

Categories of individuals covered by the system:

Any military member confined at an Army confinement facility as a result of, or pending, trial by courts-martial.

Categories of records in the system:

File contains documents related to the administration of individual military prisoners in US Army confinement facilities; court-martial orders, release orders, confinement orders, medical examiner's reports, requests and receipts for health and comfort supplies, reports and recommendations relative to disciplinary actions, clothing and equipment issue records, forms indicating authorized correspondence by prisoner, mail records, personal history records, individual prisoner utilization records, requests for interview, initial interview, fingerprint cards, military police reports, prisoner identification records, parolee agreements, inspection record of prisoner in segregation, documents relating to the custodianship of personal funds and property of prisoners.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 951, 952, and 953, Chapter 48, 'Military Correctional Facilities'.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Confinement Facility Commander and Staff: To determine initial custody classifications; to determine when custody elevation is appropriate; to gauge prisoner's adjustment to confinement; to identify areas of particular concern to individual prisoners; to determine work assignment; to determine educational needs; serves as basis for correctional treatment.

Portions disclosed to Departments of Justice, Defense, and Army Staff agencies and commands; state and local criminal justice agencies established by law. Disclosure to law enforcement and investigatory agencies is for investigation and possible criminal prosecution, civil court actions or regulatory order. Disclosure to confinement/correctional system agencies is for use in the administration of correctional programs to include custody classification; employment, training and educational assignments; treatment programs; clemency, restoration to duty and parole actions; verifications concerning military offenders' or military criminal records, employment records and social histories.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of prisoner.

Safeguards:

Confinement facilities are considered to be secure. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Files are transferred to National Personnel Records Center, St. Louis, MO 63132 2 years after release of prisoner. Records are held at Records Center 2 years; then destroyed. Transfer of a prisoner from one confinement facility to another is not construed as release from confinement. When a prisoner is transferred to another such facility his file is transferred with him.

System manager(s) and address:

The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army; Installation Commanders having Installation and Area Confinement Facilities.

Notification procedure:

See Exemption

Record access procedures:

See Exemption

Contesting record procedures:

See Exemption

Record source categories:

Subjects, witnesses, victims, Military Police and US Army Criminal Investigation Command personnel and special agents, informants, various Department of Defense, Federal, state and local investigative and law enforcement agencies, departments or agencies of foreign governments; and any other individuals or organizations which may supply pertinent information.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a (j) or (k) as applicable. For additional information, contact the Systems Manager.

A0720.04bDAPE

System name:

720.04 Individual Correctional Treatment Files

System location:

Primary System: Personal and Administrative Service Division, United States Army Retraining Brigade, Ft Riley, KS 66442.

Decentralized Segment: Team and Battalion level units, United States Army Retraining Brigade, Ft Riley, KS 66442; Research and Evaluation Division, United States Army Retraining Brigade, Ft Riley, KS 66442.

Categories of individuals covered by the system:

Any United States military servicemember in confinement or training status at the United States Army Retraining Brigade, Ft Riley, KS.

Categories of records in the system:

System contains documents and items of information relating to the training and administration of individual military confinees and trainees at the United States Army Retraining Brigade; court-martial orders; confinement and release orders; past, present or future duty assignment orders; records of disciplinary actions of a judicial or nonjudicial nature; military police reports; prisoner identification records; medical examination records; requests and receipts for health and comfort supplies; clothing and equipment issue records; mail records; forms authorizing correspondence; individual prisoner utilization records; interview records; fingerprint cards; prisoner identification records; parolee agreements; inspection records on prisoners in segregation; documents reflecting custodianship of personal funds and property; correspondence or other documents reflecting coordination between trainee's present, past or future unit of assignment; personal history data to include name, sex, social security number (SSN), date of birth, race, marital status, educational level, military skills test scores, military rank levels and qualifications, data relating to separation from service; documents relating to progress and training of confinees or trainees.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 951-953 and 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Retraining Brigade Commanders, subordinate commanders, and staff: To determine initial custody classifications, to determine what

type of custody appropriate, to gauge prisoner's adjustment to confinement, to identify areas of particular concern to individual prisoners, to determine work assignment, to determine educational needs, to serve as basis for correctional treatment or training program, to assist in development of correctional treatment or training program, to determine confinee or trainee's potential for future duty performance, to evaluate effectiveness of correctional treatment program or training program, to monitor performance and progress of confinees or trainees, to establish the function of information management, to provide guidelines valid statistical data for research projects, to analyze retraining program effectiveness, to perform follow-up studies of trainee's performance, to determine cost effectiveness of correction systems, and to provide for decision making.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders; punch cards; magnetic tapes and disks.

**Retrievability:**

Information is maintained and filed alphabetically by last name of servicemember. Information retrieved alphabetically or by SSN by computer.

**Safeguards:**

Records, punch cards, tapes, and disks are maintained in secure area accessible only to authorized personnel who are properly screened, cleared, and trained.

**Retention and disposal:**

Paper files are retained in an inactive status until the end of the calendar year in which the individual departed the Retraining Brigade, held for 2 years, transferred to the local records holding area for 2 additional years, and then destroyed. Transfer of a prisoner from one confinement facility to another is not construed as release from confinement. When a prisoner is transferred to another facility in confined status, the file is transferred also. Computer punch cards, tapes or disks containing information on confinees or trainees which is used to provide statistical data concerning effectiveness of the retraining program, cost effectiveness of corrections systems and to provide guidelines for decision making, are retained by Chief, Research and Evaluation Division, United States Army Retraining Brigade, for an indefinite period after individual completes the training or otherwise departs the Retraining Brigade. However, names and other individual identifiers are retained only for a period of 4 years after the close of the year individual departed the Retraining Brigade. Upon completion of the 4 year retention period, individual identifiers are purged from the computer tapes/disks and information retained in statistical form only.

**System manager(s) and address:**

The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from: Commander, United States Army Retraining Brigade, ATTN: Chief, Personnel and Administrative Division, Ft Riley, KS 66442. Telephone: Area Code 913/239-6119.

**Record access procedures:**

Requests from individuals should be addressed to: Commander, United States Army Retraining Brigade, ATTN: Chief, Personnel and Administrative Division, Ft Riley, KS 66442.

Requests should include the full name of the individual desiring access to the information SSN, military status, present address, telephone number, and approximate dates individual trained at the United States Army Retraining Brigade.

Personal visits are limited to Chief, Personnel and Administrative Division, Bldg 1204, United States Army Retraining Brigade, Ft Riley, KS 66442. Individuals must present acceptable identification such as driver's license or social security card and give verbal information which could be verified with information in their file.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

**Record source categories:**

Military personnel records, military financial and medical records; military and civilian investigative and law enforcement agencies; courts-martial proceedings; records of nonjudicial administrative proceedings; United States military commanders; staff members and cadre supply information relevant to servicemember's conduct or duty performance; and other individuals or organizations which may supply information relevant to the purpose for which this system was designed.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under Title 5 U.S.C., Section 552a (j)(2). For additional information, contact the SYSMANAGER.

**A0721.11aDAPE**

**System name:**

721.11 Individual Correctional Treatment Files

**System location:**

Primary System: United States (US) Disciplinary Barracks, Ft Leavenworth, KS 66027.

Decentralized Segment: Federal penal institutions to which prisoner may have been transferred.

**Categories of individuals covered by the system:**

Any military member confined at the US Disciplinary Barracks.

**Categories of records in the system:**

File contains documents related to the administration of individual military prisoner in US Disciplinary Barracks; court-martial orders, release orders, confinement orders, medical examiner's reports, requests and receipts for health and comfort supplies, reports and recommendations relative to disciplinary actions, clothing and equipment issue records, forms indicating authorized correspondence by prisoner, mail records, personal history records, individual prisoner utilization records, requests for interview, initial interview, fingerprint cards, military police reports, prisoner identification records, parolee agreements, inspection record of prisoner in segregation, documents relating to the custodianship of personal funds and property of prisoners, former commanding officer's report, parents' report, wife's report, classification recommendations, admission classification summary, request to transfer prisoner, social history, clemency actions, psychologist's report, psychiatric and sociologic report, certificate of parole, certificate of release from parole, assignment progress reports.

**Authority for maintenance of the system:**

Title 10 U.S.C., Sections 951, 952 and 953, Chapter 48, 'Military Correctional Facilities'.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Commandant, US Disciplinary Barracks and Staff: To determine initial custody classifications; to determine when custody elevation is appropriate; to gauge prisoner's adjustment to confinement; to identify areas of particular concern to individual prisoners; to determine work assignment; to determine educational needs; serves as basis for correctional treatment; serves as basis for clemency, parole and restoration considerations.

Portions disclosed to Departments of Justice, Defense and Army Staff agencies and commands; state and local criminal justice agencies established by law. Disclosure to law enforcement and investigatory agencies is for investigation and possible criminal prosecution, civil court actions or regulatory order. Disclosure to confinement/correctional system agencies is for use in the administration of correctional programs to include custody classification; employment, training and educational assignments; treatment programs; clemency, restoration to duty and parole actions; verifications concerning military offenders' civil or military criminal records, employment records and social histories.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders; disk.

**Retrievability:**

Filed alphabetically by last name of prisoner; social security number (SSN), register number, alpha.

**Safeguards:**

Records and disk are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

**Retention and disposal:**

Files pertaining to military personnel will be forwarded to National Personnel Records Center (NPRC), St Louis, MO 63132, 3 months after release from confinement; or if individual is released on parole, the files will be forwarded 3 months after expiration of parole. Files pertaining to civilian personnel (former military members who received a dishonorable discharge) will be retired to NPRC (Civilian), St Louis, MO 63118, 3 years after release from confinement; or if individual is released on parole, the file will be retired 3 years after expiration of parole. Transfer of a prisoner from one facility to

another is not construed as release from confinement. When a prisoner is transferred to another facility his file is transferred with him.

Disks are retained permanently at the US Disciplinary Barracks.

System manager(s) and address:

The Deputy Chief of Staff for Personnel, Headquarters, Department of the Army;

Commandant, US Discliplinary Barracks.

Notification procedure:

See Exemption.

Record access procedures:

See Exemption.

Contesting record procedures:

See Exemption.

Record source categories:

Subjects, witnesses, Military Police and US Army Criminal Investigation Command personnel and special agents, informants, various Department of Defense, Federal, state and local investigative and law enforcement agencies, departments or agencies of foreign governments, and any other individuals or organizations which may supply pertinent information.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a (j) or (k) as applicable. For additional information, contact the Systems Manager.

A0722.05aDACH

System name:

722.05 Chaplain Counseling/Interview Files

System location:

Army installations. Official mailing addresses are in the Department of Defense (DOD) directory in the Appendix.

In privileged files of individual Army Chaplains on Army installations.

Categories of individuals covered by the system:

Army members, their dependents and any other persons who have received counseling of a privileged nature from the Chaplain maintaining the file.

Categories of records in the system:

Memoranda and resume of counseling interview sessions between Chaplain and individual counseled.

Authority for maintenance of the system:

Title 44 U.S.C., Section 3107.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Maintained by the Chaplain for use in counseling.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders or card holder files.

Retrievability:

Filed by name of individual counseled.

Safeguards:

Files are stored in locked cabinets, desks or other appropriately secured containers. Access is only by the Chaplain maintaining the file and the individual to whom the file material pertains.

Retention and disposal:

Retained until superseded, obsolete, or no longer needed for reference; then destroyed by shredding, pulping or burning.

System manager(s) and address:

Chaplain/Army Installations; and Chief of Chaplains, Department of the Army (DA), Washington, DC 20310.

Notification procedure:

Requests from individuals should be addressed to the SYSMANAGER.

Record access procedures:

Individual can obtain assistance in gaining access from the SYSMANAGER.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determination may be obtained from the Chief of Chaplains, DA, DACH-AMB, Washington, DC 20310.

Record source categories:

Information obtained from individual counseled.

Systems exempted from certain provisions of the act:

None

A0722.06aDACH

System name:

722.06 Religious Census, Education, and Registration Files

System location:

Chaplains at Army installations. Official mailing addresses are in the Department of Defense (DOD) directory in Appendix.

Categories of individuals covered by the system:

All of the following personnel who voluntarily participate: active duty military personnel, retired military personnel, reserve personnel, dependents of military personnel, and Army civilian employees.

Categories of records in the system:

Post Chaplains at various Army installations may have personal data and other information relative to religious census, education needs by age groups, individual faith groups, or denomination, and/or registration for religious education.

Authority for maintenance of the system:

Title 44 U.S.C., Section 3107.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide data on religious education/training or needs of faith groups, denominations, or religious sects. Used by Chaplains, chapel management personnel, lay or salaried personnel in a supervisory position. Used to determine and administer educational or training needs in interpersonal relationship, social, spiritual, and humanitarian welfare that meet the needs of the military community served. To record attendance, training accomplished, participation, and spiritual growth.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and/or card files.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and/or by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed. Retained in office files until graduation or elimination from training and then destroyed.

System manager(s) and address:

Chaplains at Army installations.

Notification procedure:

Requests from individuals should be addressed to the SYSMANAGER (Installation Chaplain) where the individual participated in religious programs.

Record access procedures:

Individual can obtain assistance in gaining access from the SYSMANAGER.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determination may be obtained from the Chief of Chaplains, Department of the Army, DACH-AM, Washington, DC 20310.

Record source categories:

From individual.

Systems exempted from certain provisions of the act:

None

A0722.07aDACH

System name:

722.07 Religious Education Directors

System location:

Religious Education Office, United States (US) Army Chaplain Board, Building 209, Ft Wadsworth, NY 10305. For information on records accumulated before 1 July 1975, contact Office, Chief of Chaplains, Department of the Army (DA), Washington, DC 20310.

Categories of individuals covered by the system:

Any qualified applicant for Director of Religious Education (DRE) position in the US Army.

Categories of records in the system:

Files contain individual personnel data sheets, trans- cripts of college or university credits, reference letters of applicants.

**Authority for maintenance of the system:**

Title 44 U.S.C., Section 3107.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Religious Education Officer screens college transcripts and reference letters to determine whether applicant con- forms to minimum standards of education and experience established by the Chief of Chaplains, DA.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by name.

**Safeguards:**

Files are stored in locked cabinets. Access only by the Chaplain Branch of the Army and Chaplain maintaining the file.

**Retention and disposal:**

Files of applicants not qualifying are returned to the applicants or destroyed. Files of qualified applicants and those employed by DRE are maintained until persons terminate their application or their employment.

**System manager(s) and address:**

Religious Education Officer, US Army Chaplain Board, Ft Wadsworth, NY 10305. For information on records accumulated before 1 July 1975, contact Office, Chief of Chaplains, DA, Washington, DC 20310.

**Notification procedure:**

Requests from individuals should be addressed to the SYSMANAGER.

**Record access procedures:**

Individual can obtain assistance in gaining access from the SYSMANAGER.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determination may be obtained from US Army Chaplain Board, Ft Wadsworth, NY 10305.

**Record source categories:**

Information obtained from individual applicants and those whom they give as references.

**Systems exempted from certain provisions of the act:**

None

## A0723.01DAAG

**System name:**

723.01 Entertainment Case Files

**System location:**

Recreation Services Directorate; Armed Forces Professional Entertainment Office, The Adjutant General Center, (DAAG-RE-P), Forrestal Building, Washington, DC 20314.

**Categories of individuals covered by the system:**

Any individual who, either as an individual entertainer or as a member of an entertainment group, performed for the Armed Forces overseas and was sponsored by the United Service Organizations, Inc. (USO) and/or Armed Forces Professional Entertainment Office.

**Categories of records in the system:**

File contains 2 types of automated records: (1) individual, (2) group. Both files contain individual's legal name, social security number (SSN), name of entertainment group, circuit toured, year of tour, length of tour, professional specialty, professional name, and circuit evaluation of the tour.

In addition, manual files contain National Agency Check (NAC) for each individual, invitational travel orders, and travel vouchers with substantiating documents.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To administer the Armed Forces Professional Entertainment Program.

To identify all individuals and groups which have toured.

To provide information to the USO concerning the past tour history of individuals or groups.

To provide statistics concerning the number of individual entertainers, number of entertainers in location and total tour days.

To answer inquiries from various federal agencies concerning whether or not a particular individual either singly or as a member of a group has toured for the Armed Forces Professional Entertainment Program.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders, individual data record cards, magnetic tapes, disk, computer printouts.

**Retrievability:**

Paper record files are by entertainment group number and year of tour; data cards are alphabetical by individual's name. Automated file is in alphabetical sequence by legal name, with SSN and group name. Either identifier can be used to retrieve information.

**Safeguards:**

Buildings employ security guards. Paper files are stored in office with lock. Computer printouts are maintained in a single area where only authorized, properly screened personnel have access; computers are housed in a secure area requiring special authorization and screening prior to admittance. Computer tapes are maintained in a secure vault.

**Retention and disposal:**

Paper records in file folders are retained for 2 years; data cards and computer tape records are permanently maintained.

**System manager(s) and address:**

The Adjutant General, Headquarters Department of the Army (HQDA), The Pentagon, Washington, DC 20310 or Director, Recreation Services, The Adjutant General Center (DAAG-RE-P), Forrestal Building, Washington, DC 20314.

**Notification procedure:**

Information may be obtained from:
HQDA (DAAG-RE-P)
Room 5A 081
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-8230

**Record access procedures:**

Requests from individuals should be addressed to: HQDA (DAAG-RE-P), Room 51 081, Forrestal Building, Washington, DC 20314.

Written requests for information should contain the full legal name of the individual, SSN, current mailing address and telephone number, and the case (control) number that appears on all correspondence received from this office. Visits may be made to this office during normal working hours.

For personal visits, individuals are required to present positive information that can be verified with the case folder.

**Contesting record procedures:**

The Army rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Information contained in this file is obtained from individual entertainers, NAC forms, the commands and installations toured, the USO, and entertainers' agents or authorized spokesman.

**Systems exempted from certain provisions of the act:**

None

## A0723.02aUSAREUR

**System name:**

723.02 AYA Registration File

**System location:**

American Youth Activities (AYA), Directorate, Personnel, and Community Activities, at various command levels within the United States (US) Army, Europe. Official mailing addresses are contained in the Appendix.

**Categories of individuals covered by the system:**

Dependent children between the ages of 6 and 19 who register for any of the American youth activities, within US Army, Europe.

**Categories of records in the system:**

File contains individual's registration card, medical release, individual capabilities and limitations.

Authority for maintenance of the system:

Title 5.U.S.C., Section 301; Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

AYA Directors of all communities/installations and various command levels within US Army, Europe: To verify payment of registration fee, parental consent to enroll in AYA activities, and to obtain release of pecuniary liability for accidents or injuries.

AYA Sports Commisioners: To develop draft choices for team coaches from data. AYA coaches interview and select team members by locator data, physical characteristics, and personal data.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Cards in cardex file container.

Retrievability:

Filed alphabetically by last name of registrant.

Safeguards:

File is maintained in office area accessible only to authorized employees.

Retention and disposal:

Cards are destroyed 1 year after completion of seasonal activity. Earlier destruction is accomplished when the individual leaves the area on sponsor's permanent change of station.

System manager(s) and address:

AYA Director, US Army Recreation Services Agency, Europe, APO NY 09081.

Notification procedure:

Information may be obtained from:

AYA Director
US Army Recreation Services Agency, Europe,
APO NY 09081

Record access procedures:

Requests from individuals should be addressed to: Commander, US Army Recreation Services Agency, Europe, ATTN: AYA Director, APO NY 09081.

Written requests for information should contain the full name of the youth and the time period.

Visits are limited to AYA Director, Building 4313, Kilbourne Kaserne, Schwetzingen, Federal Republic of Germany.

For personal visits, the individual should provide some identification, such as military identification card or driver's license.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination by the individual may be obtained from the SYSMANAGER.

Record source categories:

Registration cards from registrants.

Systems exempted from certain provisions of the act:

None

A0723.03aDAPE

System name:

723.03 Civilian Season Ticket Holders File

System location:

Army Athletic Association, United States Military Academy (USMA),

Categories of individuals covered by the system:

Civilian season priority football ticket holders.

Categories of records in the system:

Record contains name, address and social security number of ticket holder, number of season tickets purchased, and location of seats within the football stadium.

Authority for maintenance of the system:

Title 10 U.S.C., Section 4334.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide address labels and reference files for use by employees of the Army Athletic Association (AAA).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer punch cards.

Retrievability:

Filed alphabetically by name of ticket holder and numerically by priority numbers.

Safeguards:

Records are maintained in an area accessible only to authorized personnel employed by the AAA.

Retention and disposal:

Records are retained 1 year from date of purchase.

System manager(s) and address:

Custodian, AAA, USMA, West Point, NY 10996.

Notification procedure:

Information may be obtained from:

AAA
Bldg 727
USMA
West Point, NY 10996
Telephone: Area Code 914/446-4996

Record access procedures:

Request from individuals should be addressed to: AAA, Bldg 727, USMA, West Point, NY 10996.

Written request for information should contain full name of individual and current address.

For personal visit, the individual should be able to provide acceptable identification, such as season priority number and driver's license.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the Custodian, AAA, USMA, West Point, NY 10996.

Record source categories:

Individual's application for season tickets.

Systems exempted from certain provisions of the act:

None

A0723.08bDAPE

System name:

723.08 Army Athletic Association Membership File

System location:

Army Athletic Association (AAA), United States Military Academy (USMA), West Point, NY 10996

Categories of individuals covered by the system:

Graduates of the USMA; present and past members of the Staff & Faculty, USMA; and ex-cadets with more than 6 months' honorable service enrolled at the USMA.

Categories of records in the system:

Addressograph plates, with a file card attached.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To establish membership with the AAA to provide addresses of members of the Association for mailing ticket applications and information of the Association, and to record the payment of membership dues.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Addressograph plates with file card attached in a vertical tray file.

Retrievability:

Filed alphabetically by last name of member.

Safeguards:

Records are maintained in an area accessible only to authorized personnel employed by the AAA. Records are stored in steel locked cabinets.

Retention and disposal:

Records are permanent. They are retained in active file upon payment of annual dues. Addressograph plates are destroyed upon non-payment of dues at the beginning of a fiscal year; the attached file card is then placed in the inactive file permanently.

System manager(s) and address:

Custodian, AAA, USMA, West Point, NY 10996.

Notification procedure:

Information may be obtained from:
AAA
Bldg 727
USMA
West Point, NY 10996
Telephone: Area Code 914/446-4996

Record access procedures:

Requests from individuals should be addressed to: AAA, Bldg 727, USMA, West Point, NY 10996.

Written request for information should contain full name of individual, current address, and membership number.

For personal visit, the individual should be able to provide acceptable identification, membership card, driver's license, military identification card.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the Custodian, AAA, USMA, West Point, NY 10996.

Record source categories:

Individual application for membership and renewal application.

Systems exempted from certain provisions of the act:

None

A0723.08cDACS

System name:

723.08 Pentagon Officers' Athletic Center Membership File

System location:

Pentagon Officers' Athletic Center, Room BG-877, The Pentagon, Washington, DC 20310.

Categories of individuals covered by the system:

Active duty member: Officers of the Armed Forces of the United States (US) on active duty.

Associate Member.

Reserve Associate: Officers of the Armed Forces of the US actively participating in a reserve/drill unit, presenting proper credentials.

Retired Associate: Officers on the retired list of the Armed Forces of the US, retired with privileges, holding gray identification cards.

Enlisted personnel on active duty who are assigned to duty stations in The Pentagon.

Sponsored Civilian Associate: Civilian employees of the Department of Defense (DOD) in the Military District of Washington (MDW), who are GS-11 and above, sponsored by an active duty member of the Center and approved by the Board of Governors; and those civilian employees of the DOD in grade GS-10 and below (including Wage Board equivalents) whose principal place of duty is in The Pentagon, and who are sponsored by an active duty member of the Center and approved by the Board of Governors.

Foreign Associate: Officers of the Armed Forces of other nations on duty with the DOD in the MDW.

Exchange Officer Associate: State Department Foreign Service Officers, FSO/FSR-4 or above, who are assigned to DOD agencies.

Uniformed Services: Those officers on active duty in the Public Health Service and the National Oceanic and Atmospheric Agency.

Honorary Members: Those individuals, for tenure in office, who have distinguished themselves in service to DOD.

Categories of records in the system:

Addressograph plates, with file card.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To establish membership with the Pentagon Officers' Athletic Center, to provide addresses of members of the Center for mailing information and billing statements, and to record the payment of membership dues.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Addressograph plates with file card attached in a vertical tray file.

Retrievability:

Filed alphabetically by last name of member in each category of membership.

Safeguards:

Records are maintained in an area accessible only to authorized personnel employed by the Pentagon Officers' Athletic Center. Records are stored in steel locked cabinets.

Retention and disposal:

Records are retained in active file upon payment of annual dues. Addressograph plates are destroyed upon non-payment of dues or termination of membership. The attached file card is then placed in the inactive file permanently.

System manager(s) and address:

Secretary, Pentagon Officers' Athletic Center, Room BG-877, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from:
Pentagon Officers' Athletic Center
Room BG-877
The Pentagon
Washington, DC 20310
Telephone: Area Code 703/521-5020

Record access procedures:

Requests from individuals should be addressed to: The Pentagon Officers' Athletic Center, Room BG-877, The Pentagon, Washington, DC 20310.

Written request for information should contain full name of individual, current address, and membership number.

For personal visit, the individual should be able to provide acceptable identification, membership card, driver's license, military identification card.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the Secretary, Pentagon Athletic Center, Room BG-877, The Pentagon, Washington, DC 20310.

Record source categories:

Individual application for membership and renewal application.

Systems exempted from certain provisions of the act:

None

A0723.09aDAAG

System name:

723.09 Recreation Services Program Files

System location:

All offices of the Army Recreation Services (i.e., Library, Dependent Youth Activities, Music and Theatre, Arts and Crafts, Recreation Centers, Outdoor Recreation, and Sports) at Army installations worldwide. Official mailing addresses are in the organizational directory in the Appendix.

Categories of individuals covered by the system:

All active and retired military personnel and their dependents, Department of the Army (DA) civilians and dependents, and all other civilians using Army-sponsored Recreation Services Programs worldwide.

Categories of records in the system:

Arts and Crafts: Contests for Interservice Photography, all Army Art and Designer/Craftsman Contests;

Music and Theatre: Equipment check-out files, registration for training; Recreation Center: chess tournament participation; award; equipment check-out files, part-time personnel and director listings,

Sports: individual bowling and golf handicap scores, athletic team rosters (all sports), applications for higher level sports, equipment check-out files, sign-in rosters for use of recreation facilities, payroll files of contract sports officials, duty roster for facility work schedule, receipts for awards, golf and swimming pool memberships.

Dependent Youth Activities and registration files; Outdoor Recreation reservations files for recreational lodging facilities.

Records of boating, skiing, swimming, hunting, scuba, and other activity safety and instruction classes; identification files and cards for use at equipment check-out facilities.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Arts and Crafts: To record participation in contest activities and for publicity purposes;

Music and Theatre: To record individual loan of government equipment, maintain records on program training;

Recreation Center: To record participation in chess tournaments and for publicity purposes, receipt for awards; to account for property loaned for personal use in recreation center; to maintain records on program volun- teers, and to maintain a listing of all recreation directors worldwide;

Sports: Scores are used in competitive ratings, rosters are used to assemble teams in all sports, applications for higher level sports are retained to assemble teams in higher level sports programs; equipment check-out files are maintained to account for govern- ment property; sign-in rosters for use of facilities are maintained for resources management purposes; payroll files for sports officials paid by the United States Army are maintained to account for expenditure of government funds; duty rosters are maintained for administrative management purposes; receipts for awards are maintained to account for government disbursement of funds; memberships in athletics activities are maintained to account for participation in various sports;

Dependent Youth Activities: To verify payment of registration fees and charges and parental consent; to provide locator data, physical characteristics and personal data in order to organize athletic teams, committees, volunteers, activity groups, special interest classes, clinics, and local units of national youth groups such as Boy Scouts, Girl Scouts, Camp Fire Girls, and 4-H Clubs.

Outdoor Recreation: To identify personnel who have completed safety and/or instruction courses, paid fees, checked out equipment or qualify as group leaders, instructors, facility managers, or program volunteers.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders. Selected data automated for management facility on tapes, disks, and cards.

**Retrievability:**

Filed alphabetically by last name of subject.

**Safeguards:**

Records maintained in files accessible only to authorized personnel.

**Retention and disposal:**

Destruction is authorized upon completion of activity or when information is superseded, obsolete, or no longer needed.

**System manager(s) and address:**

The Adjutant General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from Recreation Services officers at Army Recreation Services Offices.

**Record access procedures:**

Requests for assistance should be addressed to Recreation Services officers at Army installations having appropriate programs.

For personal visits, individual must provide full name, social security number, and acceptable proof of identity (e.g., driver's license, employee or military identification card).

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determination may be obtained from the SYS-MANAGER.

**Record source categories:**

From the individual concerned, Department of the Army organizations, other Department of Defense organizations and agencies of the Federal Government.

**Systems exempted from certain provisions of the act:**

None

**A0725.01aDAAG**

**System name:**

725.01 Child Care Centers - Registration Files

**System location:**

Child Care Centers, Army wide: Official mailing addresses are in the Appendix.

**Categories of individuals covered by the system:**

Any of the following who use Child Care Center services: active duty and retired military personnel and their de- pendents; members of the military Reserve components on active duty for training and their dependents; Department of the Army (DA) civilians overseas and their dependents overseas and in Continental United States (US) where local civilian resources are not available; and other personnel designated by the Commander.

**Categories of records in the system:**

Documents include, but are not limited to, parent's/guardian's name, grade or rank, social security number (SSN), home address and telephone number; duty address and telephone number; signature of parent/guardian for emergency notification; child's name, birthdate, medical information including allergies, immunization dates; remarks and observations by Child Care Center employees, parents, or physician; and financial records.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Child Care Centers: to obtain information necessary to identify each child; to provide assistance or service required; to coordinate and facilitate other agency services; to facilitate referrals and complete follow-up actions to Army and civilian health and welfare departments or agencies as required; to main- tain a record of services provided for analysis and evaluation of Child Care Center Programs.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Card files and paper files in folders/machine readable disks.

**Retrievability:**

Alphabetically by surname of parent/guardian/SSN.

**Safeguards:**

Records are maintained in the Child Care Center office and are accessible only to authorized personnel. Personal data is safeguarded to the same degree as material marked 'FOR OFFICIAL USE ONLY'; positive identification and authorization to access data is established prior to releasing personal data to an individual. Output products and storage media of automated files are labeled ' PERSONAL DATA - PRIVACY ACT OF 1974 (PL 93-579); paper products, such as listings, cards, paper tape, and carbons, are disposed of by tearing into pieces to render unreadable, shredding, pulping, macerating, burning, or burial. For computerized segments, computer systems(s)/remote terminals(s) are housed in designated controlled areas. The entire system is under lock and key when not in use.

**Retention and disposal:**

Destroyed after 2 years, or on discontinuance, whichever comes first; may be transferred from one Child Care Center to another upon transfer of child.

**System manager(s) and address:**

The Adjutant General, Headquarters, Department of the Army, Washington, DC 20310.

Installation Commanders.

Directors of the Child Care Centers.

**Notification procedure:**

Information may be obtained from Director of Army Installation Child Care Center. Requesting individual must present name, rank, SSN, and proof of identification.

**Record access procedures:**

Requests for assistance should be addressed to the installation commander.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21.

**Record source categories:**

Director of Child Care Center and individual receiving service.

**Systems exempted from certain provisions of the act:**

None

**A0725.01bDAAG**

**System name:**

725.01 Financial Management Planning and Counseling

**System location:**

Army Community Service (ACS) centers, Army-wide. Official mailing addresses are in the Appendix.

**Categories of individuals covered by the system:**

Any of the following who receive ACS consumer assistance and/or are enrolled in budget counseling services: active duty and retired military personnel and their dependents; members of the military reserve components on active duty for training and their dependents; Department of the Army (DA) civilians overseas and their depend-

ents overseas and in the Continental Unites States (CONUS) where local civilian resources are not available; widows, widowers and other next-of-kin (NOK) regardless of dependency status, of military personnel who were on active duty or retired at time of decease; NOK of prisoner of war/missing in action (POW/MIA) of all Armed Services; and other personnel designated by the commander.

**Categories of records in the system:**

Documents accumulated by ACS Centers to include listings of financial resources and liabilities, proposed budgets, calendars of payments, listings of accumulated resources, inventories of important records and papers, and similar documents.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

ACS centers: To counsel military members and dependents regarding the creation of sound economic plans that will prevent accumulation of financial problems.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Records maintained in files accessible only to ACS officer and authorized ACS staff.

**Retention and disposal:**

Destroyed after 2 years, or on discontinuance, whichever comes first; may be transferred from one ACS center to another upon permanent change of station (PCS) of client.

**System manager(s) and address:**

The Adjutant General, Headquarters, Department of the Army; Installation ACS Officers.

**Notification procedure:**

Information may be obtained from Installation ACS Offices. Requesting individual must provide full name, rank, social security number, military status, and current military or dependent identification card.

**Record access procedures:**

Requests for information should be addressed to ACS Officers at installations having ACS Centers.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

ACS Officers and individuals receiving counseling.

**Systems exempted from certain provisions of the act:**

None

## A0725.01cDAPC

**System name:**

725.01 Personnel Actions - Personal Affairs

**System location:**

Primary: United States Army Military Personnel Center (USAMILPERCEN) 200 Stovall Street, Alexandria, VA 22332.

Decentralized segments: Each Major Command, installation, organization and/or unit.

**Categories of individuals covered by the system:**

Commissioned officers, warrant officers, and enlisted personnel on active duty.

**Categories of records in the system:**

Correspondence, inquiries, applications and other administrative communications pertaining to dependent assistance, personal in- debtedness, lack of support, identification and claims under Civilian Health and Medical Program of the Uniformed Services, marriage in overseas areas, paternity claims, health and welfare actions, and other actions related to a service member which originate from sources other than the individual concerned.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012; Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

USAMILPERCEN: To record special action considerations pertaining to an active service member as defined in the record category.

Decentralized segments: Same as USAMILPERCEN.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and card index file.

**Retrievability:**

Access is by surname of service members.

**Safeguards:**

Files are stored in areas accessible only to authorized civilian employees and military members.

**Retention and disposal:**

Files are cut off annually and destroyed after 2 years.

**System manager(s) and address:**

Commander, USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

**Notification procedure:**

Information may be obtained from the appropriate decentralized element or from USAMILPERCEN, 200 Stovall Street, Alexandria, VA 22332.

**Record access procedures:**

Requests should be addressed to the SYSMANAGER or to the appro- priate decentralized element. Addresses of the decentralized element may be obtained from the Department of Defense directory in the Appendix. Visits may be made to the decentralized ele- ments or to USAMILPERCEN.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Correspondence and communications from persons indicated in record category and military personnel records.

**Systems exempted from certain provisions of the act:**

None

## A0725.01dDAAG

**System name:**

725.01 Personal Affairs Army Community Service Assistance Files

**System location:**

Army Community Service (ACS) Centers at installations Armywide. Official mailing addresses are in the Appendix.

**Categories of individuals covered by the system:**

Any of the following who receive ACS assistance: active duty and retired military personnel and their dependents; members of components on active duty for training and their dependents; Department of the Army (DA) civilians overseas and their dependents overseas and in Continental United States (CONUS) where local civilian resources are not available; widows, widowers and other next-of-kin, regardless of dependency status, of military personnel who were on active duty or retired at time of decease; next-of-kin of prisoner of war/missing in action (POW/MIA) of all Armed Services; and other personnel designated by the Commander.

Army Community Service (ACS) Program volunteers.

**Categories of records in the system:**

Documents accumulated by ACS Centers include, but are not limited to, contact summaries, progress notes, referral forms, problem statements used to provide referral and follow-up, financial aid, exceptional children assistance, child advocacy assistance, relocation services, emergency assistance, counseling, community life services, general assistance, and similar services. ACS volunteer service records. (See Department of the Army (DA) Form 3063-R, Army Regulation 608-1 for detailed services provided.)

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

ACS Centers: To obtain information necessary for providing the assistance or service required; to coordinate and facilitate other agency services; to facilitate referrals and complete follow-up actions; to maintain a record of services provided for purposes of analysis and evaluation of ACS Center program; to maintain record of household items loaned; to communicate between losing and gaining ACS activ-

ities concerning unresolved, continuing, or anticipated personal problems of individuals; to develop and coordinate ACS volunteer services and determine volunteer qualifications for task assignments and awards.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Records maintained in ACS files accessible only to ACS Officer and authorized ACS staff.

Retention and disposal:

Destroyed after 2 years, or on discontinuance, whichever comes first; may be transferred from one ACS Center to another upon permanent change of station (PCS) of client.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Installation ACS Officers.

Notification procedure:

Information may be obtained from Installation ACS Officers. Requesting individual must provide full name, rank, social security number, and military status, together with current military or dependent identification card.

Record access procedures:

Requests for assistance should be addressed to ACS officers at installations having ACS Centers.

Contesting record procedures:

The Army's rules for obtaining access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

ACS Officers and individuals receiving assistance.

Systems exempted from certain provisions of the act:

None

A0725.06aDAAG

System name:

725.06 Army Emergency Relief Transaction File

System location:

Army Emergency Relief (AER) offices, Army-wide. Official mailing addresses are in the Appendix.

Categories of individuals covered by the system:

Any of the following who receive AER financial assistance: active duty Army personnel and their dependents; members of all components of the Army retired after completion of 20 or more years of active duty and their dependents, and members of all components of the Army retired by reason of physical disability in line of duty and their dependents; dependents of Army personnel missing in action; and eligible widows and orphans of extended active duty Reserve component or Army of the United States (AUS) personnel.

Categories of records in the system:

Documents accumulated by AER branches and sections, including financial and loan reports, applications for financial assistance, acknowledgments of remittance and assistance received, collection and indebtedness documents, cash books, loan ledgers, control ledgers, canceled checks, prenumbered receipts, and similar documents.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Record and control over loans and repayment actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and card files.

Retrievability:

Filed alphabetically by last name of applicant.

Safeguards:

Records maintained in AER files accessible only to AER Officer and authorized AER staff.

Retention and disposal:

Records are active until loan is paid or determined uncollectable and then kept 2 years in AER office and 1 year in records holding area (RHA); then destroyed.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, Washington, DC 20310.

Director, Army Emergency Relief, Department of the Army, Washington, DC 20314.

Installation AER Officers.

Notification procedure:

Information may be obtained from AER Officers at install- ation AER offices. Requesting individual must provide full name, rank, social security number, military status, date and social security number, military status, date and place place where last AER loan was obtained and current military or dependent ID card.

Record access procedures:

Requests for assistance should be addressed to AER Officers at installations having AER offices.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

AER Officers and individual applicants for assistance.

Systems exempted from certain provisions of the act:

None

A0725.07aDAAG

System name:

725.07 Commercial Business Solicitation Files

System location:

Files are maintained at the installation producing the files. Official mailing addresses are in Department of Defense directory in Appendix.

Categories of individuals covered by the system:

Any individual submitting an application for installation solicitation privileges.

Categories of records in the system:

File contains individual's application for solicitation privileges and related processing papers.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012g; Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To identify individuals cleared and authorized to conduct commercial business on the installation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and on index cards.

Retrievability:

Filed alphabetically by last name of solicitors.

Safeguards:

Records are maintained in an area accessible only to authorized personnel.

Retention and disposal:

Records are destroyed when superseded by a new authorization, except final authorizations are destroyed after removal of accreditation.

System manager(s) and address:

Installation commander where records are maintained.

Notification procedure:

Information may be obtained from headquarters of the installation where the individual requested solicitation privileges.

Record access procedures:

Requests from individuals should be addressed to the installation commander.

Written requests should contain, as a minimum, the solicitor's name and social security number.

For personal visits, individuals should provide acceptable identification.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21.

**Record source categories:**

Application and related papers from the individual requesting a solicitation permit.

**Systems exempted from certain provisions of the act:**

None

A0726.04aDAAG

**System name:**

726.04 Casualty Case Files

**System location:**

Primary System: Casualty Directorate, The Adjutant General Center;
National Personnel Records Center (NPRC);
Center for Prisoner of War Studies, San Diego, CA;
Washington National Records Center;
Decentralized Segments: Department of the Army (DA) Staff Agencies and Commands.

**Categories of individuals covered by the system:**

Any service member who is Missing-In-Action (MIA) or a Prisoner of War (POW) as a result of the Vietnam conflict.

**Categories of records in the system:**

Files contain individual Servicemen's Group Life Insurance designations; DA Form 41 (Record of Emergency Data); Health and Dental Records; 201 Files; Intelligence Files on MIA's and POW's; personal correspondence from the next-of-kin and DA correspondence from Members of Congress; records of telephonic inquiries from the next-of-kin.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Files are used to brief the next-of-kin of MIA's and POW's; Members of Congress; other DA Staffs at Headquarters, Department of the Army. Files are also presented to the next-of-kin upon request.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Filed in individual file folders.

**Retrievability:**

Filed alphabetically by last name of service member.

**Safeguards:**

Correspondence filed in safes.

**Retention and disposal:**

Records are permanent. They are retained in active file until individual is declared deceased or returned to military control, then retired to NPRC (Military), St. Louis, MO 63132.

**System manager(s) and address:**

The Adjutant General, DA, Washington, DC 20314.

**Notification procedure:**

Information may be obtained from:
Headquarters, Department of the Army (HQDA)
Room 7G-064
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-6452/6453/6454

**Record access procedures:**

Requests from next-of-kin or their designated legal representatives should be addressed to: HQDA (DAAG-CAD), Room 7G-064, Forrestal Building, Washington, DC 20314.

For personal visits, individual should be able to provide verbal information that can be verified with the case folder.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determination may be obtained from the SYSMANAGER.

**Record source categories:** Personal data are furnished by service member prior to entry and during service of active duty.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information, contact the SYSMANAGER.

A0726.04bDAAG

**System name:**

726.04 Report of Casualty Department of Defense (DD) Form 1300

**System location:**

Casualty Branch, Special Actions Division, Personnel Services Directorate, United States Army Reserve Components Personnel and Administration Center (USARCPAC), 9700 Page Boulevard, St Louis, MO 63132.

**Categories of individuals covered by the system:**

Any member of the United States Army Reserve (USAR) who dies while not in active duty status who is eligible for Servicemen's Group Life Insurance (SGLI) coverage.

**Categories of records in the system:**

Form contains information pertinent to deceased Reservist; name, social security number (SSN), address, date of death, cause of death, next-of-kin, designated beneficiary for SGLI.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 275; Pub. L. 93-289.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Office, Servicemen's Group Life Insurance (OSGLI): For payment of insurance to beneficiary; to check certificate of eligibility of reservist.

Federal Bureau of Investigation (FBI): Notification of death - removal of name from active military listing.

Selective Service System: Remove name and file from mobilization pool.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in Casualty Branch, USARCPAC for 6 months from notification of death pending settlement by OSGLI.

**Retrievability:**

By name, verified by SSN.

**Safeguards:**

Maintained in closed area accessible only to authorized personnel. Building employs security guards on 24-hour basis. Entry to building is by authorized badge only.

**Retention and disposal:**

Original copy is permanently maintained as a part of individual's Official Military Personnel File by the National Personnel Records Center, 9700 Page Boulevard, St Louis, MO 63132. Duplicate copy is maintained in Casualty Branch, USARCPAC, for reference pending settlement of insurance claim, for 6 months from notification of death; then destroyed.

**System manager(s) and address:**

Commander, USARCPAC, St Louis, MO 63132.

**Notification procedure:**

Information may be obtained from:
USARCPAC (AGUZ-SAD-CAS)
9700 Page Boulevard
St Louis, MO 63132
Telephone: Area Code 314/268-7505

**Record access procedures:**

Requests from individuals should be addressed to: Commander, USARCPAC, ATTN: AGUZ-SAD-CAS, 9700 Page Boulevard, St Louis, MO 63132.

Written requests for information should contain the full name of the individual, SSN and Army service number, if known. Requests must be accompanied by written authorization of legal next-of-kin.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing determinations by the individual's legal next-of-kin may be obtained from the Commander, USARCPAC.

**Record source categories:**

Notification or Certificate of Death from next-of-kin, USAR Units, United States Postal Service on undeliverable mail, Survivor Assistance Officers appointed by Casualty Area Commander (Commander assigned responsibility for the area in which a casualty occurs in the Continental United States).

**Systems exempted from certain provisions of the act:**

None

A0726.06DAAG

System name:

726.06 Casualty Information System (CIS).

System location:

Casualty Directorate, Casualty Services Office, The Adjutant General Center (DAAG-CA)
Forrestal Building
Washington, DC 20314.

Categories of individuals covered by the system:

All Army personnel who are reported as casualties in accordance with established Army casualty notification procedures.

Categories of records in the system:

File consists of two types of records: (1) individual history file containing a list of every casualty report submitted for an individual, (2) a statistical file containing the latest casualty report for an individual.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The statistical file is used to provide daily statistics concerning the type, number and location of Army casualties. Reports are used by the Casualty Directorate, which reports to the Deputy Chief of Staff for Personnel, Headquarters, Department of the Army (HQDA).

The history file is used to determine if an individual was an Army casualty, when, where, and type of casualty. This file is used to verify the casualty status of individual Army members and, on request, reports are provided the United States Army Military Personnel Center.

Information contained in these files is used to conduct personal transactions concerning Army members, particularly in conjunction with individual benefits.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes, computer printouts, punch cards.

Retrievability:

File is in alphabetic sequence by legal last name with social security number.

Safeguards:

Buildings employ security guards. Computer printouts and cards are maintained in a single location where only authorized, properly screened personnel have access. Computers and tape files are housed in a secure area requiring special authorization for admittance.

Retention and disposal:

Files are permanent.

System manager(s) and address:

The Adjutant General, HQDA, The Pentagon, Washington, DC; or Director, Casualty Directorate, The Adjutant General Center, Forrestal Building, Washington, DC 20314.

Notification procedure:

Information may be obtained from:
HQDA (DAAG-CAC)
Room 7G 083
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-6390

Record access procedures:

Requests from individuals should be addressed to: HQDA (DAAG-CAC), Room 7G 083, Forrestal Building, Washington, DC 20314.

Written requests for information should contain the full legal name of the individual, current mailing address and telephone number. Individuals may gain access only to information pertaining to their record.

Personal visits may be made to this office during normal working hours. Individuals are required to present positive proof of identification. In those cases where a survivor is requesting information, positive proof will be required prior to release of information. All visitors will be required to provide verbal information that can be verified with the case folder.

Contesting record procedures:

The Army's rules for access to records, for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information contained in this file is obtained from casualty reports received from field commands in accordance with established reporting procedures. Methods used include teletype, electrical messages, telephone reports.

Systems exempted from certain provisions of the act:

None

A0727.01DAPC

System name:

727.01 Misconduct/Unfitness/Unsuitability Discharge Board Proceedings File

System location:

Primary System: United States Military Personnel Center (MILPERCEN).

Decentralized Segments: US Army commands having authority to appoint appropriate boards and approve findings thereof.

Categories of individuals covered by the system:

Any Army member whose unfitness, unsuitability, or misconduct is of such a nature that warrants his appearance before a properly constituted board for a determination of his continuance in the service or his discharge therefrom.

Categories of records in the system:

File contains orders appointing the board; verbatim testimony of individuals who appear before the board; personnel records/ forms, papers/documents relating to the individual concerned.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The appointed Board: To determine the continuance in service or the separation of the service member who has been directed to appear before the board.

Department of the Army Commands and Staff agencies: To accomplish required administrative actions and for review of board proceedings for accuracy, completeness, and adherence to policy.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by name.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Records of board proceedings which are approved for separation of the individual are permanent and become a part of the official military personnel file. Records of board proceedings and related papers which do not result in separation of the service member are filed in the appropriate command for 2 years and destroyed in accordance with existing files destruction plans and schedules.

System manager(s) and address:

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from:
Commander
United States Army Military Personnel Center
200 Stovall Street
Alexandria, VA 22332

Record access procedures:

Requests from individuals should be addressed to: (1) National Personnel Records Center, General Services Administration, 9700 Page Blvd, St Louis, MO 63132 if separated; (2) The Command/ organization/Army element where the service member is assigned, if retained in service.

For personal visits, the individual should provide acceptable military identification or identification normally used in the transaction of civilian business and verbal information that can be verified from the subject file.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Headquarters, Department of the Army (DAPC-MSO) 200 Stovall Street, Alexandria, VA 22332.

**Record source categories:**

Correspondence directing appearance before a duly appointed board; source records pertaining to the alleged misconduct, unfitness, unsuitability; personnel records of individual directed to appear; testimony of witnesses; depositions; affidavits and related papers presented to the board to support and/or refute pertinent allegations. Other records/forms/documents/papers accumulated by the board for information used in reaching a conclusion and formulating a decision.

**Systems exempted from certain provisions of the act:**

None

**A0727.05aOSA**

**System name:**

727.05Army Council of Review Boards Files

**System location:**

Army Council of Review Boards, Office, Secretary of the Army (SFRB), The Pentagon, Washington, DC 20310.

**Categories of individuals covered by the system:**

Members of active Army and former members of active Army, and prospective enlistees/inductees eliminated or denied enlistment who have cases pending or under consideration by the Army Council of Review Boards or any of its component boards.

**Categories of records in the system:**

Index files contain copies of Board proceedings, hearing transcripts, and findings of Boards.

**Authority for maintenance of the system:**

Title 10 U.S.C., Sections 1214, 1216, 1553, and 1554.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Army Discharge Review Board: to hear appeals from former active duty Army members separated administratively.

Army Disability Rating Review Board: to hear appeals from former Army members retired with or for physical disability.

Army Physical Disability Appeal Board: to hear from active duty Army members being eliminated for physical disability under provisions of Army Regulation (AR) 635-40.

AD-HOC Review Board: to conduct automatic review of officer-qualified resignations under provisions of AR 635-100, grade determinations of all former Army members with combined active and former service greater than 30 years and retired at a grade less than the highest grade ever held, or any other matters that the Secretary of the Army may direct.

Army Security Review Board: to conduct automatic review of officer elimination or denial of induction of Selective Service Registrants or inductees or active duty members eliminated under provisions of AR 604-10.

All Review Boards: to respond to inquiries from individuals, counsel, Members of Congress and other Federal agencies concerning the status and disposition of cases.

Other Army Agencies from which expert comment may be required: to review records and make recommendations within their areas of jurisdiction.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File cards.

Paper records in file folders.

**Retrievability:**

Grouped by individual boards, and thereunder filed alphabetically by last name of individual.

**Safeguards:**

Building employs security guards. Records are maintained in areas accessible only to authorized personnel and classified records are kept in locked safes.

**Retention and disposal:**

File cards are historical and maintained permanently.

Working files are retained, on a calendar year basis, for the current year in which a case is closed, plus 1, then are destroyed after 5 years.

**System manager(s) and address:**

The Special Assistant to the Under Secretary of the Army, Office, Secretary of the Army, The Pentagon, Eashington, DC 20310.

**Notification procedure:**

Information may be obtained from:

Office, Secretary of the Army
Army Council of Review Boards
Room 1E474
The Pentagon
Washington, DC 20310
Telephone: Area code 202/697-3071

**Record access procedures:**

Requests from individuals should be addressed to: Office, Secretary of the Army, Army Council of Review Boards, Room 1E474, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number, and the type of case involved. Visits are limited to the Army Council of Review Boards, The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to provide some acceptable identification, such as driver's license or employing office identification card, and give some verbal information that can be verified with his case folder.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Official Military Personnel Files and related records.

Correspondence, documents and other materials generated as a result of action by the Boards.

**Systems exempted from certain provisions of the act:**

Those portions of Army Security Review Board records which are properly and currently classified are exempt from subsections c(3), d, e(1), e(4)G, H and I, and f of Section 552a of the Privacy Act of 1974 for reasons of national security.

**A0727.05bDAPE**

**System name:**

DOD Discharge Review Program (Special)

**System location:**

Primary manual/paper file record located at the Joint Liaison Office, US Army Reserve Components Personnel Administration Center (RCPAC), St Louis, MO; at the National Personnel Records Center (NPRC) of General Services Administration (GSA), St Louis, MO; US Army Administration Center, Ft Harrison, IN; Army Discharge Review Board, The Pentagon, Washington, DC 20310; Army Council of Review Boards, Office, Secretary of the Army, The Pentagon, Washington, DC 20310. Demographic data on people applying will exist in the Office, Secretary of Defense.

Automated case summary information for all former military members, regardless of Service, maintained by Headquarters, Department of the Army (HQDA), US Army Management Systems Support Agency, The Pentagon, Washington, DC 20310.

**Categories of individuals covered by the system:**

Former members of the Army who seek discharge upgrade action in accordance with Department of Defense special discharge review program and case summary sheet data on former military members of the Navy, Marine Corps, and Air Force, and the Coast Guard.

**Categories of records in the system:**

Contains information initially provided by individual when seeking discharge upgrade consideration; includes but is not limited to: name, social security number (SSN), mailing address, telephone number, former service number(s), and dates of military service. File subsequently contains information provided by requester in written form; information includes discharge date (between 4 Aug 64 and 28 Mar 73 except where otherwise noted), type discharge, desertion data (if applicable), branch of service, SSN, service number(s), address, hearing method, and dates of confirmation letter.

Case data sheet consolidates preceding information as well as information provided from official military records pertaining to the requester and includes, but is not limited to, the following: index reference and case number associated with individual request, date official military personnel file received from NPRC, date of birth, home of record, officer or inductee/enlistee, sex, race, date entered/discharged from service, reason and authority for discharge, documents submitted by individuals meriting special consideration, dates of accomplishment of steps related to processing of request; discharge review date; conclusion (upgrade to honorable, general, or appeal denied); vote of discharge review board and reasons (special considerations, mitigating factors, compelling reasons, deserving post service conduct); date of applicant notification of discharge review determination, and application for rehearing if applicable.

Information which may be obtained from military service records pertaining to the requester includes whether individual completed tour in Southeast Asia or Western Pacific, was wounded in combat, decorated for valor or merit, honorably discharged from previous

tour, satisfactorily served 24 months prior to discharge or completed alternative service, or was excused in accordance with Presidential Proclamation 4313. Mitigating data pertaining to request include general aptitude, length of service at time of discharge, education level, socio-economic background, factors related to personal distress, waiver(s) granted for service entry, offense(s) motivated by conscience, drug/alcohol related discharge, and good citizenship. Disqualifying data include whether discharged for act(s) of violence/dishonor, offense(s) subject to civilian criminal prosecution, and desertion in or from combat theater.

Automated record contains summary data from case data summary sheet described above, accumulated by Army for all military services, and includes type record, SSN or service number(s), discharge date (between 4 Aug 64 and 28 Mar 73), name, address, telephone number, hearing method, date of inquiry, date of confirmation letter.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Sections 3012, 1553, and 1554.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To support Army Discharge Review Board actions and notify appropriate government agencies (e.g., Veterans Administration) of matters pursuant to such action.

To render recurring reports on number of cases processed by each military service, and matters associated therewith.

To respond to inquiries from individuals to whom records pertain, their counsel, members of Congress, and other governmental agencies concerning the status and disposition of cases.

To obtain views and recommendations, as required, from other governmental activities within their area of responsibility, including The Attorney General and other law enforcement agencies in those cases alleging acts of force or violence and criminal conduct deemed to be so serious as to warrant continued investigation or possible prosecution.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in files, card indexes, computer magnetic tapes/disks, computer punch cards, and computer printouts.

Retrievability:

By name, SSN or service number, case number or other individually unique identifier assigned the record. Case Summary may be grouped by military service Discharge Review Board and thereunder filed alphabetically by name, case number, SSN or service number, or by other appropriate identifier.

Safeguards:

Manual records are stored in buildings which employ security guards; records are accessible only to authorized personnel.

Automated records are under the control of a cardkey access system which requires positive identification and authorization, and are located in a designated controlled area to which access is limited to selected personnel only.

Retention and disposal:

Final determination and associated supporting documentation incorporated into the Official Military Personnel Folder of the Army member and returned to NPRC, GSA upon completion of action by the Discharge Review Board. Copy of case data summary sheet for each former military service member (Army, Navy, Marine Corps, Air Force) and copy of a comprehensive final report by each military service upon completion of the program will be retained by the Army Council of Review Boards for a period not yet determined.

Automated record information retained for 5 years or until such time as necessary to complete all special Discharge Review Board program actions and attendant administrative matters associated with accounting, reporting, and historical file maintenance in support of DOD requirements. Subsequently destroyed.

System manager(s) and address:

HQDA, ATTN: DAPE-HRL, The Pentagon, Washington, DC 20310.

Army Discharge Review Board, OSA, Room 1E-474, The Pentagon, Washington, DC 20310.

Commander, US Army Management and Systems Support Agency (for ADP portions of the DOD system).

Notification procedure:

Information may be obtained by contacting the respective military department discharge review boards. Addresses are as follows:

Office of the Secretary of the Army
ATTN: Discharge Review Board (Special Discharge Review Program)
Room 1E-474, The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-3071
Office of the Secretary of the Navy
ATTN: Discharge Review Board (Special Discharge Review Program)
Room 910, Ballston Centre Tower 2
801 North Randolph Street
Arlington, VA 22203
Telephone: Area Code 202/692-4991
Office of the Secretary of the Air Force
ATTN: Discharge Review Board (Special Discharge Review Program)
Room 920, Commonwealth Building
1300 Wilson Boulevard
Arlington, VA 22209
Telephone: Area Code 202/694-5669

Record access procedures:

Requests from individuals formerly with the Army should be addressed as indicated above. Written requests should contain the full name, SSN, former service number(s), address, telephone number and case number (if known) of the requester, and the fact that the request is related to the DOD Discharge Review Program (Special). Requests for information from other former service personnel should be addressed as indicated under 'Notification procedure'. (Requests of former members of the Coast Guard should be addressed to the Navy Discharge Review Board.)

For personal visits, the individual should be able to provide some acceptable identification such as driver's license and verbal information which can be used to verify that information contained in the record sought (e.g., SSN, former service number(s), address, and case number).

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA, ATTN: DAPE-HRL, The Pentagon, Washington, DC 20310.

Record source categories:

Official Army personnel files and related records.

Reports from the Navy, Marine Corps, and the Air Force.

Correspondence, documents, and other material generated as a result of action required by the DOD Discharge Review Program (Special).

Systems exempted from certain provisions of the act:

None.

A0727.08aDAPC

System name:

727.08 Temporary Disability Retirement Master List (TDRL)

System location:

United States Army Military Personnel Center (MILBERCEN), 200 Stovall Street, Alexandria, VA 22332.

Categories of individuals covered by the system:

Army personnel who are on temporary disability retirement.

Categories of records in the system:

File contains social security number (SSN), name, address, Department of the Army (DA) special order number, percentage of disability, doctor code, re-examination date, date placed on list, hospital code, travel code, Army component, pay termination code, requirement for board code, record control number, hospital name and address.

Authority for maintenance of the system:

Title 10 U.S.C., Section 1376.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To fulfill statutory requirements assuring that personnel who are on temporary disability receive periodic physical examina- tions.

To prepare address verification letters, letter orders and allied listings.

To provide a quarterly listing of individuals in hospital code sequence to US Army Health Services Command. Disclosures may be made to a congressional office from the records of an in- dividual in response to a Congressional inquiry made at the re- quest of that individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on computer magnetic tape and disk.

**Retrievability:**

Records accessed by SSN and date (parameter) control card.

**Safeguards:**

Magnetic tape is maintained in areas accessible only to authorized personnel; automated media are protected by authorized password for system, controlled access to operation rooms and controlled output distribution.

**Retention and disposal:**

A magnetic tape record is maintained on each individual while in a temporary disability retired status or removed by pro- cessing a deletion transaction. The current and two previous tape files are maintained at any given time. Upon creation of a new file, the oldest file is erased.

**System manager(s) and address:**

Commander, United States Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

**Notification procedure:**

Information may be obtained from:
Commander, United States Military Personnel Center
200 Stovall Street
Alexandria, VA 22332.

**Record access procedures:**

Requests for information should be addressed to: Headquarters, Department of the Army (DAPC-PAS-RD), 200 Stovall Street, Alexandria, VA 22332.

Written request for information should contain the individual's name, SSN, and appropriate return address.

Personal visits may be made to United States Army Military Personnel Center; individuals should be able to provide their military service identification card or other commonly accepted identification.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

**Record source categories:**

Information is obtained from documents and computer readable form from other DA offices.

**Systems exempted from certain provisions of the act:**

None

**A0728.01DAAG**

**System name:**

728.01 Retired Personnel Data File.

**System location:**

Primary System: The Adjutant General Center, 1000 Independence Avenue SW, Washington, DC 20314.

Decentralized segments: United States Army Military Personnel Center (USAMILPERCEN), 200 Stovall Street, Alexandria, VA 22332; Army commands/installations operating retiree councils and/or service activities.

**Categories of individuals covered by the system:**

All retired Army personnel.

**Categories of records in the system:**

File contains name, grade codes, retirement class, social security number, branch of service, date of birth, date of retirement, component, years of service, percentage of disability, sex, retired pay codes, address codes, and retirement codes. File is maintained on magnetic tape for output to microfiche for manual video use.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3966.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The Adjutant General Center: To fulfill statutory requirement for listing of retired personnel; to accomplish a continuing contact with the retired person with respect to their entitlements, envolvements, and status as a retired military member; to provide listings, geographically, for use by commands/installations operating retiree councils and/or service activities; and for locator use.

General Services Administration: To obtain printing services for volume III, Army Registers.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Microfiche and magnetic tapes.

**Retrievability:**

Record accessed by name.

**Safeguards:**

Microfiche maintained in areas accessible only to authorized personnel who are trained and cleared for duty in the retired activities branch; magnetic tape is maintained in areas accessible only to personnel who are trained and cleared for computer duties.

**Retention and disposal:**

Magnetic tape updated through input of new retiree, address change, and death; individual data record retained until death.

**System manager(s) and address:**

Commander, The Adjutant Genral Center, 1000 Independence Avenue SW, Washington, DC 20314.

**Notification procedure:**

Information may be obtained from:
Commander
The Adjutant General Center
1000 Independence Avenue SW
Washington, DC 20314

**Record access procedures:**

Requests from individuals should be addressed to: Headquarters, Department of the Army (HQDA), (DAAG-PER), 1000 Independence Avenue SW, Washington, DC 20314.

Written requests for information should contain the full name of the requester, service identification number, and current address.

Personal visits may be made to the Adjutant General Center. Individuals should be able to provide their military service identification card or other commonly acceptable means of identification used in the normal transaction of business.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAAG-AMR), 1000 Independence Avenue SW, Washington, DC 20314.

**Record source categories:**

Retirement order and documents; retiree input of address change data; death notifications.

**Systems exempted from certain provisions of the act:**

None

**A0802.01aNGB**

**System name:**

802.01 Technician Personnel Management Information System (TPMIS)

**System location:**

Primary System: Office of Technician Personnel National Guard Bureau (NGB-TN) and National Guard Computer Center (NGB-AD), Columbia Building; 5600 Columbia Pike, Falls Church, VA 22041.

Decentralized Segments: Adjutants General of each State, Puerto Rico, Virgin Islands and District of Columbia.

**Categories of individuals covered by the system:**

Army and Air National Guard technicians employed under the provisions of Title 32 U.S.C., Section 709.

**Categories of records in the system:**

Centralized file contains the following data elements: name, social security number (SSN), submitting office number, date of birth, sex, citizenship code, reportable handicap code, organization designation, state code, date of retirement from uniform service, purpose and source of training, on duty and non-duty hours of training, training priority, special interest program, direct and indirect training costs, record type, card code, uniform service designation code, uniform service component code, uniform service pay grade, type technician, service computation date, effective date of action, nature of personnel action, employee tenure, Federal Employees Group Life Insurance (FEGLI), retirement, veterans preference, pay plan, grade level, step/rate, occupation series, functional classification, pay basis, salary, geographic location, unit identification code, position occupied, work schedule, pay rate determinate, identification code, position occupied, work schedule, pay rate determinate, special program identification, type of appointment, job number, position tenure, supervisory identification, manning document number and date, project number, function code, level of education, academic discipline, date degree attained, Federal Employees Health Benefit Status Code, National Guard Association Insurance Trust Insurance Status Code, program element code, losing state code, reason for separation code, minority group designator, type of training code, converted military grade, Air Force specialty code (AFSC), military occupation series

(MOS), job title, personnel accounting symbol (PAS), military pay date, total years service date.

Decentralized file contains those data elements within the centralized file plus the following: annual performance rating date, probationary or trial period completion date, conversion to career date, conversion to excepted date, within-grade due date, length of service due date, limitation code, not to exceed date, technician/military code, and mandatory retirement date.

Information other than that specified in National Guard Bureau (NGB) publications will not be maintained in the system. In the event any other information is maintained, the State Adjutant General will be the responsible agent for such information.

Authority for maintenance of the system:

Title 32 U.S.C., Section 709 and Executive Order 93-97, November 22, 1943.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To statistically analyze the technician workforce strength trends and composition in support of established manpower and budgeting programs and procedures.

To provide statistics and individual personnel information required of the NGB by the Departments of the Army and Air Force, Department of Defense, Office of Management and Budget, Department of Labor, the United States Civil Service Commission, and various staff offices of the National Guard.

To prepare reports, reply to correspondence from both individuals and groups under the Freedom of Information Act and Privacy Act of 1974, and to respond to requests from courts and regulatory bodies.

To produce suspense notices for performance ratings, trainee status, probationary or trial period completion date, conversion to career date, conversion to excepted date, within-grade due date, length of service due date, not to exceed date and mandatory retirement date; and to provide information for internal audit and file maintenance.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes, disks, computer printouts, punch cards, paper records and microfiche.

Retrievability:

Information is accessed and retrieved by SSN, and/or data elements listed in RECORD-CATEGORY above.

Safeguards:

Accessed by custodian of the system, by employee(s) responsible for servicing the record system in performance of their official duties. Building in which computer system is housed employs security guards. Computer room is accessible by authorized persons only. Computer software precludes unauthorized access to the file through a system of password and system lockout procedures. Buildings in which the microfiche, punch cards, and paper records are housed are secured by uniformed guards and the office maintaining these data is secured when not occupied.

Retention and disposal:

Updated master files contained on either magnetic tape or disks are maintained as permanent records. Work tapes or disks are cleaned (degaussed) immediately or within 45 days after creation. Computer printouts and microfiche containing selected workforce characteristics are retired to National Guard Records Storage in accordance with applicable regulations. Work records are retained for 45 days and then destroyed.

System manager(s) and address:

Chief, NGB-TN, Defense Post Office Unit R-411, 5600 Columbia Pike Office Building, Falls Church, VA 22041.

Decentralized SYSMANAGERS: Office of the State Adjutant General of each State, Puerto Rico, Virgin Islands and District of Columbia.

Notification procedure:

Requests from individuals should be addressed to the appropriate State decentralized SYSMANAGER or the centralized SYSMANAGER. Written requests should contain full name of individual, SSN, current employing State.

For personal visits, requester must provide name and SSN from an acceptable form such as driver's license and employee identification card.

Record access procedures:

Individual requests should be addressed to either the appropriate Decentralized SYSMANAGER or the centralized SYSMANAGER.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Information received from the employee official personnel folder, payroll records, manpower authorization document, and automated interface with Army and Air Guard Military Personnel Systems.

Systems exempted from certain provisions of the act:

None

A0807.01DAAG

System name:

807.01 MCT USAR Civilian Technician System

System location:

Primary System: Systems Support Directorate, United States (US) Army Reserve Components Personnel and Administration Center (USARCPAC) (Field Operating Agency of The Adjutant General's Office, Department of the Army), 9700 Page Boulevard, St Louis, MO 63132.

Decentralized Segments: Office of Chief Army Reserve (OCAR), and Department of the Army Staff (DAS) agencies and commands.

Categories of individuals covered by the system:

Any person who is currently employed as a US Army Reserve Civilian Technician.

Categories of records in the system:

File contains personnel identification data to include name and social security number (SSN), and work status data concerning job category, grade, assigned work station and location. If personnel are members of the US Army Reserve (USAR), data on reserve assignment and reserve grade are also carried.

Authority for maintenance of the system:

Title 10 U.S.C., Section 275.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

USARCPAC: Receive raw input data from USAR Commands, maintain the centralized data processing system and produces and distributes reports to the users. Is the computer processing support agency; does not utilize or dispense data to other than officially designated agencies.

USAR Commands: To obtain current management data to administer to technicians assigned within their command.

OCAR: To monitor the overall program and to provide policy guidance and budget planning for the program.

Other DAS agencies and commands: To provide data for inclusion in training and mobilization plans.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored as computer tape and paper printout.

Retrievability:

Sequenced numerically by SSN within unit identification code of unit to which assigned.

Safeguards:

Security guards limit access to the USARCPAC. Magnetic tape files are maintained in a library by reel numbers; access to a specific file must be determined by responsible scheduling personnel. In addition, basic file characteristics must be programmed into access programs before individual data records can be referenced.

Access to hardcopy listings is limited to employed personnel with a job related need-to-know requirement at the OCAR, USAR Commands, and other DAS agencies and commands.

Retention and disposal:

The automatic data processing system at the USARCPAC requires records to be maintained on an evolutionary schedule; a record is created upon hiring and is eliminated when employment is terminated. Tape files are retained for 60 days; tape files are retained in a tape library through 3 processing cycles, a creation cycle, for use as the current file in next creation cycle and then as the emergency backup file.

Printed reports/listings are maintained at the OCAR, USAR Commands, and other DAS agencies and commands until superseded by the next edition.

System manager(s) and address:

The Chief of Army Reserve. Headquarters Department of the Army, (HQDA), The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from:
OCAR (DARR-PE)
Room 2D532
The Pentagon
Washington, DC 20310.
Telephone: Area Code 202/695-0877

**Record access procedures:**

Requests for information should be addressed to: HQDA, OCAR, ATTN: DAAR-PE, Washington, DC 20310.

Requests should contain the full name and SSN of the individual, current address and telephone number and a clear, concise request statement.

Personal visits are limited to the USAR Command having jurisdiction over the unit by whom the technician is employed. Acceptable identifying documents such as driver's license, Reserve identification card or other document that can be verified against record is required.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA, OCAR (DAAR-PE), Washington, DC 20310.

**Record source categories:**

Data are transmitted from the employing USAR Command to the USARCPAC, on Department of Army Forms 3615-R, Strength and Utilization of USAR Technicians via the US Postal Service. Processed data are returned to authorized agencies by reports controlled by the US Army Reports Control System.

**Systems exempted from certain provisions of the act:**

None

A0807.05aDAPE

**System name:**

807.05 NAF Personnel Records

**System location:**

Decentralized Segments: Installation Civilian Personnel Offices and National Personnel Records Center, (NPRC), St Louis, MO.

**Categories of individuals covered by the system:**

All individuals who have applied for employment with, are employed by, or were employed by nonappropriated fund (NAF) activities.

**Categories of records in the system:**

Files may contain applications and requests for employment, testing and qualification documents, ratings documents, documentation of prior employment, appointment documents, notification of personnel actions, medical certificates, suitability and security documents, performance evaluations, retirement and group insurance documents, job descriptions and experience statements, training and career development records, records of awards and commendations, withholding authorizations, authorizations for differentials and allowances, authorizations for local logistical support, injury and death compensation documents, unemployment compensation documents, requests for personnel actions and/or entitlements, travel and transportation authorization documents, reduction-in-force and adverse action documents, disciplinary action records, statements covering conflict of interest and/or conduct, and correspondence relating to the above named.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

These records are used by Department of the Army (DA) Staff Agencies, commands and installations to carry out a personnel management program for DA NAF instrumentalities. The records are used to recruit, select, appoint, assign, pay, evaluate, recognize, discipline, train and develop, and separate individuals; to administer employee benefits; for labor-management relations, employee-management relations, and responsibilities inherent in the execution of managerial and supervisory functions. Records are used to prepare reports, prepare correspondence, respond to courts and regulatory bodies, execute statutory requirements (such as Freedom of Information Act) and to respond to employee inquiries.

Other Federal agencies, such as General Accounting Office, General Services Administration, Civil Service Commission, Department of Labor, Department of Justice, use these records to resolve and/or adjudicate matters falling in their jurisdiction.

Records may also be disclosed to labor organizations in response to requests for names of employees and identifying information.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders, kardex files.

**Retrievability:**

Filed alphabetically, manually, by last name; by social security number (SSN); or other individually assigned number by numerical sequence.

**Safeguards:**

Storage area restricted to authorized personnel only and the documents treated as if they were FOR OFFICIAL USE ONLY.

**Retention and disposal:**

Documents denoting appointment, tenure and pay are retained at Activity level during period of employment and 30 days after separation are forwarded to the NPRC for permanent retention. Other records are held for the period of probability of use, then retained in records holding area for a safety period and subsequently destroyed.

**System manager(s) and address:**

The Deputy Chief of Staff for Personnel, DA, The Pentagon, Washington, DC, 20310.

**Notification procedure:**

Information may be obtained from:
Civilian Personnel Officer (at installation where employed).
Former nonappropriated fund employees: NPRC (Civilian) 111 Winnebago Street, St Louis, MO 63118.

**Record access procedures:**

Requests from individuals should be addressed to: Headquarters, Department of the Army (HQDA) (DAPE-CPR), Washington, DC 20310.

Written requests from individuals should contain the full name of the requester, current address and telephone number, a specific description of the information/records sought, and any identifying numbers such as SSN.

For personal visits, the individual should be able to provide acceptable identification such as: driver's license, employing office's identification card, and furnish verbal information in support of his request.

**Contesting record procedures:**

The Army's rules for contesting contents of the records and appealing initial determinations may be obtained from HQDA (DAPE-CP) Washington, DC 20310.

**Record source categories:**

Applicant or employee prepared or introduced documents, statements or correspondence from persons having knowledge of the individual or acts of the individual, official records, officially generated documents notating actions or events affecting employment and/or pay.

**Systems exempted from certain provisions of the act:**

None

A0807.09aDAPE

**System name:**

807.09 Grievances and Appeals Under Negotiated Grievance Procedures.

**System location:**

Civilian Personnel Office servicing the Department of the Army (DA) activity/installation.

**Categories of individuals covered by the system:**

DA civilian employees paid from appropriated funds serving under career, career-conditional, temporary and excepted service appointments on whom discipline, grievances and complaints records exist.

Discrimination complaints of civilian employees, paid from appropriated and nonappropriated funds, applicants for employment and former employees in appropriated and non-appropriated positions. Management operation record system consisting of manual file maintained by immediate supervisors and high level managers concerning employee performance, capability, informal discipline, attendance, leave and tardiness, work assignments and similar work-related, employee-related, employee records.

**Categories of records in the system:**

Manual files, maintained in paper folders, contain copies of documents and information pertaining to discipline, grievances, complaints and appeals.

**Authority for maintenance of the system:**

Executive Order 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration; Title 4 U.S.C., Sec-

tions 1302, 3301 and 3302; Executive Order 10577, Amending the Civil Servic Rules and Authorizing a New Appointment System for the Competitive Service.

Pub. L. 92-261, The Equal Employment Opportunity Act of 1972; Pub. L. 93-259; Extension of Age Discrimination in Employment Act of 1967.

Title 5 U.S.C., Section 7512; Executive Order 11491, Labor Management Relations in the Federal Service.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials of the DA or other Department of Defense (DOD) agencies in the performance of their duties related to the management of civilian employees in the processing, administration and adjudication of discipline, grievances, complaints, appeals, litigation and program evaluation.

Representatives of the United States Civil Service Commission on matters relating to the inspection, survey, audit or evaluation of civilian personnel management programs or personnel actions, or such other matters under the jurisdiction of the Commission. Appeals officers and complaints examiners of the Federal Employee Appeals Authority for the purpose of conducting hearings in connection with employees' appeals from adverse actions and formal discrimination complaints.

The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the civilian manpower management programs.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

The Senate or House of Representatives of the United States, or any member, committee or subcommittee or joint committees on matters within their jurisdiction relating to the above programs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual records stored in paper folders.

Retrievability:

Manual records filed by last name.

Safeguards:

All records are stored under strict control and are available only to authorized personnel having a need-to-know.

Retention and disposal:

Manual records are destroyed upon separation of the employee from the activity or in accordance with appropriate record disposal schedule.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Office of the Director of Civilian Personnel (DAPE-CP), Headquarters, Department of Army, Washington, DC 20310.

Notification procedure:

Request by correspondence should be addressed to: Director of Civilian Personnel, DA activity/installation. The letter should contain the full name, social security number, and signature of the requester. The individual may visit the DA activity at which he or she is employed. In the event requester is unable to obtain information, contact DOD Privacy Board, Washington, DC 20314.

Record access procedures:

The Army's rules for access may be obtained from the SYSMANAGER.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Supervisors or appointed officials designated for this purpose.

Systems exempted from certain provisions of the act:

None

A0807.14aDAPE

System name:

807.14 Department of the Army Civilian Personnel Systems

System location:

Primary System: Civilian Personnel Information System I/Civilian Career Management File, United States (US) Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Derivative Systems are maintained at commands, installations and activities dependent on the type of system maintained. Command-wide systems are the Civilian Personnel Accounting System of the US Army Military District of Washington, the US Army Corps of Engineers Management Information System Files for Personnel Administration, and the Personnel Management Information System of US Army Materiel Command. Official mailing addresses are in the organizational directory in the Appendix.

Categories of individuals covered by the system:

All US citizen appropriated fund employees and in some instances non-appropriated fund employees, dependents, and foreign nationals; military personnel are included in the incentive awards and training programs.

Categories of records in the system:

Records maintained are afforded broad and general coverage by the US Civil Service Commission (CSC) system notices for application to CSC systems of records which are temporarily in custody of the Department of Army (DA). To support personnel administration at DA Headquarters, commands, installations, and activities, civilian personnel systems vary in informational capacity according to respective requirements and contain several or all of the following records: academic discipline; career program; citizenship; command; date (year) degree attained; date of birth; educational level; academic; effective date of action; employee tenure; Federal Employees Group Life Insurance; functional classification; function designator; General Services Administration location; grade or level; minority group designator; name of employee; nature of action; occupational series; pay basis; pay plan; pay rate determinant; physical handicap; position occupied; position supervisory; position tenure; retirement; retired military; salary; service computation date; sex; social security number (SSN); special program identifier; step or rate; submitting office number (SON); training; date of completion; training direct costs; training; non-duty hours; training; on-duty hours; training; principal purpose of; training; special interest program; training; source; training; type; type of appointment; unit identification code (UIC); veterans preference; work schedule; organizational and position data; retention data; adverse action data; Fair Labor Standards Act coverage; cost of living allowances; transportation entitlements; cost codes; leave category; salary history; wage area; position sensitivity; security investigation data; security clearance and access data; performance award; suggestion award; cash award; reemployment rights; training agreement; reserve status; vessel operations qualification; Government driver's license; food handler's permit; intern recruitment and training data; career management data including performance/potential ratings; employee evaluation; education; experience; qualifications; achievements; training; geographic availability; health; dependent data; careerist comments; and similar information; overseas sponsor information; state address; home address leave data; foreign language code. Records are maintained for military personnel participating in the DOD Incentive Awards Program and training programs sponsored by operating civilian personnel offices.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 1124.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The CSC system notices applying to CSC systems of records which are in custody of the DA provide broad and general coverage of routine uses of DA civilian personnel systems. Information for which these records are used or may be used by Headquarters, Department of the Army (HQDA) commands, installations, and activities include reports and statistical analysis of the civilian workforce strength trends and composition in support of established manpower and budget programs and procedures, provide employment verification, provide data in support of Equal Employment Opportunity program requirements, provide locator and emergency notification data pertaining to civilian employees, provide data for the Central Personnel Data File, provide interface with other automated systems, provide information in response to union requests, provide data for retention purposes, identification of training requirements, strength accounting to insure employment within manpower ceilings, grade control, salary data for current and projected fiscal guidance, personnel data for current and projected staffing requirements, provide certain information releasable under the Freedom of Information Act, security clearance and access information, employee data for retirement processing, provide data for individual personnel action forms, suspense dates for within grade increases, length of service awards, performance ratings, pay adjustments and tenure group, prepare labor cost distribution reports, analysis of leave usage, investigation of complaints, grievances and appeals, response to requests from courts and regulatory bodies, provide incentive awards information, used in providing qualified candidates to fill position vacancies, eval-

uation of special employment programs, contingency planning for civilian employees and dependents, counseling employees on career development and planning future training, plan dependent services in overseas areas, used to advise and counsel employees for development, identify training needs, record historical training data, produce average grade and position control data.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are maintained on magnetic tapes, drum, disk, punched cards, microfilm/fiche, or hard copy.

**Retrievability:**

Records are retrieved by SSN and name, or by 1 or a combination of data elements contained in DA civilian personnel systems.

**Safeguards:**

The computer facilities and terminals are located in restricted areas accessible only to authorized personnel who are properly screened, cleared, and trained. Manual records, microfilm/fiche, and computer printouts are stored in locked rooms, locked cabinets on military installations or buildings secured by guards.

**Retention and disposal:**

Records are permanent through employee tenure and maintained after separation, transfer, or retirement. Records are maintained for various periods according to category.

**System manager(s) and address:**

HQDA, Deputy Chief of Staff for Personnel, Washington, DC 20310.

**Notification procedure:**

Upon presentation of proper identification, information may be obtained from servicing civilian personnel office. Individual must provide full name and SSN.

**Record access procedures:**

Requests from individuals should be addressed to the servicing civilian personnel office.

Written requests should contain as a minimum, the individual employee's name and SSN.

For personal visits, individual must provide acceptable identification, e.g., driver's license, military or civilian identification card.

No identification is required if the individual has previously given written consent for release to the general public.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Information is obtained directly from the individual concerned or from official personnel files.

**Systems exempted from certain provisions of the act:**

None

## A0808.01aAMC

**System name:**

808.01 Hazardous Devices Course Graduates

**System location:**

Hazardous Devices Division, Munitions Department, Deputy Commandant for Training and Education, United States Army Missile and Munitions Center and School (USAMMCS), Redstone Arsenal, AL 35809.

**Categories of individuals covered by the system:**

Civilian public safety personnel who are graduates of the Hazardous Devices Course.

**Categories of records in the system:**

The locator card contains personal information such as home phone number, business phone number, present employer, and position title of public safety personnel who are graduates of the Hazardous Devices Course.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Cards are used to retain information pertaining to graduates of the Hazardous Devices Course for release to responsible agencies and individuals who have a valid need to identify bomb disposal technicians within their area.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in the form of cards.

**Retrievability:**

Filed alphabetically by name and geographically by State.

**Safeguards:**

Records are accessible only to authorized personnel.

**Retention and disposal:**

Cards are destroyed upon request of the individual or when the individual no longer is associated with the bomb disposal field.

**System manager(s) and address:**

Commandant, USAMMCS, Redstone Arsenal, AL 35809.

**Notification procedure:**

Information may be obtained from:
Commandant, USAMMCS,
ATTN: ATSKTEB-H,
Redstone Arsenal, AL 35809.

**Record access procedures:**

Request from individuals should be addressed to the SYSMANAGER.

Written requests for information should contain the full name, grade, position, and title.

For personal visits, the individual should be able to provide acceptable identification.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Personal information furnished by the individual concerned.

**Systems exempted from certain provisions of the act:**

None

## A0810.01aAMC

**System name:**

810.01 Educational Development/Contractor Personnel

**System location:**

Education Branch, Personnel Services Division, Director of Personnel and Community Activities, ATTN: ATZC-PAPE, Ft Bliss, TX 79916.

**Categories of individuals covered by the system:**

Civilian personnel who hold or have held contracts as instructors, test proctors or Librarian military occupational specialty pro- viding nonpersonal services for the Director of Personnel and Community Activities, Ft Bliss, TX.

**Categories of records in the system:**

File contains Letters of Applications or Statement of Applicant Qualifications; Provost Marshal Files Check; Disposition Form; Personnel Security Action; Standard Form (SF) 26, Contracts Award; SF 30, Amendment to Contracts (as required); Department of Defense (DD) Form 1155, Delivery Order; SF 1034, Public Voucher for Purchases and Services other than Personal.

**Authority for maintenance of the system:**

Title 31 U.S.C., Sections 82b-82f, Title 10 U.S.C., Section 4302; Title 10 U.S.C., Section 3012-G.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To maintain data on contractor personnel required by Army Security Regulations, for pay purposes and schedule of services.

Used by Education Branch, administrative and budget management personnel to process contract requests, prepare vouchers for payment of services and to derive education program costs for budget reports and projection.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of contractor.

**Safeguards:**

Records maintained in an area accessible only to authorized personnel.

**Retention and disposal:**

Destroy after 2 years, or on discontinuance, whichever is first.

System manager(s) and address:

Director of Personnel and Community Activities, Headquarters, US Army, Air Defense Center and Ft Bliss, (USAADCENFB), Ft Bliss, TX 79916.

Notification procedure:

Information may be obtained from:
Commander
USAADCENFB and Ft Bliss
ATTN: ATZC-PAPE
Ft Bliss, TX 79916
Telephone: Area Code 915/568-1011

Record access procedures:

Requests from individuals should be addressed to SYSMANAGER.

Written requests should contain name, social security number (SSN), dates and type of work.

Personal visits are limited to the Administrative Office of the Ft Bliss Education Branch, Ft Bliss, TX. Individual must be able to provide proof of identity including verbal infor- mation that can be verified.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Applications from individuals; Notice of Files Check from Provost Marshal; Notice of Award of Contract; Amendments to Contract, and Delivery Orders from Procurement Division, Director of Industrial Operations (DIO); Personnel Security Action Notice from Director of Security; and Public Vouchers for Purchases and Services other than Personal from Education Branch Administrative Office.

Systems exempted from certain provisions of the act:

None

A0810.09DAEN

System name:

810.09 Contract Training File

System location:

Office of General Counsel, Office, Chief of Engineers (DAEN-GCZ-C), Headquarters, Department of the Army (HQDA), Washington, DC 20314.

Categories of individuals covered by the system:

Persons applying for the Corps of Engineers (COE) student program sponsored by the Office of General Counsel.

Categories of records in the system:

File contains letters of application, transcripts for educational institutions, resumes, writing samples, and correspondence between the COE and the applicant.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Office of General Counsel: Used as a basis for selecting participants in program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Building has security guards.

Retention and disposal:

Destroyed 3 years after completion of training program.

System manager(s) and address:

Office of General Counsel, Office, Chief of Engineers, Forrestal Building, Washington, DC 20314.

Notification procedure:

Information may be obtained from:
HQDA (DAEN-GCH)
Room 4A169
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-6961

Record access procedures:

Requests from individuals should be addressed to Office of General Counsel, The Chief of Engineers, Room 4A169, Forrestal Building, (DAEN-GCH) Washington, DC 20314.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Employers, educational institutions and bar associations.

Systems exempted from certain provisions of the act:

None

A0810.10aDAEN

System name:

810.10 Military Construction Training Files

System location:

Construction Training, Construction Support Branch, Construction Division, Directorate of Military Construction, Office of the Chief of Engineers (COE), Washington, DC 20314.

Categories of individuals covered by the system:

Any participant in the annual Chief of Engineers Construction Training Program.

Categories of records in the system:

File contains individual's grade, occupational code, district or division employed by, and age.

Authority for maintenance of the system:

Government Employees Training Act of 7 Jul 58, 72 Stat 327 (Pub. L. 85-507).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides an historical record of training and source of data for statistical reports; serves as basis for developing additional courses and evaluating the effectiveness of training; and provides data for cost accounting and developing budget estimates for the training program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape, disk, and computer printouts.

Retrievability:

Accessed by name and social security number (SSN).

Safeguards:

Computer 'Fail Safe' System.

Retention and disposal:

Information on individuals is deleted from the system upon termination of employment.

System manager(s) and address:

Chief of Engineers, Department of the Army (DA), Forrestal Building, Washington, DC 20314.

Notification procedure:

Information may be obtained from:
Chief of Engineers
ATTN: DAEN-MCC-E
Department of the Army
Washington, DC 20314
Telephone: Area Code 202/693-1310

Record access procedures:

Requests from individuals should be addressed to Chief of Engineers, DA, ATTN: DAEN-MCC-ET, Washington, DC 20314.

Written requests for information should contain, as a minimum, the individual's full name and SSN.

For personal visits, the individual should be able to provide employing office's identification card or other suitable identification such as a passport or driver's license with photograph.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Information is submitted by the individual student.

Systems exempted from certain provisions of the act:

None

A0810.15AMC

System name:

810.15 Training Summary

System location:

Program Management Division, Management Information Systems Directorate, Headquarters, United States Army Armament Command, (HQUSAAC), ATTN: AMSAR-MSP, Rock Island, IL 61201.

Categories of individuals covered by the system:

All personnel of the Management Information Systems Directorate, HQUSAAC.

Categories of records in the system: Name, job series, title, grade, cost center, payroll number, security clearance, education code, social security number (SSN), birthdate, date of last promotion, date of last step-increase, in hire date, service computation date, college courses taken, training courses completed, clock hours of training courses, credit hours of college courses, completion dates of all college courses and training courses taken:

Authority for maintenance of the system:

Executive Order 11348.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide a record of individual training and experience.

Report is used by supervisors and training coordinator in development of 5 year training projection and individual career training programs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Listing is maintained on computer printouts and stored in binders. Magnetic tapes are stored in main computer area.

Retrievability:

SSN.

Safeguards:

Locked in storage cabinet; protected by security guards.

Retention and disposal:

Records are kept until superseded. They are updated on a quarterly basis and old report is shredded prior to disposal.

Magnetic tape is released for use after updating.

System manager(s) and address:

Commander, USAAC, Rock Island, IL 61201.

Notification procedure:

Requests for information should be made to HQUSAAC, Rock Island, IL 61201.

Individual must submit SSN and name to determine whether system contains records pertaining to him/her.

Record access procedures:

Requests should be addressed to HQUSAAC (AMSAR-MSP), Rock Island, IL 61201.

Written requests for information should contain the individual's name, SSN, and current address.

For personal visits, the individual should be able to provide acceptable identification, i.e., employing office identification badge or card, or driver's license, and provide verbal information as to SSN.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Individual personnel records, unit training records, college and service school catalogs, and vendor information bulletins.

Systems exempted from certain provisions of the act:

None

A0811.05aAMC

System name:

811.05 Civilian Attorney/Patent Adviser Career Files

System location:

Office of the General Counsel, United States Army Materiel Command, (USAMC), ATTN: AMCGC-A, 5001 Eisenhower Avenue, Alexandria, VA 22333

Categories of individuals covered by the system:

All civilian attorneys and patent advisers of the USAMC.

Categories of records in the system:

Applications for employment, evaluation statements, reference statements, law school transcript, certificate of admission to the bar, certificate of good standing, personnel notification of appointments, transfers, promotions and details, and job description.

Authority for maintenance of the system:

Title 44 U.S.C., Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To determine qualifications, accredited law school or nonaccredited, academic standing, what bar the applicant is a member of, and whether he/she is currently an active member in good standing. This information is used by the General Counsel and/or a panel of senior attorneys to determine eligibility of an individual for appointment, promotion, or transfer within the USAMC. The only other personnel who see the files are file clerks.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in locked safe cabinets, with access limited to the file clerks, career program manager, functional chief, and the panel of senior attorneys who sit on the ad hoc committee to determine best qualified individuals for a particular position. An individual file folder is maintained for each professional attorney/patent adviser in the command.

Retrievability:

Files are maintained and retrieved by name.

Safeguards:

The records are maintained in safe file cabinets and can only be retrieved at the direction of the General Counsel or the Career Program Manager.

Retention and disposal:

Files are destroyed in the current files area 2 years after the individual is no longer eligible for consideration for appointment, promotion, or transfer.

System manager(s) and address:

General Counsel
USAMC
5001 Eisenhower Avenue
Alexandria, VA 22333
Telephone: Area Code 202/274-8046

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

Only those records submitted by the individual are maintained and are available in the Office of the General Counsel, USAMC for the individual to review. Each individual's travel order or Department of Defense pass is checked to verify identity. The Career Program Manager is authorized to give access to records. The address is:

Career Program Manager
Office of the General Counsel
USAMC
5001 Eisenhower Avenue
Alexandria, VA 22333

Contesting record procedures:

The Army's rules for access to records for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information is obtained from educational institutions, state bar associations, previous employers, prospective employers, and individuals whose names have been furnished as references.

Systems exempted from certain provisions of the act:

None

A0811.05bDAEN

System name:

811.05 Occupational Inventory Files

System location:

Office of General Counsel, Office, Chief of Engineers (DAEN-GCZ-B), Headquarters, Department of the Army, Washington, DC 20314.

Categories of individuals covered by the system:

All attorneys employed by the Corps of Engineers.

Categories of records in the system:

File contains individual's application for attorney employment, school transcript, bar admission certificate, references, evaluation by superior, Standard Form 50.

Authority for maintenance of the system:

Title 44 U.S.C., Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Office of General Counsel: Used as a basis for determining promotion and reassignment.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Building has security guards. Records are maintained in locked files accessible only to authorized personnel.

Retention and disposal:

Destroyed 2 years after individual is no longer eligible for consideration for promotion or reassignment.

System manager(s) and address:

General Counsel, Office of Chief of Engineers, Forrestal Building, 1000 Independence Avenue, SW, Washington, DC 20314.

Notification procedure:

Information may be obtained from:
OCE (DAEN-GCZ-A)
Room 4A213
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-3047

Record access procedures:

Requests from individuals should be addressed to Office of General Counsel Chief of Engineers (DAEN-GCK), Room 4A169, Forrestal Building, Washington, DC 20314.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Previous employers, educational institutions and bar associations.

Systems exempted from certain provisions of the act:

None

A0811.06DAPE

System name:

811.06 Referral Program for NAF Employees

System location:

Primary System: Nonappropriated Fund (NAF) Branch, Procedures and Regulations Division, Deputy Chief of Staff for Personnel (DCSPER) (Civilian Personnel), Department of the Army (DA).

Categories of individuals covered by the system:

Individuals who register in the NAF Referral Program.

Categories of records in the system:

File contains individuals' applications for employment, requests and referral lists to fill vacant positions, and related correspondence between the DCSPER NAF Branch, field activities (servicing civilian personnel offices and NAF activities), and individual applicants.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Serves as an applicant and referral file for currently registered NAF employees; used to determine qualifications, availability, and mobility of employees for existing and future vacancies in the United States and foreign locations and to produce referral lists of qualified employees. Information from records is used in preparing reports, replying to correspondence, responding to requests from courts and regulatory bodies and executing statutory requirements such as Freedom of Information Act.

Department of the Army Staff agencies and commands: To select individuals for existing vacancies, process related personnel actions, respond to grievances and complaints related to questions of qualification determination and nonselection to specific positions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by occupational file and series and therein alphabetically by last name of applicant.

Safeguards:

Building employs security guards. Records are maintained in steel file cabinets in areas accessible only to authorized personnel.

Retention and disposal:

Application is retained in the active file as long as the individual is employed, unless he requests that it be returned. Applications are placed in the inactive file for 1 year after the employee's separation. Requests for and referral lists are maintained in the active file for 2 years from the date of the request. Records are destroyed after expiration of the 1 or 2 year time limitations, respectively.

System manager(s) and address:

NAF Branch, Procedures and Regulations Division, DCSPER (Civilian Personnel), Headquarters, Department of the Army, (HQDA), The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from:
HQDA (DAPE-CPR-NAF)
Pentagon, Washington, DC 20310
Telephone: Area Code 202/697-2204

Record access procedures:

Requests from individuals should be addressed to: HQDA, (DAPE-CPR-NAF), The Pentagon, Washington, DC 20310.

Written requests from individuals should contain the full name of the requester, current address and telephone number, a specific description of the information/records sought, and if previous correspondence was involved, the subject and date thereof.

For personal visits, the individual should be able to provide acceptable identification such as: driver's license, employing office's identification card, and furnish verbal information that can be verified from his case file.

Contesting record procedures:

The Army's rules for contesting contents of the records and appealing initial determinations may be obtained from HQDA (DAPE-CP), Washington, DC 20310.

Record source categories:

Applications submitted by individual employees, requests for referral lists submitted by servicing civilian personnel offices, referral lists furnished by DAPE-CPR-NAF, and related correspondence.

Systems exempted from certain provisions of the act:

None

A0812.04DAPE

System name:

812.04 NAF Complaint, Appeal & Grievance Case Files

System location:

Files on cases which have reached the formal investigative stage are maintained at Headquarters, Department of the Army, (HQDA), Washington, DC 20310, ATTN: PECA. Copies of these files are maintained in decentralized area Appellate Review Offices. Files on cases in the informal stages and cases which have not reached the formal investigative stage are maintained within either the Equal Employment Opportunity Office or the servicing Civilian Personnel Office of the appropriate installation or activity. Official mailing addresses are in the Department of Defense directory in the Appendix.

Categories of individuals covered by the system:

Any individual who has applied for employment with, is employed by or was employed by a nonappropriated fund (NAF) instrumentality within Department of the Army (DA) and who has filed (individually or collectively) a complaint, grievance or appeal.

Categories of records in the system:

Records may contain any and all material pertaining to employment practices or working conditions which are the subject of the complaint, grievance or appeal. The file may contain, but is not limited to, copies of employment and pay documents, statements of knowledgeable parties, exhibits, and investigative reports.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Installations and activities use these records to investigate, resolve and/or adjudicate complaints, grievances and appeals. DA Staff agencies and commands use these records to investigate, resolve and/or adjudicate complaints, grievances, and appeals. Federal agencies, including General Accounting Office, General Services Administration, Civil Service Commission, Department of Labor, and Department of Justice use these records to resolve and/or adjudicate matters falling within their jurisdiction. Information from the records is used in preparing reports, replying to correspondence, responding to requests from courts and regulatory bodies, and executing statutory requirements such as Freedom of Information Act.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed chronologically by geographical area. Cross indexed by alpha listing of last name (or filed alphabetically by last name); retrieved manually.

**Safeguards:**

Storage area restricted to authorized personnel only and the documents treated as FOR OFFICIAL USE ONLY records.

**Retention and disposal:**

Records are retained in an active file for a period of 3 years at DA and area offices and then destroyed. Retained in active file for 5 years at activity level.

**System manager(s) and address:**

The Deputy Chief of Staff for Personnel, DA, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from:
HQDA (PECA)
Washington, DC 20310
Telephone: Area Code 202/693-1596

**Record access procedures:**

Requests from individuals should be addressed to: HQDA, (PECA), Washington, DC 20310.

Written requests for information should contain the full name, current address and telephone number of the requester and the docket number (if available) of the file requested.

For personal visits, the individual should be able to provide acceptable identification; that is, driver's license, employing office's identification card, including verbal information that can be verified with his 'case' folder.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAPE-CP) Washington, DC 20310.

**Record source categories:**

Official personnel and pay records, parties, witnesses, and persons having knowledge or maintaining relevant evidentiary material pertaining to the complaint, grievance or appeal.

**Systems exempted from certain provisions of the act:**

None

## A0814.02aDAPE

**System name:**

814.02 Labor Management Relations Records System

**System location:**

Civilian Personnel Office servicing the Department of the Army (DA) activity/installation.

**Categories of individuals covered by the system:**

Civilian employees paid from appropriated and non-appropriated funds, who are involved in a grievance which has been referred to an arbitrator for resolution; civilian employees involved in the filing of an unfair labor practice complaint which has been referred to the Assistant Secretary of Labor-Management Relations; union officials; union stewards; and representatives.

**Categories of records in the system:**

Records comprise: manual files, maintained in paper folders, filed by type of case and case number (not individual). Folder contains all information pertaining to a specific arbitration case or specific unfair labor practice with which the DA has dealings; field activities maintain manual roster of local union officials and union stewards.

**Authority for maintenance of the system:**

Executive Order 11491, as amended 'Labor-Management Relations in the Federal Service'.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the DA in the performance of their official duties related to the Labor- Management Relations Program, e.g., administration/ implementation of arbitration awards, interpretation of the Executive Order through 3rd party case decisions; national consultation and other dealings with the recognized unions.

Representatives of the United States Civil Service Commission on matters relating to the inspection, survey, audit, or evaluation of Civilian Personnel Management Programs.

The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Labor Management Relations Program.

Officials and employees of other components of the DA in the performance of their official duties related to the administration of the Labor-Management Relations Program. A duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Manual records are stored in paper folders.

**Retrievability:**

Manual records are retrieved by case subject, case number, and/ or individual employee names.

**Safeguards:**

All manual files are accessible only to authorized personnel having a need-to-know.

**Retention and disposal:**

Case files are permanently maintained. Union official rosters are normally destroyed after a new roster has been established.

**System manager(s) and address:**

Deputy Chief of Staff for Personnel, Director of Civilian Personnel, Headquarters, DA, Washington, DC 20310. Washington, DC 20310.

**Notification procedure:**

Request by correspondence should be addressed to Civilian Personnel Office of Army activity/installation. The letter should contain the full name, social security number, and signature of the requester. The individual may visit the DA activity at which he/she is employed. In the event requester is unable to obtain information, contact DA Privacy Review Board, Washington, DC 20310.

**Record access procedures:**

The Army's rules for access to records may be obtained from the SYSMANAGER.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Servicing civilian personnel offices; arbitrator's office; office of the Assistant Secretary of Labor-Management Relations; union headquarters offices.

**Systems exempted from certain provisions of the act:**

None

## A0902.07aDASG

**System name:**

902.07 Medical Regulating Files

**System location:**

Primary System: Armed Services Medical Regulating Office (ASMRO), Office of the Surgeon General, Department of the Army (DA), Washington, DC, 20310.

Decentralized Segments: United States (US) Government medical treatment facilities, evacuation units and medical regulating offices.

**Categories of individuals covered by the system:**

Any patient requiring transfer to another medical treatment facility who is reported to ASMRO by US Government medical treatment facilities for designation of the receiving medical facility.

**Categories of records in the system:**

File contains information reported by the transferring medical treatment facility and includes, but is not limited to, patient identity,

service affiliation and grade or status, sex, medical diagnoses, medical condition, special procedures or requirements needed, medical specialties required, administrative considerations, personal considerations, the patient's home town and/or duty station and other information having an effect on the transfer.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

ASMRO: To properly determine the appropriate medical treatment facility to which the reported patient will be transferred; to notify the reporting US Government medical treatment facility of the transfer destination; to notify the receiving medical treatment facility of the transfer; to notify evacuation units; medical regulating offices and other government offices for official reasons; to evaluate the effectiveness of reported information; to establish further the specific needs of the reported patient; for statistical purposes; and when required by law and official purposes.

US Government medical treatment facilities-evacuation units and medical regulating offices for official purposes concerned with, but not limited to, the transfer of the patient.

Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., Section 1175. This statute takes precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and on index cards.

Retrievability:

File alphabetically and by ASMRO control number.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Destroyed 1 year following the end of the calendar year in which the patient was reported to ASMRO.

System manager(s) and address:

Director, ASMRO, Office of the Surgeon General, DA, Room 1E641, The Pentagon, Washington DC 20310; Commanders of US Government medical treatment facilities, evacuation units and medical regulating offices.

Notification procedure:

Information may be obtained from SYSMANAGER or from the patient administrator of US Government medical treatment facilities reporting patient to ASMRO.

Written requests should include full name of patient, rank or status and parent service, approximate date of transfer, medical treatment facility from which transferred and current address of the individual making request.

For personal visits, requester must provide acceptable identification such as military identification card, social security card or driver's license.

Record access procedures:

Requests from individuals should be addressed to Director, ASMRO, Office of the Surgeon General, DA, Room 1E641, The Pentagon, Washington DC 20310, telephone: Area Code 202/695-9118, or to Patient Administrator at US Government medical treatment facilities reporting patients to ASMRO. The official mailing addresses are in the Department of Defense directory in the appendix to Army system notices.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Information provided by transferring and receiving medical treatment facilities, medical regulating offices, evacuation offices, and other US Government offices, agencies and commands having information bearing on a patient transfer.

Systems exempted from certain provisions of the act:

None

A0903.07DASG

System name:

903.07 Entrance Medical Examination Files

System location:

Primary System: Armed Forces Examining and Entrance Stations (AFEES);

Decentralized Segments: Health Services Command, Department of the Army; Military department receiving recruits; and Selective Service States Boards concerned.

Categories of individuals covered by the system:

Applicants and registrants for United States military service.

Categories of records in the system:

File contains reports of medical examination and history, related documents and medical evaluation results.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Armed Forces Examining and Entrance Stations: To record results of medical evaluation for military service.

Health Services Command: To identify medical conditions which are causes of rejection for military service; to assess health quality distribution of recruited personnel; and to evaluate effectiveness of procurement medical standards.

Military departments: To properly assign and utilize recruits.

Selective Service State Boards: To note disposition of registrant.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by date.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened and trained.

Retention and disposal:

Records of individuals accepted for military service: Armed Forces Examining Stations: records are destroyed after 3 years; Military departments concerned: records are retained as permanent records. They are retained in active file during term of service, then retired to National Personnel Records Center, 111 Winnebago St., St. Louis, MO 63118.

Records of individuals rejected for military service: records used in statistical analyses are destroyed after 2 years, other records are destroyed after 1 year. Earlier destruction is authorized.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained by written request to:
HQDA (DASG-AOM)
Room 2D453
The Pentagon
Washington, DC 20310

Record access procedures:

Requests should be addressed to: Office of The Surgeon General, HQDA (DASG-AOM), Room 2D453, The Pentagon, Washington, DC 20310.

All requests should be written since files are not stored in HQDA. If telephone conversation is desired, at the expense of the inquirer, area code and telephone number should be furnished.

Personal visits by the individual requesting access may be arranged only with the official assigned to respond to a written request.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the official responding to a written request.

Record source categories:

Armed Forces Examining and Entrance Stations.

Systems exempted from certain provisions of the act:

None

A0904.01aHSC

System name:

904.01 Medical Care Inquiry Files

System location:

Headquarters, United States Army Health Services Command (HSC), (HSCM-A), Ft Sam Houston, TX 78234.

Categories of individuals covered by the system:

Active duty and Reserve component members of the Army whose medical treatment, entitlement to medical care from civilian sources and eligibility for payment of medical claims have been questioned.

Categories of records in the system:

Files contain documents reflecting inquiries from members of Congress, private individuals, civilian sources of care, for nonprivileged information concerning medical treatment, entitlement to medical care, payment of medical claims.

File includes copies of some medical records, Line of Duty Determinations and similar or related documents.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by HSC to facilitate and control processing and adjudication of claims requests until such claims have either been paid or disapproved for payment.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by name of individual claimant.

Safeguards:

Building is secured after duty hours. During duty hours, files are controlled through visual observation.

Retention and disposal:

Records are retained for 6 years and then destroyed.

System manager(s) and address:

Commander, HSC, Ft Sam Houston, TX 78234.

Notification procedure:

Information may be obtained by written request to Commander, HSC, ATTN: HSCM-A, Ft Sam Houston, TX 78234.

Record access procedures:

Requests from individuals should be addressed to: Commander, HSC, ATTN: HSCM-A, Ft Sam Houston, TX 67234.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification and give some verbal information that could be verified with his case folder.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Individual's health claim records, reports received from civilian physicians and similar or related documents.

Systems exempted from certain provisions of the act:

None

A0905.03USAREUR

System name:

905.03 Claims Inventory of Active Claims for Medical Care under CHAMPUS

System location:

Headquarters (HQ), United States (US) Army Medical Command, Europe (USAMEDCOMEUR), ATTN: Executive Director, Office of Civilian Health and Medical Program of the Uniformed Services, Heidelberg, Federal Republic of Germany.

Categories of individuals covered by the system:

All eligible Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) beneficiaries, i.e., retired members of the Forces who are not entitled to hospital insurance benefits under social security, spouses and children of retired or deceased service members, and spouses and children of active duty members residing both with and apart from duty member.

Categories of records in the system:

Names of claimants (beneficiaries of CHAMPUS). Lists contain names, social security number, date applications for medical care are received, assigned claim number, number of days of treatment, type of treatment, and costs of medical care to be paid from CHAMPUS Funds.

Authority for maintenance of the system:

Dependents Medical Act, Title 10, U.S.C., Sections 1079-1087, as amended by the Military Medical Benefits Amendments of 1966 (Public Law 89-614).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Office of CHAMPUS, USAMEDCOMEUR, to facilitate and control processing and adjudication of claims until such claims are paid.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Tapes stored in cabinets by system or program number.

Paper listings stored in file cabinets.

Retrievability:

Numerically by locally devised alphabetical-numerical code combination.

Safeguards:

Room is secured by locked doors. Office is checked nightly by staff duty personnel. Individuals employed in data use are given orientations as to sensitivity of personal information and the obligation to protect documents.

Retention and disposal:

Master program file is retained indefinitely. All other tapes erased 45 days from date printout is produced.

Printout is destroyed by shredding after 1 year.

System manager(s) and address:

Executive Director, Office of CHAMPUS, USAMEDCOMEUR, Army Post Office (APO) New York 09403.

Notification procedure:

Information may be obtained by writing to Commander, US Army Medical Command, Europe, ATTN: Executive Director, Office of CHAMPUS, APO 09403.

Record access procedures:

Persons desiring access to information may contact Commander: USAMEDCOMEUR; ATTN: Executive Director, Office of CHAMPUS; APO 09403; Telephone: MEDCOMEUR 2122, x840 or x661.

Contesting record procedures:

Procedures for access to records and for contesting contents and appealing initial determinations may be obtained from Commander, USAMEDCOMEUR, ATTN: Executive Director, Office of CHAMPUS, APO 09403.

Record source categories:

Applications by beneficiaries of CHAMPUS and information from medical facilities or physicians that have provided prior medical care.

Systems exempted from certain provisions of the act:

None

A0905.04USAREUR

System name:

905.04 Cross Reference List Report of Claims for CHAMPUS

System location:

Headquarters, United States Army Medical Command, Europe, (USAMEDCOMEUR), ATTN: Executive Director, Office of Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), Heidelberg, Federal Republic of Germany.

Categories of individuals covered by the system:

All eligible CHAMPUS beneficiaries, i.e., retired members of the Forces who are not entitled to hospital insurance benefits under social security, spouses and children of retired or deceased service members, and spouses and children of active duty members residing both with and apart from duty member.

Categories of records in the system:

List of all active claims for medical care in process, listing names, social security number of patients and sponsors, date claims received, and if applicable, the date claim was paid and amount.

Authority for maintenance of the system:

Dependents Medical Act, Title 10, U.S.C., Sections 1079-1087, as amended by the Military Medical Benefits Amendments of 1966 (Public Law 89-614).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Office of CHAMPUS, USAMEDCOMEUR, to facilitate and control processing and adjudication of claims. Also used to accumulate dollar figures to be used for program funding.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Tapes stored in cabinets by system or program number.
Paper listing stored in file cabinets.

Retrievability:

Alphabetical by name of claimants.

Safeguards:

Room is secured by locked doors. Office is checked nightly by staff duty personnel. Individuals employed in data use are given orientations as to sensitivity of personal information and the obligation to protect documents.

Retention and disposal:

Printout is destroyed by shredding after 1 year.
Automated tapes retained indefinitely pending Department of Defense decision.

System manager(s) and address:

Executive Director, Office of CHAMPUS, USAMEDCOMEUR, Army Post Office (APO), New York 09403.

Notification procedure:

Information may be obtained by writing to Commander, US Army Medical Command, Europe, ATTN: Executive Director, Office of CHAMPUS, APO 09403.

Record access procedures:

Persons desiring access to information may contact Commander; USAMEDCOMEUR; ATTN: Executive Director, Office of CHAMPUS; APO 09403; Telephone: MEDCOMEUR 2122, x 840 or x 661.

Contesting record procedures:

Procedures for access to records and for contesting contents and appealing initial determinations may be obtained from Commander, USAMEDCOMEUR, ATTN: Executive Director, Office of CHAMPUS, APO 09403.

Record source categories:

Applications by beneficiaries of CHAMPUS and information from medical facilities or physicians that have provided prior medical care.

Systems exempted from certain provisions of the act:

None

A0905.05aUSMACTHAI

System name:

905.05 Active Claims for Medical Care Provided under CHAMPUS File

System location:

Headquarters, United States (US) Army Medical Department Activity (MEDDAC), ATTN: Chief, Patient Administration Division, Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) Officer, Bangkok, Thailand.

Categories of individuals covered by the system:

All eligible CHAMPUS beneficiaries, i.e., retired members of the Uniformed Services who are not entitled to hospital insurance benefits under social security, spouses and children of retired or deceased service members, and spouses and children of active duty members residing both with and apart from duty member.

Categories of records in the system:

File contains documents relating to medical care obtained by CHAMPUS beneficiaries from civilian sources at US government expense. Included are forms completed by military and civilian medical treatment facilities and practitioners, billings received from civilian sources, forms completed by the patient or sponsor, and related documents.

Authority for maintenance of the system:

Dependents Medical Act, Title 10, U.S.C., Sections 1079-1087, as amended by the Military Benefits Amendments of 1966 (Public Law 89-614).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Patient Administration Division, US Army MEDDAC, Bangkok, Thailand, to facilitate and control processing and adjudication of claims submitted by beneficiaries for care provided under CHAMPUS.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by CHAMPUS case number and year.

Safeguards:

Maintained in metal filing cabinets. Room is secured by locked doors. Office is checked nightly by staff-duty personnel. Individuals employed in data use are given orientations as to sensitivity of personal information and the obligation to protect documents.

Retention and disposal:

Records are retained for 3 years then destroyed.

System manager(s) and address:

Chief, Patient Administration Division (CHAMPUS Office), USA MEDDAC, Thailand, Army Post Office (APO) San Francisco 96346.

Notification procedure:

Information may be obtained by writing to Commander, US Army MEDDAC Thailand, ATTN: CHAMPUS Officer, APO 96346.

Record access procedures:

See NOTIFICATION

Contesting record procedures:

Procedures for access to records and for contesting contents and appealing initial determinations may be obtained from Commander, USA MEDDAC, Thailand, ATTN: CHAMPUS Officer, APO 96346.

Record source categories:

Applications by beneficiaries of CHAMPUS and information from medical facilities or physicians that have provided prior medical care.

Systems exempted from certain provisions of the act:

None

A0906.01DASG

System name:

906.01 Medical Review Files

System location:

Office of The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

Categories of individuals covered by the system:

Applicants and registrants who are being considered for Army service and whose medical fitness is questionable; Army members being considered for continuance in service, promotion, special assignment, or separation whose medical fitness is questioned either by the medical evaluating authority or by the individual.

Categories of records in the system:

Files contain documents relating to medical fitness of individuals for appointment, enlistment, retention in service, promotion, special assignment, or separation. Included are reports of medical examination and evaluation, psychological evaluation reports, and similar or related documents.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301 and Title 10 U.S.C., Section 1071.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To evaluate medical fitness of marginally qualified personnel for Army program with strict regard to established medical standards.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by file number and year.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Records are retained for 3 years and destroyed.

System manager(s) and address:

The Surgeon General, HQDA, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained by written request to:
HQDA (DASG-AOM)
Room 2D453
The Pentagon
Washington, DC 20310

Record access procedures:

Requests should be addressed to: Office of The Surgeon General, HQDA, (DASG-AOM), Room 2D453, The Pentagon, Washington, DC 20310.

All requests should be written since files are not stored in HQDA. If telephone conversation is desired, at the expense of the inquirer, Area Code and telephone number should be furnished.

Personal visits by the individual requesting access may be arranged only with the official assigned to respond to a written request.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the official responding to a written request.

Record source categories:

Clinical records, health records, medical boards, reports received from civilian physicians, and consultation reports.

Systems exempted from certain provisions of the act:

None

A0906.02DASG

System name:

906.02 Mental Competency Review Files

System location:

Primary System: United States Army Finance Center (USAFC), Indianapolis, IN 46249.

Decentralized Segments: Office of The Surgeon General (OTSG), Department of the Army; US Army Health Services Command (HSC), Ft Sam Houston, TX; Medical center or hospital where determination is made.

Categories of individuals covered by the system:

Retired members of the US Army whose mental competency has been reviewed by a medical board.

Categories of records in the system:

File contains requests for competency determinations; medical board proceedings; correspondence between USAFC and OTSG and HSC; appointments of guardians; and selected documents.

Authority for maintenance of the system:

Title 37 U.S.C., Section 601, Payments to Mentally Incompetent Persons; Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

USAFC: To determine degree and ability of retired Army military personnel to use their mental faculties in handling financial matters.

OTSG: To process and review mental competency determinations of retired Army military personnel located outside jurisdiction of HSC, when requested by USAFC.

HSC: To process and review mental competency determinations of retired Army military personnel located within jurisdiction of HSC, when requested by USAFC.

Medical center or hospital where determination is made: To hold medical board on retired Army personnel when requested by OTSG or HSC.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Records are destroyed after 2 years.

System manager(s) and address:

USAFC, Retired Pay Division, Indianapolis, IN 46249.

Notification procedure:

Information may be obtained from:
Commander, Finance Center, US Army
Retired Pay Division
Indianapolis, IN 46249
Telephone: Area Code 317/699-1110.

Record access procedures:

Requests from individuals should be addressed to: Commander, US Army Finance Center, Retired Pay Division, Indianapolis, IN 46249.

Written requests for information should contain the full name of the individual, social security or identification number, retired rank, current address and telephone number. Visits are limited to Retired Pay Division, USAFC, Indianapolis, IN 46249; Professional Services Division (DASG-HCC), The Pentagon, Washington, DC 20310; and Clinical Medicine Division, HSC, Ft Sam Houston, Command, TX 78234.

For personal visits, the individual should be able to provide some acceptable identification (e.g., driver's license, employee identification card) and information that can be verified from his/her file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Letters and related requests from individual requesting mental competency determination on retired Army personnel; competency determination requests from Retired Pay Division to OTSG and HSC; medical board proceedings; correspondence between OTSG and HSC and medical center or hospital where competency determination is made.

Systems exempted from certain provisions of the act:

None

A0906.03DASG

System name:

906.03 Medical Classification Files

System location:

Army Medical Department (AMEDD) medical facility providing medical care for the military unit of assignment.

Categories of individuals covered by the system:

Active Army personnel who are being considered for initial or change of assignment.

Categories of records in the system:

File contains health record documents relating to the physical classification of Army personnel. Included are work sheets, cards, and similar or related documents.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 1071; and Title 44 U.S.C., Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To determine medical fitness for Army occupational specialty considered, and to determine general physical profile.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by file number.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Records are retained for 2 years, until revised, or until discontinued, whichever occurs first.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained by written request to:
HQDA (DASG-AOM)
Room 2D453
The Pentagon
Washington, DC 20310

Record access procedures:

Requests should be addressed to: Office of The Surgeon General, HQDA (DASG-AOM), Room 2D453, The Pentagon, Washington, DC 20310.

All requests should be written since files are not stored in HQDA. If telephone conversation is desired, at the expense of the inquirer, area code and telephone number should be furnished.

Personal visits by the individual requesting access may be arranged only with the official assigned to respond to a written request.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the official responding to a written request.

Record source categories:

Health records from Army medical treatment facilities and civilian physicians.

Systems exempted from certain provisions of the act:

None

A0906.04aDASG

System name:

906.04 Medical Evaluation Files

System location:

Primary System: Army Medical Department (AMEDD) Medical facilities convening a Medical Board.

Decentralized Segments: United States (US) Army Physical Evaluation Boards, US Army Physical Disability Agency and Headquarters, US Army Recruiting Command Ft Sheridan, IL.

Categories of individuals covered by the system:

Army members whose medical fitness for continued service has been questioned either by the member or his commander.

Categories of records in the system:

File contains documents reflecting determination by a medical board of medical fitness for continued Army active service. Includes medical board proceedings and related documents.

Authority for maintenance of the system:

Title 10 U.S.C., Section 1071 and Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Medical Board: To determine medical fitness for continued Army active service.

Physical Evaluation Board: To review medical board findings when required and to determine if the individual should be discharged, temporarily or permanently retired for disability, or retained for active service.

US Army Physical Disability Agency: Record of cases considered, adjudications, reviews determinations, and dispositions. To respond to inquiries received from an individual, other Government agency or other authorized recipient of requested information.

US Army Recruiting Command: To assess cause of possible entry medical examination failure, in cases when the individual is being discharged because of a medical condition which existed prior to entering service.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed chronologically by name.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Medical Boards: Retained for 5 years and destroyed.

Physical Evaluation Boards: Retained for 2 years or until discontinued, whichever occurs first.

US Army Physical Disability Agency: Files are maintained for a period of 2 to 5 years depending on the type of action involved.

US Army Recruiting Command: Retained for 6 months or until review of records has been completed.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained by written request to:
HQDA (DASG-AOM)
Room 2D453
The Pentagon
Washington, DC 20310

Record access procedures:

Requests should be addressed to: Office of The Surgeon General, HQDA, (DASG-AOM), Room 2D453, The Pentagon, Washington, DC 20310.

All requests should be written, since files are not stored in HQDA. If telephone conversation is desired, at the expense of the inquirer, area code and telephone number should be furnished.

Personal visits by the individual requesting access may be arranged only with the official assigned to respond to a written request.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination may be obtained from the official responding to a written request.

Record source categories:

Interviews with the individual; medical records on the individual; reports of medical boards and physical evaluation boards.

Systems exempted from certain provisions of the act:

None

A0907.02DASG

System name:

907.02 USA Reserve Officer Training Corps (ROTC) Medical Examination Files

System location:

Primary System: Department of Army medical facilities conducting medical examination; Office of Professor of Military Science of educational institutions concerned; and United States Army Reserve (USAR) unit sponsors of ROTC summer camps and ROTC flight training programs.

Decentralized Segment: Department of Defense Medical Review Board.

Categories of individuals covered by the system:

Applicants for and participants in United States (US) Army ROTC scholarship programs.

Categories of records in the system:

File contains reports of medical history and examination and related documents.

Authority for maintenance of the system:

Title 10 U.S.C., Section 1071 and Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Examining Department of Army medical facilities: To verify record of medical examination.

Office of Professor of Military Science (PMS) and USAR unit: To certify medical eligibility of ROTC participants for training performed.

Department of Defense Medical Review Board (DOD MRB): For uniform evaluation and certification of medical fitness qualification of applicants for Armed Forces ROTC scholarship programs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by programs; within each program filed by individual's name.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

US Army examining medical facilities: Retain 1 year and destroy.

Office of PMS and USAR Units: Retain during training and forward to Headquarters, USAR sponsor (e.g., ROTC Region Headquarters, PMS of university, USAR Components Personnel and Administration Center).

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained by written request to:
HQDA (DASG-AOM)
Room 2D453
The Pentagon
Washington, DC 20310

Record access procedures:

Requests should be addressed to: Office of The Surgeon General, HQDA (DASG-AOM), Room 2D453, The Pentagon, Washington, DC 20310.

All requests should be written since files are not stored in HQDA. If telephone conversation is desired, at the expense of the inquirer, area code and telephone number should be furnished.

Personal visits by the individual requesting access may be arranged only with the official assigned to respond to a written request.

Contesting record procedures:

The Army's rules for acces to records and for contesting contents and appealing initial determinations may be obtained from the official responding to a written request.

Record source categories:

Written application from the individual requesting access.

Systems exempted from certain provisions of the act:

None

A0907.04DASG

System name:

907.04 United States Military Academy (USMA) Medical Qualification Files

System location:

Primary System: United States Military Academy (USMA), West Point, NY 10996.

Decentralized Segments: Department of Defense Medical Review Board (DOD MRB) and selected Department of Army medical facilities conducting medical examination.

Categories of individuals covered by the system:

Applicants and nominees for attendance at the United States Military Academy Preparatory School (USMAPS) and USMA.

Categories of records in the system:

File contains medical documents relating to physical evaluation for admission to the USMAPS and to the USMA. Inclosed are reports of medical examination and medical history and related documents, evaluated against Army medical standards for appointment and enlistment into the active Army, retention, promotion, separation, flying duty, mobilization, and similar circumstances.

Authority for maintenance of the system:

Title 10 U.S.C., Section 1071 and Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

USMA: To verify medical qualification for prescribed training.

DOD MRB: To apply uniform Department of Defense medical standards for selecting attendees for military service academies.

Selected Army medical facilities: To record results of medical examinations conducted for admission to an Armed Force military academy.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by school year.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

USMA: Records are permanent. Records are retained in active file during tour of service.

DOD MRB: Upon completion of evaluation, records of accepted applicants are forwarded to USMA medical facility. Records of rejected applicants are retained for 5 years and destroyed.

Selected medical facilities retain one copy of records for 1 year after submission of medical report to DOD MRB.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained by written request to:
HQDA (DASG-AOM)
Room 2D453
The Pentagon
Washington, DC 20310

Record access procedures:

Requests should be addressed to: Office of The Surgeon General, Headquarters, Department of the Army (DASG-AOM), Room 2D453, The Pentagon, Washington, DC 20310.

All requests should be written since files are not stored in HQDA. If telephone conversation is desired, at the expense of the inquirer, area code and telephone number should be furnished.

Personal visits by the individual requesting access may be arranged only with the official assigned to respond to a written request.

Contesting record procedures:

The Army's rules for access to records and for contesting contents may be obtained from the official responding to a written request.

Record source categories:

Written application from the individual requesting access.

Systems exempted from certain provisions of the act:

None

A0909.01DASG

System name:

909.01 Patient Accountability Files

System location:

Medical Centers, hospitals, health clinics, troop medical clinics. The official mailing addresses are in the Department of Defense Directory in the Appendix.

Categories of individuals covered by the system:

Patients treated by Army Medical Department medical treatment facility.

Categories of records in the system:

Documents reflecting patients admitted or discharged from hospital, interward transfers, leave, absence requests and authorizations, births, deaths, clearance of patients and similar or related documents.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 44 U.S.C., Section 3101; and Title 10 U.S.C., Section 1071.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose is to account for patients and their status in medical treatment facilities. Information may be reported to civilian or military authorities for official reasons.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Plain cards, rule cards, punched cards, microfiche, cassette, printout, paper records in file holders and similar or related documents.

Retrievability:

Filed by last name, register number sequence or social security number (SSN) of sponsor.

Safeguards:

Records maintained in areas accessible only to authorized personnel that are properly trained and screened.

Retention and disposal:

Birth reporting files: Permanent.
Death reporting files: Destroyed after 3 years.
Admission and Disposition Files: Destroyed after 5 years.
Absence Suspense Files: Destroyed on return of patient.
Patient clearance sheet and pay patient files: Destroyed after 1 year or on discontinuance, whichever is first.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from Patient Administrator at medical center or hospital where treatment was provided. Official mailing addresses are in the Department of Defense Directory in the Appendix.

Requesting individual is required to submit full name, SSN of sponsor, date care was provided and facility providing care.

The requester may visit the office of the Patient Administrator at medical center or hospital where care was provided.

For personal visits, the requester is required to provide full name, SSN of sponsor and present some form of acceptable identification, such as identification card, driver's license.

Record access procedures:

Requests from individuals should be addressed to Patient Administrator at medical center or hospital where care was provided. The official mailing addresses are in the Department of Defense Directory in the Appendix.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individuals concerned may be obtained from any medical center or hospital.

Record source categories:

Patient Admission Data forms, patient requests, medical records, hospital reports.

Systems exempted from certain provisions of the act:

None

A0909.05DASG

System name:

909.05 Control Card Files

System location:

Primary System: Each United States (US) Army medical treatment facility where patients are hospitalized.

Decentralized Segments: Each ward where patients are assigned.

Categories of individuals covered by the system:

Any individual hospitalized in a medical treatment facility.

Categories of records in the system:

Files consist of individual patient data cards, bed cards, pass lists.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

US Army medical treatment facility: Prepared by Patient Administration Division of the facility on each patient.

Ward: Used as determined by nursing personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Vertical file cards placed on bed of patient.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Cards are maintained in areas where personnel are on duty 24 hours each day in each hospital ward.

Retention and disposal:

Destroy upon disposition of patient.

System manager(s) and address:

The Surgeon General, US Army; commanders of medical centers and hospitals.

Notification procedure:

Information may be obtained from:

Commander

Medical center or hospital where patient is hospitalized

Record access procedures:

Individual while a patient in the medical treatment facility may review these forms at any time.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Cards are prepared upon admission to the medical treatment facility.

Systems exempted from certain provisions of the act:

None

A0910.02DASG

System name:

910.02 Patient Trust Fund and Baggage Files

System location:

Medical Centers, hospitals, health clinics, troop medical clinics. The official mailing addresses are in the Department of Defense (DOD) directory in the Appendix.

Categories of individuals covered by the system:

Patients treated by Army Medical Department medical treatment facility.

Categories of records in the system:

Documents reflecting receipt and return of monies, valuables and property of a patient in an Army medical treatment facility and related accounting transactions.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 44 U.S.C., Section 3101; Title 10 U.S.C., Section 1071.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose is to account for patients' funds, valuables and property while patient is in hospital.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, cards, punched cards, printout and similar related documents.

Retrievability:

Filed by last name, social security number (SSN) of sponsor.

Safeguards:

Records maintained in areas accessible only to authorized personnel that are properly trained and screened.

Retention and disposal:

Patient trust fund individual record files: Destroyed 3 years after final withdrawal of all money and valuables.

Patient trust fund accounting files: Destroyed after 3 years.

Patient Property Files: Destroyed 6 months after transfer of the patient or on discontinuance.

System manager(s) and address:

The Surgeon General, Headquarters Department of the Army (HQDA), The Pentagon, Washington, DC 20314.

Notification procedure:

Information may be obtained from Patient Administrator at Medical Center or hospital where treatment was provided. Official mailing addresses are in the DOD directory in the Appendix.

Requesting individual is requested to submit full name, SSN of sponsor, date care was provided and facility providing care.

The requester may visit the office of the Patient Administrator at Medical Center or hospital where care was provided.

For personal visits, the requester is required to provide full name, SSN of sponsor and present some form of acceptable identification such as identification card or driver's license.

Record access procedures:

Requests from individuals should be addressed to Patient Administrator at Medical Center or hospital where care was provided. The official mailing addresses are in the DOD directory in the Appendix.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individuals concerned may be obtained from any medical center or hospital.

Record source categories:

Inventory of funds, property valuables upon admission of patient and transactions thereafter.

Systems exempted from certain provisions of the act:

None

A0910.06DASG

System name:

910.06 Medical Services Account Files

System location:

Medical Centers and Hospitals. Official mailing addresses are in the Department of Defense (DOD) Directory in the Appendix.

Categories of individuals covered by the system:

Any person receiving medical care in an Army Medical Treatment Facility and is subject to charge for such service.

Categories of records in the system:

File includes patient ledger cards, invoices and receipts for collection, cash records, schedules of collection, vouchers, registers, and related basic accounting documents.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301; Title 10 U.S.C., Chapter 55, Medical and Dental Care; Title 44 U.S.C., Section 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Hospitals: Accounting for charges and making proper distribution of funds received in payment for authorized medical and dental services.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Name, social security number (SSN), hospital and invoice number.

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel that are properly screened.

**Retention and disposal:**

Records are destroyed 3 years after completion of collection action or 3 years after inclusion in uncollectable accounts report.

**System manager(s) and address:**

The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from registrar at medical center or hospital where treatment was provided. Official mailing addresses are in the DOD directory in the Appendix.

Requesting individual is required to submit full name, SSN, date care was provided, and invoice number.

The requester may visit the office of the registrar at medical center or hospital where care was provided.

For personal visits, the requester is required to provide full name, SSN, date care was received and invoice number.

**Record access procedures:**

Requests from individuals should be addressed to registrar at medical center or hospital where care was provided. The official mailing addresses are in the DOD directory in the Appendix.

Written requests for information should contain the full name of the individual, current address and telephone number.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from HQDA (DASG-RMP), Washington, DC 20310.

**Record source categories:**

Clinic or hospital where treatment was provided.

**Systems exempted from certain provisions of the act:**

None

## A0911.05DASG

**System name:**

911.05 Individual Patient Diet Files (Department Army Form 2924)

**System location:**

In medical centers and hospitals, Patient Dietary History Records would be maintained in the Clinical Dietetics Branch of the hospital for inpatients.

Outpatient Patient Dietary History Records may be maintained either in the Clinical Dietetics Branch or the Department of Clinics, dependent upon local organizational structure.

Patient Dietary History Records may also be maintained in those health clinics which have a consultant dietetian. Official mailing addresses for all hospitals, medical centers and health care clinics are in the Department of Defense (DOD) Directory in the Appendix.

**Categories of individuals covered by the system:**

Individual patient diet files may be maintained on any individual authorized inpatient or outpatient medical care in army medical treatment facilities.

**Categories of records in the system:**

The Individual Patient's Diet File would normally include, but not be limited to, the Patient Dietary History Record, Consultation Sheets (Standard Form (SF) 513), prescriptions for nutritional care, patient satisfaction surveys, dietary intake and analyses records, dietetic progress notes, menu patterns and special nourishment or feeding information.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301;Title 44 U.S.C., Section 3101; and Title 10 U.S.C., Section 1071.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The information collected is used by the personnel assigned to the Clinical Dietetics Branch or health clinic for the purpose of assisting the nutritional well-being of the patient and developing a plan for nutritional care. This information also serves to improve the quality of nutritional care rendered. Access to these records is limited to a need to know basis, i.e., to dietetians, dietetic technicians, diet aides, patient tray service personnel and to clerical personnel involved in maintaining the records. For both inpatients and outpatients, nutritional care plans and/or diet instructions are developed from this information by the users as required. For inpatients, in addition to the nutritional care plans, daily menus are prepared and trays are set up in accordance with the menus by the users for the patients.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

The Patient's Dietary History Record is normally stored in a visible card file or card file box. Additional or supplemental information is usually stored in file folders in desks or file cabinets.

**Retrievability:**

Information is normally filed by ward, room or bed number and name for inpatients. For outpatients an alphabetical file is usually maintained.

**Safeguards:**

Only the individuals specified under Routine-Uses are permitted to use the records. Records are kept in office areas which are secured when not in use.

**Retention and disposal:**

When the patient is discharged the record is destroyed unless the patient has indicated many intolerances and/or is likely to return for consultation or hospitalization. In these cases the record is placed in an inactive file which is periodically screened for retention.

**System manager(s) and address:**

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Requests from individuals should be addressed to the Commander of the health clinic, hospital or medical center where the individual is or was seen as a patient. Addresses are given in the DOD Directory. Written requests for information must contain the full name of the individual, current address and telephone number and date of hospitalization or consultation. Further communications should also have the case (control) number that appears with the office symbol. Visits should be by appointment arranged through the Commander of the medical facility. For personal visits, the individual should be able to provide his ID card which indicates he/she is authorized medical care and give some verbal information which can be verified with his case folder.

**Record access procedures:**

Same as SYSMANAGER.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Patient's chart, interviews with patient's family, observation consultation sheets from other services, Diet and Nourishment Rosters, and Progress Notes (nurses, doctors, etc.)

**Systems exempted from certain provisions of the act:**

None

## A0912.01aDASG

**System name:**

912.01 Medical Staff Credentials File

**System location:**

Medical treatment facilities at Army commands, installations and activities. Official mailing addresses are in the Department of Defense (DOD) Directory in the Appendix.

**Categories of individuals covered by the system:**

Individuals performing clinical practice in medical treatment facilities.

Categories of records in the system:

Documents reflecting delineation of clinical privileges and clinical performance.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 44 U.S.C., Section 3101; and Title 10 U.S.C., Section 1071.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Determine and assess capability of practitioner's clinical practice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by last name.

Safeguards:

Records are maintained in areas accessible only to the medical treatment facility commander and credentials committee members.

Retention and disposal:

Records are destroyed 5 years after separation, retirement, or termination of employment. Records are retained in last medical treatment facility of appointment or employment until destroyed. (This retention period is subject to approval by the National Archives and Records Service.)

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be requested from commander at medical treatment facility where practitioner is providing clinical service.

Record access procedures:

Requests from individuals should be addressed to commander at medical treatment facility where practitioner is providing clinical service.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from any medical treatment facility.

Record source categories:

Interviewer, application, medical audit results, other available administrative records obtained from civilian or military sources.

Systems exempted from certain provisions of the act:

None

A0912.01bDASG

System name:

912.01 Professional Consultant Control Files

System location:

Primary System: Department of the Army, Office of The Surgeon General; US Army Health Services Command; US Army Medical Command, Europe.

Decentralized Segments: Individual appointing/controlling offices.

Categories of individuals covered by the system:

Any individual who has been utilized or appointed as a professional consultant in the professional medical services.

Categories of records in the system:

Files contain documents relating to utilization, appointment, duties, responsibilities, and compensation of professional consultants.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Sections 1071-1086; Title 44 U.S.C., Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To appoint and monitor utilization of designated consultants.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of consultant.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Records are maintained for the duration of consultant status. They are destroyed 1 year after termination of the appointment, or on discontinuance, whichever is sooner.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from:
HQDA (DASG-PTZ-C)
Room 2E519
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-1918

Record access procedures:

Requests from individuals should be addressed to: HQDA (DASG-PTZ-C), Room 2E519, The Pentagon, Washington, DC 20310.

Written requests for information should contain full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Application and related forms from the individual requesting appointment as consultant; notice of appointment; correspondence between offices and consultants.

Systems exempted from certain provisions of the act:

None

A0912.01cDASG

System name:

912.01 Professional Personnel Informational File

System location:

Clinical Medical Division (HSPA-C), Deputy Chief of Staff for Professional Activities, Headquarters (HQ), US Army Health Services Command (HSC), Ft Sam Houston, TX 78234.

Categories of individuals covered by the system:

Practicing physicians, residents, psychologists, social workers, and pharmacists assigned or employed in medical treatment facilities operated by the HSC.

Categories of records in the system:

Files contain personal information provided to the various professional consultants assigned to the Clinical Medical Division, HQ, HSC by practitioners assigned to command medical treatment facilities. These files consist of personal data questionnaires, curricula, vitae, assignment preferences data, personal correspondence, and other such records pertaining to the professional quali- fications and experience of the personnel being monitored by the consultant.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Files are used by the consultant to establish and maintain familiarity with the locations, assignments, utilization, marital and family status, professional and military experi- ence and qualifications, and assignment preferences as an aid in monitoring the utilization of professional personnel and to assist in career management and assignment activities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in file folders, three-ring looseleaf binders and visible index card files.

Retrievability:

Filed alphabetically by last name of professional person within treatment facility to which assigned.

Safeguards:

Stored in an office of a headquarters building, portions of which are occupied and/or under surveillance at all times. Records are accessible only to authorized personnel.

Retention and disposal:

Records are retained in active file until individual practitioner to whom they pertain is no longer assigned or employed within HSC and are destroyed within 1 year following his reassignment or termination.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army and Commander, HSC.

Notification procedure:

Information may be obtained from:
Commander, US Army Health Services Command
(HSPA-C)
Room 302, Bldg 2263
Ft Sam Houston, TX 78234
Telephone: Area Code 512/221-6616

Record access procedures:

Requests from individuals should be addressed to: Commander, HSC (HSPA-C), Ft Sam Houston, TX 78234.

Written requests for information should contain the full name and address of the requester.

For personal visits; individual should be able to provide personal identification and verbal information that could be verified with his 'personnel data file.'

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories: Written and verbal communications provided by the individual to whom the file pertains.

Official Personnal Rosters, registers, and reports published by the SYSMANAGER and the Department of the Army Agencies.

Systems exempted from certain provisions of the act:

None

A0913.02aDASG

System name:

913.02 Medical Prescription Files

System location:

Primary System: Pharmacy of each United States (US) Army medical treatment facility.

Decentralized Segments: Records holding area/overseas records center.

Categories of individuals covered by the system:

Any individual for whom a prescription has been written.

Categories of records in the system:

Files consist of Department of Defense (DD) Form 1289 (Prescription Form); Department of the Army (DA) Form 3875 (Bulk Drug Order); cross reference files of information extracted from DD Form 1289, and/or civilian prescriptions concerning controlled substances as per U.S.C.; reports of board actions; tear sheets; and similar or related documents.

Authority for maintenance of the system:

Title II of the Comprehensive Drug Abuse Prevention and Control Act of 1970; Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

US Army medical treatment facility: Prescriptions and bulk drug orders prepared by authorized personnel to provide for dispensation of drugs. Cross reference file used to monitor the order and usage of controlled substances, and supply information to legal authorities reference infractions of Army regulations or the U.S.C.

Records holding area/overseas record center: Storage of records until destruction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Prescriptions and bulk drug orders: filed by number series.

Cross reference file: retrievable by conventional alphabetical index of surname of recipient.

Safeguards:

Pharmacy is locked when no one is on duty. Only authorized personnel are authorized access to the area when open.

Retention and disposal:

Records are destroyed after 5 years. They are maintained in the local file area for 1 year after cutoff, then transferred to the records holding or overseas records center for the remainder of the retention period.

System manager(s) and address:

The Surgeon General, USA; commanders of medical centers and hospitals.

Notification procedure:

Information may be obtained from Commander, medical center or hospital where prescription is on file.

Record access procedures:

Individual may review prescription.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Prescription is written by physician during treatment of patient.

Systems exempted from certain provisions of the act:

None

A0914.02aDASG

System name:

914.02 Pathology Consultation Record Files

System location:

Armed Forces Institute of Pathology (AFIP); Walter Reed Army Medical Center (WRAMC), Washington, DC 20306.

Categories of individuals covered by the system:

Individuals treated in military or civilian medical facilities whose cases were reviewed on a consultative basis by members of the staff of the AFIP. of Pathology.

Categories of records in the system:

Documents, tissue blocks, microscopic slides, X-rays and photographs reflecting outpatient or inpatient treatment or observation of all individuals on whose cases consultation has been requested.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301 and Title 44 U.S.C., Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose is to insure complete medical data is available to pathologist providing consultative diagnosis to requesting physician in order to improve quality of care provided to individuals; to provide a data base for education of medical personnel; to provide a data base for medical research and statistical purposes and when required by law or for official purposes. Individual records may be released to referring physician, to physicians treating the individual, to qualified medical researchers and students, and to other Federal agencies and law enforcement personnel when requested for official purposes involving criminal prosecution, civil court action or regulatory orders.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, X-rays, photographs in paper file folders, microfiche, magnetic tape, printout; tissue blocks in appropriate storage containers; and microscopic slides in cardboard file folders.

Retrievability:

Filed by last name or terminal digit number (social security number (SSN)) or accession number assigned when case is received for consultation.

Safeguards:

Access to the AFIP is controlled. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Retained as long as case material has value for medical research or education. Individual cases are reviewed periodically and materials no longer of value to the AFIP are destroyed.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington DC 20310.

Notification procedure:

Information may be obtained from the Chief, Patient Records and Tissue Repository Division, Armed Forces Institute of Pathology, Walter Reed Army Medical Center, Washington, DC 20306. Requesting individual is required to submit full name, SSN or service number of military sponsor and branch of military service if applicable, or AFIP accession number if known. For requests made in person, acceptable identification such as military ID card or driver's license will be required.

Record access procedures:

Requests from individuals should be addressed to the Chief, Patient Records and Tissue Repository Division, AFIP, WRAMC, Washington, DC 20306.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Interview, diagnostic test, other available administrative or medical records obtained from civilian or military sources.

Systems exempted from certain provisions of the act:

None

A0914.04aDASG

System name:

914.04 Clinical Investigation Record System

System location:

Commander, Edgewood Arsenal, ATTN: SAREA-BL-O, Aberdeen Proving Ground, MD 21010.

Categories of individuals covered by the system:

Any military individual who volunteered to participate in the clinical investigations.

Categories of records in the system:

Individual medical records; individual test records of performance and physiological measures taken while individual was being tested.

Authority for maintenance of the system:

Title 10 U.S.C., Section 4503 and Title 10 U.S.C., Section 3012e.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For scientific information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, file cards, computer magnetic tapes and drums, computer paper printouts, photographs, video-tape, 16mm movie film.

Retrievability:

Filed alphabetically by name and by case file number.

Safeguards:

Kept in locked cabinets in locked rooms.

Retention and disposal:

Permanent.

System manager(s) and address:

Commander, Edgewood Arsenal, ATTN: SAREA-BL-O, Aberdeen Proving Ground, MD 21010.

Notification procedure:

Name, serial number, SSN, or other identification number, date of birth (DOB), and time when individual was enrolled in program.

Record access procedures:

Information may be obtained from the SYSMANAGER.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Individual volunteers.

Systems exempted from certain provisions of the act:

None

A0914.05DASG

System name:

914.05 Blood Donor Files

System location:

All Army medical treatment facilities. Mailing addresses are listed in the Appendix.

Categories of individuals covered by the system:

Any individual from whom blood was procured.

Categories of records in the system:

Files contain blood donor record cards, and similar or related documents.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Public Health Service Act, Section 351, Licensure for Department of the Army.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to record time of withdrawal, type of blood, suitability for voluntary blood donation, and similar information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Records maintained in areas accessible only to authorized personnel.

Retention and disposal:

Records are destroyed after 3 years, or on discontinuance, whichever is first. They are held 1 year after cutoff in the current files area, then forwarded to a records holding area for retention until destruction.

System manager(s) and address:

The Surgeon General, Unites States Army.

Notification procedure:

Information may be obtained from:
HQDA (DASG-HCC-L)
Room 2D528
The Pentagon,
Washington, DC 20310
Telephone: Area Code 202/697-8394

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Department of the Army (DASG-HCC-L), Room 2D528, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to Army Blood Donor Centers and Professional Services Division (DASG-HCC), The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to provide some acceptable identification (e.g., driver's license, employee identification card) and give some verbal information that could be verified from his file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Blood donor record cards filled out by the individual concerned.

Systems exempted from certain provisions of the act:

None

A0915.01aDASG

System name:

0915.01 Nursing Service Schedule Files

System location:

Primary System: Department of Nursing, Medical Department Activity and/or Medical Center.

Decentralized Segments: None.

Categories of individuals covered by the system:

Department of Nursing personnel.

Categories of records in the system:

File contains time schedules and similar or related documents.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Nursing: To assist in scheduling nursing personnel to insure nursing care of patients.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in file folders.

**Retrievability:**

Filed categorically by nursing unit.

**Safeguards:**

24 hour coverage by nursing personnel. Only authorized personnel allowed access.

**Retention and disposal:**

Records are destroyed 1 month following the end of schedule period.

**System manager(s) and address:**

The Surgeon General, United States Army; Director, Medical Department Activity.

**Notification procedure:**

Information may be obtained from:
Director
Medical Department Activity where treated.

**Record access procedures:**

Requests from individuals should be addressed to: Director, Medical Department Activity where treated.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to Department of Nursing, Medical Department Activity where treated.

For personal visits, the individual should be able to provide some acceptable identification, and give some verbal information that could be verified with his/her file.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Department of the Army (DA) Form 3872, Nursing Personnel Service Time Schedule; DA Form 3951, Nursing Service Assignment Roster.

**Systems exempted from certain provisions of the act:**

None

## A0915.01bDASG

**System name:**

915.01 Nursing Service Personnel Data and Schedule Files

**System location:**

Primary System: Department of Nursing, Army Medical Center or Medical Department Activity.

Decentralized Segments: Nursing Division, Headquarters (HQ), United States Army Health Services Command (HSC), Ft Sam Houston, TX; and Headquarters, US Army Medical Command, Europe, Heidelberg, West Germany.

**Categories of individuals covered by the system:**

Department of Nursing personnel.

**Categories of records in the system:**

Files contain nursing personnel data, time schedules, and similar or related documents.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301, Departmental Regulations.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To assist the Office of the Chief, Nursing Department or Division, in the proper utilization and scheduling of nursing personnel commensurate with individual qualifications, experiences, personal preferences, and in planning effective nursing care for patients.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders. Nursing personnel data in visible card file or card file box.

**Retrievability:**

Filed categorically or numerically by nursing unit and alphabetically for personnel data.

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel who have been properly screened. Office areas are secured when not in use.

**Retention and disposal:**

Records are destroyed 1 month following the end of scheduled period or when no longer needed.

**System manager(s) and address:**

The Surgeon General, Department of the Army; Commander of each Army Medical Center or Medical Department Activity.

**Notification procedure:**

Requests from individuals should be addressed to the Commander of the Army Medical Center or Medical Department Activity where the individual was treated or assigned. Addresses are listed in the Department of Defense directory in the Appendix to Army system notices.

Each request must include the individual's full name, current address and telephone number, social security number, and dates of hospitalization or assignment.

In addition, for personal visits, the requester should present his identification card and provide some verbal information which can be verified with his file or folder.

**Record access procedures:**

See NOTIFICATION.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Department of the Army (DA) Form 3872, Nursing Personnel Service Time Schedule; DA Form 3951, Nursing Service Assignment Roster; and DA Form 3887, Nursing Department–Army Nurse Corps Data.

**Systems exempted from certain provisions of the act:**

None

## A0915.02DASG

**System name:**

915.02 Patient Condition Reporting File

**System location:**

Department of Nursing, Medical Department Activities.

**Categories of individuals covered by the system:**

Patients hospitalized in United States (US) Army medical treatment facilities whose condition requires special note.

**Categories of records in the system:**

File contains 24 hour reports and similar or related documents.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Documents used to keep the Chief of Nursing Department informed of each patient's condition and of ward activities which affect the workload and determine assignment of personnel.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed by patient's name.

**Safeguards:**

24 hour coverage by nursing personnel. Only authorized personnel are allowed access to records.

**Retention and disposal:**

Records are destroyed 1 month following the period covered in the report.

**System manager(s) and address:**

The Surgeon General, United States Army; Director, Medical Department Activity.

**Notification procedure:**

Information may be obtained from: Director, Medical Department Activity where treated.

**Record access procedures:**

Requests from individuals should be addressed to: Director, Medical Department Activity where treated.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to Department of Nursing, Medical Department Activity where treated.

For personal visits, the individual should be able to provide some acceptable identification (e.g., driver's license, employee identification card), and give some verbal information that could be verified with his/her file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Department of the Army (DA) Form 3889, Nursing Unit 24 Hour Report and DA Form 3889-1, Nursing Unit 24 Hour Report - Continuation Sheet; DA Form 4015, Nursing Care Assignment; DA Form 3629, Twenty-Four Hour Patient Intake and Output Worksheet.

Systems exempted from certain provisions of the act:

None

A0915.03DASG

System name:

915.03 Temperature, Pulse, and Respiration Files

System location:

Primary System: Department of Nursing, Medical Department Activity.

Decentralized Segments: None.

Categories of individuals covered by the system:

Patient hospitalized in United States (US) Army medical treatment facilities.

Categories of records in the system:

File contains flow sheets, lists, cards, and similar or related documents.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Record reflects temperature, pulse, and respiration of all patients in the wards for designated time periods, and is used to make continuing assessment of patient's physical condition.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records filed in individual patient's medical record.

Retrievability:

Filed in individual patient's medical record.

Safeguards:

24 hour coverage by nursing personnel. Only authorized personnel are allowed access to records.

Retention and disposal:

Record becomes part of patient's medical record.

System manager(s) and address:

The Surgeon General, US Army; Director, Medical Department Activity.

Notification procedure:

Information may be obtained from:

Director
Medical Department Activity where treated.

Record access procedures:

Requests from individuals should be addressed to: Director, Medical Department Activity where treated.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to Department of Nursing, Medical Department Activity where treated.

For personal visits, the individual should be able to provide some acceptable identification, and give some verbal information that could be verified with his/her file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Department of the Army, DA Form 3950, Temperature, Pulse and Respiration Record.

Systems exempted from certain provisions of the act:

None

A0915.07DASG

System name:

915.07 Medical Facility Individual Reporting Files

System location:

Primary System: Department of Nursing, Medical Department Activities.

Decentralized Segments: Hospital safety offices, at United States (US) Army medical treatment facilities.

Categories of individuals covered by the system:

Any patient involved in an unusual occurrence or accident at a US Army medical treatment facility.

Categories of records in the system:

File includes reports of unusual occurrences and related documents.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Record is used by the hospital commander, chief nurse, and safety officer to record the incidence of and corrective action taken when patients are involved in accidents and unusual occurrences.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

24 hour coverage by nursing personnel. Only authorized personnel allowed access to records.

Retention and disposal:

Records are destroyed after 50 years. Records are held 1 year after cutoff in the current files area, then transferred to a records holding area or oversea records center for 2 years, and then retired to the Washington National Records Center.

System manager(s) and address:

The Surgeon General, United States Army; Director, Medical Department Activity.

Notification procedure:

Information may be obtained from: Director, Medical Department Activity where treated.

Record access procedures:

Requests from individuals should be addressed to: Director, Medical Department Activity where treated.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to Department of Nursing, Medical Department Activity where treated.

For personal visits, the individual should be able to provide some acceptable identification (e.g., driver's license, employee identification card), and give some verbal information that could be verified with his/her file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Department of the Army (DA) Form 4106, Report of Unusual Occurrence.

Systems exempted from certain provisions of the act:

None

A0916.02aDASG

System name:

916.02 Medical Treatment Indices

System location:

Medical centers, hospitals, health clinics, troop medical clinics. The official mailing addresses are in the Department of Defense (DOD), Directory in the Appendix.

Categories of individuals covered by the system:

Individuals treated by or seeking treatment from the Army Medical Department.

Categories of records in the system:

Documents reflecting patient names, register numbers assigned, clinic ward, and other identifying medical history data used to locate medical records, patients, permit scheduling of appointments and similar functions.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 44 U.S.C., Section 3101; and Title 10 U.S.C., Section 1071.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose is to locate medical records, personnel, schedule appointments, provide research and statistical data and similar functions at a medical treatment facility.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Plain cards, rule cards, punched cards, microfiche, cassette, printout and similar or related documents.

Retrievability:

Filed by last name, register number sequence, diagnosis, operation, death, physician, pathology and similar topics as required by medical treatment facility.

Safeguards:

Records are maintained in areas accessible only to authorized personnel that are properly trained and screened.

Retention and disposal:

Register number files: Destroyed after 10 years.

Nominal index: Destroyed after 20 years. Cutoff after 10 years and held 10 more years in current files area. Transferred to records holding area, held 10 more years and destroyed. Documents in cutoff files for readmitted patients are brought forward and filed in current 10 year block.

Diagnosis, operation, death or similar index files: Destroyed after 20 years. Cutoff after 10 years and held 10 more years in current files area. Transferred to records holding area, held 10 more years and destroyed. Special purpose indexes: Destroyed when no longer needed.

System manager(s) and address:

The Surgeon General. Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from Patient Administrator at medical center or hospital where treatment was provided. Official mailing addresses are in the DOD Directory in the Appendix.

Requesting individual is required to submit full name, social security number (SSN) of sponsor, date care was provided and facility providing care.

The requester may visit the office of the Patient Administrator, Department of Clinics, or Information Office, as appropriate, at medical center or hospital where care was provided.

For personal visits, the requester is required to provide full name, SSN of sponsor and present some form of acceptable identification, such as identification card, driver's license.

Record access procedures:

Requests from individuals should be addressed to Patient Administrator at medical center or hospital where care was provided. The official mailing addresses are in the DOD Directory in the Appendix.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from any medical center or hospital.

Record source categories:

Patient admission data form, medical records, and patient.

Systems exempted from certain provisions of the act:

None

A0916.06DASG

System name:

916.06 Installation X-ray Index Files

System location:

Primary System: Department of Radiology at medical treatment facilities.

Decentralized Segments: None.

Categories of individuals covered by the system:

Any individual on whom an x-ray is taken.

Categories of records in the system:

Files contain nominal pathological indexes and similar or related documents.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Radiology: To locate x-ray films.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Department of Radiology is secured when no one is on duty. Only authorized personnel are authorized access to the area when open.

Retention and disposal:

Records are retired or destroyed concurrently with the x-ray files to which they pertain. X-ray films are withdrawn and destroyed 5 years after the end of the year in which last medical treatment was given.

System manager(s) and address:

The Surgeon General, United States Army; commanders of medical centers and hospitals.

Notification procedure:

Information may be obtained from:

Commander

Medical center or hospital where x-ray was taken.

Record access procedures:

Requests from individuals should be addressed to Commander, medical center or hospital where treated; or Headquarters, Department of the Army (DASG-HCP), Room 2C484, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number. Visits are limited to Department of Radiology, medical center or hospital where treated; and Patient Administration Division (DASG-HCP), The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to provide sufficient identification, and give some verbal information that can be verified from his/her file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Prepared by personnel assigned to Department of Radiology at time x-ray is taken.

Systems exempted from certain provisions of the act:

None

A0917.01aDASG

System name:

917.01 Medical Treatment Record Files

System location:

Decentralized Segments: medical centers, hospitals, health clinics, troop medical clinics, and National Personnel Records Center.

Categories of individuals covered by the system:

Individuals treated on inpatient or outpatient basis by the Army Medical Department and/or individuals for whom primary medical care is rendered.

Categories of records in the system:

Documents reflecting outpatient or inpatient treatment or observation of all individuals treated to include, but not limited to, Health Records, Outpatient Treatment Records, Foreign National Outpatient and Inpatient Records, American Red Cross Outpatient and Inpatient Records, Reserve Component Outpatient Records; Physical Medicine Treatment Records and supporting documents to above.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 44 U.S.C., Section 3101; and Title 10 U.S.C., Section 1071.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be used to plan and coordinate health care. It may be used to provide medical treatment; conduct research; teach; compile statistical data; determine suitability of persons for service or assignments; implement preventive health and communicative disease control programs; adjudicate claims and determine benefits; evaluate care rendered; determine professional certification and hospital accreditation; conduct authorized investigations; provide physical qualifications of patients to other Federal, State and local agencies upon request in the pursuit of their official duties; for research purposes by the National Research Council; and to report medical conditions required by law to Federal, State and local agencies; for other lawful purposes including law enforcement and litigation.

Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., Section 1175. This statute takes precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, microfiche, cassettes, computer printouts and magnetic tapes and disks.

Retrievability:

Filed by last name or terminal digit file system (social security number).

Safeguards:

Records are maintained in areas accessible only to authorized personnel that are properly trained and screened.

Retention and disposal:

Troop and Health Clinic Clinical Record Cover Sheets: Destroyed after 5 years.

Health Records: Active while individual is on active duty, then retired with Military Personnel Records Jacket.

Military Clinical Record Files: Destroyed after 50 years. Withdrawn and retired to National Personnel Records Center, 111 Winnebago St., St Louis, MO 63118, as follows, except that files pertaining to United States Military Academy (USMA) cadets are transferred to The Surgeon, United States Military Academy, West Point, NY 10996: 5-year clinical record libraries: 5 years after the end of the year in which last medical treatment was given. Nonfixed medical facilities: at the end of each month for records completed on all patients released during the month. Other medical facilities: 1 year after the end of the year in which last medical treatment was given.

Civilian Clinical Record Files: Destroyed after 25 years. Withdrawn and retired to National Personnel Records Center (Civilian), 111 Winnebago St., St Louis, MO 63118, as follows: 5-year clinical record libraries: 5 years after the end of the year in which last medical treatment was given. Nonfixed medical facilities: at the end of each month for records completed on all patients released during the month. Other medical facilities: 1 year after the end of the year in which last medical treatment was given.

American Red Cross Clinical and Outpatient Record Files: Withdrawn and forwarded to Medical Officer, American National Red Cross, 18th and D Streets NW, Washington, DC 20006, 1 month after patient's medical treatment is completed for clinical records and 1 year for outpatient records.

Foreign National Clinical and Outpatient Record Files Continental United States (CONUS) medical facilities: Forwarded to the Commander, United States Army Health Services Command (HSC), ATTN: HSC-OP-PS, Ft Sam Houston, TX, 78234, at the end of the month in which treatment is completed for transfer to appropriate embassy. However, when the individual's length of stay in the local area can be readily determined, files are forwarded to the HSC at the end of the month in which residence is terminated. Medical facilities in oversea command: Transfered to the foreign official, or to The Surgeon General, whichever is appropriate.

Military Outpatient Record Files: Destroyed after 50 years. Withdrawn and retired to National Personnel Records Center, 111 Winnebago St., St Louis, MO 63118, 3 years after the end of the year in which last medical treatment was given. Outpatient files of active Coast Guard and other military personnel, including members of any of the Reserve components on active duty or active duty for training for more than 30 days, and cadets of the military academies are filed in the health record jacket. Outpatient files for these personnel are forwarded for insertion in the health record jackets on completion of treatment or observation. Outpatient files of all other categories are forwarded, on request, to the gaining medical facility when the patient moves to a new location.

Civilian Outpatient Record Files: Destroyed after 25 years. Withdrawn and retired to National Personnel Records Center (Civilian), 111 Winnebago St., St Louis, MO 63118, 3 years after the end of the year in which last medical treatment was given.

Reserve Component Outpatient Files: Destroyed after 50 years. Withdrawn and retired to National Personnel Records Center, 111 Winnebago St., St Louis, MO 63118, 1 year after the end of the year of summer camp or annual training.

Civilian Employee Medical Files: Destroyed 25 years after separation. Placed in inactive file upon separation and retired to National Personnel Records Center (Civilian), 111 Winnebago St., St Louis, MO 63118, with the next regular retirement.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from Patient Administrator at medical center or hospital where treatment was provided. Official mailing addresses are in the Department of Defense directory in the Appendix to Army system notices.

Requesting individual is required to submit full name, social security number (SSN) of sponsor, date care was provided, and facility providing care.

The requester may visit the office of the Patient Administrator at medical center or hospital where care was provided.

For personal visits, the requestor is required to provide full name, SSN of sponsor and present some form of acceptable identification, such as identification card, driver's license.

Record access procedures:

Requests from individuals should be addressed to Patient Administrator at medical center or hospital where care was provided. The official mailing addresses are in the Department of Defense directory in the Appendix to Army system notices.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from any Army medical center or hospital.

Record source categories:

Interviewer, diagnostic tests, other available administrative or medical records obtained from civilian or military sources.

Systems exempted from certain provisions of the act:

None

## A0917.05DASG

System name:

917.05 Spectacle Issue and Receipt Files

System location:

Primary System: Eye clinic of each United States (US) Army medical treatment facility.

Decentralized Segments: Individual Patient Health Record/ Outpatient Treatment Record, US Army medical treatment facility; optical laboratory.

Categories of individuals covered by the system:

Any individual who has eyes refracted and receives diagnosis and prescription for spectacles.

Categories of records in the system:

File contains cards, receipts, Department of Defense (DD) Form 771 (Eyewear Prescription), and similar or related documents.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

US Army medical treatment facility eye clinic: To record treatment, need, and refraction of patient's spectacles.

US Army medical treatment facility (Individual Patient Health Record/Outpatient Treatment Record): To retain record of spectacle prescription.

Optical laboratory: To permit manufacture of prescribed spectacles.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by eye clinic alphabetically by last name; filed in individual's health record/outpatient treatment record.

Safeguards:

Clinic and records area at medical treatment facility accessible only to authorized personnel.

Retention and disposal:

Clinic copy is destroyed 3 months following end of quarter in which prescription was made.

Health Record/Outpatient Treatment Record copy is retired with record.

Optical laboratory copy returned with glasses to patient.

System manager(s) and address:

The Surgeon General, USA; commanders of medical centers and hospitals.

Notification procedure:

Information may be obtained from:
Commander
Medical center or hospital where patient was examined.

Record access procedures:

Requests from individuals should be addressed to Commander, medical center or hospital where examined; or Headquarters, Department of the Army (DASG-HCC-O), Room 2D528, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number. Visits are limited to eye clinic, medical center or hospital where examined; and Professional Services Division (DASG-HCC), The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to provide sufficient identification, and give some verbal information that can be verified from his/her file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Prepared at clinic when patient requires spectacles.

Systems exempted from certain provisions of the act:

None

## A0917.07DASG

System name:

917.07 Clinical Psychology Individual Case Files

System location:

Primary System: Psychology Service, medical centers and hospitals.

Decentralized Segments: Mental Hygiene Consultation Service, located in divisions and at each post, camp, or station.

Categories of individuals covered by the system:

Any individual who undergoes psychological evaluation at Army medical treatment facility.

Categories of records in the system:

File contains examination records of intelligence, personality, achievement, and aptitude; results of tests; doctor's notes, abstracts or copies of pertinent medical records; observations of patient's behavior; and similar or related documents.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Psychology service: To assist in psychological evaluation of individuals who have drug, alcohol, marital, work adjustment, neuropsychological, and similar problems.

Mental Hygiene Consultation Service: To assist in psychological evaluation of individuals who have drug, alcohol, marital, neuropsychological, work adjustment, and similar problems.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name in clinic until case is closed or treatment discontinued. Selected forms are then placed in individual's health record.

Safeguards:

Buildings are secured when not in use. Files and records are accessible only to authorized individuals.

Retention and disposal:

Standard Form (SF) 600 placed in individual's health record/outpatient treatment record; other related forms are destroyed 3 years after the case is closed, or on discontinuance, whichever is first.

System manager(s) and address:

The Surgeon General, USA; commanders of medical department activities.

Notification procedure:

Information may be obtained from:
Commander
Medical center or hospital where treated.

Record access procedures:

Requests from individuals should be addressed to: Commander, medical center or hospital where treated; or Headquarters, Department of the Army (DASG-HCC-H), Room 2D528, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number. Visits are limited to Psychology Clinic or Mental Hygiene Consultation Service; the Professional Services Division (DASG-HCC), The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to provide sufficient identification, and give some verbal information that can be verified from his/her file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Examination records of intelligence, personality, achievement, and aptitude; results of tests; doctor's notes, abstracts or copies of pertinent medical records; observations of patient's behavior; related papers and forms from psychologist.

Systems exempted from certain provisions of the act:

None

## A0917.08DASG

System name:

917.08 Social Work Individual Case Files.

System location:

Primary System: Mental Hygiene Consultation Service, Medical Department Activities.

Decentralized Segments: Records holding area/overseas records center.

Categories of individuals covered by the system:

Each individual that receives treatment at a mental hygiene consultation service.

Categories of records in the system:

File contains interviews, personal history statements, abstracts or copies of pertinent medical records, and similar or related documents.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Documents relate to the interview of patients and appropriate individuals, to assist in the adjustment of the patient and in the evaluation of personal and social data for diagnosis and treatment.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name in clinic until case is closed or treatment is discontinued. Selected forms are placed in individual's health record/outpatient treatment record.

Safeguards:

Buildings are secured when not in use. Files and records are accessible only to authorized individuals.

Retention and disposal:

Records are destroyed 3 years after the case is closed or on discontinuance, whichever is first. They are maintained in the local file area for 1 year after cutoff, then transferred to the records holding or overseas records center for the remainder of the retention period.

System manager(s) and address:

The Surgeon General, USA; commanders of medical department activities.

Notification procedure:

Information may be obtained from:
Director
Medical Department Activity where treated.

Record access procedures:

Requests from individuals should be addressed to Director, medical department activity where treated; or Headquarters, Department of the Army (DASG-HCC-G), Room 2D528, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, social security number (SSN), current address and telephone number. Visits are limited to Mental Hygiene Consultation Service; and Professional Services Division (DASG-HCC), The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to give sufficient identification, and some verbal information that can be verified from his/her file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Interviews, personal history statements, abstracts or copies of pertinent medical records, and similar or related papers prepared by the social worker.

Systems exempted from certain provisions of the act:

None

A0917.09aDASG

System name:

917.09 Alcohol and Drug Abuse Rehabilitation Files

System location:

Alcohol and Drug Abuse Prevention and Control Program (ADAPCP) rehabilitation/counseling facilities (e.g., halfway houses, rap centers) at installation level.

Categories of individuals covered by the system:

Any individual who is diagnosed as an alcohol drug abuser by a physician and subsequently enrolled in the ADAPCP.

Categories of records in the system:

File contains client intake and followup records, initial interview forms, psychosocial histories, counselor observations and impressions of client's behavior and rehabilitation progress, copies of medical consultations and laboratory procedures performed, results of biochemical urinalysis for drug abuse, and similar or related documents.

Authority for maintenance of the system:

Title V, Public Law 92-129; Section 413, Public Law 92-255.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Documents relate to results of counseling sessions and in- terviews with clients and appropriate individuals, to assist in the adjustment of the client and in the evaluation of personal and social data for further diagnosis and treatment.

Record of the identity, diagnosis, prognosis, or treatment of any client/patient, irrespective of whether or when he ceases to be a client/patient, maintained in connection with the performance of any alcohol or drug abuse prevention and treatment function conducted, regulated, or directly or indirectly assisted by any department or agency of the United States, shall, except as provided therein, be confidential and be disclosed only for the purposes and under the circumstances expressly authorized in Title 21 U.S.C., Section 1175. This statute takes precedence over the Privacy Act of 1974, in regard to accessibility of such records except to the individual to whom the record pertains.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records maintained in file folders.

Retrievability:

Filed alphabetically by last name and maintained in ADAPCP facilities for 1 year following termination of treatment. Selected forms are transferred to the service member's health record.

Safeguards:

Files and records are maintained in central storage areas in locked file cabinets. Access is limited only to authorized individuals.

Retention and disposal:

Records maintained in ADAPCP facilities are destroyed 1 year after termination of the case.

System manager(s) and address:

The Surgeon General, Department of the Army; commanders of medical department activities.

Notification procedure:

Information may be obtained from Commander of medical center or medical department activity at installation where treatment for alcohol/drug abuse was obtained.

Record access procedures:

Requests from individuals should be addressed to: Commander, medical center or medical department activity at installation where treatment was received; or Headquarters, Department of the Army (DASG-HCA), Room 2C468, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, social security number, year of birth, current address and telephone number. Visits are limited to ADAPCP facilities, medical center or medical department activity; and Alcohol and Drug Policy Office (DASG-HCA), The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to give sufficient identification and provide some verbal information that can be verified from his/her file.

Contesting record procedures:

Army's policy for gaining access to records and for contesting contents and appealing initial determinations may be ob- tained from the SYSMANAGER.

Record source categories:

Interviews, personal history statements, abstracts or copies of pertinent medical records, abstracts from personnel records, results of tests, physician's notes, observations of client's behavior, related notes, papers and forms from counselor and/or clinical director.

Systems exempted from certain provisions of the act:

None

A0917.10aDAAG

System name:

917.10 Child Protection Case Management Files

System location:

Primary System: Commander, United States (US) Army Health Services Command, ATTN: HSOP-PR, Ft Sam Houston, TX 78234.

Decentralized Segments: Office of The Surgeon General, ATTN: DASG-HCC-G, Washington, DC 20310; US Army medical treatment facility and/or child protection and case management team office on post, camp, or station where file was initiated or, in some cases, subsequently transferred upon reassignment of military member.

Categories of individuals covered by the system:

All children entitled to care at Army medical and dental facilities whose abuse or neglect is brought to the attention of appropriate authorities and all persons suspected of abusing or neglecting such children.

Categories of records in the system:

Medical records of suspected and established cases of child abuse or neglect, investigative reports, correspondence, child protection case management team reports, follow-up and evaluative reports, and other supportive data assembled relevant to individual child protection case management.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Army in the performance of their official duties relating to health and medical treatment of members and former members of the uniformed services,

civilians and dependents receiving medical care under Army auspices; performance of research studies and compilation of statistical data.

Officials and employees of other components of the Department of Defense and other Departments and agencies of the Executive Branch of government in the performance of their official duties relating to the coordination of child advocacy programs, medical care and research concerning child abuse and neglect.

The Attorney General of the United States or his authorized representatives in connection with litigation or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

Federal, state or local governmental agencies when it is deemed appropriate to utilize civilian resources in the counseling and treatment of individuals or families involved in child abuse or neglect, or when it is deemed appropriate or necessary to refer a case to civilian authorities for civil or criminal law enforcement.

Authorized officials and employees of the National Academy of Sciences, private organizations and individuals for health research in the interest of the Federal government and the public; and authorized surveying bodies for professional certification and accreditation.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records may be stored in file folders, microfilm or magnetic tape, punched cards, machine lists, disks, and other computerized or machine readable media.

**Retrievability:**

Filed by name of the suspected abused child and the name and/or social security number (SSN) of the military sponsor, with no index by the name and/or SSN of any other person not an Army employee (including the spouse of the military sponsor).

**Safeguards:**

Records are maintained in various kinds of filing equipment in specified monitored or controlled access rooms or areas. Public access is not permitted. Records are accessible only to authorized personnel that are properly screened and trained, and on a need-to-know basis only. Computer terminals are located in supervised areas with access controlled by password or other user code system.

**Retention and disposal:**

Records are retained in decentralized office files for 5 years after the end of the year in which the case was closed and are then destroyed. Records are retained in the central file until the minor child is age 22 and are then destroyed.

**System manager(s) and address:**

The Surgeon General, Headquarters, Department of the Army; Commander, US Army Health Services Command; commanders of medical centers and hospitals.

**Notification procedure:**

Information on specific cases may be obtained from the commander of the medical center or hospital where treatment was received. Official mailing addresses are in the Department of Defense Directory in the Appendix to Army system notices.

Information in central files may be obtained from:

Commander
US Army Health Services Command
ATTN: HSOP-PR
Ft Sam Houston, TX 78234

**Record access procedures:**

Requests from individuals should be addressed to the commander of the medical center or hospital where treatment was received; or to Commander, US Army Health Services Command, ATTN: HSOP-PR, Ft Sam Houston, TX 78234.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number. Visits are limited to the commander of the medical center or hospital where treatment was received; and to the Office of The Surgeon General (DASG-HCC-G), Room 2D528, The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to give sufficient identification, and provide some verbal information that can be verified from his/her file.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in 32 CFR Part 505 (Army Regulation 340-21).

**Record source categories:**

Information obtained from educational institutions, medical institutions, police and investigating officers, state and local government agencies, witnesses, and source documents (i.e., reports) prepared on behalf of the Army by boards, committees, panels, auditors, etc. Information may also be from interviews, personal history statements, and observations of behavior by various professionals (i.e., social workers; physicians, to include psychiatrists and pediatricians; psychologists; nurses and lawyers).

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under Title 5 U.S.C., Section 552a (k)(2) and (5), as applicable. For additional information, contact the SYSMANAGER.

## A0918.05DASG

**System name:**

918.05 Tuberculosis Registry

**System location:**

Medical centers, world-wide, Army
Hospitals, world-wide, Army
Health clinics, world-wide, Army

Official mailing addresses are in the Department of Defense Directory in the Appendix.

**Categories of individuals covered by the system:**

All personnel eligible to receive medical care from Army medical treatment facilities to the extent authorized in Army Regulations AR 40-3 and AR 40-121.

**Categories of records in the system:**

The only record in this system is the Tuberculosis Registry (Department of the Army (DA) Form 3897-R) form which is used by medical personnel on all persons eligible for military medical care under medical surveillance for tuberculosis.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301; Title 10 U.S.C., Section 1071; Title 44 U.S.C., Section 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Form is maintained to serve as a current registration of all tuberculosis cases, contacts and convertors and as a suspense file to insure timely follow-up.

Form is used by medical personnel to record all pertinent information relative to individual's status, i.e., tuberculosis case, contact or convertor; tests performed, date performed and results of tests; drug therapy regimen; and recommendations for frequency of visits, tests, and duration of follow-up.

The medical treatment facility commander is responsible for the maintenance of this registry. The actual file and surveillance is performed by the medical treatment facility, Health and Environment Activity.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper folders in file folders or vertical file cards.

**Retrievability:**

Filed alphabetically by last name of sponsor.

**Safeguards:**

Form is filed in office packed during non-duty hours.

Professional and trained non professional Health and Environment activity staff, civilian and military, personnel are authorized access to these records.

**Retention and disposal:**

Forms are retained in Health and Environment Activity Office as long as sponsor assigned to area serviced by Army medical treatment facility.

Form is mailed to medical treatment facility commander of joining organization upon permanent change of station for active duty military sponsor.

Medical treatment facility commander notifies the appropriate State health department or Veterans Administration when military sponsor is discharged or separated from the Army.

When medical surveillance is discontinued, the form is removed from the active file and placed in an inactive file for a period of 1 year and then destroyed.

**System manager(s) and address:**

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Requests for information should be addressed to the Patient Administration Office of the medical treatment facility where care was provided.

Information may be obtained from:

Patient Administration Office of Army medical treatment facilities which provided the health nursing care.

Record access procedures:

Requests from individuals should be addressed to: Patient Administration Office of Army medical treatment facility from which health nursing care was provided.

Written requests for information should contain the full name of the individual, military or retired sponsor's social security number, relationship to sponsor, current address and telephone number and the name of military medical treatment facility which provided health nursing care.

Visits are limited to Patient Administration Office of the Army medical treatment facilities which provided the health nursing care.

For personal visits, the individual should be able to provide some acceptable identification, i.e., military, retired military or dependent identification card, driver's license, and give some verbal information that could be verified with his health nursing records.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from local Army medical treatment facility commanders.

Record source categories:

Medical and other allied health professional and non professional personnel, civilian and military.

Systems exempted from certain provisions of the act:

None

A0920.02aDASG

System name:

920.02 Civilian Consultation Service Case Files

System location:

Primary System: Mental Hygiene Consultation Services, Medical Department Activities located at posts, camps, or stations.

Decentralized Segments: National Personnel Records Center, 111 Winnebago St., St Louis, MO 63118.

Categories of individuals covered by the system:

Any dependent of military personnel, and under unusual circumstances, any other category of personnel other than military, foreign nationals, American Red Cross personnel, members of the United States (US) Coast Guard, Public Health Service, Coast and Geodetic Survey, and beneficiaries of the Veterans Hygiene Consultation Service.

Categories of records in the system:

File contains examination records of intelligence, personality, achievement, and aptitude; results of tests; doctor's notes, abstracts and copies of pertinent medical records; observations of patient's behavior; interviews, personal history statements, and similar or related documents.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Mental Hygiene Consultation Service: To provide consultation services dealing with problems of emotional adjustments, classification and/or reclassification, disposition, and the prevention of mental disorders.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Buildings are secured when not in use. Files and records are accessible only to authorized personnel.

Retention and disposal:

Records are destroyed after 25 years. They are retained in active file until end of treatment, held 1 year in inactive file and subsequently retired to National Personnel Records Center.

System manager(s) and address:

The Surgeon General, US Army or US Air Force, or Chief, Bureau of Medicine and Surgery, US Navy; Director, Medical Department Activity; and the Director, National Personnel Records Center, 111 Winnebago St., St. Louis, MO 63118.

Notification procedure:

Information may be obtained from Director, Medical Department Activity where treated, or if more than 1 year following treatment, from:

Director
National Personnel Records Center
111 Winnebago St.
St. Louis, MO 63118
Telephone Number: Area Code 314/622-5766

Record access procedures:

Requests from individuals should be addressed to Director, Medical Department Activity where treated; or Director, National Personnel Records Center, 111 Winnebago St., St. Louis, MO 63118.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number. Visits are limited to Mental Hygiene Consultation Service; and National Personnel Records Center, 111 Winnebago St., St. Louis, MO 63118.

For personal visits, the individual should be able to provide sufficient identification (e.g., driver's license, employee identification card) and give some verbal information that could be verified with his/her file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Interviews, personal history statements, abstracts or copies of pertinent medical records; examination records of intelligence, personality, achievement, and aptitude; results of tests; doctor's notes.

Systems exempted from certain provisions of the act:

None

A0920.02bDASG

System name:

920.02 Military Consultation Service Case Files

System location:

Primary System: Mental Hygiene Consultation Services, medical department activities located at posts, camps, or stations.

Decentralized Segments: National Personnel Records Center, 111 Winnebago St., St. Louis, MO 63118.

Categories of individuals covered by the system:

Any active member of the Army, Air Force, Navy, and Marine Corps; retired members of the Armed Forces; cadets and midshipmen of the military academies; members of the Reserve components of the Armed Forces; active and retired uniformed members of the United States (US) Coast Guard, Public Health Service, and Coast and Geodetic Survey; and beneficiaries of the Veterans Administration who receive consultation services at a mental hygiene consultation service.

Categories of records in the system:

File contains examination records of intelligence, personality, achievement, and aptitude; results of tests; doctor's notes, abstracts and copies of pertinent medical records; observations of patient's behavior; interviews, personal history statements, and similar or related documents.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Mental Hygiene Consultation Service: To provide consultation services dealing with problems of emotional adjustments, classification and/or reclassification, disposition, and the prevention of mental disorders.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Buildings are secured when not in use. Files and records are accessible only to authorized personnel.

Retention and disposal:

Records are destroyed after 50 years. They are retained in active file until end of treatment, held 1 year in inactive file and subsequently retired to National Personnel Records Center.

System manager(s) and address:

The Surgeon General, US Army or US Air Force, or Chief, Bureau of Medicine and Surgery, US Navy; Director, Medical Department Activity, and the Director, National Personnel Records Center, 111 Winnebago St., St. Louis, MO 63118.

Notification procedure:

Information may be obtained from: Director, Medical Department Activity where treated, or if more than 1 year following treatment, from:

Director
National Personnel Records Center
111 Winnebago St.
St. Louis, MO 63118
Telephone Number: Area Code 314/622-5766

Record access procedures:

Requests from individuals should be addressed to Director, Medical Department Activity where treated; or Director, National Personnel Records Center, 111 Winnebago St., St. Louis, MO 63118.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number. Visits are limited to Mental Hygiene Consultation Service; and National Personnel Records Center, 111 Winnebago St., St. Louis, MO 63118.

For personal visits, the individual should be able to provide sufficient identification (e.g., driver's license, employee identification card) and give some verbal information that could be verified with his/her file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Interviews, personal history statements, abstracts or copies of pertinent medical records; examination records of intelligence, personality, achievement, and aptitude; results of tests; doctor's notes.

Systems exempted from certain provisions of the act:

None

A0920.04DASG

System name:

920.04 American Red Cross Consultation Service Case Files

System location:

Primary System: Mental Hygiene Consultation Services, medical department activity located at posts, camps, or stations.

Decentralized Segments: American Red Cross, 18th and D Streets NW, Washington, DC 20006.

Categories of individuals covered by the system:

Employees of the American Red Cross who recieve consultation service at an Army medical facility.

Categories of records in the system:

File contains examination records of intelligence, personality, achievement, and aptitude; results of tests; doctor's notes; abstracts and copies of pertinent medical records; observations of patient's behavior; interviews, personal history statements, and similar or related documents.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Mental Hygiene Consultation Service: To provide consultation services dealing with problems of emotional adjustments, classification and/or reclassification, disposition, and the prevention of mental disorders.

American National Red Cross: Storage of records until destruction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Buildings are secured when not in use. Files and records are accessible only to authorized personnel.

Retention and disposal:

Records are retained in the inactive file for 1 year after the end of the year in which last medical treatment was given and subsequently retired to the Medical Officer, American National Red Cross, 18th and D Streets NW, Washington DC 20006.

System manager(s) and address:

The Surgeon General, United States Army; Director, Medical Department Activity; Medical Officer, American National Red Cross, 18th and D Streets NW, Washington, DC 20006.

Notification procedure:

Information may be obtained from:

Director

Medical Department Activity where treated, or if more than 1 year following treatment,

Medical Officer
American National Red Cross
18th and D Streets NW
Washington, DC 20006
Telephone: Area Code 202/737-8300

Record access procedures:

Requests from individuals should be addressed to Director, Medical Department Activity where treated; or Medical Officer, American National Red Cross, 18th and D Streets NW, Washington, DC 20006.

Written requests for information should contain the full name of the individual, social security number, current address and telephone number. Visits are limited to Mental Hygiene Consultation Service; and American National Red Cross, 18th and D Streets NW, Washington, DC 20006.

For personal visits, the individual should be able to provide sufficient identification and give some verbal information that could be verified from his/her file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Interviews, personal history statements, abstracts or copies of pertinent medical records; examination records of intelligence, personality, achievement, and aptitude; results of tests; doctor's notes.

Systems exempted from certain provisions of the act:

None

A0921.01aDASG

System name:

921.01 Army Medical X-Ray Film Files

System location:

Department of Army medical treatment facilities (MTF) where examination is conducted and National Personnel Records Center (NPRC), 111 Winnebago Street, St. Louis, MO 63118.

Categories of individuals covered by the system:

All individuals exposed to x-ray during medical examination incident to any Army purpose.

Categories of records in the system:

File contains exposed x-ray film and other related radiological reports, if any, pertaining to the individual.

Authority for maintenance of the system:

Title 10 U.S.C., Section 1071; Title 44 U.S.C., Section 3101; Title 50 U.S.C., Supplement IV, Appendix 454 as amended; and Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be used to plan and coordinate health care. It may be used to provide medical treatment; conduct research; teach; compile statistical data; determine suitability of persons for service or assignments; implement preventive health and communicative disease control programs; adjudicate claims and determine benefits; evaluate care rendered; determine professional certification and hospital accreditation; conduct authorized investigations; provide physical qualifications of patients to other Federal, State and local agencies upon request in the pursuit of their duties; for research purposes by the National Research Council; and to report medical conditions required by law to Federal, State and local agencies; other lawful purposes including law enforcement and litigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Exposed x-ray film is retained in standard negative preservers (Federal Stock Number 7530-612-3950).

Retrievability:

Filed as a part of the individual's health record of active Army personnel. Other records are filed by name and social security number by year when x-ray was taken.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Medical treatment facilities.

Procurement and separation x-ray files: Permanent. Depending on accumulation, records are forwarded to the National Personnel Records Center (NPRC) (Civilian), 111 Winnebago Street, St. Louis, MO 63118; on a daily, weekly or monthly basis.

Patient treatment x-ray films: Destroyed 5 years after the end of the year in which last treatment was given.

Rejected applicant and registrant files: for temporary defects, destroyed after 1 year. All others - destroyed when finding is entered on report of medical examination.

Declined enlistment: Destroyed after 1 year.

Uncalled registrant: Forward to Selective Service local board concerned.

Tubercular applicant and registrant: Forward to State Health Officer, state of residence.

US military applicant x-ray files: Destroy 5 years after examination.

NPRC (military and civilian): Permanent records.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from medical center, hospital or clinic where treatment or film was provided. Official mailing addresses are in the Department of Defense Directory in the Appendix to Army system notices.

Information on applicant, procurement, registrant film may be obtained by written request to:

HQDA (DASG-AOM)
Room 2D453
The Pentagon
Washington, DC 20310

Record access procedures:

Requests should be addressed to medical center, hospital or clinic where treatment or film was provided. Official mailing addresses are in the Department of Defense Directory in the Appendix to Army system notices.

Requests on applicants, procurement, registrant film should be addressed to: Office of The Surgeon General, Headquarters, Department of the Army (DASG-AOM), Room 2D453, The Pentagon, Washington, DC 20310.

All requests should be written since files are not stored in Headquarters, Department of the Army. If telephone conversation is desired, at the expense of the inquirer, area code and telephone number should be furnished.

Personal visits by the individual requesting access may be subsequently arranged with the custodian of the x-ray when it has been determined where the film was taken and for what purpose.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Exposed film of the patient.

Systems exempted from certain provisions of the act:

None

A0921.06DASG

System name:

921.06 Patient Treatment X-ray Films

System location:

Primary System: Department of Radiology, United States (US) Army medical treatment facility.

Decentralized Segments: National Personnel Records Center, 9700 Page Blvd., St. Louis, MO 63132.

Categories of individuals covered by the system:

Any individual on whom an x-ray is taken.

Categories of records in the system:

File contains exposed x-ray film.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information may be used to plan and coordinate health care. It may be used to provide medical treatment; conduct research; teach; compile statistical data; determine suitability of persons for service or assignments; implement preventive health and communicative disease control programs; adjudicate claims and determine benefits; evaluate care rendered; determine professional certification and hospital accreditation; conduct authorized investigations; provide physical qualifications of patients to other Federal, State and local agencies upon request in the pursuit of their official duties; for research purposes by the National Research Council; and to report medical conditions required by law to Federal, State and local agencies; for other lawful purposes including law enforcement and litigation.

National Personnel Records Center for storage of x-ray films not destroyed at medical treatment facility.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Exposed x-ray film filed in x-ray film negative preservers (Department of the Army (DA) Forms 3443 and 3443-1 through-9).

Retrievability:

Filed by last name or terminal digit file system (social security number (SSN)).

Safeguards:

Department of Radiology is secured when no one is on duty. Only authorized personnel are authorized access to the area when open.

Retention and disposal:

Records are destroyed 5 years after the end of the year in which last medical treatment was given. When installation is discontinued before expiration of the 5 year retention period, they are retired to National Personnel Records Center (Military), 9700 Page Blvd., St. Louis, MO 63132. Appropriate x-rays may be retained at chest centers when needed for follow-up or research purposes. When inpatients are transferred, x-ray films pertaining to the current period of treatment are transferred with the clinical records.

System manager(s) and address:

The Surgeon General, US Army; Commander, US Army medical treatment facility.

Notification procedure:

Information may be obtained from:
Commander
Medical treatment facility where x-ray was taken.

Record access procedures:

Requests from individuals should be addressed to: Commander, medical treatment facility where x-ray was taken: or Headquarters, Department of the Army (DASG-HCP), The Pentagon, Room 2C484, Washington, DC 20310.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number. Visits are limited to Department of Radiology, medical treatment facility where x-ray was taken: and Patient Administration Division (DASG-HCP), The Pentagon, Washington, DC 20310.

For personal visits, the individual should be able to provide sufficient identification, and give some verbal information that can be verified from his/her file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Referral of patient by attending Army medical department personnel to Department of Radiology.

Systems exempted from certain provisions of the act:

None

A0922.01aDASG

System name:

922.01 Occupational Health and Tuberculosis Control System

System location:

Decentralized segments: Health and Environment Activity, Management Information Systems Office (MISO), Fitzsimons Army Medical Center (FAMC), Denver, CO 80240.

Categories of individuals covered by the system:

Individuals treated on an outpatient basis by the medical treatment facility (MTF) for whom specific occupational health examinations have been requested. This includes civilian employees, active duty (AD) military stationed at FAMC and their dependents.

Categories of records in the system:

Tuberculosis Control (TB) and Occupational Health Data Cards reflecting medical test results of all individuals incorporated within the TB Control and Occupational Health System. Health data cards contain the following: names, social security number (SSN), date of birth, marital status, place of birth, dates of medical surveillance tests and their results.

Authority for maintenance of the system:

Title 29, Code of Federal Regulations (CFR), Chapter XVII, Part 1910, Occupational Safety and Health Standard and Title 5 U.S.C., Section 150.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Health and Environment Activity, FAMC, to determine medical fitness and to evaluate health of AD military personnel, civilian employees and dependents pursuant to providing appropriate preventive medicine programs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes are stored in MISO Tape Library by system or program number. Paper listing stored in file cabinets. Medical test results are stored at the Health and Environment Activity in file cabinets.

Retrievability:

Stored by terminal digit file system (social security number (SSN)) and last name.

Safeguards:

Magnetic tape storage library is secured by locked doors. Office is checked daily by staff personnel. Individuals employed in data use are given orientations as to sensitivity of personnel information and the obligation to protect information.

Retention and disposal:

Master program is retained indefinitely. Computer data bank records are destroyed by conventional binary overwriting. Medical test results are transferred to military medical records when individual departs FAMC. Civilian employee Occupational Health and TB Control data cards withdrawn from Health and Environment Activity and forwarded to Civilian Personnel Officer (CPO), FAMC, for inclusion with Civilian Personnel Record Jacket. Withdrawn and retired to National Personnel Records Center, 111 Winnebago St., St. Louis, MO 63118. Civilian employee medical records file destroyed 25 years after separation. Civilian employees transferring to another duty station: records are forwarded to gaining installation CPO by FAMC CPO. Other civilian categories-dependents of AD military: medical surveillance test results transferred to outpatient medical treatment records, and TB Control Data Card destroyed by mutilation.

System manager(s) and address:

Chief, Health and Environment Activity, FAMC, Denver, CO 80240.

Notification procedure:

Information may be obtained from Patient Administration Division, FAMC. Official mailing address is:

Chief, Patient Administration Division
Fitzsimons Army Medical Center
Denver, CO 80240

Record access procedures:

Requests from individuals should be addressed to Patient Administration Division, FAMC, Denver, CO 80240.

Requesting individual is requested to submit full name, SSN (if military dependent, sponsor's SSN, date care was provided. For personal visits, the requester is required to provide full name, SSN, some form of acceptable identification such as identification card (ID), driver's license.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21.

Record source categories:

Occupational Health and TB Control Data Cards prepared by personnel assigned to Health and Environment Activity at time of incorporation into the Occupational Health and TB Control System.

Systems exempted from certain provisions of the act:

None

A0923.01aDASG

System name:

923.01 Individual Safety and Health System

System location:

Primary System: Edgewood Arsenal, Aberdeen Proving Ground, MD 21010.

Categories of individuals covered by the system:

All employees and military members working within Edgewood Arsenal, occupationally exposed to environmental health hazards.

Categories of records in the system:

File contains documents reflecting the training, experience and certification to work within hazardous environments; external exposures to: chemicals, radiation, physical stress, nonhuman primates, including personnel monitoring results, work area monitoring readings, and similar and related documents; personnel protective equipment and medical programs required to limit exposure to environmental safety and health hazards.

Authority for maintenance of the system:

Title 29, Code of Federal Regulations (CFR) Chapter 17; Executive Order (EO) 11807; EO11612.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To insure that the individual is qualified to perform duties under environmental stress and to insure environmental stress is limited to lowest level practical and in other environmental safety management. Provided upon request to authorized representatives of the assistant Secretary of Labor.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and computer magnetic tapes, or disks, computer paper printouts.

Retrievability:

Filed and retrieved by social security number (SSN), job number, medical information number, alphabetically by name, supervisor's name, and work area.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Permanent Computer Files: retained 5 years after reassignment, transfer or separation of individual. Personnel exposure files: area monitoring data indicating normal exposure is retained 5 years after evaluation and recorded on permanent records.

System manager(s) and address:

Commander, Headquarters, US Army Edgewood Arsenal, Aberdeen Proving Ground, MD 21010.

Notification procedure:

Information may be obtained by written request to:

Commander, Edgewood Arsenal
ATTN: SAREA-SA
Aberdeen Proving Ground; MD 21010.

Record access procedures:

Requests from individuals should be addressed to Commander, Edgewood Arsenal, ATTN: SAREA-SA, Aberdeen Proving Ground, MD 21010.

Requests should contain SSN, current address, and individual's signature.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the official responding to a written request.

Record source categories:

Written application from the individual requesting access, employee's supervisor, medical department and the Edgewood Arsenal Safety Office.

Systems exempted from certain provisions of the act:

None

A0924.01DASG

System name:

924.01 Health Nursing Case Files

System location:

Medical Centers, world-wide, Army
Hospitals, world-wide, Army
Official mailing addresses are in the Department of Defense Directory in the Appendix to the Component's System Notice.

Categories of individuals covered by the system:

All individuals eligible for Army military medical care.

Categories of records in the system:

Files contain Family Record Form (Department of the Army (DA) Form 3762) and Case Referral Form (DA Form 3763) which are documents used in patient and family health care provided by Army community health nurses.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 44 U.S.C., Section 3101; Title 10 U.S.C., Section 1071, Medical and Dental Care, Purposes.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

A family record is initiated on each family receiving Army community health nursing supervision. This record provides a means for recording family identification, health and socio-economic data and nursing services rendered to patient and family. It assists the nurse in identifying patient and family needs and in planning and evaluating their care. Records include the source of referral, medical diagnosis, observations, nursing care rendered and plan and goals for nursing care. Record also includes brief summarization of consultations made in behalf of the patient of family and of advice provided telephonically to patient or family member that has significant health impact to that patient or family group. The primary users of this record are Army community health nurses. Pertinent information is shared with medical and allied medical personnel to provide continuity of health care.

Case referral form provides a means for medical and allied medical personnel to refer individuals and families for Army community health nursing services. The Army community health nurse may use this form to refer patients to other military and civilian health and welfare agencies or to Army community health nurses at other military installations. A case referral which contains medical information requires written consent of the patient or legal representative prior to release to a civilian agency. A doctor's signature is required when medications and/or treatments are ordered. This form initiated primarily by Army community health nurses helps to provide continuity of care, minimizes duplication of effort and furnishes accurate information to other health care providers.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Both forms/records are stored as paper records in file folders. The Family Record is filed alphabetically in the Army community health nursing office. Closed records are filed in the inactive section. Both forms/records are handled so as to preclude access by unauthorized personnel. When requested, summary of family health record is sent to another military medical installation. The case referral form is prepared by the medical or allied health care provider. After acting upon the request, recipient records findings and recommendations on the reverse of the form. A copy of completed form is returned to the initiator and filed in the patient's outpatient medical record. Another copy is retained in the Army community health nursing files. If a family record is initiated, the referral is filed with the family record.

Retrievability:

Filed alphabetically by last name of eligible military/retired sponsor.

Safeguards:

Army community health nursing offices are locked during nonduty hours. Records are maintained in areas accessible only to authorized personnel, i.e., Army community health nurses and trained and supervised clerks and non professional health care providers assigned to the health nursing section.

Retention and disposal:

Both records/forms are retained in active file as long as nursing service is provided to patient and family group. Both records/forms are destroyed 3 years after the case is closed.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from: Patient Administration Office of Army Medical Treatment Facilities which provided the health nursing care.

Record access procedures:

Requests from individuals should be addressed to: Patient Administration Office of Army medical treatment facility from which health nursing care was provided.

Written requests for information should contain the full name of the individual, military or retired sponsor's social security number, relationship to sponsor, current address and telephone number and the name of military medical treatment facility which provided health nursing care.

Visits are limited to Patient Administration Office of the Army medical treatment facilities which provided the health nursing care.

For personal visits, the individual should be able to provide some acceptable identification, i.e., military, retired military or dependent identification card, driver's license and give some verbal information that could be verified with his health nursing records.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from local Army medical treatment facility commanders.

Record source categories:

All military personnel and their dependents.
All retired military personnel and their dependents.
Military and civilian educational institutions.
Civilian health, welfare and recreational official and voluntary agencies.
Civilian law enforcement agencies.
Civilian population.

Systems exempted from certain provisions of the act:

None

A0924.02DASG

System name:

924.02 Family Index Files

System location:

Medical Centers, world-wide, Army; hospitals, world-wide, Army; health clinics, world-wide, Army.

Official mailing addresses are in the Department of Defense Directory in the Appendix to the Component's System Notice.

Categories of individuals covered by the system:

All individuals eligible for Army military medical care.

Categories of records in the system:

File contains Family Index Forms (Department of the Army (DA) Form 3760) which is used by Army community health nurses to determine case load by program classification and for scheduling provision of health nursing care.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 44 U.S.C., Section 3101; Title 10 U.S.C., Section 1071.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

A Family Index Form is initiated for each family in which at least one family member is receiving Army community health nursing care. This form provides a means of identifying families receiving health nursing supervision. It assists in determining numbers of families or individuals within family groups obtaining health nursing care according to program classification and is used as a method of scheduling this care based on a locally determined system of priorities. Program classifications are maternity, health promotion and disease control.

Family Index Form is used only by the Army community health nursing staff, which includes registered professional nurses and specially trained non professional health care workers, military as well as civilian.

The Army community health nursing staff utilizes this form as a tickler file to serve as a reminder of services needed at a particular time.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Form is initiated for each family or individual receiving health nursing care.

Form is filed alphabetically as paper record, generally in each health nursing staff member's personal office area.

**Retrievability:**

Filed alphabetically by last name of eligible military/retired sponsor.

**Safeguards:**

Army community health nursing offices are locked during nonduty hours. Records are maintained in areas accessible only to authorized personnel.

**Retention and disposal:**

Form remains in active file until family record is closed, then it is placed in the health nursing office cumulative inactive file for 3 years, following which it is destroyed.

**System manager(s) and address:**

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from:

Patient Administration Office of Army medical treatment facilities which provided the health nursing care.

**Record access procedures:**

Requests from individuals should be addressed to Patient Administration Office of Army medical treatment facility which provided health nursing care.

Written requests for information should contain the full name of the individual, military or retired sponsor's social security number, relationship to sponsor, current address and telephone number and the name of military medical treatment facility which provided health nursing care.

Visits are limited to Patient Administration Office of the Army medical treatment facilities which provide health nursing care.

For personal visits, the individual should be able to provide some acceptable identification, i.e., military, retired military or dependent identification card, driver's license and give some verbal information that could be verified with his health nursing records.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from local Army medical treatment facility commanders.

**Record source categories:**

Army community health nursing staff, professional and appropriate non professional; civilian as well as military personnel.

**Systems exempted from certain provisions of the act:**

None

**A0924.04DASG**

**System name:**

924.04 School Health Files

**System location:**

Dependent school systems in the Continental United States (CONUS) in which similar state, county or city civilian forms are not used.

Overseas dependent school systems under the jurisdiction of the Department of the Army.

Official mailing addresses are in the Department of Defense (DOD) Directory in the Appendix to the component's systems notice.

**Categories of individuals covered by the system:**

Students enrolled in kindergarten thru 12th grade attending schools as listed above.

**Categories of records in the system:**

Recorded in this system is the school health record form (DA Form 4112) which is used to record pertinent data concerning a student's health.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301;
Title 10 U.S.C., Section 1071;
Title 44 U.S.C., Section 3101: Records Management by Agency Heads.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Recorded data assists school and medical personnel in providing and evaluating school health services as well as the needs of the student.

Identifying information, health history and types and dates of immunizations are obtained from parents and entered on the form.

Results of physical examination and screening tests are entered at time of examination.

Nurse: student visits and consultations with parents, school personnel and other appropriate individuals in behalf of the student are recorded on reverse side of the form.

Primary users of this form are professional dependent school and specially trained medical personnel. Occasionally it is necessary to disclose all or some data found in the school health records to include but not limited to law enforcement agencies, protective services or similar health and welfare institutions.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Generally, record stored in paper records by school classes and retained in school nurse's office.

Records are filed so as to preclude access by unauthorized personnel.

In some cases, permanent copy of record is filed with rest of family records in the medical treatment facility outpatient record room, while a copy of the school health form is filed as described above.

**Retrievability:**

Filed alphabetically by last name of student and school grade.

**Safeguards:**

Files stored in locked cabinets and office doors locked when school is not in session.

Professional dependent school and specially trained medical personnel are only individuals who have access to this information.

**Retention and disposal:**

Record remains in school nurse's office as long as student remains in that school. When child is transferred to another school, the record is given to the parent to deliver to the next school.

**System manager(s) and address:**

Principal of school in which individual is enrolled.

**Notification procedure:**

Requests from parent or student should be addressed to the above SYSMANAGER.

The name, date of birth and social security number (SSN) of sponsor will be required from the requesting individual.

**Record access procedures:**

Official mailing addresses are in the DOD Directory in the Appendix to the component's system notice.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the appropriate SYSMANAGER or local medical treatment facility commander, as applicable.

**Record source categories:**

Dependent professional school and especially trained medical personnel, and parents.

**Systems exempted from certain provisions of the act:**

None

**A0925.04aDASG.**

**System name:**

925.04 Prosthetic Case Files

**System location:**

PRIMARY SYSTEM: Army Dental Clinic; regional dental activities.

**Categories of individuals covered by the system:**

All military personnel; dependents; retired personnel.

**Categories of records in the system:**

Dental prosthetic case forms; individual treatment records, Standard Form (SF) 603.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 1071-1085.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Dental Clinic: patient care and teaching by Army dentists.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records attached to prosthetic case box.

Retrievability:

Filed alphabetically by name of patient.

Safeguards:

Normal protective measures common to all government property and other health records.

Retention and disposal:

Files are destroyed 3 months after completion.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army (HQDA);
Commanders of dental activities and regional dental activities.

Notification procedure:

Information may be obtained from:
HQDA (DASG-DCM)
Room 3E480
The Pentagon
Washington, DC 20310.
Telephone: Area Code 202/697-2282

Record access procedures:

Requests from individuals should be addressed to: HQDA (DASG-DCM), Room 3E480, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number, and the case control number that appears with the office symbol, on all correspondence received from this office. Visits are limited to the individual whose dental prosthetic case file is maintained in the clinic.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with his case folder.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individuals concerned may be obtained from the SYSMANAGER.

Record source categories:

Dental treatment record (DD Form 722).

Systems exempted from certain provisions of the act:

None

A0926.01DASG

System name:

926.01 Dental Health Record Files

System location:

Army Dental Clinics; regional dental activities.

Categories of individuals covered by the system:

All military personnel (Active Army, Air Force, Navy and Marine Corps military personnel) including Reserve Component and personnel on active duty more than 30 days.

Categories of records in the system:

Standard Form (SF) 603, Health Record-Dental; Department of the Army (DA) Form 3984, Dental Treatment Plan; SF 513, Clinical Record-Consultation Sheet; SF 514 and SF 557, Clinical Record, Laboratory Reports; SF 519, Clinical Record-Radiographic Report.

Authority for maintenance of the system:

Title 10 U.S.C., Section 1071-1085.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Dental Clinic: patient care and teaching by Army dentists.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically.

Safeguards:

Normal protective measures common to all health records.

Retention and disposal:

Records are permanent. They accompany the individual during his/her active military service career. On separation from the active Army records of individuals having a Reserve obligation are transferred to the US Army Reserve Components Personnel and Administration Center, St. Louis, MO 63132. On completion of the Reserve obligation records are retired to the National Personnel Records Center (NPRC) (Military), 9700 Page Boulevard, St. Louis, MO 63132. Records of individuals not having a Reserve obligation are retired directly to NPRC (Military) on termination of active Army service.

System manager(s) and address:

The Surgeon General, United States Army; commanders of dental activities and regional dental activities.

Notification procedure:

Information may be obtained from:
HQDA (DASG-DCM)
Room 3E480
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-2282

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Department of the Army (DASG-DCM), Room 3E480, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number, and the case control number that appears with the office symbol, on all correspondence received from this office. Visits are limited to the individual whose dental health records apply.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, employing office's identification card, and give some verbal information that could be verified with his case folder.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Dental Health Record (Department of Defense Form 722).

Systems exempted from certain provisions of the act:

None

A0926.02DASG

System name:

926.02 Military Dental Files

System location:

PRIMARY SYSTEM: Army Dental Clinics; regional dental activities.

Categories of individuals covered by the system:

Retired members of the Army; Air Force, Navy, Marine Corps and Coast Guard; Reserve Officers' Training Corps, Reserve Component on active duty for periods of less than 30 days.

Categories of records in the system:

Standard Form (SF) 603, Health Records-Dental; Department of Army (DA) Form 3984, Dental Treatment Plan; SF 513, Clinical Record - Consultation Sheet; SF 514 and SF 545-557 series, Laboratory Reports, SF 519 Clinical Record - Radiographic Report.

Authority for maintenance of the system:

Title 10 U.S.C., Section 1071-1085.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Dental Clinic: patient care and teaching by Army dentists.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder.

Retrievability:

Filed alphabetically by name of patient.

Safeguards:

Normal protective measures common to all Army health records.

Retention and disposal:

Destroy after 50 years. Retire 1 year after annual cutoff to National Personnel Records Center (Military), 9700 Page Blvd, St Louis, MO 63132.

System manager(s) and address:

The Surgeon General, United States Army; commanders of dental activities.

Notification procedure:

Information may be obtained from:
HQDA (DASG-DCM)
Room 3E480
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-2282

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Department of the Army (DASG-DCM), Room 3E480, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number, and the case control number that appears with the office symbol, on all correspondence received from this office. Visits are limited to individuals to whom the records apply.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, employing office's identification card, and give some verbal information that could be verified with his case folder.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individuals concerned may be obtained from the SYSMANAGER.

Record source categories:

Department of Defense Form 722-1 Health Record-Dental.

Systems exempted from certain provisions of the act:

None

A0926.03DASG

System name:

926.03 Civilian Dental Files

System location:

Army dental clinics at organizations listed in the Department of Defense Directory in the Appendix to this Federal Register.

Categories of individuals covered by the system:

Dental Health Records pertaining to all categories of beneficiaries except active duty military personnel and retirees.

Categories of records in the system:

Standard Form (SF) 603, Health Record-Dental; Department of the Army (DA) Form 3984, Dental Treatment Plan; SF 513, Clinical Record Consultation Sheet; SF 514 and SF 545-557 series, Laboratory Reports; SF 519, Clinical Record-Radiography Report.

Authority for maintenance of the system:

Title 10 U.S.C., Section 1071-1085.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Dental Clinic: patient care and teaching by Army dentists.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by name of patient.

Safeguards:

Normal protective measures common to all Army health records.

Retention and disposal:

Destroy after 25 years. Retire 1 year after annual cutoff to National Personnel Records Center (Civilian), 111 Winnebago St., St. Louis, MO 63118.

System manager(s) and address:

The Surgeon General, United States Army; commanders of dental activities.

Notification procedure:

Information may be obtained from:
HQDA (DASG-DCM)
Room 3E480
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-2282

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Department of the Army (DASG-DCM), Room 3E480, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number, and the case control number that appears with the office symbol on all correspondence received from this office. Visits are limited to the individual whose dental records are maintained in the clinic.

For personal visits, the individual should be able to provide some acceptable identification; i.e., driver's license, employing office's identification card, and give some verbal information that could be verified with his case folder.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Department of Defense Form 722-1 Health Record-Dental.

Systems exempted from certain provisions of the act:

None

A0926.05DASG

System name:

926.05 American Red Cross Dental Files

System location:

Army Dental Clinics at organizations listed in the Department of Defense Directory in the Appendix to this Federal Register.

Categories of individuals covered by the system:

American Red Cross personnel when authorized dental care in accordance with paragraph 4-49, Army Regulation 40-3.

Categories of records in the system:

Standard Form (SF) 603, Health Record Dental; Department of the Army Form 3984, Dental Treatment Plan; SF 513 Clinical Record-Consultation Sheet; SF 514 and SF 545-557 series, Laboratory Reports; SF 519 Clinical Record-Radiography Report.

Authority for maintenance of the system:

Title 10 U.S.C., Section 1071-1085.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Dental Clinic: patient care and teaching.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by name of patient.

Safeguards:

Normal protective measures common to all Army health records.

Retention and disposal:

Withdrawn and forwarded to Medical Officer, American National Red Cross, 18th and D Sts, NW, Washington, DC 20006, 1 month after completion of treatment. Destroyed after 25 years.

System manager(s) and address:

The Surgeon General, United States Army; commanders of dental activities; Medical Officer, American National Red Cross.

Notification procedure:

Information may be obtained from:
HQDA (DASG-DCM)
Room 3E480
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-2282

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Department of the Army (DASG-DCM), Room 3E480, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number, and the case control number that appears with the office symbol on all correspondence received from this office. Visits are limited to individuals to whom records pertain.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, employing office's identification card, and give some verbal information that could be verified with his case folder.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Department of Defense Form 722-1 Health Record-Dental.

Systems exempted from certain provisions of the act:

None

A0927.01DASG

System name:

927.01 Extra Oral Dental X-ray Files

System location:

Primary System: Army Dental Clinics.

Categories of individuals covered by the system:

All military personnel, dependents, retired personnel, and dependents when authorized.

Categories of records in the system:

Exposed X-rays involving jaw fractures and diseases; skull fractures, injuries and plates; bone grafting, and similar conditions.

Authority for maintenance of the system:

Title 10 U.S.C., Section 1071-1085.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Dental clinic: patient care, research, and training.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

X-ray film mounted in on Department of Defense (DD) Form 722-1 Health Record-Dental.

Retrievability:

Filed alphabetically by name of patient.

Safeguards:

Normal protective measures common to all government property and other health records.

Retention and disposal:

Files are destroyed after 5 years.

System manager(s) and address:

The Surgeon General, United States Army; Commanders of all dental activities.

Notification procedure:

Information may be obtained from:
Headquarters, Department of the Army (DASG-DCM)
Room 3E480
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-2282

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Department of the Army (DASG-DCM), Room 3E480, The Pentagon, Washington, DC 20310.

Written requests for information should contain the full name of the individual, current address and telephone number, and the case control number that appears with the office symbol, on all correspondence received from this office. Visits are limited to the individual whose x-ray files are maintained in the clinic.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, employing office's identification card, and give some verbal information that could be verified with his case folder.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individuals concerned may be obtained from the SYSMANAGER.

Record source categories:

Dental Treatment Record (DD Form 722-1).

Systems exempted from certain provisions of the act:

None

A0929.02aDASG

System name:

929.02 Privately Owned Animal Record Files

System location:

United States (US) Army Medical Department Activities (ATTN: Veterinarian) at Army commands, installations and activities. Official mailing addresses are located in the Department of Defense (DOD) Directory in the Appendix to the Department of the Army (DA) system notices.

Categories of individuals covered by the system:

Any authorized individual who has received vaccination or treatment for his privately owned animal at a military Veterinary Animal Disease Prevention and Control Facility.

Categories of records in the system:

File contains documents pertaining to the health of individual animals belonging to military members or their dependents and under the care of an Army veterinarian. Included in the file for each animal are medical treatment records, vaccination certificates, diagnostic test certificates, health certificates and similar or related documents. These documents may contain the home address and home telephone number of the animal owner.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 133, 1071-1085, 5031 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These records are utilized to identify and locate the owner of an animal when the animal is lost, apprehended by the Provost Marshal as a stray, or is in need of revaccination for rabies. They may be used in determining the need for medical treatment in cases of animal bites. They are utilized to record diagnosis and treatment provided, to compile statistical data and to determine the effective- ness of the rabies vaccination and stray animal control programs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records.

Retrievability:

Filed alphabetically by animal owner's last name. In addition, Rabies Vaccination Certificates may also be filed by the number on the vaccination tag provided to the owner at the time of vaccination.

Safeguards:

Building is locked when unattended. Records are available only to authorized personnel working in the animal treatment facility who have been properly screened and trained.

Retention and disposal:

Files are destroyed 1 year after the death of the animal or released to the owner when the owner is transferred or is no longer entitled to veterinary care for his/her animal.

System manager(s) and address:

Veterinarian, US Army Medical Department Activity.

Notification procedure:

Information may be obtained from US Army Medical Department Activity Veterinarian at the military facility at which the animal was vaccinated. Requesting individual's full name and the rabies vaccination tag number should be provided. For personal visits the military identification card should be presented.

Record access procedures:

Access to individual's records may be gained by notifying the Army Medical Department Activity Veterinarian at the military installation where the records are maintained. Official mailing addresses are listed in the DOD Directory in the Appendix to the DA system notices.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Animal owner.

Systems exempted from certain provisions of the act:

None

A0929.04aDASG

System name:

929.04 Animal Death Certificate Files

System location:

United States (US) Army Medical Department Activities, ATTN: Veterinarian, at Army commands, installations and activities. Official mailing addresses are located in the Department of Defense (DOD) Directory in the Appendix to the Department of the Army (DA) system notices.

Categories of individuals covered by the system:

Military personnel owning animals which were euthanized at a military facility.

Categories of records in the system:

File contains documents reflecting the cause of animal deaths. Included are death certificates and related documents. File may contain the home address and home telephone number of the animal owner.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 133, 1071-87, 5031, and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This information will be utilized to identify and remove the animal's registration record from the files of animals registered with the Veterinary Animal Disease Prevention and Control Facility in order to facilitate the Veterinary Preventive Medicine and Zoonotic Disease Control Program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records.

Retrievability:

Filed alphabetically by the animal owner's last name.

Safeguards:

Building is locked when unattended. Records are available only to authorized personnel working in the animal treatment facility who have been properly screened and trained.

Retention and disposal:

Files are destroyed after 6 months or on discontinuance, whichever is first.

System manager(s) and address:

Veterinarian, US Army Medical Department Activity.

Notification procedure:

Information may be obtained from the US Army Medical Department Activity, ATTN: Veterinarian, at the military facility at which the animal was euthanized. For personal visits, the military identification card should be presented.

Record access procedures:

Access to individual's records may be gained by notifying the US Army Medical Department Activity, ATTN: Veterinarian at the military installation at which the animal was euthanized. Official mailing addresses are listed in the DOD Directory in the Appendix to the DA system notices.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Animal owner.

Systems exempted from certain provisions of the act:

None

## A1001.02aTRADOC

System name:

1001.02 MASSTER OSUT Individual Basic Training Survey

System location:

Primary System: Office of the Director, Engineering and Instrumentation Directorate, Automatic Data Processing Division, Test Support Branch, Headquarters, Modern Army Selected System Test, Evaluation and Review (MASSTER), ATMAS-EI-DP, Ft Hood, TX 76554.

Decentralized Segments: Office of the Management Information Systems Officers at Fts Polk, LA; Gordon, GA; Knox, KY; Leonard Wood, MO; Sill, OK; Bliss, TX.

Official mailing addresses are in the Department of Defense Directory in the Appendix.

Categories of individuals covered by the system:

Officers and enlisted personnel currently assigned or attached as training cadre; enlisted personnel assigned or attached for purpose of completing US Army individual basic training and/or individual advanced training at Fts Polk, LA; Gordon, GA; Knox, KY; Leonard Wood, MO; Sill, OK; Bliss, TX; First-line officer and enlisted supervisors of the graduate trainee upon arrival at his first United States (US) Army Forces Command (FORSCOM) station/unit after graduation.

Categories of records in the system:

Files contain automated records on individuals to include social security number (SSN); last name, first name; middle initial; date assigned; unit assigned; race; marital status; component; age; education level and years; prior service; branch of service; enlistment option; enlistment commitment; military occupational specialty (MOS) training; infusee/recycle into unit; mental category; general technical aptitude area (GT) score; years of active service; grade; job title; last primary MOS (PMOS) score; PMOS; combat experience; months' total experience on this job; drill sergeant program entry method; gaining unit identification code (UIC); all trainee daily incidents such as discharge, Uniform Code of Military Justice (UCMJ) actions, sick call, absent without leave (AWOL), recycles, receipt of mental hygiene consultation service, graduated, injured in training; non-graduate and reason, admittance to hospital; all trainee basic MOS qualification tests and scores to include the number of attempted tries to pass the tests; supervisors' responses to an automated questionnaire as to the graduate trainees' level of expertise and qualifications to function at an entry skill level for his assigned MOS; an attitude survey on trainees as a group unit which is not keyed to individuals' name or SSN.

Authority for maintenance of the system:

Title 44 U.S.C., Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide Commanders of US Training and Doctrine Command (TRADOC), MASSTER, Ft Polk, Ft Gordon, Ft Knox, Ft Leonard Wood, Ft Sill, and Ft Bliss with the ability to determine if the OSUT philosophy is a successful method of training the individual soldier of the US Army in critical entry level skills for first unit assignment through the use of the following statistical summary documents on groupings of trainees by units of assignment: Trainee Biographical Summary Data; Individual Biographical Training Data; Cadre Biographical Summary Data; Cadre Individual Biographical Data; Training Personnel Status and Update of Incident Data; Trainee Basic Physical Fitness Test Summary Data; Trainee Advanced Physical Fitness Test Summary Data; Trainee Weapons Qualification Summary Data; Trainee Individual Branch or MOS Qualification Test Summary Data; Summary of Critical Task Results Data, Summary of Unit Profile Data; Individual Trainee SSN, Name Sequence Reference Data; additionally, statistical summary reports are generated on as 'as required' basis in response to specific management queries.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes, disks and paper printouts.

Retrievability:

SSN, unit of assignment, date; computer indices are required to retrieve individual records from the system.

Safeguards:

Automated media protected by controlled access to operations rooms, restricted output distribution; computer printouts protected by locked cabinets, personnel screenings, and a need-to-know verification.

Retention and disposal:

Records on all automated media and computer printout are destroyed when no longer needed.

System manager(s) and address:

Primary System: Management Information Systems Officer, HQ, MASSTER, Ft Hood, TX 76554.

Decentralized Segments: Management Information Systems Officers at Fts Polk, LA; Gordon, GA; Knox, KY; Leonard Wood, MO; Sill, OK; Bliss, TX.

Notification procedure:

Information may be obtained from SYSMANAGER.

Record access procedures:

Information may be obtained from SYSMANAGER.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Individual interviewed, Standard Installation/Division Personnel System (SIDPERS) automated system interfaces, military personnel records, and individual trainee qualification test score cards.

Systems exempted from certain provisions of the act:

None

A1001.07aDAMO

System name:

1001.07 Student Research Report Index

System location:

Computer data base, United States Army War College (USAWC), 1971-current;
USAWC Library card catalog, 1966-1970;
Military History Research Collection (MHRC), 1951-1965.

Categories of individuals covered by the system:

USAWC students and selected staff and faculty who prepared a research report, either independently or as part of a group.

Categories of records in the system:

Files contain author's name, rank, branch of service, and title of research paper.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To locate reports prepared by USAWC personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

In computer data base.
On 3x5 cards in respective library card catalog.

Retrievability:

Filed alphabetically by last name of author.

Safeguards:

Manual card catalog at USAWC Library: Entrance is monitored through closed circuit TV by military policeman on duty at building entrance.
Files are available to personnel authorized entrance to the Library.
Manual card catalog at MHRC: Files are available to personnel authorized use of the collection.

Retention and disposal:

Records are permanent. Manual records are retained in USAWC Library files until research reports are transferred to MHRC; then records are transferred with reports.

System manager(s) and address:

Secretary, USAWC, Carlisle Barracks, PA 17013.

Notification procedure:

Information may be obtained from:
Library
United States Army War College
Carlisle Barracks, PA 17013
Telephone: Area Code 717/245-4318
Military History Research Collection
Carlisle Barracks, PA 17013
Telephone: Area Code 717/245-3611

Record access procedures:

Requests from individuals should be addressed to: Secretary, United States Army War College, Carlisle Barracks, PA 17013, or to Director, Military History Research Collection, Carlisle Barracks, PA 17013.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Correspondence from the individual; magazines, newspapers, biographical reference works.

Systems exempted from certain provisions of the act:

None

A1001.07bDAPE

System name:

1001.07 Training Performance Rating (TPR)

System location:

Army Research Institute (ARI) for the Behavioral and Social Sciences, Room 313, 1300 Wilson Boulevard (PERI), Arlington, VA 22209.

Categories of individuals covered by the system:

Ratings of 68,000 enlisted men during Basic Combat Training (BCT) 1972-1973 on their performance secured from the individual, a peer and a platoon sergeant.

Categories of records in the system:

Records contain items covering performance during BCT, such as learning ability, physical performance, compatibility, dependability, obedience, desirability for combat, and discipline.

Authority for maintenance of the system:

Title 10 U.S.C., Section 4503.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Statistical analyses to determine differences in rated performance of enlisted personnel for preparation of research reports and technical papers. Reports are primarily used by Department of Defense (DOD) military sponsors for the training of soldiers. Final reports are approved for public release with unlimited distribution.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, punch cards and magnetic tape.

Retrievability:

By name and social security number, date, past, and BCT Company.

Safeguards:

Building employs security guards and access is limited to authorized personnel. Files are stored in locked containers and access given only to authorized persons.

Retention and disposal:

Record is destroyed upon completion of the final report.

System manager(s) and address:

Deputy Chief of Staff for Personnel, Headquarters, Department of the Army (HQDA) and Commander of ARI.

Notification procedure:

Information can be obtained from:
Army Research Institute for the Behavioral and Social Sciences
ARI(PERI-P)
Room 270
Commonwealth Building
Arlington, VA 22209
Telephone: Area Code 202/694-3540

Record access procedures:

Requests from individuals should be addressed to Commander of ARI.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21.

Record source categories:

Information secured from (1) individual, (2) peer, and (3) platoon sergeant responses to questionnaire.

Systems exempted from certain provisions of the act:

None

A1001.07dUSAREUR

System name:

1001.07 Training Management System

System location:

United States Army Command and Control Data Management Center, Europe, (USACCDMCE); US Army Europe and 7th Army (USAREUR), APO NY 09403.

Categories of individuals covered by the system:

All personnel (military and civilian) currently assigned or attached to USACCDMCE.

Categories of records in the system:

File contains individual's name, rank, social security number (SSN), primary military occupational specialty (MOS), secondary MOS, date of expected return from overseas (DEROS), civilian education level, experience level in all fields of automatic data processing (ADP), formal and on-the-job training completed.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Director, Division Chiefs, and Training Manager, USACCDMCE: To provide statistical and individual training and qualifications data on assigned and attached personnel; to develop annual budget and

training quota projections so that specific individuals may be scheduled for attendance at required courses.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer magnetic disks.

**Retrievability:**

Filed by last name of individual.

**Safeguards:**

Records are maintained in a computer located in a secure area; cleared personnel only are permitted in the area. Computer room is occupied 24 hours a day, 7 days a week.

**Retention and disposal:**

Records are temporary. They are maintained only as long as the individual is assigned or attached to the USACCDMCE.

**System manager(s) and address:**

Director, USACCDMCE, HQ USAREUR and 7th Army, APO NY 09403.

**Notification procedure:**

Information may be obtained by writing SYSMANAGER.

**Record access procedures:**

Requests from individuals should be addressed to SYSMANAGER.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

All information in the system is collected from the individual on a voluntary basis.

**Systems exempted from certain provisions of the act:**

NONE

**A1001.08aMTMC**

**System name:**

1001.08 Computer Directed Training System (CDTS)

**System location:**

World-wide Military Command and Control System Sites (WWMCCS).

**Categories of individuals covered by the system:**

Individuals taking CDTS training.

**Categories of records in the system:**

A record by individual of CDTS lessons completed and underway.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Verify users of the CDTS; associate lesson activity with individual.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Disk.

**Retrievability:**

By organization; by individual name.

**Safeguards:**

Software to access the file is restricted access.

**Retention and disposal:**

Destroyed upon course completion or 90 days, whichever comes first.

**System manager(s) and address:**

Commander, Military Traffic Management Command (MTMC), Washington, DC 20315.

**Notification procedure:**

Information may be obtained from the SYSMANAGER and Headquarters, MTMC, Washington, DC 20315.

**Record access procedures:**

Requests from individuals should be addressed to Commander, MTMC, Washington, DC 20315.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Each individual concerned.

**Systems exempted from certain provisions of the act:**

None

**A1001.08bDAMO**

**System name:**

1001.08 Student Reference Files

**System location:**

United States Army War College (USAWC), Carlisle Barracks, PA 17013.

**Categories of individuals covered by the system:**

Current and previous resident and correspondence students at USAWC, Carlisle Barracks, PA 17013.

**Categories of records in the system:**

Records are composed of draft and final academic reports, feeder reports and similar actions while individual was a student, and evaluations (grades).

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Selection of future faculty members; preparation of final academic reports; determination of student status; record for possible transfer of college credits when requested by the individual.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in manual files and computer data base with access limited to Commandant, Deputy Commandant, Secretary, Chairman, Department of Correspondence Studies, Deputy Secretary, necessary administrative personnel, and others authorized by Secretary or Chairman, Department of Corresponence Studies, USAWC.

**Retrievability:**

Primarily by name and class year.

**Safeguards:**

Disk is maintained in a secure area with access only to authorized personnel. Manual data are maintained in a restricted area in lockable file cabinets.

**Retention and disposal:**

Indefinite.

**System manager(s) and address:**

Dual responsibility of Secretary and Chairman, Department of Correspondence Studies, USAWC, Carlisle Barracks, PA 17013.

**Notification procedure:**

Information may be obtained from the SYSMANAGER.

**Record access procedures:**

Information may be obtained from the SYSMANAGER.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Information in the records is obtained from academic schedules and raters of individuals throughout the academic year.

**Systems exempted from certain provisions of the act:**

None

**A1002.02aTRADOC**

**System name:**

1002.02 Assessment of Tank Crew Training

**System location:**

Primary System: Training Development Branch, Quality Control and Analysis Division, Deputy Chief of Staff for Operations and Plans Headquarters, Modern Army Selected System Test, Evaluation and Review (MASSTER), Ft Hood, TX 76544, ATMAS-OP-Q.

**Categories of individuals covered by the system:**

Officer and enlisted personnel who are currently assigned to selected tank battalions at Ft Hood, TX; Ft Riley, KS; Ft Benning, GA; and United States (US) Army, Europe.

**Categories of records in the system:**

Files contain automated records on individuals to include social security number (SSN), first name, middle initial and last name; rank;

time in service; time in grade; unit assigned; specific vehicle assigned; primary and duty military occupational specialty (MOS); height; weight; age; date of advanced individual training; date and name of other military schooling; date assigned to tank crew; combat experience; civil schooling level; marital status; manner of enlistment; indications of reduction in rank; reenlistment intention; primary and duty MOS test scores; time in MOS; aptitude scores; date of rank; past courts-martial; past flagging actions of records; state of birth; civil occupation; date of last physical examination; sex; race; physical profile and limitations; assignment considerations.

Authority for maintenance of the system:

Title 44 U.S.C., Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide Commander (Cdr), Training and Doctrine Command (TRADOC); MASSTER: Cdr, Ft Knox, KY; Cdr, Army Research Institute; Cdr, Army units involved in providing information with the ability to determine methods for selecting and controlling personnel in tank crews through the use of the following statistical summary documents: Tank Crew Position Summary Data; Tank Unit Summary Data; Top and Bottom Ten Percent Summary Data.

Additionally, statistical summary reports are generated on an 'as required' basis in response to specific management queries.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes, disk and paper printouts.

Retrievability:

SSN (last four digits); unit of assignment; crew assignment crew position. Computerized indices are required to retrieve individual records from the system.

Safeguards:

Automated media protected by controlled access to operations rooms; Restricted output distribution; Computer printouts protected by locked cabinets, personnel screenings, and a need-to-know verification.

Retention and disposal:

Records will be maintained as a permanent data base for future comparisons.

System manager(s) and address:

Primary System: Management Information Systems Officer, HQ, MASSTER, Ft Hood, TX 76544.

Notification procedure:

Information may be obtained from SYSMANAGER.

Record access procedures:

Information may be obtained from SYSMANAGER.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Individual questionnaire; Standard Installation/Division Personnel System (SIDPERS) automated system interfaces; military personnel and medical records; tank crew gunnery qualification records; personal interviews.

Systems exempted from certain provisions of the act:

None

A1002.05aDAPC

System name:

1002.05 Enlisted Training Base (ACT)

System location:

United States Army Military Personnel Center (MILPERCEN), 200 Stovall Street, Alexandria, VA 22332.

Categories of individuals covered by the system:

Active Army enlisted personnel prior service, non-prior service, US Army National Guard, and Reserve initial active duty training (IADT) who are undergoing basic training/advanced individual training (BT/AIT).

Categories of records in the system:

The categories of information stored include: name, social security number (SSN), race, citizenship, physical profile, enlistment and service, assignment, qualification, skill, education and training, specialty, enlistment commitments by military occupational specialty (MOS) and type, college subject, civilian acquired skill, advanced or basic individual training start and graduation dates, location, and MOS, follow-on MOS, location, training recommended versus preferred, aptitude area scores and categories.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Army (DA): Records are used for personnel and manpower management and strength accounting.

Department of Defense: Records are used for interdepartmental actions and personnel management.

Social Security Administration: Used to verify SSN.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on computer magnetic tape.

Retrievability:

By SSN, name, or other individual identifying characteristics.

Safeguards:

Physical security devices, guards, computer hardware and software safeguard features, personnel clearances and passwords.

Retention and disposal:

Historical records are retained 5 years after separation of individual.

System manager(s) and address:

Commanding General, United States Army Military Personnel Center, (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from:
MILPERCEN (DAPC-MSO)
200 Stovall Street
Alexandria, VA 22332
Telephone: Area Code 202/325-8909

Record access procedures:

Requests from individuals should be addressed to: United States Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Written requests for information should contain the full name of the individual, SSN, whether active or separated and, if separated, date of separation.

Visits are limited to United States Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

For personal visits, the individual should be able to provide acceptable identification including verbal information that can be verified with his/her record.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from United States Army Military Personnel Center (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Information is obtained in document and computer readable form from other DA Staff and commands and other Federal agencies.

Systems exempted from certain provisions of the act:

None

A1004.06aTRADOC

System name:

1004.06 ROTC Financial Assistance (Scholarship) Application File

System location:

Primary System: United States (US) Army Training and Doctrine Command (USATRADOC)

Decentralized Segments: US Army Reserve Officers' Training Corps (ROTC) Regions, Reserve Officers' Training Corps elements of civilian educational institutions.

Categories of individuals covered by the system:

Files contain applications received from individual students and service members who desire to participate in the Army ROTC Financial Assistance (Scholarship) Program.

Categories of records in the system:

Files contain individual application for membership; individual academic transcripts; college board scores and test results forms; applicant reference forms; application data worksheet; individual photograph; interview board results; applicant acceptance or declination form; notice of selection or nonselection; notice of applicant medical

status to include reports of medical examination; Professor of Military Science or Commanding Officer's evaluation of applicant; letters of recommendation to include Congressional inquiries; Congressional or other letters of inquiry regarding applicant selection or non selection; reports of Reserve Officers' Training Corps Advanced Camp, Ranger Camp or Basic Camp performance of applicant; report of selection board action to include applicant scores in the areas evaluated for selection; information regarding applicant's choice of institution.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 2101-2111.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

USATRADOC: To make selection of 4-year financial assistance recipients, 2-year financial assistance enlisted active duty scholarship recipients and 1-year financial assistance recipients; to determine applicant medical status, enrollment of individuals in the ROTC; to compile statistics used in managing the financial assistance program; to develop policies and procedures for administration of the financial assistance program.

US Army Reserve Officers' Training Corps Regions: To make preliminary selection of 4-year financial assistance recipients, final selection of 3-year and 2-year financial assistance recipients; to enroll financial assistance recipients; to monitor the distribution of financial assistance recipients; to develop policies and procedures for administration of designated portions of the financial assistance program.

ROTC elements of civilian educational institutions: To make preliminary selection of 3- and 2-year financial assistance recipients; to enroll financial assistance recipients; to monitor recipient's academic and ROTC performance - to provide name, address and academic purpose of assisting applicants/recipients in obtaining enrollment at a host educational institution.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folder; selected data automated for management facility in a perishable manner on tapes, disks, cards and data printouts; microfilm and microfiche.

**Retrievability:**

Records accessed by name, social security account number, automatic data processing (ADP) parameter of characteristics of qualification or identity.

**Safeguards:**

Records maintained in areas accessible only to authorized personnel that are trained and cleared for duties relating to personnel administration.

**Retention and disposal:**

Records range from 1 year to 5 years retainability depending on the continuing value to the individual or the department.

**System manager(s) and address:**

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

**Notification procedure:**

Information may be obtained from: Commander, US Army Training and Doctrine Command; Commander, US Army Reserve Officers' Training Corps Region; Professor of Military Science of the civilian educational institution in which the individual is an enrolled ROTC financial assistance member.

**Record access procedures:**

Requests from individuals applying for the 4-year financial assistance program or the 2-year enlisted active duty program should be addressed to: Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651. Requests from individual applicant for the 3- or 2-year financial assistance program should be addressed to Commander of the ROTC Region in which the applicant has applied for the program.

Written requests for information should contain the full name of the requester, current address and telephone number and some definitive identification of the information desired.

For personal visits, the individual should be able to provide some commonly used identification, such as driver's license or personal identification card used in the normal transaction of business.

**Contesting record procedures:**

The Army's rules for contesting contents of records and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Application and related forms, records and correspondence from the applicant or enrollee; medical examination and related records generated and accumulated from individual application and membership in the program by the appropriate civilian institution, Army staff agencies, Army commands, and federal executive or legislative department agencies responsible for the action concerned.

**Systems exempted from certain provisions of the act:**

None

## A1008.05aUSAMSSA

**System name:**

1008.05 SMART (System to Manage AMSSA Required Training)

**System location:**

Training Section, Management Branch, Management and Administrative Support Group, United States Army Management Systems Support Agency (USAMSSA), DACS-AMD-B.

**Categories of individuals covered by the system:**

All personnel of the USAMSSA.

**Categories of records in the system:**

The personnel file contains data to include social security number (SSN), employee's full name, place assigned, grade, function code, level code, military occupational specialty (MOS) or series number, education, degree, date assigned to USAMSSA, street address, home phone, office phone, date of birth, courses taken or scheduled and planned, and cost of course.

The course catalog file contains data to include titles of courses, vendor code, vendor name, length of courses, cost, scheduled dates of courses.

**Authority for maintenance of the system:**

Title 5 U.S.C., Chapter 41; Executive Order 11348.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The purpose of SMART is to collect personnel and course data to establish a data base for use in managing the USAMSSA management information requirements pertaining to training.

Supervisors and Individuals: Individual training plans extracted from data base provide a report of the subjects each individual should complete to fully accomplish the functional level of the job presently holding. This report is used in the development of a training projection and an individual career training program. This plan is used to assist supervisors and individuals in identifying required training, developing a training plan for each individual, and providing a record of training for each person assigned to USAMSSA.

Supervisors: Training reports are provided to each level of management which show the courses that have been projected for each individual and another report which shows how many people are projected to take the courses required. Two alphabetical telephone listings are provided. One listing shows the home telephone numbers of all USAMSSA personnel and is distributed only to key personnel within USAMSSA who have a need for this information in the performance of their official duties. The other telephone listing identifies the office phone extension for each person assigned to USAMSSA and is distributed down to section level. The personal information is used in the preparation of nomination documents for approval of training conducted within Department of Defense (DOD) or at another Federal agency.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer magnetic tape/disk.

**Retrievability:**

SSN.

**Safeguards:**

The Pentagon in which computer system is housed employs security guards. Computer room is accessible only to authorized persons possessing a unique identity badge. Computer software precludes unauthorized access to the file through a system password and system lock-out procedures.

**Retention and disposal:**

Records are maintained throughout the employee's tenure with USAMSSA. Following separation, transfer, or retirement of an individual, the individual's personal information, to include home address and home telephone, is destroyed, except name and SSN, which is maintained for a period of 18 months and then destroyed.

**System manager(s) and address:**

Director, USAMSSA, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from SYSMANAGER, by address as follows: DACS-AMZ-A, Room BD 1028, The Pentagon, Washington, DC 20310. Telephone: Area Code 202/695-0167.

Record access procedures:

Requests from individuals should be addressed to Director, USAMSSA, ATTN: DACS-AMZ-A, The Pentagon, Washington, DC 20310. Written requests should contain, as a minimum, the individual employee's name and SSN.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

From individual by personal interview, vendor information bulletins, college and service catalogs.

Systems exempted from certain provisions of the act:

None

A1010.03aDAMO

System name:

1010.03 National Security Seminar (NSS) Guest Reference File

System location:

United States Army War College (USAWC), Carlisle Barracks, PA 17013.

Categories of individuals covered by the system:

Prominent military and civilian personnel who are or have been recommended for attendance at USAWC National Security Seminar (NSS) held annually.

Categories of records in the system:

Contains name, occupational category, file number, current position, title, address, telephone number, date of birth, (DOB) place of birth (POB), security clearance, equal opportunity information, recommender, and other administrative data necessary to coordinate processing lists and invitations for the current seminar. Also selected reference clippings from publicly available sources and biographical sketch data furnished by individuals who agree to attend.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Request limited security clearance for prospective attendees; select attendees; prepare invitations; prepare biographical sketch for distribution to attendees and other personnel and agencies authorized by SYSMANAGER; maintain historical record of attendees; provide the Army with information concerning prospective attendees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored in computer data base and manual files with access limited to Commandant, Deputy Commandant, Secretary, Deputy Secretary, Chairman, Department of Military Strategy, Planning and Operations (DMSPO), necessary administrative and other personnel authorized by Director, NSS.

Retrievability:

Primarily by name, identification (ID) number, geographical location recommender, equal opportunity information, profession. Can be retrieved by any data element.

Safeguards:

Disk is maintained in a secure area with access only to authorized personnel. Manual data are maintained in a restricted area in lockable file cabinets.

Retention and disposal:

Biographical data are permanent. All other data are destroyed when no longer required for reference.

System manager(s) and address:

Director, NSS, USAWC, Carlisle Barracks, PA 17013.

Notification procedure:

Information may be obtained from SYSMANAGER.

Record access procedures:

Requests from individuals should be addressed to the Commandant, USAWC, ATTN: Dir, NSS, Carlisle Barracks, PA 17013.

Contesting record procedures:

The Army's rules for access to records and for contesting contents of records and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Original entry from recommendations by USAWC personnel, Department of Defense (DOD) agencies, prior attendees, and other academic institutions. Biographical sketch data provided by direct communication with the individual.

Systems exempted from certain provisions of the act:

None

A1010.07aTRADOC

System name:

1010.07 Army School Files

System location:

United States (US) Army Training & Doctrine Command (TRADOC) schools, colleges and training centers. Addresses are in the Department of Defense Directory in the Appendix to this Federal Register.

Categories of individuals covered by the system:

Assigned and potential instructors and guest speakers at above locations.

Categories of records in the system:

Instructor evaluation forms, qualification data, biographical sketches and similar or related documents.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Documents accumulated by schools provide a locally available record of qualifications, experience, effectiveness and comparable information on potential instructors, assigned instructors and guest speakers. They are used in requesting assignment or employment of instructors, utilizing instructors and determining their need for additional training.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, visible and vertical card files.

Retrievability:

Information is accessed and retrieved by name, social security number (SSN)/service number, and by year.

Safeguards:

Locked cabinets or locked rooms depending on location.

Retention and disposal:

Place in inactive file on transfer or separation of the instructor. Inactive file cut off after 5 years, held 5 years and destroyed. Earlier destruction is authorized.

System manager(s) and address:

Commander, US Army Training & Doctrine Command, Ft Monroe, VA 23651.

Notification procedure:

Information may be obtained from the Commander, US Army Training & Doctrine Command, ATTN: ATAG-FOIA, Ft Monroe, VA 23651.

Record access procedures:

Written requests for information should be addressed to the commander of the appropriate school, college or training center. Requests should contain the full name, rank, SSN/military service number, duty position, academic department and dates of service at the applicable training activity.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Staff and faculty of appropriate school, college or training center responsible for conduct of instruction and presentations by guest speakers.

Systems exempted from certain provisions of the act:

None

A1010.07bAMC

System name:

1010.07 AMC School Files

**System location:**

Army Materiel Command (AMC) school files are maintained at the following geographical locations: United States (US) Army Logistics Management Center, Ft Lee VA 23801; US Army Management Engineering Training Agency, Rock Island, IL 61201; Joint Military Packaging Training Center, Aberdeen Proving Ground, MD 21005; USAMC Ammunition Center, Ammunition School, Savanna, IL 61074; USAMC Field Safety Agency, Charlestown, IN 47111.

**Categories of individuals covered by the system:**

Assigned and potential instructors and guest speakers at above locations.

**Categories of records in the system:**

Instructor evaluation forms, qualification data, biographical sketches and similar or related documents.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Documents accumulated by schools provide a locally available record of qualifications, experience, effectiveness and comparable information on potential instructors, assigned instructors and guest speakers. They are used in requesting assignment or employment of instructors, utilizing instructors and determining their need for additional training.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders, photographs, and visible and vertical card files.

**Retrievability:**

Information is accessed and retrieved by name, social security number (SSN)/military service number, and by year.

**Safeguards:**

Locked cabinets, desks, or rooms depending on location.

**Retention and disposal:**

Placed in inactive file or transferred on separation of the instructor. Inactive file cut off after 5 years, held 5 years and destroyed. Earlier destruction is authorized.

**System manager(s) and address:**

Commandant, US Army Logistics Management Center
Director, US Army Management Engineering Training Agency
Director, Joint Military Packaging Training Center
Director, USAMC Ammunition Center, Ammunition School
Director, USAMC Field Safety Agency

**Notification procedure:**

Information may be obtained from the Commandant/Director of the appropriate AMC school. Requests should contain the full name, rank/grade, SSN/military service number, duty position, academic department and dates of service.

**Record access procedures:**

Written requests for information should be addressed to the Commandant/Director of the appropriate school, training center, or agency. Requests should contain the full name, rank/grade, SSN/military service number, duty position, academic department and dates of service.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Staff and Faculty of appropriate school or directorate responsible for conduct of instruction and presentation by guest speakers.

**Systems exempted from certain provisions of the act:**

None

## A1010.07cDAMO

**System name:**

1010.07 Representatives of Carlisle and Vicinity

**System location:**

United States Army War College (USAWC), Carlisle Barracks, PA 17013.

**Categories of individuals covered by the system:**

Military and civilian representatives of Carlisle and vicinity who provide a cross section of the community for interaction with students of the Army War College.

**Categories of records in the system:**

Records are composed of names, addresses, phone numbers, job/duty positions and titles.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Selection of speakers and other guests for discussion groups. Develop history of representatives for use by Commandant and other members of the Army War College command element.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in manual files with access limited to USAWC command element.

**Retrievability:**

Primarily by name and type of organization.

**Safeguards:**

Maintained in a secure area with access only by authorized personnel.

**Retention and disposal:**

Records are retained only when current.

**System manager(s) and address:**

Secretary, USAWC, Carlisle Barracks, PA 17013.

**Notification procedure:**

Information may be obtained from SYSMANAGER.

**Record access procedures:**

Information may be obtained from SYSMANAGER.

**Contesting record procedures:**

Rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Information in the records is obtained from military and civilian members of the community as well as the individuals themselves.

**Systems exempted from certain provisions of the act:**

None

## A1010.07dDAMO

**System name:**

1010.07 Biographic Files

**System location:**

Reference Section, United States (US) Army War College (USAWC) Library, US Army War College, Carlisle Barracks, PA (current files plus prior 10 years); files older than 10 years are transferred to Military History Research Collection (MHRC), Carlisle Barracks, PA 17013.

**Categories of individuals covered by the system:**

Distinguished individuals in all disciplines who have lectured at the USAWC, or could be considered potential lecturers because of their expertise; newsworthy individuals of interest to the USAWC staff, faculty and students; biographies of generals and admirals.

**Categories of records in the system:**

File contains biographical data to include date and place of birth, education, positions held, awards received, current position, residence, religious affiliation, political preference, clubs; also clippings covering activities of individual, and selected speeches made by the individual.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To provide faculty members of the USAWC with biographical information on lecturers and potential lecturers.

To provide staff and faculty with biographical information on visitors to USAWC, specifically for guests for the annual National Security Seminar.

To provide staff, faculty and students with biographical information, specifically current assignments of general officers.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and three-ring notebooks.

Retrievability:

Filed alphabetically by the biographee's last name.

Safeguards:

USAWC Library entrance is monitored through closed circuit TV by military policeman on duty at building entrance. Files are available to personnel authorized entrance to the Library.

MHRC Library files are available to personnel authorized use of the Collection.

Retention and disposal:

Retained in active files in USAWC Library for 10 years, transferred to Military History Research Collection for permanent retention.

System manager(s) and address:

Director, USAWC Library, US Army War College, Carlisle Barracks, PA 17013.

Director, Military History Research Collection, Carlisle Barracks, PA 17013.

Notification procedure:

Information may be obtained from:

Library
US Army War College
Carlisle Barracks, PA 17013
Telephone: Area Code 717/245-4319;
Military History Research Collection
Carlisle Barracks, PA 17013
Telephone: Area Code 717/245-4114

Record access procedures:

Requests from individuals should be addressed to Secretary, US Army War College, Carlisle Barracks, PA 17013;

Director, Military History Research Collection, Carlisle Barracks, PA 17013.

Written requests for information should contain the full name of the individual, current address, and telephone number.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Correspondence from the individual; magazines, newspapers, biographical reference works.

Systems exempted from certain provisions of the act:

None

## A1011.04aDAPE

System name:

1011.04 USMA Institutional Research Survey File

System location:

Office of the Director of Institutional Research, United States Military Academy (USMA), West Point, NY 10996.

Categories of individuals covered by the system:

USMA candidates, cadets and former cadets.

Categories of records in the system:

Personnel survey data from questionnaires, inventories, psychological tests and similar instruments.

Authority for maintenance of the system:

Title 10 U.S.C., Section 4334.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Director of Institutional Research: To conduct institutional research relating to the USMA.

Commandant of Cadets: To evaluate and counsel cadets; to conduct institutional research.

Surgeon: To assist in the diagnosis and treatment of hospital patients; to conduct institutional research.

Director of Admissions: To evaluate candidate qualifications for admission.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data are contained on magnetic tape, magnetic disks and punched cards. Selected data collection instruments and computer listings also are maintained.

Retrievability:

Data are retrieved only as group data by class year but are filed by class year and cadet number.

Safeguards:

Data collection instruments, punched cards, and some magnetic tapes are kept in storage room controlled by Administrative Branch Chief or representative during working hours. Area is locked after working hours. Magnetic disks are protected by a user identification and password convention. These disks and some magnetic tapes are kept in the computer room where computer operator is on duty and admittance is to authorized personnel only. Remainder of the tapes are located in a locked vault in the Office of the Director of Institutional Research, under control of Chief, Data Support Branch.

Retention and disposal:

Data collection instruments and punched cards are destroyed after 1 year by shredding or burning. Magnetic disk and magnetic tape records are permanent.

System manager(s) and address:

Director of Institutional Research, United States Military Academy, West Point, NY 10996.

Notification procedure:

Information can be obtained from SYSMANAGER.

Record access procedures:

Requests should be addressed to SYSMANAGER.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Questionnaires, inventories, psychological tests, and similar instruments administered to subject individuals and processed by the staff of the Office of the Director of Institutional Research.

Systems exempted from certain provisions of the act:

None

## A1011.04bDAMO

System name:

1011.04 Delphi Evaluation

System location:

Strategic Studies Institute, United States Army War College, Carlisle Barracks, PA 17013.

Categories of individuals covered by the system:

Military and professional civilian employees of the Strategic Studies Institute and Army War College and faculty members of Shippensburg State College.

Categories of records in the system:

File contains participant's name, business-correspondence address, identification code number, and individual responses to questionnaires.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by professional civilian research employee to obtain comparative data for statistical and qualitative analysis and to correspond periodically with individual participant to provide summary information and to verify and update individual data.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer disks, paper printouts and on paper records in file folders.

Retrievability:

By computer: randomly or serially by identification (ID) number only;

Paper records: by name or ID.

Safeguards:

Disks are maintained in a secure area accessible only to authorized personnel. Paper records are maintained in locked desk file accessible only to professional civilian research employee. Computer paper printouts are maintained in folders in file cabinets.

Retention and disposal:

Computer disks are retained only for the time required for analytical and statistical comparison (24 to 36 months), then cleared from data base. Selected (non-attributable) paper printouts are retained as permanent research documentation. Paper records in file are retained approximately 24 months.

System manager(s) and address:

Director, Strategic Studies Institute, United States Army War College, Carlisle Barracks, PA 17013.

Notification procedure:

Information may be obtained from the SYSMANAGER by providing SYSNAME, individual name, and ID.

Requests from individuals should be addressed to SYSMANAGER.

Record access procedures:

Requests from individuals should be addressed to SYSMANAGER.

Contesting record procedures:

Rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Original entries from questionnaires filled out by participating individuals during the process of the Delphi Evaluation exercise.

Systems exempted from certain provisions of the act:

None

A1012.01bDAPE

System name:

1012.01 USMAPS Admissions File

System location:

Office of the Director of Admissions, MAPS-A&R, United States Military Academy Preparatory School (USMAPS), Fort (Ft) Monmouth, NJ 07703.

Categories of individuals covered by the system:

Applicants for the United States Military Academy Preparatory School.

Categories of records in the system:

Application; evaluation by commanding officer; high school transcript; college transcript; GED certificate; Scholastic Aptitude Test scores; American College Test scores; CLEP scores; GT score; Officer Candidate Test score; PCPT score; BPFT score; Report of Medical History, Standard Forms (SF) 88 and 93; School and College Ability Test Form 2A; special orders; all correspondence to and from applicant; correspondence received concerning applicant; application checklist; application evaluation; admissions evaluation worksheet.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

USMAPS and Director of Admissions & Registrar, United States Military Academy (USMA): To evaluate an applicant's academic, leadership and physical aptitude potential for the USMA; to assist applicants in the completion of their files; to counsel candidates concerning their potential for the USMA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records maintained in file folders.

Retrievability:

File folders are filed alphabetically by last name of applicant.

Safeguards:

File folders are stored in a room in which Director of Admissions or his representative is present during working hours. After working hours the room is locked. Access to room is limited during nonworking hours.

Retention and disposal:

Unaccepted applicants-Records are maintained until applicant is too old to reapply for the United States Military Academy Preparatory School. Accepted applicants who do not enter the United States Military Academy-Records are maintained until applicant is too old to enter the United States Military Academy. Accepted applicants who enter the United States Military Academy-Records are maintained until applicant's class graduates from the United States Military Academy. The records are destroyed by burning and/or shredding.

System manager(s) and address:

Director of Admissions, United States Military Academy Preparatory School, Ft Monmouth, NJ 07703.

Notification procedure:

Requests should be addressed to SYSMANAGER.

Record access procedures:

Requests should be addressed to SYSMANAGER.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Transcripts from secondary and post secondary schools, State Departments of Education, individual medical records, military supervisor evaluation, Educational Testing Service, American College Test Program, applicant, Army Education Centers, United States Military Academy Preparatory School Admissions Office, Unit Personnel Offices.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a, section (j) or (k), as applicable.

A1012.01dAMC

System name:

1012.01 Student Selection Files

System location:

United States (US) Army Electronics Command, Ft Monmouth, NJ 07703.

Categories of individuals covered by the system:

individuals applying for and/or attending Army and Department of Defense schools.

Categories of records in the system:

File contains name, rank, social security number (SSN), date of birth (DOB), military occupational specialty (MOS), MOS evaluation, clearance, physical profile, test scores, expiration term of service (ETS), duty assignment, duty phone, justification for schooling, name of course, name of school, and similar information.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to develop requests for quotas from schools, monitor and control attendance at schools and as base for statistical reporting.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Kept in locked container in building which is locked during nonduty hours.

Retention and disposal:

Destroyed in annual blocks 2 years after close of school year.

System manager(s) and address:

Commander, US Army Electronics Command, Ft Monmouth, NJ 07703.

Notification procedure:

Information may be obtained from:
US Army Electronics Command
ATTN: AMSEL-PT-MP
Ft Monmouth, NJ 07703
Telephone: Area Code 201/532-3006

Record access procedures:

Requests from individuals should be addressed to: US Army Electronics Command, ATTN: AMSEL-PT-MP, Ft Monmouth, NJ 07703.

Written requests for information should contain the full name of the individual, SSN, current address and telephone number.

For personal visits the individual should be able to provide some acceptable identification, e.g., driver's license or current identification card.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Information is obtained from individual, his duty office, and school which he will attend.

Systems exempted from certain provisions of the act:

None

A1012.02aDAPC

System name:

1012.02 Language School Files

System location:

United States (US) Army Military Personnel Center, Alexandria, VA 22332.

Categories of individuals covered by the system:

Active duty members of the US Army in enlisted grades of E1 through E9.

Categories of records in the system:

Files contain statements of preference, career personnel actions, record briefs, service agreements, qualifications, personal background, service experience supporting service member's desires or nominative action by career managers, correspondence between service member and Army organization.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.
Title 10 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

US Army Military Personnel Center and Defense Language Institute: To accomplish military service career management including assignment, professional development, service training and education and other related military actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Records maintained in areas accessible only to authorized personnel that are properly cleared and trained.

Retention and disposal:

Records destroyed 3 years after school completion date.

System manager(s) and address:

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from: HQDA (DAPC-EP), Hoffman Bldg I, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Record access procedures:

Requests from individuals should be addressed to HQDA (DAPC-EP), Hoffman Bldg I, 2461 Eisenhower Avenue, Alexandria, VA 22331.

Personal visits may be made to the US Army Military Personnel Center; individuals should be able to provide their military service identification card (DD Form 2A for active duty persons) or other commonly acceptable means of identification used in normal transaction of business.

Contesting record procedures:

The Department of the Army rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Enlistment forms pertaining to the service member having a current active military status, training and qualification records acquired incident to military service, correspondence, forms and other related papers originating in or collected by the military department for management purposes.

Systems exempted from certain provisions of the act:

None

A1012.03aTRADOC

System name:

1012.03 Army School Student Files

System location:

All Army schools, colleges, and training centers. Addresses are in the DOD Directory in the Appendix to the Federal Register.

Categories of individuals covered by the system:

These files relate to student personnel who attend formal and/or nonresident courses of instruction at Army schools, colleges and training centers.

Categories of records in the system:

Individual Academic Record Files: Documents indicating courses attended by Army members, length of each course, extent of completion of courses and results thereof, aptitudes and personal qualities, grade and rating attained and related data for each individual.

Collateral Individual Training Record Files: Documents relating to the training record of individuals and posted to the basic individual academic training record files or other long term records.

Faculty Board Files: Documents pertaining to the class standing, rating, classification and proficiency of students.

Class Academic Record Files: Documents maintained by training instructors indicating progress and attendance of class members.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This information is used by the training activity to confirm eligibility for attendance, monitor student progress, determine successful completion of academic requirements and serve as record of accomplishment of courses which may be prerequisites for attendance at other formal courses of instruction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, card files, computer magnetic tapes, and computer paper printouts.

Retrievability:

Information is accessed by name, social security number (SSN), military service number.

Safeguards:

Locked cabinets or locked rooms depending on training locations.

Retention and disposal:

Individual Academic Record Files: Destroy after 40 years. Cut off annually. Resident courses - transfer to Records Holding Area (RHA) after 1 year in Central Files Area (CFA). Retire to National Personnel Records Center (NPRC), 111 Winnebago Street, St. Louis, MO 63118, after 2 years in RHA. Extension courses - transfer to RHA after 3 years in CFA. Retire to NPRC, above address, after 2 years in RHA. Records of individuals re-enrolling in extension courses will be withdrawn and refiled in the active file.

Collateral Individual Training Record Files: Destroy after 1 year.

Faculty Board Files: Destroy after 1 year, or on discontinuance, whichever is first.

Class Academic Record Files: Destroy after 40 years.

System manager(s) and address:

Commander, USA Training & Doctrine Command (TRADOC), Ft Monroe, VA 23651.

Notification procedure:

Information may be obtained from:
Commander, US Army Training & Doctrine Command
ATTN: ATAG-FOIA
Ft Monroe, VA 23651.

Record access procedures:

Written requests for information should be addressed to the commander of the appropriate school, college or training center. Request should contain the full name, rank (at time of attendance), SSN/military service number or student number if applicable, course title and class number (if known) or description of type training received and dates of course attendance.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYS-MANAGER.

Record source categories:

Staff and faculty of appropriate school, college, or training center responsible for presentation of instruction.

**Systems exempted from certain provisions of the act:**

None

**A1012.03bAMC**

**System name:**

1012.03 AMC School Student Files

**System location:**

Army Materiel Command (AMC) school student files are maintained at the following geographical locations: United States (US) Army Logistics Management Center, Ft Lee, VA 23801; US Army Management Engineering Training Agency, Rock Island, IL 61201; Joint Military Packaging Training Center, Aberdeen Proving Ground, MD 21005; USAMC Ammunition Center, Ammunition School, Savanna, IL 61074; USAMC Field Safety Agency, Charlestown, IN 47111.

**Categories of individuals covered by the system:**

These files relate to student personnel who enroll in or attend courses of instruction at the AMC schools.

**Categories of records in the system:**

Individual Academic Record Files. Documents indicating courses attended by Department of Defense (DOD) and non-DOD members, length of each course, extent of completion of courses and results thereof, aptitudes and personal qualities, grade and rating attained and related data for each individual.

Individual Training Record Files. Documents relating to the training record of individuals and posted to the basic individual academic training record files or other long term records.

Class History Files. Documents pertaining to the class standing, rating, classification, conduct and proficiency of students.

Class Academic Record Files. Documents maintained by training instructors indicating progress and attendance of class members.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

This information is used by the training activity to confirm eligibility for attendance, monitor student progress, determine successful completion of academic requirements and serve as record of accomplishment of courses which may be prerequisites for attendance at other formal courses of instruction. Also used for statistical purposes in course evaluation and historical analysis.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders, card files, computer magnetic tapes and computer printouts.

**Retrievability:**

Information is accessed by name, social security number (SSN), military service number.

**Safeguards:**

Locked cabinets, desks, or rooms depending on location.

**Retention and disposal:**

Individual Academic Record Files. Destroy after 40 years. Cut off annually. Resident courses: transfer to Records Holding Area (RHA) after 1 year in Current Files Area (CFA). Retire to National Personnel Records Center (NPRC), 111 Winnebago Street, St. Louis, MO 63118 after 2 years in RHA. Extension courses: transfer to RHA after 3 years in CFA. Retire to NPRC, above address, after 2 years in RHA. Records of individuals re-enrolling in extension courses will be withdrawn and refiled in the active file.

Individual Training Record Files. Destroy after 1 year. Earlier destruction is authorized.

Class History Files. Destroy after 1 year, or on discontinuance, whichever is first.

Class Academic Record Files. Destroy after 40 years.

**System manager(s) and address:**

Commandant, US Army Logistics Management Center
Director, US Army Management Engineering Training Agency
Director, Joint Military Packaging Training Center
Director, USAMC Ammunition Center, Ammunition School
Director, USAMC Field Safety Agency

**Notification procedure:**

Information may be obtained from the Commandant/Director of the appropriate AMC school. Request should contain the full name, rank or grade (at time of attendance), SSN/military service number or student number if applicable, course title and class number (if known) or description of type training received and dates of course attendance.

**Record access procedures:**

Written requests for information should be addressed to the Commandant/Director of the appropriate school, training center, or agency. Requests should contain complete data specified above.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Staff and faculty of appropriate school or directorate responsible for conduct of instruction and presentation by guest speakers.

**Systems exempted from certain provisions of the act:**

None

**A1012.03cDAPE**

**System name:**

1012.03 USMAPS Academic Files

**System location:**

Office of the Director of Academics, United States Military Academy Preparatory School (USMAPS), Ft Monmouth, NJ 07703.

**Categories of individuals covered by the system:**

Students enrolled in United States Military Academy Preparatory School.

**Categories of records in the system:**

Student history/grade card, correspondence to and from student, correspondence received concerning student.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

USMAPS and Director of Admissions & Registrar, United States Military Academy: To keep a record of a student's academic progress and potential for United States Military Academy. To assist in counseling students.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records maintained in file folders.

**Retrievability:**

File folders are filed alphabetically by last name of student.

**Safeguards:**

File folders are filed in locked file cabinet.

**Retention and disposal:**

Forty years after class graduation. Records will be destroyed by burning.

**System manager(s) and address:**

Director of Admissions, United States Military Academy Preparatory School, Ft Monmouth, NJ 07703.

**Notification procedure:**

Requests should be addressed to Director of Academics, United States Military Academy Preparatory School.

**Record access procedures:**

Requests should be addressed to Director of Academics, United States Military Academy Preparatory School.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Individual, high school transcript, college transcript, United States Military Academy Preparatory School staff and faculty, Educational Testing Service.

**Systems exempted from certain provisions of the act:**

None

**A1012.03dTRADOC**

**System name:**

1012.03 TRADOC Educational Data System (TREDS-ARS)

**System location:**

Central computer facility located at United States (US) Army Management Systems Support Agency (USAMSSA), Headquarters, Department of the Army (HQDA);

Input-output terminals located at US Army Armor School, Ft Knox, KY; US Army Quartermaster School, Ft Lee, VA; US Army Engineer School, Ft Belvoir, VA; US Army Transportation School, Ft Eustis, VA; US Army Air Defense School, Ft Bliss, TX; US Army Field Artillery School, Ft Sill, OK; US Army Intelligence Center and School, Ft Huachuca, AZ; US Army Ordnance Center and School, Aberdeen Proving Ground, MD; US Army Institute for Military Assistance, Ft Bragg, NC; US Army Missile and Munitions Center and School, Redstone Arsenal, AL: US Army Chaplain Center and School, Ft Wadsworth, NY; US Army Signal School, Ft Gordon, GA; US Army Military Police School, Ft McClellan, AL; US Army Infantry School, Ft Benning, GA; US Army Administration Center and School, Ft Benjamin Harrison, IN.

Categories of individuals covered by the system:

Members of all components of the Army, Navy, Marine Corps, and Air Force, Reserve Officer Training Corps and National Defense Cadet Corps students, Department of Defense (DOD) civilian employees, and approved foreign military personnel enrolled in a resident course at a US Army service school.

Categories of records in the system:

Files contain name, grade or rank, social security number (SSN), address, component, branch personnel classifications, military occupational specialty (MOS), credit hours accumulated, examination and lesson grades, student academic status, student curricula, course description.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012(B) and (G).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Designated administrative and academic personnel at Training and Doctrine Command (TRADOC) headquarters and service schools use student records to record lessons and/or exam grades, maintain student academic status, maintain course and subcourse descriptions, produce management summary reports.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes or disks and computer paper printouts.

Retrievability:

Individual records may be retrieved by SSN.

Safeguards:

Random number sign on authentication for each inquiry made to the system is required. SIGNON decks to enable such access are updated weekly, safeguarded under Army Regulation (AR) 380-5 due to their Confidential classification and are unique to one TREDS terminal only. Access is granted only designated personnel at Headquarters TRADOC and Army Service Schools responsible for the administration and processing of resident students.

Retention and disposal:

Machine records are retained during student's entire enrollment, which can vary from a few weeks to a year, depending on the course length. After a course has been completed, the student's record is transferred to the Academic Records System (ARS) History File where his records are maintained indefinitely. Also upon graduation, a hard copy transcript reflecting the student's personal and academic data is produced. The hard copy is retained by the service school for 4 years, then it is transferred to a records holding area on the installation housing the service school and retained for 2 years. It is then transferred to the National Personnel Records Center, St. Louis, MO, where it is retained for 34 years, then, destroyed.

System manager(s) and address:

Deputy Chief of Staff for Individual Training, Headquarters, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

Notification procedure:

Information may be obtained from the Commandant of the US Army Service school where student is enrolled.

Written requests must contain notarized signature for identification.

Individual making request in person must provide acceptable identification (driver's license, military identification (ID)).

Record access procedures:

Request from an individual for stored data concerning himself may be made in writing or in person to the Commandant of the school in which he is enrolled.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Information is collected from individuals upon enrollment, from class records and instructors, from student's personnel records, and from graded examinations.

Systems exempted from certain provisions of the act:

None

## A1012.03eTRADOC

System name:

1012.03 TRADOC Educational Data System (TREDS-NRI)

System location:

Central computer facility located at United States (US) Army Management Systems Support Agency (USAMSSA), Headquarters, Department of the Army (HQDA).

Input-output terminals located at Headquarters (HQ), US Army Training and Doctrine Command (TRADOC), Ft Monroe, VA; US Army Armor School, Ft Knox, KY; US Army Quartermaster School, Ft Lee, VA; US Army Engineer School, Ft Belvoir, VA; US Army Transportation School, Ft Eustis, VA; US Army Air Defense School, Ft Bliss, TX; US Army Field Artillery School, Ft Sill, OK; US Army Intelligence Center and School, Ft Huachuca, AZ; US Army Ordinance Center and School, Aberdeen Proving Ground, MD; US Army Institute for Military Assistance, Ft Bragg, NC; US Army Missile and Munitions Center and School, Redstone Arsenal, AL; US Army Chaplain Center and School, Ft Wadsworth, NY; US Army Signal School, Ft Gordon, GA; US Army Military Police School, Ft McClellan, AL; US Army Infantry School, Ft Benning, GA; US Army Administration Center and Fort Benjamin Harrison, Ft Benjamin Harrison, IN; US Army Aviation Center and Ft Rucker, Ft Rucker, AL.

Categories of individuals covered by the system:

Members of all components of the Army, Navy, Marine Corps, and Air Force, Reserve Officer Training Corps, National Defense Cadet Corps, Federal govern- ment civilian employees, and approved foreign military personnel enrolled in an Army correspondence or nonresident course or subcourse.

Categories of records in the system:

Files contain name, grade or rank, social security number (SSN), mailing address, through address, component, branch, personnel classification, military occupational specialty (MOS), retirement year ending date, credit hours accumulated, examination and lesson grades, student academic status, student curricula, course/subcourse descriptions, and sub- course inventory status.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012(B) and (G).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Designated administrative and academic personnel at TRADOC headquarters and service schools use student records to record lessons and/or exam grades, maintain student academic status, maintain course and subcourse descriptions, produce mailing labels, produce management summary reports, produce course and subcourse completion certificates used as notification of work completed and as permanent documents in official military personnel files, produce record of credit hours earned for Reservists retirement point credits.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes or disks and computer paper printouts.

Retrievability:

Individual records may be retrieved by SSN.

Safeguards:

Random number sign on authentication for each inquiry made to the system is required. SIGNON decks to enable such access are updated weekly, safeguarded under Army Regulation (AR) 380-5 due to their Confidential classification and are unique to one TREDS terminal only. Access is granted only designated personnel at Army service schools and HQ TRADOC responsible for the administration and processing of nonresident students.

Retention and disposal:

Machine records are retained during students' entire enrollment, which can vary from a few months to years, depending on the type of enrollee. (Students enrolled in one subcourse are automatically assigned a 6 month enrollment period; students enrolled in multiple

subcourses or a course are automatically assigned an enrollment period of 1 year.) The student may complete the subcourse(s) or course before the end of the enrollment, and if this occurs, the student records are deleted from the file. Conversely, if the student does not complete the academic requirements within the assigned enrollment period, a waiver may be granted which will extend the enrollment period. In all cases, upon termination, a hard copy transcript reflecting the student's personal and academic data is produced. The hard copy transcript is retained at the proponent school for 4 years. It is then transferred to a records holding area on the installation housing the service school for 2 years' retention. It is then transferred to the National Personnel Records Center, St. Louis, MO, where it is retained for 34 years, then destroyed.

System manager(s) and address:

Deputy Chief of Staff for Individual Training, Head- quarters, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

Notification procedure:

Information may be obtained from the Commandant of the US Army service school proponent for the course or subcourse in which the individual is enrolled.

Written requests must contain notarized signature for identification.

Individual making request in person must provide acceptable identification (driver's license, military identification (ID)).

Record access procedures:

Request from an individual for stored data concerning himself may be made in writing or in person to the Commandant of the school servicing the course or subcourse in which the individual is enrolled.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Information is collected from individuals upon enrollment and from graded lessons and examinations.

Systems exempted from certain provisions of the act:

None

A1012.03fDASG

System name:

1012.03 Army School Student Files, Physical Therapy Program

System location:

Headquarters, Department of the Army, Office of the Surgeon General, Office of the Chief, Army Medical Specialist Corps (DASG-DBP), Washington, DC 20310.

Categories of individuals covered by the system:

Graduates of US Army Physical Therapy Program since 1928.

Categories of records in the system:

Academic grades only on graduates from 1973 to present. Academic grades and varying amounts and types of anecdotal information on performance, 1945-1972. Academic grades only, 1928-1944.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide certification of graduation from an approved physical therapy program to the individual graduate and to institutions (schools, places of employment, etc.) upon the request of the graduate.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of graduate.

Safeguards:

Building employs security guard. Office is locked when not occupied by tenants. Records are in closed files.

Retention and disposal:

Records are permanent. Retained in active file.

System manager(s) and address:

The Army Surgeon General; Chief, Physical Therapist Section, Army Medical Specialist Corps.

Notification procedure:

Information may be obtained from:

HQDA (DASG-DBP)
Room 3E 477
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/695-1710

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Department of the Army (DASG-DBP); Room 3E 477, The Pentagon; Washington, DC 20310.

Written requests for transcript should contain the full name of the individual, maiden name if married, year of graduation, current address, institution and complete address to which transcript is to be mailed if other than that of individual concerned.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Staff and faculty of appropriate school and/or training hospital responsible for presentation of instruction.

Systems exempted from certain provisions of the act:

None.

A1012.03gDASG

System name:

1012.03 Academy of Health Sciences, Student Affiliated Academic Records.

System location:

Registrar, Academy of Health Sciences, Fort Sam Houston, Texas 78234.

Categories of individuals covered by the system:

These records relate to student personnel receiving formal academic instruction which is accredited with a college or university for which the student, upon successful completion, receives credit from the civilian institution.

Categories of records in the system:

Academy of Health Sciences maintains Class Academic Record Files which are in turn the source document for the affiliated civilian institution's academic record. Files contain class roster for each course of instruction including name, rank, social security number and letter grade as estab- lished by the college/university.

Authority for maintenance of the system:

5 USC 301 10 USC

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This information is used to monitor student progress, determine level of academic success within the course of instruc- tion, and serve as a record of accomplishment of courses which may be prerequisites for attendance at other formal courses of insturction. These records are released to the following colleges or universities which has accredited the instruction: (1) Registrar, Baylor University, Waco, Texas 76206; (2) Registrar, Regis College, 3539 W. 50 Ave Parkway, Denver, Colorado 80221; (3) Registrar, University of Maryland, Baltimore City Campus, 132 Howard Hall, 660 West Redwood Street, Baltimore, Maryland 21201; (4) Systems Office, The University of Texas, System School of Nursing, Director of Admissions, 214 Archway, Austin, Texas 78712; (5) Director of Admissions, School of Health and Tropical Medicine, Tulane University, 1430 Tulane Avenue, New Orleans, Louisiana 70112.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Class Academic Record Files maintained in file folders at the Academy.

Retrievability:

Information is obtained by inclusive dates of course, name, and social security number at the Academy of Health Sciences.

Safeguards:

Locked file cabinets at the Academy of Health Sciences.

Retention and disposal:

Records are maintained 40 years at the Academy of Health Sciences.

System manager(s) and address:

Superintendent, ATTN: Registrar, Academy of Health Sciences, Fort Sam Houston, Texas 78234.

Notification procedure:

Information may be obtained from the System Manager.

Record access procedures:

Written requests to the System Manager should include, social security number, and dates of course attendance.

Contesting record procedures:

The agency's rules for access to records and for contesting contents may be obtained form the SYSMANAGER.

Record source categories:

Academy of Health Sciences Faculty responsible for prepa- ration of instruction.

Systems exempted from certain provisions of the act:

None

A1012.03hDASG

System name:

1012.03 Academy of Health Sciences-Nonresident Instruction Files.

System location:

Primary System: Director of Management Information Systems, Health Services Command, Ft Sam Houston, Texas 78234.

General: Academy of Health Sciences, Ft Sam Houston, Texas 78234. Official mailing addresses are in the Department of Defense Directory in the Appendix to the Federal Register.

Categories of individuals covered by the system:

Any military personnel who have taken nonresident instruction courses through Academy of Health Sciences, including active duty, Reserves, and National Guard personnel.

Categories of records in the system:

Progress cards: shows subcourses completed and status of each enrolled individual.

Enrollment application each individual.

Microfiche file for historic data on past enrolled students.

Records indicating subcourses completed, grades, and rating attained, and related data on each individual.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This data is used by the Academy of Health Sciences to establish eligibility for enrollment, monitor student progress, determine successful completion of courses, and serve as record of accomplishment of courses which may be prerequisites for enrollment in other courses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, microfiche, 80 column cards, magnetic tape, computer disk, and computer printout.

Retrievability:

Information is retrieved by name, social security number (SSN), student number, or a combination of these.

Safeguards:

Computer center operates 'Closed Shop' to allow access to authorized personnel only. Locked cabinets and rooms at Academy of Health Sciences.

Retention and disposal:

Transaction files: blank or destroy after 4 updating cycles.

Master Files: blank after 4th updating cycle.

Academic Record Files: destroy after 40 years, cutoff annually.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army; Commander, Health Services Command; Superintendent, Academy of Health Sciences.

Notification procedure:

Information may be obtained from:
Office of the Secretary
Academy of Health Sciences
Ft Sam Houston, TX 78234

Record access procedures:

Written requests for information should contain the full name of individual, current address, telephone number, SSN, and data of course completion.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Personnel information obtained from official files and individuals. Information obtained from enrollment applications, and past records if previously enrolled.

Systems exempted from certain provisions of the act:

None

A1012.03iDLI

System name:

1012.03 Standardized Student Records System

System location:

Defense Language Institute, Foreign Language Center (DLIFLC), ATTN: Academic Records Office, Presidio of Monterey, CA 93940.

Categories of individuals covered by the system:

Any person who has ever been enrolled for foreign language training at any facility of the DLIFLC.

Categories of records in the system:

File contains individual's name, social security number (SSN), and military administrative data, together with academic data generated at DLIFLC.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Supplies data to DLIFLC for dividing students among class sections, selecting section monitors, preparing rosters and academic bulletins, preparing summaries of training activity used in managing current operations and reporting workload, establishing a permanent student record used for issuing official grade transcripts and preparing statistical studies used to improve training and testing methods.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Remote computer magnetic tape and disk.

Retrievability:

Files accessed by remote terminals with records filed by SSN.

Safeguards:

Records are accessible via remote terminal only by authorized personnel citing established user identifier and password.

Retention and disposal:

Records are permanent. They are retained in active file (on-line) until the student departs; then retired to a history tape.

System manager(s) and address:

The Commandant, DLIFLC, Presidio of Monterey, CA 93940.

Notification procedure:

Information may be obtained from:
Defense Language Institute
Foreign Language Center
ATTN: Academic Records Office
Presidio of Monterey, CA 93940
Telephone: Area Code 408/242-8221

Record access procedures:

Request from individuals should be addressed to: Defense Language Institute, Foreign Language Center, ATTN: Academic Records Office, Presidio of Monterey, CA 93940.

Written requests for information should contain the full name and current address of the individual, SSN, class attended and year graduated.

For personal visits to the Academic Records Office, the individual should be able to provide positive identification, such as, valid driver's license, employing office identification card, etc.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Student registration form (DLIFLC FORM 90) prepared by student upon enrollment and various local forms containing academic data.

Systems exempted from certain provisions of the act:

None

A1012.03jHSC

System name:

1012.03 Army School Student Files

System location:

United States Army Health Services Command (HSC) Clinical Specialist School, Fitzsimons Army Medical Center, Denver, CO 80240.

Categories of individuals covered by the system:

These files relate to student personnel who attend formal course of instruction at the Clinical Specialist School.

Categories of records in the system:

Individual Academic Record Files: Documents indicating courses attended by Army members, length of each course, extent of completion of courses and results thereof, aptitudes and personal qualities, grade and rating attained and related data for each individual.

Collateral Individual Training Record Files: Documents relating to the training record of individuals and posted to the basic individual academic training record files or other long term records.

Faculty Board Files: Documents pertaining to the class standing rating, classification and proficiency of students.

Class Academic Record Files: Documents maintained by training instructors indicating progress and attendance of class members.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This information is used by the training activity to confirm eligibility for attendance, monitor student progress, determine successful completion of academic requirements and serve as record of accomplishment of courses which may be prerequisites for attendance at other formal courses of instruction, or taking of State Board, Licensed Practical Nursing examinations. Preparation of transcripts.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, visible and vertical card files, disks and tapes. Information is retained on disks/tapes for a period of 40 weeks and then purged from the system. Computer printouts are retained by the school for 1 year after the completion of each class. Disposition of hard copy records is in accordance with Retention below.

Retrievability:

Information is accessed by name and or assigned class number.

Safeguards:

Building has limited access. Information is only released to authorized personnel.

Retention and disposal:

Individual Academic Record Files: Destroyed after 40 years. Cut off after each course. Resident Courses: transferred to Record Holding Area (RHA) after 1 year in Central Files Area (CFA). Retired to National Personnel Records Center (NPRC), 111 Winnebago Street, St. Louis, MO 63118, after 2 years in RHA. Collateral Individual Training Record Files: Destroyed after 1 year; earlier destruction is authorized.

Faculty Board Files: Destroyed after 1 year or on discontinuance, whichever is first.

Class Academic Record Files: Destroyed after 40 years.

System manager(s) and address:

Commander, Fitzsimons Army Medical Center, Director, Clinical Specialist Course, Fitzsimons Army Medical Center, Denver, CO 80240.

Notification procedure:

Information may be obtained from the Commander, Fitzsimons Army Medical Center, ATTN: HSF-N, Denver, CO 80240.

Record access procedures:

Written requests for information should be addressed to the appropriate Course Director. Request should include the full name, rank (at time of attendance), social security number (SSN), military service number or student number, if applicable, course title and class number (if known), or description of type training received and dates of course attendance.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Staff and faculty of the school responsible for presentation of instruction.

Systems exempted from certain provisions of the act:

None

A1012.03kUSAREUR

System name:

1012.03 Individual Academic Record Files

System location:

Manual input system files (Student Travel Orders, Student Record Information Card, Class Rosters, Grade Record Sheets) and automated data output are maintained at Headquarters, Seventh Army Combined Arms Training Center, ATTN: AETTV-DI, Army Post Office (APO) NY 09114.

Automated systems are stored in computer tapes maintained at Data Processing Branch, Seventh Army Training Center, APO NY 09114.

Pertinent data output (notice of individual student graduation or non completion, grade and deficiencies) is forwarded through command military channels to the student and his commander.

Pertinent statistical data is extracted and forwarded to Headquarters, US Army, Europe and Seventh Army, APO NY 09403 and major subordinate commands.

Categories of individuals covered by the system:

Any person, military or civilian, admitted as a student at a course of instruction conducted by the Seventh Army Combined Arms Training Center.

Categories of records in the system:

Source documents consisting of Student Travel Orders or equivalent, Student Information Cards, Student Rosters and Grade Sheets are retained and filed by name and/or assigned student roster number by course and class.

Automated system contains the following data for each student extracted from source documents: name, rank, social security number (SSN), assigned student roster number, unit of assignment including APO, course quota status, race, mode of transportation to school, applicable Army Classification Battery Scores, beginning and graduation dates; information regarding whether or not student meets course prerequisites; whether or not student graduated; reason for early release, if applicable; academic achievement awards received.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012, Secretary of the Army, powers and duties, delegation by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Data utilized to inform students' commanders/supervisors of students' academic performance in the attended course in order that they make appropriate management decisions.

Used to inform Personnel Officers of course attendance for posting to the students' personnel records.

Used to inform other agencies of student attendance and performance, upon request by the student.

Used to perform the following statistical analyses: relationships of performance to prerequisites; total students attending by course, class, command; attrition and reasons therefor; racial composition; funding projections. Resultant statistical data is utilized for analysis and revision of courses and prerequisites; analysis of training center mission accomplishment and unit/command education and training accomplishments; analysis of command support of the Equal Opportunity Program; planning of future courses and funding.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Source documents maintained as paper records in file folders.

Automated systems on magnetic tape.

Retrievability:

Source documents filed by course/class by assigned roster number (normally alphabetically by last name of student).

Automated systems retrievable by specification of student name, SSN or roster number and course/class.

Safeguards:

Source documents filed in cabinets in locked room with access only to authorized personnel. Building is under constant supervision.

Automated systems maintained under constant supervision with only authorized personnel with proper training having access. Computer facility is restricted area.

Retention and disposal:

Source documents are maintained in the active file until the end of the fiscal year of graduation; maintained in inactive files 3 additional years; class rosters and grade sheets are then retired for 40 years to National Personnel Records Center, 111 Winnebago Street, St. Louis, MO 63118. All other source documents are extracted and destroyed prior to forwarding to the National Personnel Records Center.

Automated system maintained at the data processing center for 5 years and then erased.

System manager(s) and address:

Chief, Academic Operations, Seventh Army Combined Arms Training Center, Vilseck, Federal Republic of Germany, APO NY 09114.

Notification procedure:

Information may be obtained from:

Commander
Seventh Army Combined Arms Training Center
Building 305, Rose Barracks
APO NY 09114
Telephone: Vilseck Military (2641) 880 or 680

Former students should state full name, course and class or dates of attendance.

Record access procedures:

Requests should be addressed to: Commander, Seventh Army Combined Arms Training Center, ATTN: AETTV-DI, APO NY 09114.

Written requests should contain full name, course and class or dates of attendance.

For personal visits, the individual should be able to provide some acceptable identification (identification card, driver's license, etc.).

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Student travel orders prepared by the student's unit from official military personnel records.

Student Record Information Card prepared by the student upon arrival and registration for the course.

Draft class rosters prepared or verified by students in each class.

Class grade sheets prepared by instructor personnel.

Systems exempted from certain provisions of the act:

None

## A1012.03lDAAG

System name:

1012.03 Reserve Officer Training Corps - Active Duty Training

System location:

Automated Equipment Division, Systems Support Directorate, United States (US) Army Reserve Components Personnel and Administration Center (RCPAC), AGUZ-SSD; 9700 Page Blvd, St Louis, MO 63132.

Categories of individuals covered by the system:

Reserve Officer Training Corps Cadets and Officer Active Duty Obligors who have been selected for Active Duty Training.

Categories of records in the system:

Record contains personal and military status and qualifications data.

Authority for maintenance of the system:

Title 10 U.S.C., Section 275, Personnel Records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

US Army Reserve Components Personnel and Administration Center - to assign the branch school which the officer will attend when ordered to Active Duty for Training.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes.

Retrievability:

By social security number (SSN).

Safeguards:

Computer located in building which has entrance controlled by Federal Protective Officers. The functional and systems directors approve production requests for both one-time and recurring information. Tapes filed in a restricted tape library within computer room complex, which is also a restricted area.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Blvd., St Louis, MO 63132.

Notification procedure:

Information may be obtained from:

Commander
US Army Reserve Components Personnel and Administration Center
9700 Page Blvd.
St Louis, MO 63132
Telephone: Area Code 314/268-7733

Record access procedures:

Requests from individuals should be addressed to: Commander, US Army Reserve Components Personnel and Administration Center, 9700 Page Blvd., St Louis, MO 63132.

Written request for information should contain the full name and SSN of the individual.

For personal visits, the individual should be able to provide some acceptable identification, such as driver's license.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Automated system interface and Official Military Personnel File.

Systems exempted from certain provisions of the act:

None

## A1012.03mDAMO

System name:

1012.03 United States Army War College Graduate Directory File

System location:

Computer Center, Administrative Office, United States Army War College (USAWC), Carlisle Barracks, PA 17013.

Categories of individuals covered by the system:

USAWC graduates; present resident USAWC students; present and past USAWC staff and faculty; honorary alumni; Senior Reserve Component Officer Course graduates.

Categories of records in the system:

File contains name, category, rank, branch, mailing address, status, year of USAWC attendance and an identifying number for each individual's record.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To publish annual USAWC Graduate Directory, to allow statistical analysis of past and present student and faculty compositions, and as a locator file to allow former members of the USAWC to maintain close professional relationships with their USAWC associates. Produce address labels for alumni mailings.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer disk.

Retrievability:

Filed by class year, identifying number, name, rank, branch, and ZIP Code.

Safeguards:

Disk is maintained in a secure area with access only to authorized personnel.

Retention and disposal:

Records are permanent.

System manager(s) and address:

The Secretary, US Army War College, Carlisle Barracks, PA 17013.

Notification procedure:

Requests from individuals should be addressed to The Secretary, US Army War College, Carlisle Barracks, PA 17013.

Record access procedures:

Requests from individuals should be addressed to The Secretary, US Army War College, Carlisle Barracks, PA 17013.

Contesting record procedures:

The Army's rules for access to records and for contesting contents of records and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Original entry from personnel files with currency maintained by direct correspondence with the individual and through United States Postal notifications.

Systems exempted from certain provisions of the act:

None

A1012.03nTRADOC

System name:

1012.03 Nonresident Instruction Automated System (NRIAS)

System location:

United States (US) Army Command and General Staff College (USACGSC), ATSW-NI, Ft Leavenworth, KS 66027; US Army Training and Doctrine Command (TRADOC) Data Processing Field Office (DPFO), Ft Leavenworth, KS 66027.

Categories of individuals covered by the system:

Active, Reserve and National Guard officers of US and allied military services, and US Department of the Army civilian employees who are enrolled in the Command and General Staff Officer Course, Nonresident/Resident (CGSOC, N/R).

Categories of records in the system:

File contains data pertinent to the administration of the CGSOC, N/R. Specific items include the application (CGSC Form 59); academic records of course progress; correspondence with students; notice of termination; and, upon course completion, an academic transcript.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Establish and maintain student academic records; provide the student's Military Personnel Record Jacket (MPRJ) and the Official Military Personnel File (OMPF) custodians with periodic progress reports as follows: official notice of enrollment, 90-day warning notice of insufficient progress, annual statement of academic progress, retirement credits, certificate of 50 percent completion, termination of enrollment, and certificate of eligibility to attend Ft Leavenworth Phase instruction; provide the student with copies of the reports furnished OMPF and MPRJ custodians plus letters of welcome, subcourse completion certificates, phase completion certificates, and lesson and examination grades; provide enrollment data and examination results to Commandants of US Army Reserve (USAR) Schools conducting CGSOC, N/R instruction; produce periodic reports of daily transactions, transactions errors, statistical summaries, listings of students, and mailing labels for dispatch of course material; determine eligibility for initial enrollment, continuing enrollment, reenrollment, and course completion; analyze data for program management and review.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Academic master files stored on magnetic disk and tape in TRADOC DPFO.

Documents and microfiche are stored in vertical files in USACGSC Department of Nonresident Instruction (DNRI).

Retrievability:

Tape and disk files are accessed sequentially by social security number (SSN).

Hard copy files are maintained in alphabetical order.

Safeguards:

Buildings employ security guards. Storage areas are locked and keys held by security guards. Records are maintained in areas accessible only to authorized personnel.

Magnetic disks, magnetic tapes, and computer printouts are located in a physical security restricted area at TRADOC DPFO.

Retention and disposal:

Tape and disk files are maintained indefinitely through thrice weekly updates; hard copy files are maintained for 3 years by DNRI, 3 additional years by Ft Leavenworth Adjutant General's Record Holding Section and then retired to the National Personnel Records Center (Military), Saint Louis, MO 63132.

System manager(s) and address:

Director, Nonresident Instruction, USACGSC.

Notification procedure:

Information may be obtained from: Commandant, USACGSC (ATSW-NI), Ft Leavenworth, KS 66027.

Telephone: Area Code 913/684-5584

Record access procedures:

Requests from individuals should be addressed to: Commandant, USACGSC (ATSW-NI), Ft Leavenworth, KS 66027.

Written requests for information should contain the full name, SSN, and program type (correspondence course or USAR School) of the individual.

For personal visits, the individual should be able to provide some acceptable identification; i.e., driver's license, employing office's identification card, and give some verbal information that could be verified with his file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Application form, change of address card, lesson and examination answer sheets, student request for administrative action.

Systems exempted from certain provisions of the act:

None

A1012.03oDAMO

System name:

1012.03 US Army War College Cooperative Degree Program Files

System location:

United States (US) Army War College, Carlisle Barracks, PA 17013.

Categories of individuals covered by the system:

Present and past resident students participating in the Cooperative Degree Program.

Categories of records in the system:

Records contain student names, ranks, and service numbers, and their past military and civilian academic records (transcripts, diplomas, letters of recommendation, Veterans Administration (VA) applications, etc.).

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) To assist students in applying for, and pursuing their graduate degree, (2) to monitor administrative data for use in managing the program (number and percent of students participating, degrees being pursued, anticipated completion dates, schools being attended, etc.), and (3) maintain data for evaluating the program (percent completion; enrollment trends from year to year; shifts in curricular choice, etc.).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file cabinets; may be converted to computer storage on computer disks.

Retrievability:

By student's name; and by name of cooperating institution.

Safeguards:

Records maintained in locked filing cabinets. If placed on computer disks, disks will be maintained in a secured area with access only by authorized personnel. Access to computer will be by password known only to authorized personnel.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Director, Human Resources Development, US Army War College.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

Requests from individuals should be addressed to The Secretary, US Army War College, Carlisle Barracks, PA 17013.

Contesting record procedures:

The Department's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Original entries based on records provided by students; additional administrative information may be provided by the Director, Human Resources Development and other USAWC authorities, or received from officials at the cooperating civilian institutions (currently Shippensburg State College and the Capitol Campus of the Pennsylvania State University).

Systems exempted from certain provisions of the act:

None

A1012.03pDAMO

System name:

1012.03 USAWC Individual Student Counseling Records

System location:

United States Army War College (USAWC), Carlisle Barracks, PA 17013.

Categories of individuals covered by the system:

Past and present resident course students at the Army War College.

Categories of records in the system:

Files contain names, rank, branch, service numbers and personnel data obtained from questionnaires, psychological tests and personal interviews.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Records are used to counsel individual students for purposes of personal and professional growth and development, (2)summarized group data are used to establish psychological profiles of the 'typical' USAWC student. In such analyses, no individual student is identified; all data are reported as averages, correlations, or other group statistics, and (3) data are used to detect changes in students as a result of academic instruction, counseling or other causes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in locked file cabinets.

Retrievability:

By name, or student identification number known only to the student and sometimes known to his individual counselor. Data are obtained from hard copy files containing student's name and class year.

Safeguards:

Records are kept locked, used only by counselors, and are not revealed to any other staff, faculty or student personnel. These counseling records are kept separate from other student academic records, and information from them is not provided to regular faculty counselors nor is it placed in student's normal academic or personnel records.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Director, Human Resources Development - US Army War College.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

Requests from individuals should be addressed to The Secretary, US Army War College, Carlisle Barracks, PA 17013.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Original data entries come from questionnaires and tests filled out by students; additional data are provided by counselors based upon their interviews with students.

Systems exempted from certain provisions of the act:

None

A1012.03qHSC

System name:

1012.03 Resident Instruction & Support Files

System location:

Primary System: Director of Management Information Systems, Health Services Command, Ft Sam Houston, TX.

Decentralized Segments: Academy of Health Sciences, Ft Sam Houston, TX and other hospitals and schools. Official mailing addresses are in the Department of Defense Directory in the Appendix to the Federal Register.

Categories of individuals covered by the system:

These files include all student personnel taking resident medical courses, instructors, staff, and faculty.

Categories of records in the system:

Individual Academic Records File. Records indicating courses attended, length of each course, grades and rating attained and related data for each individual.

Instructor, Staff, and Faculty Files. Personnel records of individuals for instructor scheduling.

Class Academic Records File. Records maintained by class of individual student academic standing and overall class standing.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This information is used by the school to confirm eligibility for attendance, monitor student progress, determine successful completion of academic requirements, and serve as record of courses which may be prerequisites for attendance at other formal courses of instruction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, computer magnetic tape, and disk, computer paper printouts, 80 column punched cards.

Retrievability:

Information is accessed by name, social security number (SSN), course number, class number, student number or a combination of these.

Safeguards:

Computer Center operated 'Closed Shop' to allow only authorized personnel entry. Locked cabinets, rooms and vaults depending upon media and location.

Retention and disposal:

Transaction files. Blank or destroy after 4 updating cycles.
Master Magnetic Media Files. Blank after 4th updating cycle.
Instructor files maintained until instructor is reassigned or retired.
Academic Records File. Destroy after 40 years. Cut off annually.

System manager(s) and address:

The Surgeon General, Headquarters, Department of the Army; Commander, Health Services Command; Superintendent, Academy of Health Sciences.

Notification procedure:

Information may be obtained from:
Office of the Secretary
Academy of Health Sciences
Ft Sam Houston, TX 78234

Record access procedures:

Written requests for information should contain the full name of individual, current address, telephone number, SSN, and dates of course attendance.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Personnel information obtained from instructors, staff, and faculty responsible for instruction.

Systems exempted from certain provisions of the act:

None

A1012.03rUSACSC

System name:

1012.03 Training/Development Records USACSC Military Personnel

System location:

Headquarters, US Army Computer Systems Command (USACSC) Ft Belvoir, Virginia and all other world-wide USACSC Support Groups and activities.

Categories of individuals covered by the system:

All USACSC assigned military personnel who have applied for, been selected for, have attended or have a need for, training offered through in-house efforts, resident/nonresident service schools, colleges, universities, interagency, commercial vendors, professional societies, or other sources of training and education.

Categories of records in the system:

Files include name, grade, social security number (SSN), address, home phone, duty phone, branch of service, date of birth, marital status, military occupational specialties, job title, enlisted status, civilian and military educational data, transcripts, academic evaluation reports and records, degree major, class standing, student training reports, photographs, enlisted qualification record, statements of service and schooling obligation, correspondence between (1) individual student, (2) Army commands and staff agencies (3) civilian industry training agencies and (4) civilian educational schools, courses taken, length of courses, extent of completion of courses and results thereof, aptitudes and personal qualities, grades, rating attained and related data for each individual.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; Title 10 U.S.C.; and Executive Order 11348.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide USACSC activities with a record of individual training, experience, qualifications and effectiveness. Information is used by the concerned individual, supervisors, training coordinators, Employee Development personnel and training activity managers to develop Command training programs and individual development plans. This information is used by the training activity to confirm eligibility for attendance, monitor student programs, determine successful completion of academic requirements and serve as a record of accomplishment of courses which may be prerequisites for attendance at other formal courses of instruction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders stored in metal cabinets.

Retrievability:

Information is accessed by name or SSN.

Safeguards:

Locked in metal cabinets in building protected by security guards.

Retention and disposal:

Records are maintained throughout the military member's tenure with USACSC. Records have a retention period from 2 to 10 years depending on the category of the individual record concerned and/or the element maintaining the file.

System manager(s) and address:

Commanding General, US Army Computer Systems Command, Ft Belvoir, VA 22060.

Notification procedure:

Information may be obtained from: Headquarters, US Army Compu- ter Systems Command, Ft Belvoir, VA 22060.

Record access procedures:

Written requests for information should contain the individual's name, SSN and current address.

For personal visits, the individual should be able to provide acceptable identification; that is, a driver's license with other identification normally used in business transactions.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

From individuals as obtained through surveys of training needs and accomplishments. Applications and related forms incident to the individual's qualification for attendance at a specified military or civilian school or training agency; records, forms, documents, and correspondence originating in/by Department of the Army Staff agencies and commands, the student service member, and civilian school or industry training agency.

Systems exempted from certain provisions of the act:

None

## A1012.04aDAPE

System name:

1012.04 USMAPS Training Files

System location:

Company Tactical Officers, MAPS-DMT; Admissions, MAPS-A&R; United States Military Academy Preparatory School (USMAPS), Ft Monmouth, NJ 07703.

Categories of individuals covered by the system:

Students enrolled in USMAPS.

Categories of records in the system:

Individual cadet candidate records used to track the individual's performance at USMAPS.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

USMAPS and Director of Admissions & Registrar, United States Military Academy: To evaluate a student's military and physical aptitude for the United States Military Academy. To assist in counseling students concerning their strengths and weaknesses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records maintained in file folders.

Retrievability:

File folders are filed alphabetically by last name of student.

Safeguards:

File folders are filed in locked file cabinets.

Retention and disposal:

Students not entering United States Military Academy: Records are maintained until student is too old to enter United States Military Academy. Students who enter United States Military Academy: Records are maintained until student's class graduates from United States Military Academy. Records are destroyed by burning and/or shredding.

System manager(s) and address:

Director of Admissions, United States Military Academy Preparatory School, Ft Monmouth, NJ 07703.

Notification procedure:

Requests should be addressed to SYSMANAGER.

Record access procedures:

Requests should be addressed to SYSMANAGER.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Individual, other students, USMAPS staff and faculty.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a, section (j) or (k), as applicable.

## A1012.04bTRADOC

System name:

1012.04 Resident Student Record System (RSR)

System location:

Director of Automation (ATZLSW-DOA), United States Army Command and General Staff College (USACGSC), Ft Leavenworth, KS 66027.

Categories of individuals covered by the system:

Any officer, United States or Allied, enrolled in the USACGSC resident program.

Categories of records in the system:

File contains: Personal data which includes name, social security number (SSN), student number, branch of service, rank, component, alternate Officer Personnel Management System (OPMS), primary OPMS; administrative data including counselor's name, class division, class section, class work group, type course (i.e., regular United States, reserve component, Ally); and academic data including test scores, courses, student exam code, cooperative degree program, course number, academic term, course module, course block, and selected related data.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The file is used to schedule students for courses, process student grades and other academic related information, record student grades and prepare school transcripts. Records are used by USACGSC instructional departments and the Director of Education and Curriculum Affairs to prepare rosters, and by USACGSC resident academic records personnel to prepare transcripts.

The automated grading examination system (GRADEX) constitutes a subsystem of this file, in that it provides an important element of front end curriculum analysis, and basis for curriculum changes and evaluation of entry level knowledges. It also provides the capability to administer various course/subcourse tests with MARK SENSE forms during the academic year.

Computerized interactive quizzes provide the capability to administer course/subcourse tests interactively using computer terminals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer disk and magnetic tape.

Retrievability:

Records are retrieved by SSN, name, student number, or by one or a combination of data elements contained in the system.

Safeguards:

At the USACGSC, the computer programs are kept in locked cabinets in building secured by guards. Computer access is controlled by passwords which are periodically changed. Access to the computer programs is further restricted by additional passwords which are changed weekly. Data files are maintained in a secure environment restricted to authorized employees.

Retention and disposal:

Records are destroyed at completion of an academic year.

System manager(s) and address:

Director of Automation, USACGSC, Ft Leavenworth, KS 66027.

Notification procedure:

Information may be obtained from:
Commandant, USACGSC
Attention: Director of Automation
Bell Hall
Ft Leavenworth, KS 66027
Telephone: Area code 913-684-2685

Record access procedures:

Requests should be addressed to: Commandant, USACGSC, ATTN: ATZLSW-DOA, Ft Leavenworth, KS 66027.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Personnel data and enrollment information are obtained from the students at the time they complete enrollment and from Department of the Army orders. Grades, class section number, and academic information is obtained from the USACGSC academic departments. Data for the GRADEX system are obtained from the MARK SENSE cards completed by the students and information extracted from the RSR.

Systems exempted from certain provisions of the act:

None.

A1012.04cDAPE

System name:

1012.04 Correspondence School Academic Data File

System location:

Industrial College of the Armed Forces, Ft McNair, Washington, DC 20319.

Categories of individuals covered by the system:

All authorized enrollees in the Industrial College Correspondence School.

Categories of records in the system:

File contains social security number (SSN), name, and records of progress through the various units of the course.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Nonresident Instruction: Miscellaneous communications with enrollees regarding progress through courses of instruction; miscellaneous management level reports to reflect progress of the student body through the course, provides tran- scripts to colleges and universities under specific written re- quest from the student, and provides a record of completion of each unit by reserve officers to the appropriate records center for reserve retention/retirement point purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape.

Retrievability:

Sequenced by SSN.

Safeguards:

File information available only to trained and authorized Industrial College personnel.

Retention and disposal:

Records are permanent. Records are retained in active portion of file during student's enrollment in course. Upon completion of course, student's records are retired to historic portion of file.

System manager(s) and address:

Head, Department of Nonresident Instruction, Industrial College of the Armed Forces, Ft McNair, Washington, DC 20319.

Notification procedure:

Information may be obtained from:
Head, Department of Nonresident Instruction
Industrial College of the Armed Forces
Ft McNair
Washington, DC 20319
Telephone: Area Code 202/693-8672

Record access procedures:

Requests from enrollees should be addressed to the above address. Written requests for information should contain full name of the requester, current address, SSN, and date of enrollment and/or graduation.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Application for enrollment from individual and related documents.

Systems exempted from certain provisions of the act:

None

A1012.04dDAPE

System name:

1012.04 Resident Student Electives Assignment File

System location:

Industrial College of the Armed Forces, Ft McNair, Washington, DC 20319.

Categories of individuals covered by the system:

All students currently enrolled in the resident course of instruction at the Industrial College.

Categories of records in the system:

File contains student number and current course and section assignment.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Dean of Students: To assign students to various elective courses and sections, prepare rosters of assignments, analyse numbers of inter-student contacts, input to Resident Student Evaluation System File.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Disk file.

Retrievability:

Sequenced by student number.

Safeguards:

File information available only to trained and authorized Industrial College personnel.

Retention and disposal:

File maintained through current academic year only.

System manager(s) and address:

Dean of Students, Industrial College of the Armed Forces, Ft McNair, Washington, DC 20319.

Notification procedure:

Information may be obtained from:
Dean of Students
Industrial College of the Armed Forces
Ft McNair
Washington, DC 20319
Telephone: Area Code 202/693-8306

Record access procedures:

Requests by students should be made directly to the SYSMANAGER.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Preferences submitted by the individual students.

Systems exempted from certain provisions of the act:

None

A1012.04eDAPE

System name:

1012.04 Resident Student Evaluation System File

System location:

Industrial College of the Armed Forces, Ft McNair, Washington, DC 20319.

Categories of individuals covered by the system:

All students currently enrolled in the resident course of instruction at the Industrial College.

Categories of records in the system:

File contains student course and section assignments, evaluations received for each course, course weights, evaluator assignments.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Dean of Students: Preparation of reports of student academic standings for use in preparing academic reports on the individual students, accountability of courses completed by the students, analysis of achievements in the various courses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Random access disk file.

Retrievability:

Locally assigned student identification number.

Safeguards:

File information available only through trained and authorized Industrial College personnel, as specifically directed by the Dean of Students. Portions of retrieval software passworded.

Retention and disposal:

File maintained through current academic year only.

System manager(s) and address:

Dean of Students, Industrial College of the Armed Forces, Ft McNair, Washington, DC 20319.

Notification procedure:

Information may be obtained from:
Dean of Students
Industrial College of the Armed Forces
Ft McNair
Washington, DC 20319
Telephone: Area Code 202/693-8306

Record access procedures:

Requests by students should be made directly to the Dean of Students, Industrial College of the Armed Forces, Ft McNair, Washington, DC 20319.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Assignments from Resident Student Section Assignment File and Resident Student Electives Assignment File.

Grades from the evaluations submitted by the designated faculty evaluators.

Systems exempted from certain provisions of the act:

None

A1012.04fDAPE

System name:

1012.04 Resident Student Biographical Data Base

System location:

Industrial College of the Armed Forces (ICAF), Ft McNair, Washington, DC 20319.

Categories of individuals covered by the system:

All students currently enrolled in the resident course of instruction at the Industrial College.

Categories of records in the system:

File contains student number, social security number (SSN), name, grade, branch of service or civilian agency, prior education, date of birth, date of rank, years of federal service, marital status, wife's name.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Dean of Students: Preparation of initial rosters for personnel officer use; statistical analysis of student body composition.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Random access disk file.

Retrievability:

Locally assigned student identification number.

Safeguards:

File information available only through trained and authorized Industrial College personnel.

Retention and disposal:

File maintained through current academic year only.

System manager(s) and address:

Head of the Department of Administration, Industrial College of the Armed Forces, Ft McNair, Washington, DC 20319.

Notification procedure:

Information may be obtained from:
Dean of Students
Industrial College of the Armed Forces
Ft McNair
Washington, DC 20319
Telephone: Area Code 202/693-8306

Record access procedures:

Requests by students should be made directly to the Dean of Students, Industrial College of the Armed Forces, Ft McNair, Washington, DC 20319.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Biographical questionnaires submitted by the students, as updated by related documents.

Systems exempted from certain provisions of the act:

None

A1012.04gDAPE

System name:

1012.04 Resident Section Assignment File

System location:

Industrial College of the Armed Forces, Ft McNair, Washington, DC 20319.

Categories of individuals covered by the system:

All students currently enrolled in the resident course of instruction at the Industrial College.

Categories of records in the system:

File contains student number, current course and section assignment, preference for this assignment, current office and telephone number.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Dean of Students: Assignment of students to various core curriculum courses and sections, preparation of rosters of assignments, analysis of numbers of inter-student contacts, input to Resident Student Evaluation System File.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Disk file.

Retrievability:

Sequenced by student number.

Safeguards:

File information available only to trained and authorized ICAF personnel.

Retention and disposal:

File maintained through current academic year only.

System manager(s) and address:

Dean of Students, Industrial College of the Armed Forces, Ft McNair, Washington, DC 20319.

Notification procedure:

Information may be obtained from:
Dean of Students
Industrial College of the Armed Forces
Ft McNair
Washington, DC 20319
Telephone: Area Code 202/693-8306

Record access procedures:

Requests by students should be made directly to the Dean of Students.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Preferences submitted by the individual students.

Systems exempted from certain provisions of the act:

None

A1012.09aDASG

System name:

1012.09 House Staff Evaluation Report File

System location:

Primary System: Graduate Medical Education Branch, Education and Training Division, Army Medical Personnel Support Agency (SGPE-EDG), Room 7B-014, Forrestal Building, Washington, DC 20314.

Decentralized Segments: Commander, Brooke Army Medical Center, Ft Sam Houston, TX 78234; Commander, Fitzsimons Army Medical Center, Denver, CO 80240; Commander, Letterman Army Medical Center, San Francisco, CA 94129; Commander, Madigan Army Medical Center, Tacoma, WA 98431; Commander, Tripler Army Medical Center, Army Post Office (APO) San Francisco 96438; Commander, Walter Reed Army Medical Center, Washington, DC 20012; Commander, William Beaumont Army Medical Center, El Paso, TX 79920; Commander, Womack Army Hospital, Ft Bragg, NC 28307; Commander, DeWitt Army Hospital, Ft Belvoir, VA 22060; Commander, Martin Army Hospital, Ft Benning, GA 31905; Commander, Dwight Eisenhower Army Medical Center, Ft Gordon, GA 30905; Commander, Silas B. Hays Army Hospital, Ft Ord, CA 93941.

Categories of individuals covered by the system:

All military physicians currently participating in a United States (US) Army graduate medical education program.

Categories of records in the system:

File contains from 1 to 3 Department of the Army (DA) Forms 1970-R, (House Staff Evaluation Report) on individuals indicated above. Contains name, rank, social security number (SSN), and evaluation of graduate medical training performance.

Authority for maintenance of the system:

Title 10 U.S.C., Chapter 401, Section 4301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Graduate Medical Education Branch: To increase the professional qualification information available on an individual currently participating in a graduate medical education program and applying for another graduate medical education program; to evaluate the effectiveness of the selection process for graduate medical education; to develop a position on an individual's ability to function as a physician in his selected area of training; to assist career managers in proper assignment of an officer after he completes training.

Education and Training Committees, US Army Teaching Hospitals: To monitor professional and career development of Medical Corps officers participating in graduate medical education.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of trainee.

Safeguards:

Graduate Medical Education Branch records maintained in suite of offices staffed by responsible personnel. Offices are locked during non-duty hours. Only authorized personnel who are properly cleared have access. The building employs security guards during non-duty hours and on weekends and holidays, and a building pass is required for entry.

Retention and disposal:

Records are retained in active file until 6 months after an individual has completed or terminated training, then destroyed.

System manager(s) and address:

Commander, Army Medical Department Personnel Support Agency; Commanders of US Army Teaching Hospitals.

Notification procedure:

Information may be obtained from:
AMEDDPERSA (SGPE-EDG)
Room 7B-014
Forrestal Building
Washington, DC 20314
Telephone; Area Code 202/693-5455

Record access procedures:

Requests from individuals should be addressed to: Army Medical Personnel Support Agency (SGPE-EDG), Room 7B-014, Forrestal Building, Washington, DC 20314

Written request for information should contain the full name of the individual, current mailing address and telephone number, current unit of assignment (if on active duty), specialty or specialties and internship training received in US training facilities. Visits are limited to AMEDDPERSA (SGPE-EDG), Forrestal Building, Washington, DC 20314.

For personal visits, the individual should be able to provide some acceptable identification; i.e., military identification card or driver's license, and give some verbal information that could be verified with his evaluation reports.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

DA Form 1970-R completed by each trainee's immediate superior.

Systems exempted from certain provisions of the act:

None

A1012.10aDASG

System name:

1012.10 AMEDD Training Application Status Record

System location:

Continuing Health Education Branch, Education and Training Division, Army Medical Department (AMEDD) Personnel Agency, (SGPE-EDT), Forrestal Building, Washington, DC 20314.

Categories of individuals covered by the system:

Military personnel who apply for a short course which is funded by the Army Medical Department centralized training fund.

**Categories of records in the system:**

File consists of a 5 inch x 8 inch card which contains individual's name, social security number (SSN), course date and title; dates application received and dispatched; and action taken.

**Authority for maintenance of the system:**

Title 10 U.S.c., Chapter 401, Section 4301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To obtain the status of short course application and to record courses that individuals attend; also serves as a suspense card to insure the timely processing of applications.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

5x8 cards in card filing cabinets.

**Retrievability:**

Filed by individual's name and corps of assignment.

**Safeguards:**

Building employs security guards. After normal duty hours the room in which the records are stored is locked. Access to this card file is limited to those individuals who process applications.

**Retention and disposal:**

Records are kept 2 years then destroyed.

**System manager(s) and address:**

Chief, Continuing Health Education Branch, Education and Training Division, Army Medical Department Personnel Support Agency, Forrestal Building, Washington, DC 20314.

**Notification procedure:**

Information may be obtained from:

COMMANDER
AMEDD PERSA
ATTN: SGPE-EDT
Room 7B022, Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-5358

Written requests for information should contain the full name of the individual, SSN, and corps.

For personal visits, requester must present military identification card as proof of identity.

**Record access procedures:**

Requests from individuals should be addressed to: Commander, AMEDD Personnel Agency, ATTN: SGPE-EDT, Room 7B022, Forrestal Building, Washington, DC 20314.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Application for Professional Training form submitted by the applicant and the Approval for Professional Short Term Training form prepared by Continuing Health Education Branch.

**Systems exempted from certain provisions of the act:**

None

## A1012.11aDASG

**System name:**

1012.11 Continuing Medical Education Course Attendance Files

**System location:**

Armed Forces Institute of Pathology, Walter Reed Army Medical Center, Washington, DC 20306.

**Categories of individuals covered by the system:**

Individuals who have attended continuing medical education courses conducted by the Armed Forces Institute of Pathology.

**Categories of records in the system:**

Documents reflecting requests for attendance and completion of courses.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301; Title 44 U.S.C., Section 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose is to facilitate billing for course attendance fees, to meet course accreditation requirements, and to verify attendance when requested by individuals concerned.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

File by last name under each course attended.

**Safeguards:**

Access to the Armed Forces Institute of Pathology is controlled. Access to records is limited to authorized personnel.

**Retention and disposal:**

Held 7 years in active file then transferred to Forest Glen records holding area and held for 3 years. At the end of 3 years retired to National Personnel Records Center (Military), 9700 Page Boulevard, St. Louis, MO 63122.

**System manager(s) and address:**

The Surgeon General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from the Associate Director for Medical Education, Armed Forces Institute of Pathology, Walter Reed Army Medical Center, Washington, DC 20306.

**Record access procedures:**

Requests from individuals should be addressed to the Associate Director for Medical Education, Armed Forces Institute of Pathology, Walter Reed Army Medical Center, Washington, DC 20306.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYS-MANAGER.

**Record source categories:**

Written request by individual for attendance at continuing medical education courses.

**Systems exempted from certain provisions of the act:**

None

## A1013.01DAPC

**System name:**

1013.01 Civilian School Files

**System location:**

Primary System: United States (US) Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Decentralized Segments: Army commands/stations/installations/organizations/activities including overseas areas.

**Categories of individuals covered by the system:**

Any military service member who applies for or is selected for attendance at civilian school; or for training with industry; or participation in a fellowship/scholarship program of training or instruction.

**Categories of records in the system:**

File contains Department of the Army (DA) Forms 1618-R, 2086-R, 2593-R, 3719-R which include personal data of name, grade, social security number, address, home phone, duty phone, permanent legal address, branch of service, date of birth, marital status, number of dependents, state of legal residence, military occupational specialties, enlistment status, component, foreign service, civilian educational data, military educational data, transcripts, academic records, social fraternities, honorary fraternities, clubs, degree major, class standing, and personal resumes; Standard Form 1034 (Public Voucher for Purchases and Services Other than Personal), school contracts; student training report; photographs; enlisted qualification record; theses; statements of service and schooling obligation; United States Armed Forces Institute test reports; civilian institution Academic Evaluation reports; correspondence between (1) individual student, (2) Army commands and staff agencies, (3) civilian industry training agencies, (4) and civilian educational schools.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301; Title 10 U.S.C.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

US Army Military Personnel Center: To document, monitor, manage, and administer the service member's attendance at a civilian training agency or civilian school under the authority of Title 10 U.S.C., Section 4301.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by name.

Safeguards:

Files and records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Records have a retention space of from 2 to 10 years depending on the category of the individual record concerned and/or the element maintaining the file.

System manager(s) and address:

US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

Notification procedure:

Information may be obtained from:
HQDA (DAPC-MSO)
Hoffman Bldg 2
200 Stovall Street
Alexandria, VA 22332

Appropriate command/station/installation/organization/activity/overseas command of the student service member as shown in the Directory of Units.

Record access procedures:

Written requests for information should contain the full name, grade, branch of service, service identification number, and civilian school or training agency (if known), and the current address.

For personal visits, the individual should be able to provide acceptable military identification or acceptable identification, i.e., a driver's license with other identification normally used in business transactions.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

Record source categories:

Application and related forms incident to the service member's qualification for attendance at a specified civilian school or training agency; records, forms, documents, and correspondence originating in/ by DA Staff agencies and commands, the student service member, and civilian school or industry training agency.

Systems exempted from certain provisions of the act:

None

A1013.02aDASG

System name:

1013.02 Long Term Civilian Training Student Contract Files

System location:

Primary System: Civilian Health Education Branch, Education and Training Division, Army Medical Personnel Support Agency (AMEDDPERSA) (SGPE-EDC), Washington, DC 20314.

Decentralized Segments: Army Medical Department (AMEDD) Student Detachment, Academy of Health Sciences, Ft Sam Houston, TX 78234; Plans & Program Branch, Education & Training Division, AMEDDPERSA, Washington, DC 20314; Purchasing & Contracting Office, Procurement Division, Ft Bragg, NC 28307; Purchasing & Contracting Office, Procurement Division, Ft Knox, KY 40121; Purchasing & Contracting Office, Procurement Division, Ft Riley, KS 66442; Purchasing & Contracting Office, Procurement Division, Ft Lewis, WA 98433; Purchasing and Contracting Office, Procurement Division, Cameron Station, Alexandria, VA 22314; Finance & Accounting Office, Ft Sam Houston, TX 78234.

Categories of individuals covered by the system:

All AMEDD personnel currently participating in long term civilian training on a fully funded basis in the following programs: pre-Walter Reed Army Institute of Nursing Program (Nonresident Phase), Army Student Nurse Program, Validated Requirements Program, Undergraduate Program, and Medical, Osteopathic, Dental and Veterinary Education for Army Officers Program.

Categories of records in the system:

File contains 1 to 4 copies of Office of the Surgeon General (OTSG) Form 896, Instructions to Negotiate Contract for Civil Schooling of Army Medical Department Personnel, 1 copy of Army Health Services (AHS) Form 67a, Enrollment Application for Civilian Schools; 1 copy of individual's Letter of Acceptance from the civilian college or university; 1 copy of Department of the Army (DA) Form 3838, Application for Professional Training; 1 copy of each 'Request for Amendment of Contract for Civilian Schooling of Army Medical Department Personnel'; copies of all correspondence between student personnel and return correspondence.

Authority for maintenance of the system:

Title 10 U.S.C., Chapter 401, Section 4301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Civilian Health Education Branch: To request issuance of an Educational Service Agreement (Contract) between the Army and a civilian academic institution for the purpose of sending AMEDD officer and enlisted personnel to long term civilian training under 5 fully funded programs: The Pre-Walter Reed Army Institute of Research (Nonresident Phase), Army Student Nurse Program, Validated Requirements Program; Undergraduate Program, and Medical, Osteopathic, Dental and Veterinary Education for Army Officers Program; to amend aforementioned contracts; to manage the funding of AMEDD officer and enlisted personnel under contract.

Plans and Programs Branch, AMEDDPERSA: The OTSG Form 896 is used to issue fund citations and as a control document.

AMEDD Central Student Detachment: The OTSG Form 896 is a control document for students under the fully funded programs who are eligible for a maximum of

100.00 reimbursement for books and minor expenditures.

Purchasing and Contracting Offices: The OTSG Form 896 and amendments are used as control documents for negotiating an Educational Service Agreement (ESA) with civilian academic institutions and for issuing Department of Defense (DD) Form 1155, Purchase Orders, against the ESA for each military student at the academic institution.

Finance and Accounting Office, Ft Sam Houston: The OTSG Form 896 and amendments are used as a control document for accounting purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of student, by program.

Safeguards:

Civilian Health Education Branch records are maintained in one of a suite of offices which are locked during non-duty hours. The office is staffed by responsible personnel and only authorized personnel are given access to the records. Security guards are on duty during and after duty hours, to include weekends and holidays. A building pass is required for entry.

Retention and disposal:

Records are temporary. They are destroyed 2 years after an individual has completed training or has been cancelled or withdrawn from the program.

System manager(s) and address:

Commander, Army Medical Department Personnel Support Agency.

Notification procedure:

Information may be obtained from:
AMEDDPERSA (SGPE-EDC)
Room 7B014
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-5368

Record access procedures:

Requests from individuals should be addressed to: Army Medical Department Personnel Support Agency (SGPE-EDC), Room 7B014, Forrestal Bldg, Washington, DC 20314.

Written requests for information should contain the full name of the individual, social security number, current mailing address and telephone number, current unit of assignment (if on active duty), sponsoring program and calendar years in training.

For personal visits, the individual should be able to provide some acceptable identification; i.e., driver's license, employing office identification card, and give some verbal information that can be verified with his case folder.

Contesting record procedures:

The Army's rules for access to records and for contesting contents or appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Individual application for training (DA Form 3838) and the financial requirements of the academic institution.

**Systems exempted from certain provisions of the act:**

None

**A1013.04aDASG**

**System name:**

1013.04 Residency, Subspecialty and Fellowship Training

**System location:**

Graduate Medical Education Branch, Education and Training Division, Army Medical Department Personnel Support Agency (AMEDDPERSA) (SGPE-EDG), Forrestal Building, Washington, DC 20314.

**Categories of individuals covered by the system:**

All physicians applying in the current year or previous year for US Army sponsored residency, subspecialty or fellowship training in any Federal facility or civilian institution.

**Categories of records in the system:**

File contains one or more copies of Department of the Army (DA) Form 3838 (Application for Professional Training), letters of recommendation for training, individual's photo, medical school transcripts and any correspondence or other paperwork received or supplied concerning an individual's application for residency, subspecialty or fellowship training.

**Authority for maintenance of the system:**

Title 10 U.S.C., Chapter 401, Section 4301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To determine eligibility for current and future graduate medical education; to determine level of entry into current and future graduate medical education.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by specialty, by last name of applicant.

**Safeguards:**

Graduate Medical Education Branch records maintained in suite of offices staffed by responsible personnel. Offices are locked during non-duty hours. Only authorized personnel who are properly cleared have access. The building employs security guards during non-duty hours, on weekends and holidays, and a building pass is required for entry.

**Retention and disposal:**

Records are retained in active file until individual is selected for training or until 1 year after an individual is not selected for training, provided that individual does not reaffirm his interest for application in the next training cycle. Files on individuals selected for training are transferred to Medical Corps Career Assignment Office, Army Medical Department Personnel Support Agency (SGPE-MC), where they are integrated into the selectee's career branch individual file. Files on individuals not selected for training and not reaffirming application are destroyed.

**System manager(s) and address:**

Commander, Army Medical Department Personnel Support Agency.

**Notification procedure:**

Information may be obtained from:
AMEDDPERSA (SGPE-EDG)
Room 7B-014
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-5455

**Record access procedures:**

Requests from individuals should be addressed to: Army Medical Department Personnel Support Agency (SGPE-EDG), Room 7B-014, Forrestal Building, Washington, DC 20314.

Written request for information should contain the full name of the individual, current mailing address and telephone number, current unit of assignment (if on active duty), specialty or specialties and internship training received in United States training facilities. Visits are limited to AMEDDPERSA (SGPE-EDG), Forrestal Building, Washington, DC 20314.

For personal visits, the individual should be able to provide some acceptable identification; i.e., military identification card or driver's license, and give some verbal information that could be verified with his evaluation reports.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

DA Form 3838, telephone information, interview information, and any written inquiries or general correspondence concerning an individual's application for residency, subspecialty or fellowship training.

**Systems exempted from certain provisions of the act:**

None

**A1013.05aDASG**

**System name:**

1013.05 US Army Graduate Medical Education Trainee Card File

**System location:**

Graduate Medical Education Branch, Education and Training Division, Army Medical Department Personnel Support Agency (SGPE-EDG), Forrestal Building, Washington, DC 20314.

**Categories of individuals covered by the system:**

All physicians who are receiving, or since 1947 have received, any program of long term graduate medical education under United States (US) Army sponsorship in any Federal facility or civilian institution.

**Categories of records in the system:**

File contains 3' x 5' index cards with individual's name, rank, social security number and history of US Army sponsored training in Federal training facilities or civilian institutions.

**Authority for maintenance of the system:**

Title 10 U.S.C., Chapter 410, Section 4301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To verify finishing dates for training when an officer requests release from active duty; to verify length of training when this information is not available in an officer's official military personnel file; to verify type of subspecialty training within basic training specialties; to specify names of individuals who approved training at different levels; to provide input for special projects levied on The Surgeon General by various other Army and Federal agencies; to main- tain a count on the total number of individuals completing training since the US Army Graduate Medical Education Program began in 1947; to maintain information on former inquiries and information provided in response to those inquiries.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of trainee.

**Safeguards:**

Graduate Medical Education Branch records maintained in suite of offices staffed by responsible personnel. Offices are locked during non-duty hours. Only authorized personnel who are properly cleared have access.

**Retention and disposal:**

Records are permanent. They will be retained in the active file indefinitely as reference material.

**System manager(s) and address:**

Commander, Army Medical Department Personnel Support Agency.

**Notification procedure:**

Information may be obtained from:
AMEDDPERSA (SGPE-EDG)
Room 7B-014
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-5455

**Record access procedures:**

Requests from individuals should be addressed to: Army Medical Department Personnel Support Agency (SGPE-EDG), Room 7B-014, Forrestal Building, Washington, DC 20314.

Written request for information should contain the full name of the individual, current mailing address and telephone number, current unit of assignment (if on active duty), specialty or specialties and internship training received in US training facilities or under US Army sponsorship in civilian facilities. Visits are limited to AMEDD-PERSA (SGPE-EDG), Forrestal Building, Washington, DC 20314.

For personal visits, the individual should be able to provide some acceptable identification; i.e., military identification card or driver's license, and give some verbal information that could be verified with his evaluation reports.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Department of the Army (DA) Form 3838 (Application for Professional Training), telephone inquiries, in person inquiries, or written inquiries and general correspondence concerning an individual's graduate medical education.

**Systems exempted from certain provisions of the act:**

None

## A1014.06aDAAG

**System name:**

1014.06 College Equivalency Evaluation

**System location:**

The Adjutant General Center (Department of the Army (DA), Education Directorate);

Military Personnel Center (Department of the Army, AG-Personnel Records Division).

**Categories of individuals covered by the system:**

Army service member who might request that Education Services Officer evaluate his transcripts in pursuance of the College Equivalency Certificate or higher education.

**Categories of records in the system:**

Files contain individual's application for Department of the Army Two-Year College Equivalency Certificates. The processing paper will include substantiating documents, such as college transcripts, certificates from academic and vocational-technical schools, certificates from military training courses, letters of academic evaluation and acceptance from colleges and universities. Certificates of correspondence study and DANTES (Defense Activity for Non-Traditional Education Support) test results reporting forms.

**Authority for maintenance of the system:**

Title 4 U.S.C., 'Enlisted Members of Army - Schools.'

PL 91-219; PL 92-540-Predischarge Education Program.

The Annual Appropriations Act - Tuition Assistance.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The Two-Year Equivalency is used by Commissioned Officers in their application for regular Army appointment and by Noncommissioned Officers in achieving recognition of two years of college credit.

DA Two-Year Equivalency is used in rates promoting professional development in table(s) of organization and equipment (TOE) units which are heavily committed to field duty and training.

The letter of request, including inclosures, and a copy of the approved DA Certification will be included in the applicant's official file that is maintained by the United States (US) Army Military Personnel Center (USAMILPERCEN).

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Buildings employ security guards. Records are maintained in area accessible only to authorized personnel that are properly screened, cleared and trained. File cabinet is kept locked during non-duty hours.

**Retention and disposal:**

Records are permanent. They are held in active file until individual is discharged, separated or retired by the USAMILPERCEN.

**System manager(s) and address:**

The Adjutant General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

**Notification procedure:**

Individuals on active duty should contact their installation Education Services Officer (ESO) or Department of the Army Civilian Education Counselor.

Information may be obtained from:
HQDA (DAAG-EDG)
Rm 5A109
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-7748

**Record access procedures:**

Requests from individuals should be addressed to: Headquarters, Department of the Army (DAAG-EDG), Room 5A109, Forrestal Building, Washington DC 20314

**Contesting record procedures:**

The Army's rules for access to the records and for contesting contents and appeals by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

The DA Two-Year Equivalency is originated at the Army Education Center of the individual concerned.

**Systems exempted from certain provisions of the act:**

None

## A1014.07aDAAG

**System name:**

1014.07 Enrollment Application Files

**System location:**

Army installations having a troop strength of 750 or more will maintain at least one Army Education Center or subcenter.

Isolated units, and off post activities will be satellited for educational services upon the nearest installation having an Army Education Center where the forms are kept.

**Categories of individuals covered by the system:**

Each service member who participates in the general education development (GED) program, enrolls in an educational institution and requests government assistance, will complete Tuition Assistance Form.

**Categories of records in the system:**

Department of the Army (DA) Form 2171 - Request for Tuition Assistance is the major record for individual use of appropriate funds for up to 75

government assistance to attend off-duty classes conducted by accredited civilian educational institutions.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 4302, 'Enlisted Members of Army - Schools'.

PL 91-219; PL-540 - Predischarge Education Program

The Annual Appropriations Act - Tuition Assistance.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

This form is designed to be of functional value to the Army and the individual military student by providing information for effective career counseling, and for requesting government financial assistance.

Professionally qualified Department of the Army Civilian (DAC) counselors will provide academic, military-related, vocational-technical services to each military person for purposes of assisting them in completing career objectives.

Copies will be provided to educational institution, contracting officer, Officer Personnel Directorate, and local personnel office.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Stored in file cabinets within the Army Education Centers.

File folders are retained 2 years and retired.

Files handled only by authorized personnel prescribed in Army Regulation 604-20.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Army Education Centers are kept locked during non-duty hours. Records maintained in areas accessible only to authorized Army and DAC personnel that are properly screened, cleared and trained.

**Retention and disposal:**

They are retained in active file until end of fiscal year, held 1 additional year in inactive file and subsequently retired.

**System manager(s) and address:**

The Adjutant General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Individuals on active duty should contact their installation Education Services Officer or his designated representative.

**Record access procedures:**

Written requests for information should contain the full name of the individual, current address, telephone number, and the social security or Army service number.

For personal requests, individual must present his official identification card or some acceptable identification; such as, driver's license.

**Contesting record procedures:**

The Army's rules for access to the records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

The DA Form 2171 is originated at the Army Education Center servicing the individual concerned.

**Systems exempted from certain provisions of the act:**

None

## A1014.07bDAPE

**System name:**

1014.07 Correspondence School Basic Data File

**System location:**

Industrial College of the Armed Forces, Ft McNair, Washington, DC 20319.

**Categories of individuals covered by the system:**

All authorized enrollees in the Industrial College Correspondence School.

**Categories of records in the system:**

File contains social security number (SSN), name, address, military/civilian component, rank or grade, date of enrollment for all students enrolled in the course.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Department of Nonresident Instruction, miscellaneous communications with enrollees regarding progress through course of instruction; miscellaneous management level reports to reflect composition of student body.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic tape.

**Retrievability:**

Sequenced by SSN.

**Safeguards:**

File information available only to trained and authorized Industrial College personnel.

**Retention and disposal:**

Records are permanent. Records are retained in active portion of file during student's enrollment in course, at which time records are retired to historic portion of file.

**System manager(s) and address:**

Head of the Department of Nonresident Instruction, Industrial College of the Armed Forces, Ft McNair, Washington, DC 20319.

**Notification procedure:**

Information may be obtained from:
Head, Department of Nonresident Instruction
Industrial College of the Armed Forces
Ft McNair
Washington, DC 20319
Telephone: Area Code 202/693-8672

**Record access procedures:**

Requests from enrollees should be addressed to the above address.

Written requests for information should contain full name of the requester, current, SSN and date of enrollment and/or graduation.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Application for enrollment from individual, and related documents.

**Systems exempted from certain provisions of the act:**

None

## A1014.08aDAAG

**System name:**

1014.08 General Educational Development (GED) Individual Record.

**System location:**

Army installations having a troop strength of 750 or more will maintain at least one Army Education Center or subcenter where the GED individual records are stored.

Small posts, isolated units, and off-post activities will be satellited for educational services upon the nearest installation having an Army Education Center where the forms are stored.

**Categories of individuals covered by the system:**

Each service member who participates in the Army GED program will have his progress recorded on the GED Individual Record.

**Categories of records in the system:**

Department of the Army (DA) Form 669 (GED Individual Record) is the major record of counseling and educational progress of the individual's academic and vocational-technical achievements.

Aptitude area scores; Military Occupational Specialty (MOS) codes and titles; transcripts; certificates from civilian academic and vocational-technical institutions, government agencies, national labor organizations; and other pertinent educational and counseling information will be entered on the DA Form 669.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 4302, 'Enlisted Members of Army - Schools.'

Pub. L. 91-219; Pub. L. 92-540 - Predischarge Education Program.

The Annual Appropriations Act - Tuition Assistance.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

This record is designed to be of functional value to the Army and the individual military student by providing information for effective career counseling.

Professionally qualified, full-time Department of Army civilian counselor personnel will provide academic, military-related, vocational-technical, testing, interpretive, and referral services to each military person for purposes of assisting them in establishing career objectives.

This information will be recorded on the DA Form 669 for future reference to be used by the individual and other Army counseling personnel.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Stored in file cabinets within the Army Education Centers.

Transferred during Permanent Change of Station (PCS) moves via the Military Personnel Records Jacket, United States Army (DA Form 201) and handled only by authorized personnel.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Army Education Centers are kept locked during non-duty hours. Records maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Information retained on the DA Form 669 may not be released to non-governmental agencies or individuals without the consent of the individual concerned.

**Retention and disposal:**

Upon discharge, separation, or retirement, this record will be given to the individual during final counseling.

The DA Form 669 will be destroyed if the service member dies while on active duty.

**System manager(s) and address:**

The Adjutant General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Individuals on active duty should contact their installation Education Services Officer (ESO) or Education Counselor.

Record access procedures:

Active duty personnel may obtain their academic, vocational-technical, test results and counseling information recorded on the DA Form 669 by contacting their ESO.

Individual must present official identification card prior to receipt of DA Form 669 from the ESO or DAC counselor.

Contesting record procedures:

The Agency's rules for access to the records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

The DA Form 669 is originated at the Army Education Center of the individual concerned.

Transcripts, grades, test results, certificates and counseling information from: service schools; servicing military personnel offices; civilian academic and vocational-technical institutions; proprietory institutions; professional testing centers/associations; accrediting associations (educational-national, state and local); foreign academic and vocational-technical schools/institutions; national, state and local trade/labor unions/organizations; government agencies; counseling information from DAC personnel, ESO, Service School personnel, college/university registrars and instructors.

Systems exempted from certain provisions of the act:

None

A1014.08bDAAG

System name:

1014.08 GED Reference Papers/Participation Education Program

System location:

Primary System: Army Education element at installations having an education program. Official mailing addresses are in the organizational directory in the Appendix to these system notices. Decentralized Segments: Separate elements within the commander's area of responsibility.

Categories of individuals covered by the system:

Active duty military personnel who have participated in the General Educational Development (GED) Program.

Categories of records in the system:

Listing contains name, grade, social security number (SSN), military address, GT score, education level, type of parti- cipation, date and Education Branch activity initiating the participation.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012, 'Secretary of the Army: Powers and Duties; delegation by.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Education Branch to derive data for Education Services reports required by Army Regulation (AR) 621-5 and to derive management data on program effectiveness.

Purpose of decentralized system is to inform commanders of Education Program participation by members of their units.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer paper printouts in binders or paper records in file folders.

Retrievability:

Filed by military address, type of participation and name and SSN of participant.

Individual records are retrieved by use of name or SSN.

Safeguards:

Records are maintained in an area accessible to authorized and trained personnel only. They are maintained in locked cabinets, safes or vaults when not in use.

Retention and disposal:

Records are destroyed when superseded, obsolete or no longer needed for reference.

System manager(s) and address:

Education Services Officer or Education Officer at installations having an Education Program.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, and any other personal identifying data which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'CASE' folder.

Record access procedures:

Written requests should contain the name, SSN, date of participation, military address at time of participation in the Education Program.

Personal visits are limited to the Administrative Office of the Education Branch. Individuals should be able to provide identification and give some verbal verification of the informa- tion in file folder.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Data are derived from information provided by service member during active duty and from educational institutions where courses have been completed.

Systems exempted from certain provisions of the act:

None

A1014.08cDAAG

System name:

1014.08 College Transcript Registry System

System location:

Primary System: American College Testing Program (ACT), PO Box 168, Iowa City, IA 52240.

Decentralized Segments: Education Directorate, The Adjutant General Center (TAGCEN), Forrestal Building, Washington, DC 20314; Army Education Center, Ft Eustis, VA 23604; and Army Education Center, Ft Polk, LA 71459.

Categories of individuals covered by the system:

All military personnel assigned or attached to Fts Eustis and Polk who have participated in the Army Continuing Education System and who have attended Army service schools.

Categories of records in the system:

Records include Education Services Officer File, Course/Test File, Soldier File, Confirmation Rosters - Courses, Confirmation Rosters - Tests, separation lists, and correspondence or documents containing similar or related information.

The Soldier File contains the following information: name, social security number (SSN), date of birth, racial/ethnic data (optional), sex (optional), pay grade, unit number, primary and secondary military occupational specialties, and record of each course or test the individual has taken -- in the form of course/test number, test scores, and education services officer identification code.

Separation lists contain home addresses.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of the system is to provide a transcript, properly authenticated and endorsed by an independent agency recognized by the academic institutions, to the individual or to academic institutions, or other agencies designated by the affected member to allow advanced placement of the individual in an educational program, which precludes a retake of basic college courses; for verification of training and experiences recognized by the civilian labor market; and to conduct research.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on computer magnetic tapes and drums at ACT and TAGCEN.

Paper records in file folders, cards in card files, and computer printouts may be filed at any/all locations participating in the system.

Retrievability:

Records are retrieved by SSN and name or by one, or a combination of, data elements contained in the system.

Safeguards:

At ACT the physical security of the registry data is guarded in a variety of ways. Data are collected and distributed via first class

mail. The data-collection forms are retained in security containers for a year after the data have been entered into the system. All programs and data files are kept in a secure environment, which includes closed-circuit video monitoring, the use of identification cards and passes, with restricted areas (such as the tape library) open only to certain employees. The building also includes fire detection and suppression equipment.

At other locations buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal:

Data-collection forms and related correspondence are destroyed 1 year after data are transferred to the register. The individual record will be dropped from the active register when there are too few event segments (records of courses/tests taken) for an individual in any given quarter or the individual is separated from the Army. No data for persons with too few event segments will be kept. Data on separated individuals will be stored on an inactive register, retained at ACT for 3 years, transferred to TAGCEN, held for 10 years and destroyed. (This retention period is subject to approval by the National Archives and Records Service.)

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from:
HQDA (DAAG-ED)
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-7748

Record access procedures:

Transcript requests from individuals should be addressed to Education Services Officer at Ft Eustis or Ft Polk, as applicable.

Written requests for information should contain the full name of the individual, SSN, current address, and telephone number.

Visits are permitted to the Education Directorate, TAGCEN (DAAG-ED), Forrestal Building, Washington, DC 20314 and at the Army Education Centers at posts where data are maintained.

For personal visits, the individual should be able to give sufficient identification, i.e., military identification card, driver's license, and give some verbal information that could be verified with his/her records.

Contesting record procedures:

The Army's rules for access to records and for contesting contests and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Completed forms from individuals, forms from Education Services Officers at Fts Eustis and Polk which include: Department of the Army (DA) Form 4540, Apprenticeship Application; DA Form 1821, Army Continuing Education System; DA Form 669, Educational Development Record; DA Form 2171, Request for Tuition Assistance; and VA Form 22-1990, Request for Educational Assistance; United States Army Military Personnel Center (MILPERCEN) Officer Master Files (OMF) and Enlisted Master Files (EMF).

Systems exempted from certain provisions of the act:

None.

## A1014.10aDAAG

System name:

1014.10 Army Apprenticeship Program Participation Files

System location:

Primary System: Education Directorate, The Adjutant General Center, Forrestal Building, Room 5A109, Washington, DC 20314.

Decentralized Segments: Servicing Army Education Centers at posts, camps, and stations, Army-wide.

Categories of individuals covered by the system:

Any soldier who applies for enrollment in an Army Apprenticeship Program registered by the Bureau of Apprenticeship and Training, Department of Labor.

Categories of records in the system:

File contains following information on Army Apprenticeship Program participants: (1) name, (2) social security number (SSN), (3) education services officer identification code, (4) Dictionary of Occupational Titles Code, (5) military occupational specialty code, (6) apprenticeship program registration number, (7) home of record, (8) participant progress data, (9) birth date, (10) educational data, (11) veterans status, (12) racial/ethnic data, (13) sex, and (14) correspondence and documents containing similar or related information.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of system is to maintain participation/management data on participants in the Army Apprenticeship Program. Data are reported to Department of Labor periodically, and are used by that organization as the basis for registering applicants with that agency and issuance of journeyman certificates upon completion of period of apprenticeship.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, card files, computer magnetic tapes, and computer paper printouts.

Retrievability:

Information is accessed by SSN.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal:

Records are destroyed 5 years after the individual's termination/completion of apprenticeship training. (This retention period is subject to approval by the National Archives and Records Service.)

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from:
Headquarters, Department of the Army (DAAG-ED)
Room 5A109
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202/693-7748

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Department of the Army (DAAG-ED), Room 5A109, Forrestal Building, Washington, DC 20314.

Written requests for information should contain the full name of the individual, SSN, current address, and telephone number. Visits are permitted at the Education Directorate, The Adjutant General Center (DAAG-ED), Room 5A109, Forrestal Building, Washington, DC 20314, and at Army education centers at posts, camps, and stations where data are maintained.

For personal visits the individual should be able to provide some acceptable identification; i.e., driver's license or some other acceptable identification card, and give some verbal information which can be verified from his file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in 32 CFR Part 505 (Army Regulation 340-21).

Record source categories:

Apprenticeship application and periodic progress reports submitted by the individual.

Systems exempted from certain provisions of the act:

None

## A1015.01aDAAG

System name:

1015.01 Dependent Children School Program Files

System location:

Active students: Army-operated overseas dependents schools located in oversea areas or in the United States (US) at the following locations: Ft Benning, GA; Ft Bragg, NC; Ft Campbell, KY; Ft Jackson, SC; Ft Knox, KY; Ft McClellan, AL; Ft Rucker, AL; Ft Stewart, GA; US Military Academy, West Point, NY.

Former students: Washington National Records Center (WNRC), Washington, DC 20409.

Categories of individuals covered by the system:

Students in the Army-operated dependents schools located in oversea areas or in the US at installations cited above.

Categories of records in the system:

Enrollment files. Documents relating to the admission, registration, and departure of dependent school students. Included are pupil enrollment applications, course preferences, admission cards, drop cards, and similar or related documents.

Daily attendance register files. Documents reflecting the daily attendance of pupils at dependent schools. Included are forms, printouts, bound registers, and similar or related documents.

Elementary school academic record files. Documents reflecting the standardized achievement, mental ability, yearly grade average, attendance of each student, and the teachers' comments. Included are forms, notes, and similar or related documents.

Elementary school report card files. Documents reflecting grades, personality traits, and promotion or failure. Included are report cards and similar or related documents.

Elementary school teacher class register files. Documents reflecting daily, weekly, semester, or annual scholastic grades and averages, absence and tardiness data.

Elementary school student files. Documents pertaining to individual elementary school students. Included in each folder are reading records and health records; intelligence quotient, achievement, aptitude, and similar test results; notes related to pupil's progress and characteristics; and similar matters used by counselors and successor teachers.

Secondary school absentee files. Documents reflecting absence of students. Included are homeroom teachers' registers, secondary school daily attendance records of absentees reported by teachers, tardy slips for admission of students to classroom, transfer slips notifying teachers of new class or homeroom assignment, notices of change by school principal to teacher upon change of classroom, student applications for permission to be absent, student pass slips, and similar or related documents.

Secondary school academic record files (high school transcript). Documents reflecting student grades, and credits earned. Included are forms, notes, and similar or related documents.

Secondary school report card files. Documents reflecting scholastic grades, personality traits, and promotion or failure. Included are report cards and related documents.

Secondary school teacher class register files. Documents reflecting daily, weekly, semester, or annual scholastic marks and averages, absence and tardiness and withdrawal data. Included are class registers and similar or related documents.

Secondary school class reporting files. Documents reflecting teacher reports to principals and used as source documents for preparing secondary school academic record cards. Included are forms, correspondence, and similar or related documents.

Credit transfer certificate files. Documents reflecting secondary school scholastic credits earned. Included are certificates and similar or related documents.

Secondary school student files. Documents pertaining to individual secondary school students. Included in each folder are student health records, absence reports, and correspondence with parents/guardains pertaining to absence; records of achievement and aptitude tests; notes concerning participation in extracurricular activities, hobbies, and other special interests or activities of the student; and miscellaneous memoranda used by student counselors.

Authority for maintenance of the system:

Title 20 U.S.C., Chapter 25, Army-operated dependents schools located in oversea areas.

Title 20 U.S.C., Sections 236.451, 242.245, Army-operated dependents schools located in the United States; and Pub. L. 93-380.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Dependent children school program files (general): Records of students attending the Army-operated dependents schools located in oversea areas are used by school officials, including teachers, to determine the eligibility of children to attend these schools; to schedule children for transportation, to record daily and/or class attendance of students, and date of withdrawal. Records of students attending the Army-operated dependents schools located in the US at installations cited above are used by school officials, including teachers, and authorized representatives of the Secretary of Health, Education and Welfare, to determine eligibility of children to attend these schools, to determine transportation requirements, to record daily and/or class attendance of students, and date of withdrawal. Documents of students attending the Army-operated dependents schools located in the US are used also by officials of Federal and State agencies in connection with a student's application for or receipt of, financial aid in connection with an audit and evaluation of Federally supported education programs, or in connection with the enforcement of the Federal legal requirements which relate to such programs; or by authorized representatives of the Comptroller General of the US, the Secretary of Health, Education and Welfare, or the Secretary of the Army, as authorized by Public Law 93-380 to insure compliance with Part 99 of Title 45 of the Code of Federal Regulations which provides for the privacy rights of parents/guardians and students regarding access to students' school records.

Dependent children school program files (elementary): Used by school officials, including teachers, in the current and/or gaining school to develop and provide an educational program for elementary students by school personnel cited above. Documents are used in the following manner: To record teacher or standardized test data; to record attendance, absences, and/or tardiness of each student; to record recommendations for promotion or retention including teacher comments; to record daily, weekly, semester or annual grades; to develop and maintain reading records, health records, including school related medical needs; to record notes related to the individual pupil's progress and learning characteristics useful to professional school personnel in counseling the student and in the determination of his/her proper placement.

Dependent children school program files (secondary): Used by school officials, including teachers, in the current and/or gaining school to develop and provide an educational program for secondary students. Documents are used by school personnel cited above in the following manner: To record teacher and/or standardized test data; to record attendance, absences, and/or tardiness of each student; to form the basis for a decision on a student request for permission to be absent from a class or classes; to determine proper class or grade placement or graduation; to determine scholastic grades and/or grade point averages; to form the basis for school recommendations for student financial aid for post secondary education; to form the basis for preparing the secondary school transcript; to determine secondary school academic credits earned; to determine school related medical needs of a student; to determine, from correspondence from parents/guardians or medical authorities, the need for special attention in school activities; to note special interest or hobbies of the student.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Elementary school academic record and secondary school academic record (high school transcript) filed alphabetically by school, by school year, and last name of student.

Elementary school teacher class register file and secondary school teacher class register file are filed by school, school year, and by last name of teacher.

Remaining dependent school student files are filed by school, school year, and last name of student.

Safeguards:

Records maintained in files accessible only to authorized personnel.

Retention and disposal:

Enrollment files: Maintained at the respective school for 1 year after graduation, withdrawal, transfer, or death of the student, then destroyed.

Daily attendance register files: Destroyed after reviewing attendance registers for the next school year.

Elementary school academic record files: When a student transfers to another school, this file is forwarded by mail to the parent/guardian or official of the receiving school on request; or destroyed at the school 5 years after graduation, death, or withdrawal of the student.

Elementary school report card files: Released to parents/guardians or student at the end of the school year, or on transfer of student.

Elementary school teacher class register files. Destroyed at the school concerned after 5 years.

Elementary school student files: When a student transfers to another school, the reading record and health record are released to the parents/guardians or student for hand carrying to the receiving school. Remaining documents pertaining to the students are forwarded by mail to the official of the receiving school or the parent/guardian on request; if not requested, documents are destroyed at the school concerned 1 year after graduation, death, or withdrawal of the student.

Secondary school absentee files: Destroyed at the school after 1 year.

Secondary school academic record files (high school transcript): Destroyed after 70 years. When a student transfers to another Department of Defense (DOD) school, this file (transcript) is forwarded by mail to officials of the receiving school on request. When a

student transfers to a non-DOD school, a copy of the transcript is forwarded to the receiving school on request. Files not forwarded are retained at the school concerned for 5 years and then retired to the WNRC, Washington, DC 20409.

Secondary school report card files: Released to parents/guardians or student at the end of the school year, or on transfer of student.

Secondary school teacher class register files: Retained at the school concerned for 5 years and then destroyed.

Secondary school class reporting files: Destroyed at the school after 1 year.

Credit transfer certificate files: Destroyed at the school after 1 year.

Secondary school student files: Retained at the school concerned for 2 years after graduation, death, or withdrawal of the student. Note: When a student transfers to another school, the reading record and health record are released to the parents/guardians or student for hand carrying to the receiving school. Remaining documents pertaining to the student are forwarded by mail to the official of the receiving school or the parent/guardian on request.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from officials of the school concerned or from the WNRC, as appropriate.

Record access procedures:

Written requests for information on the records system and for instructions concerning personal visits may be forwarded to the principal of the Army-operated oversea dependents school, the superintendent of Army-operated dependents school located in the US at installations cited above, or from the WNRC. Written requests should contain the following information: current name, and, if different, the name used during the period inquirer was a student; date of birth; names of schools, locations, and dates of attendance.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Application for enrollment and related forms from the student or student's parents/guardians; teachers' comments, correspondence or documents from medical authorities; correspondence from parents/guardians; written requests from parents/guardians, students, or authorized officials to inspect the student's file and determinations thereto; determinations by school officials concerning the student's need for a particular course or educational program; recommendations for awards, commendations or adverse notifications and decisions; notification concerning suspensions, expulsions, or dismissal; parent/guardian or student requests for permission to be tardy or absent; parent's/guardian's permission for student's participation in class field trips, other school related trips, athletic activities, or vocational training outside of the school.

Systems exempted from certain provisions of the act:

None

## A1015.06DAAG

System name:

1015.06 School Employee File

System location:

During employment and for 30 days thereafter: individual employee files are maintained at the Army-operated dependents schools in the United States (US) located at Fort (Ft) Benning, GA; Ft Bragg, NC; Ft Campbell, KY; Ft Jackson, SC; Ft Knox, KY; Ft McClellan, AL; Ft Rucker, AL; Ft Stewart, GA; and at the US Military Academy, West Point, NY. Individual records are retired to the National Personnel Records Center 30 days after termination of employment.

Categories of individuals covered by the system:

Employees of the Army-operated dependents schools located at installations cited above. This includes individual records of teaching, administrative, and support personnel.

Categories of records in the system:

Documents pertaining to dependent school civilian employees at locations cited above. Included in each folder are copies of employment applications, personnel action forms, copies of contracts or excerpts therefrom which describe the services to be performed, the time periods involved, the amount of pay, location of employment, appointment affidavits, statements of service, group life and accident insurance election, survivor benefit elections, change of name request, educational transcripts, position assignment notices, promotion/reduction recommendations with approvals/declinations, supervisor evaluations, annual, sick and/or teacher leave records, miscellaneous correspondence, documents, and records concerning dependents, military and other Federal service including service in other Federally funded dependents schools, letters of recommendations, commendations, reprimands, counseling sessions, and conference records.

Authority for maintenance of the system:

Public Law 81-874, Section 6.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Documents are used to maintain, collect, and use information with respect to the administration of the individual's Federal service; to document actions which are attributable to the individual's Federal employment and status; to administer pay and other employment policies and regulations as required by Public Law 81-874, the United States Commissioner of Education, and/or respective State Departments of Education. Use is also made of these files by authorized representatives of the Secretary of the Department of Health, Education and Welfare to verify that pay and employment practices in the Army-operated dependents schools are comparable to those of the school districts in the State used for comparability purposes; verification, for salary and retirement purposes, of Federal employment for personnel subsequently employed by public, Federal, or private school systems.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Records are maintained in the schools in files accessible only to authorized personnel that are properly screened, cleared, and trained. Records are maintained in the National Personnel Records Center in areas that are properly controlled by authorized personnel.

Retention and disposal:

Records are permanent. They are retained at the dependents schools located at installations cited above until 30 days after termination of service and subsequently retired to the National Personnel Records Center.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, The Pentagon, Washington DC, 20310.

Notification procedure:

Information may be obtained from the Superintendent of Schools at the installations listed above. If inquiry is made 30 days after termination of employment, inquiry should be made to the National Personnel Records Center. Written requests should contain the following information: current name, and if different, the name used during the period of Federal employment at the school concerned, date of birth, names of schools, locations, and dates of employment.

Record access procedures:

Written requests for information concerning individual records or for instructions concerning personal visits may be forwarded to the superintendent of schools at the dependent school concerned or, if made 30 days after termination of employment, to the National Personnel Records Center (civilian), 111 Winnebago St., St. Louis, MO 63118. Written requests should contain the following information: current name, and if different, the name used during the period of Federal employment at the school concerned, date of birth, names of schools, locations, and dates of employment.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Application and related forms from the individual requesting access, notification of personal security clearance from the Defense Investigative Service, appointment affidavits, copies of contracts or excerpts therefrom, personnel action forms, survivor benefit forms, education transcripts, position assignment notices, promotion/reduction recommendations with approvals/declinations, annual, sick, and/or teacher leave records, miscellaneous correspondence, documents, and records concerning prior Federal and non-Federal service pro-

vided by the employee or other Federal or non-Federal agencies or offices.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a (j) or (k), as applicable. For additional information, contact the SYSMANAGER.

A1019.03FORSCOM

System name:

1019.03 US Army Marksmanship Unit Data System (AMUDS)

System location:

Primary System: Office Deputy Chief of Staff for Operations (ODCSOPS-TAT), Headquarters, United States Army Forces Command (FORSCOM), Ft. McPherson, GA 30330.

Decentralized Segments: Headquarters, United States (US) Army Marksmanship Unit, Ft. Benning, GA 31905 and US Army Marksmanship Training Units at the following locations: Ft. Meade, MD 20755; Ft. Riley, KS 66442; and Ft. Ord, CA 93941.

Categories of individuals covered by the system:

All US Army active duty personnel who compete in FORSCOM regional or US Army Shooting Championships, Interservice Shooting Championships or National Rifle Association (NRA) National Shooting Championships.

Categories of records in the system:

File contains name, social security number (SSN), information concerning shooting classifications, levels of participation in competition, scores fired in such competitions, primary military occupational specialty (PMOS), estimated termination of service (ETS), date of estimated return from overseas (DEROS) or date of return from overseas (DROS), last unit address, phone numbers, and assignment preferences.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012; US Army Forces Command (FORSCOM)/US Army Training and Doctrine Command (TRADOC) Supplement 1 to Army Regulation (AR) 350-6, 'Army-wide Small Arms Competitive Marksmanship.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To monitor the competition status of marksmanship qualified personnel throughout the Army and coordinate the assignment of qualified officers and noncommissioned officers to FORSCOM Marksmanship Units.

To facilitate ranking by demonstrated competitive shooting ability, locating (if not competing in all Army Championships), and attachment, if appropriate, to the US Army Marksmanship Unit for support of the National Trophy Group in the National Matches or for support in the US Army efforts to place individuals on US International Teams.

To assist installation commanders in identifying qualified personnel within their commands to conduct marksmanship programs.

To verify competitive marksmanship qualifications of any individual for Army Marksmanship Unit managers on whose area of responsibility that individual's qualification would have an impact.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on computer magnetic tapes and disks at ODCSOPS-TAT.

Paper records in file folders may be filed at any of the locations participating in the system.

Retrievability:

Alphabetically by last name of individual and by SSN.

Safeguards:

At ODCSOPS-TAT, Headquarters, FORSCOM, the computer software is secured in a combination locked area restricted to authorized personnel. Access is limited to personnel actually involved in daily computer operations. Visitors are registered and escorted while in the area. Paper records maintained elsewhere are maintained in locked file cabinets accessible only to US Army Marksmanship Unit coaches and managers of FORSCOM Markmanship Unit teams. Buildings are locked during non-duty hours with a charge of quarters in attendance.

Retention and disposal:

ODCSOPS-TAT, Headquarters, FORSCOM: Paper records containing the individual data and competitive marksmanship results are destroyed upon transposition of information to computer tapes and disks. Information pertaining to an individual is automatically purged from the computer file 4 years after the last competition entry. Identifying and locating information is updated annually.

US Army Marksmanship Units: Computer printouts are destroyed upon receipt of updated ones.

(This retention period is subject to approval by the National Archives and Records Service.)

System manager(s) and address:

Deputy Chief of Staff for Operations (ODCSOPS-TAT), Headquarters, US Army Forces Command, Ft. McPherson, GA 30330; Commander, US Army Marksmanship Unit, Ft. Benning, GA 31905.

Notification procedure:

Information may be obtained from:

Commander
US Army Forces Command
ATTN: AFOP-TAT
Ft. McPherson, GA 30330
Telephone: Area Code 404/752-3908
or
Commander
US Army Marksmanship Unit
ATTN: S-3
Ft. Benning, GA 31905
Telephone: Area Code 404/545-7174

Record access procedures:

Requests from individuals should be addressed to: Commander, FORSCOM, ATTN: AFOP-TAT, Ft. McPherson, GA 30330 or to: Commander, US Army Marksmanship Unit, ATTN: S-3, Ft. Benning, GA 31905.

Written requests for information should contain the full name and SSN of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification; e.g., Armed Forces Identification Card, driver's license, etc.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Locally designed forms completed by individuals on whom data is recorded and official match bulletins.

Systems exempted from certain provisions of the act:

None.

A1101.07aDAMO

System name:

1101.07 Telephone Directories

System location:

Maintained by any distinct, independent Army telephone system at organizations listed in the Department of Defense Directory in the Appendix to the Department of the Army system notices.

Categories of individuals covered by the system:

Military personnel and civilian employees and in some instances their dependents.

Categories of records in the system:

Listing contains individual's name, home address and telephone number, duty address and telephone number.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provide users and operators with telephone numbers for each assigned military or civilian employee.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Books or booklets.

Retrievability:

Filed alphabetically by last name.

Safeguards:

When the individual has given prior consent for release, data such as quarters telephone numbers are available to the general public. When consent is not given the information is not listed.

Retention and disposal:

Individual telephone directories are periodically updated and old editions destroyed.

System manager(s) and address:

Commanders/supervisor of organization maintaining telephone directory.

Notification procedure:

Information may be obtained by inspection of publicly available telephone directories. Information may also be obtained from telephone operators and the SYSMANAGER.

Record access procedures:

Available to the public.

Contesting record procedures:

The Army's rules for contesting contents may be obtained from the SYSMANAGER.

Record source categories:

Information is obtained directly from the individual concerned.

Systems exempted from certain provisions of the act:

None

A1101.08aUSACC

System name:

1101.08 Operation of Private Radio Station/Citizen Band Radio

System location:

Office of the Director of Telecommunications, Continental United States (US) and Oversea Commander, State Adjutant General, Army Reserve Center and Reserve Officers Training Corps (ROTC) Instructor Groups.

Categories of individuals covered by the system:

Military and civilian personnel maintaining and operating a private radio station and/or citizen band radio on a military installation or other real estate under the direct control of the Department of the Army. This includes US Army Reserve Centers, ROTC Instructor Groups and National Guard Armories.

Categories of records in the system:

File contains name of individual, type of equipment, location, telephone number, Federal Communications Commission (FCC) call sign, frequencies, and type of operation.

Authority for maintenance of the system:

Chapter 652 48 Statute 1064.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used to insure that frequencies in use are properly allocated to users; to determine if radio frequencies in use will interfere with any other frequency devices in the area. May also be used in emergencies to determine if the equipment may be used for emergency communications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By authorization number and/or name.

Safeguards:

Files are maintained in building with access by authorized personnel only.

Retention and disposal:

Files are destroyed on notification that operation of a private radio station and/or citizen band radio has been discontinued.

System manager(s) and address:

Commanding General, US Army Communications Command, Ft Huachuca, AZ 85613.

Notification procedure:

Information may be obtained from:

Director of Telecommunications, Active Army installations or oversea commander for Department of the Army personnel, State Adjutant General for National Guard personnel, Commander of the Reserve Training Center or Professor of Military Science (PMS) of ROTC unit for personnel assigned.

Record access procedures:

Requests for information should be addressed to the individual under Notification, giving name and authorization number.

Personal visits to office maintaining records require identification.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Local form completed by individual.

Systems exempted from certain provisions of the act:

None

A1106.04USACC

System name:

1106.04 MARS Member Files

System location:

Primary System: Chief, Army Military Affiliate Radio System (MARS), Operations Division, Deputy Chief of Staff Operations, Headquarters (HQ), United States (US) Army Communications Command (USACC), Ft Huachuca, AZ 85613.

Decentralized Segments: 5th Signal Command, HQ USACC-Continental United States (CONUS) CONUS area MARS Directors, 8th US Army and subordinate elements of 6th Signal Command.

Categories of individuals covered by the system:

Any military or civilian Federal Communications Commission licensed amateur radio operator whose application for Army MARS membership has been approved.

Categories of records in the system:

File contains Army MARS individual's name, Federal Communications Commission call sign, Army MARS call sign, expiration of FCC Amateur operator's license, home address.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For issuance of Army MARS Station licenses, mailing of Technical Directives and Quarterly Army MARS Bulletin.

Area and command MARS directors utilize their files to control Army MARS membership, mailing of information and periodicals to Army MARS members.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

3'x5' cards.

Retrievability:

Filed alphabetically by last name by state.

Safeguards:

Building employs security guards. Cards are maintained only by authorized personnel.

Retention and disposal:

Cards are destroyed when individual leaves Army MARS Program.

Area and command MARS Directors maintain a file folder on all active Army MARS members. When a member leaves the Army MARS Program the file is placed in an inactive file. Destroyed after 3 years.

System manager(s) and address:

Commander, US Army Communications Command, Ft Huachuca, Arizona 85613.

Each area and command MARS directors.

Notification procedure:

Information may be obtained from:

Commander, HQ USACC, ATTN: CC-OPS-OM, Ft Huachuca, AZ 85613.

Commander, HQ USACC-CONUS, ATTN: CCN-PO-MARS, Ft Ritchie, MD 21719.

Commander, HQ 5th Sig Comd, ATTN: CCE-OPS, APO NY 09056.

USA Communications Command Agency, Eastern Area MARS Director, ATTN: CCNA-MDE, Ft Meade, MD 20755.

USA Communications Command Agency, Southeastern Area MARS Director, ATTN: CCNA-MCP-AMD, Ft McPherson, GA 30330.

US Army Communications Command Agency, Central Area MARS Director, ATTN: CCNA-SHN-AX, Ft Sam Houston, TX 78234.

US Army Communications Command Agency, Western Area MARS Director, ATTN: CCNA-PSF, Presidio of San Francisco, CA 94129.

Commander, 8th Army, ATTN: SJOF, APO San Francisco 96301.

Record access procedures:

Written requests with name and call sign for information should be addressed to the offices in preceding paragraph.

Personal visits to offices maintaining information records require identification.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information in files in provided by individual Army MARS members.

Systems exempted from certain provisions of the act:

None

A1107.17DAMO

System name:

1107.17 Photographer Identification Files

System location:

Army commands and installations.

Categories of individuals covered by the system:

Any citizen who applies for access to unclassified files.

Categories of records in the system:

Files contain photographer's identification, permit number, and related documents used to record the issue.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Maintain control of personnel authorized to photograph activities at military installations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by permit number and individual's name.

Safeguards:

Local installation security system. Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Destroy on expiration or transfer of individual concerned.

System manager(s) and address:

Commander of installation or organization issuing photographers permits.

Notification procedure:

Information may be obtained from the installation or organization issuing photographic permits.

Record access procedures:

Requests from individuals should be addressed to the commander of the installation or organization where the photographer's permit was issued.

Contesting record procedures:

The rules for contesting contents and appealing initial determinations may be obtained from the commanders of major commands responsible for subordinate commands where the photographer's permit was issued.

Record source categories:

Application and related forms from the individual requesting access for unclassified information.

Systems exempted from certain provisions of the act:

None

A1107.20aDAMO

System name:

1107.20 Photographic Caption Files

System location:

Installation or organization photographic facilities.

United States (US) Army Audio-Visual Activity, RM 5A474, The Pentagon, Washington, DC 20310.

US Army Training Support Activity, Training Materiel Support Division, Tobyhanna Army Depot, Tobyhanna, PA 18466.

Categories of individuals covered by the system:

Military and civilian personnel who have had photographs taken in line of duty; Department of Defense (DOD) personnel; general officers; recipients of military and civilian awards; congressmen and other prominent civilians who visit dignitaries in DOD and military installations.

Categories of records in the system:

Files contain copies of captions or other descriptive material identifying exposures submitted to the photographic facility by the photographer and maintained as a caption file.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to identify who, where, what, when, how, and why content of photography and reproduce caption information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file drawer or file cabinet.

Retrievability:

Filed by negative (picture) identification number.

Safeguards:

Installation or organization security system. Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Installation and organizational photographic facilities destroy temporary record materials within 2 years.

The US Army Audio-Visual Activity, US Army Military District of Washington, retains permanent record still photographic records until inactive. Records are subsequently accessioned by the National Archives and Records Service, GSA.

The US Army Training Support Activity, Training Materiel Support Division, Tobyhanna Army Depot, Tobyhanna, PA 18466, retains permanent record motion picture and video recording records for 10 years and subsequently offers them to the National Archives and Records Service, GSA.

System manager(s) and address:

Local Files: Commanders of installation or organizational photographic facilities.

Permanent record still photography: Commander, US Army Audio-Visual Activity, US Army Military District of Washington, Wash, DC 20310.

Permanent record motion picture and video recording: Commander, US Army Training Support Activity, Training Materiel Support Division, Tobyhanna Army Depot, Tobyhanna, PA 18466.

Notification procedure:

Information may be obtained from:

- Commanders of installation or organizational photographic facilities.
- Commander, US Army Audio-Visual Activity, US Army Military District of Washington, DC 20310.
- Commander, US Army Training Support Activity, Training Materiel Support Division, Tobyhanna Army Depot, Tobyhanna, PA 18466.

Record access procedures:

Requests from individuals should be addressed to:

- Commanders of installation or organizational photographic facilities.
- Commander, US Army Audio-Visual Activity, US Army Military District of Washington, Washington, DC 20310.
- Commander, US Army Training Support Activity, Training Materiel Support Division, Tobyhanna Army Depot, Tobyhanna, PA 18466.

Contesting record procedures:

The rules for contesting contents and appealing initial determinations may be obtained from:

- Local records: Commanders of installations and organization responsible for the photographic facility concerned.
- Permanent record still photography: Commander, US Army Military District of Washington, Ft McNair, Wash, DC 20310.
- Permanent record motion picture and video recordings: Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

Record source categories:

Application and related forms from the individual requesting access: Notification of personal (security) clearance from the Defense

Investigative Service; correspondence originating in Department of Army staff agencies and commands, and other federal agencies.

**Systems exempted from certain provisions of the act:**

None

**A1107.21aDAMO**

**System name:**

1107.21 Still Picture Files (Personalities/Categories)

**System location:**

Installation or organizational photographic facilities.

United States (US) Army Audio-Visual Activity, RM 5A474, The Pentagon, Washington, DC 20310.

**Categories of individuals covered by the system:**

Military and civilian personnel who have had photographs taken in line of duty; Department of Defense (DOD) personnel; general officers; recipients of military and civilian awards; congressmen and other prominent civilians who visit dignitaries in DOD and and military installations.

**Categories of records in the system:**

Files contain original and/or duplicate negatives and copies of still photographs produced and maintained by photographic facilities.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Installation or organizational photographic facilities: Used to retrieve original photographic materials used for reproduction.

US Army Audio-Visual Activity, US Army Military District of Washington, Washington, DC 20310: Official military use in publications, briefings, reports, displays by Army and other Defense organizations: public and command informational use by military public affairs offices; sales to news, and publishing media and the public; eventual forwarding to the National Archives and Records Service, General Services Administration (GSA).

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Photographic paper and film in file drawer or file cabinet.

Photographs on microfilm storage racks and in file containers.

**Retrievability:**

Filed by name, subject, place and identification number.

**Safeguards:**

Photographic paper and film in file drawers, file cabinets, and on storage racks.

US Army Audio-Visual Activity: Building employs security guards and controls access. Records are maintained in areas accessible only to authorized personnel.

**Retention and disposal:**

Installation or organizational photographic facilities: Destroy temporary record material within 2 years.

The US Army Audio-Visual Activity, US Army Military District of Washington, Washington, DC 20310: Retains permanent still picture files and subsequently forwards them to the National Archives and Records Services, GSA when no longer active.

**System manager(s) and address:**

Commander, US Army Audio-Visual Activity, US Army Military District of Washington, Washington, DC 20310.

**Notification procedure:**

Information and photographs may be obtained from US Army Audio-Visual Activity, Still Photographic Library, Rm 5A474, The Pentagon, Washington, DC 20310. Photographs may be purchased from the same address. For personal visits, individuals should write above address or call Area Code 202/OX5-6990 between 0800 and 1600 hours.

**Record access procedures:**

Requests from individuals should be addressed to:

Commander, US Army Audio-Visual Activity, Headquarters, US Army Military District of Washington, Washington, DC 20310.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from:

Commander, US Army Audio-Visual Activity, Rm 5A474, The Pentagon, Washington, DC 20310.

**Record source categories:**

Individuals concerned, Army events and projects.

**Systems exempted from certain provisions of the act:**

None

**A1108.05aDAAG**

**System name:**

1108.05 Postal Personnel Designation Files

**System location:**

All segments are maintained in unit mailrooms, consolidated mailrooms, servicing Army Post Offices (APO) overseas, and continental United States (CONUS) postal sections. See installation mailing addresses in the Department of Defense directory in the Appendix to the components system notice.

One copy is provided the individual concerned.

**Categories of individuals covered by the system:**

Those personnel appointed to Unit Postal Officer and Unit Mail Clerk duties.

**Categories of records in the system:**

File contains information pertaining to specific appointments of personnel to Unit Postal Officer and Unit Mail Clerk duties such as name, rank or grade, social security number (SSN) and organization or activity of appointee; and title of position, effective date and date of revocation, and mail authorized to receive.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Unit/organization commander, First Sergeant, Postal Officer, and individual concerned: To identify personnel in the organization authorized to handle/process personal and official mail.

Military and civil postal personnel tendering mail to individuals concerned: To identify and verify authorizations of unit personnel to pick-up and receipt for mail for the particular unit.

Military and civil postal inspectors: To ensure that files are being maintained in the manner prescribed by Army Regulation.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Card stock in file folders.

**Retrievability:**

Retrieved by name of appointee.

**Safeguards:**

Records accessible only to authorized personnel. Building employs security guards.

**Retention and disposal:**

Files are destroyed 2 years after revocation of specific appointments.

**System manager(s) and address:**

The Adjutant General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from Unit Commanders and Postal Officers of the appropriate mail handling facilities.

**Record access procedures:**

Written requests should contain the full name, rank or grade, SSN, and current address of the requesting individual; and the time period during which he was assigned to duty as Unit Postal Officer or mail clerk.

For personal visits, the individual should be able to provide some acceptable identification (e.g., driver's license, employee identification card).

**Contesting record procedures:**

Actions contesting the contents of these files must be addressed to the appropriate unit commander/postal officer.

**Record source categories:**

Individuals concerned and appropriate unit commanders and postal officers.

**Systems exempted from certain provisions of the act:**

None

**A1108.16aDAAG**

**System name:**

1108.16 Postal Directory Files

**System location:**

Segments are maintained at each Army postal facility responsible for delivering mail to individual addressees, e.g., unit, company, and battalion etc., postal facilities, and Army Post Offices (APO) overseas. Duplicate directories may be maintained at higher echelon mailrooms where needed to route mail for replacements assigned to subordinate units. See installation mailing addresses in the Department of Defense Directory in the Appendix to the components system notice.

Categories of individuals covered by the system:

All personnel assigned or attached to an Army unit and those personnel who departed the unit within the past year.

Categories of records in the system:

File contains information necessary for proper mail delivery to those personnel serviced by the individual postal facilities and for forwarding of mail to departees.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Individual concerned and Department of the Army military and civilian personnel performing mail handling functions: To ensure that mail is routed/forwarded to addressee in the most efficient manner possible.

Commanders, Postal Officers and military and civil postal inspectors: To ensure that files are being maintained in the manner prescribed by Army Regulation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card stock maintained in a card file.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Records accessible only to authorized personnel. Buildings employ security guards.

Retention and disposal:

Records are withdrawn and destroyed 1 year after transfer, departure or separation of the related individual except that cards on trainees at Army training facilities, patients at hospitals, and students at service schools are withdrawn and destroyed 6 months after departure.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from Army mail clerks at the appropriate mail handling facilities.

Record access procedures:

Written requests should contain the full name, rank or grade, social security number, and current address of the requesting individual, and the date of his departure from the organization concerned.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license, military identification card, etc.

Contesting record procedures:

Individual concerned should notify Army mail clerks at appropriate mail handling facilities of changes required.

Record source categories:

Individuals concerned; postal officers or postmasters of previous servicing Army Post Offices (APO) or installations, postal officers or postmasters of new servicing APO or installations; oversea commands or area/central postal directories; unit postal officers of losing units; unit postal officers of gaining units; and commanders of individuals concerned.

Systems exempted from certain provisions of the act:

None

A1108.18DAAG

System name:

1108.18 Standing Delivery Order Files

System location:

Segments are maintained at Army Postal Facilities responsible for delivering mail to individual addresses. See installation mailing addresses in the Department of Defense Directory in the Appendix to the components system notice.

Categories of individuals covered by the system:

All personnel authorized use of the Army Postal Service who appoint an agent to pick up and receipt for their mail and all agents so appointed.

Categories of records in the system:

File contains designations of/authority for agents to pick up and receipt for mail for specific individuals.

Authority for maintenance of the system:

Title 44 U.S.C., Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel designating an agent to pick up their mail and Department of the Army military and civilian personnel performing mail handling functions to ensure that mail is delivered only to duly appointed agents.

Commanders, Postal Officers and military and civil postal inspectors: To ensure that files are being maintained in the manner prescribed by Army Regulation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card or paper stock maintained in card file or file folder.

Retrievability:

Filed alphabetically by last name of the individual appointing an agent.

Safeguards:

Records accessible only to authorized personnel. Building employs security guards.

Retention and disposal:

File are destroyed 3 years after revocation of appointment.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from Army Postal Officers at the appropriate mail handling facilities.

Record access procedures:

Written requests should contain the full name, rank or grade, social security number and current address of requesting individual. Those persons appointed to agent status must include the full name of the individual represented.

For personal visits, the individual should be able to provide some acceptable identification.

Contesting record procedures:

Individual concerned should notify Army Postal Officer at appropriate mail handling facilities of changes required.

Record source categories:

Individuals appointing an agent to pick up and receipt for mail and those persons so appointed.

Systems exempted from certain provisions of the act:

None

A1111.01aDAPC

System name:

1111.01 Individual Flight Record File

System location:

Primary System: US Army Agency for Aviation Safety, Ft Rucker, AL 36360.

Decentralized Seqments: Each command/or organization/element of the United States (US) Army in which an aviator pilot, aircraft observer, technical observer, flight engineer, crew chief, aircraft mechanic, flight surgeon, flight medical attendant, aerial photographer, and gunner is assigned.

Categories of individuals covered by the system:

US Army personnel on flying status; US Army personnel on flying status who are prohibited from participating in aerial flights; US Army personnel on flying status who are prohibited by statute from participating in aerial flight; foreign students; flight crews, observers, technicians, flight medical personnel, photographers, gunners, and mechanics; National Guard aviators; US Army Reserve aviators.

Categories of records in the system:

File contains individual flight record and flight certificate (Department of the Army (DA) Form 759 and DA Form 759-1); medical clearance for flying; physical examination; documentation of medical

suspensioned/restrictions/waivers; orders relating to flying status, aeronautical designation, instructor, instructor standardization, suspension nonmedical; records, forms, papers relating to the issue, renewal, invalidation of instrument qualification; documents relating to orientation, qualification, and proficiency. File materials exist in hard copy, microfilm, microfiche, and magnetic tape.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301; Title 10 U.S.C.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To document the qualification, flying service, data, medical condition of aviators, aircraft accidents, flight violations, aviation training and other related aviation status conditions and requirements by each command/organization/element of the US Army.

To reconstitute the individual flight record and flight certificate when the individual flight record file is lost or destroyed by the the US Army Agency for Aviation Safety.

To file first copy of DA Form 759 and DA From 759-1 with personnel records of individual reservist flying status personnel by the Reserve Components Personnel and Administration Center.

For review of original copy of DA Form 759 and DA Form 759-1 of Army National Guard flying status personnel by the State Adjutant General with subsequent transmittal to Headquarters, Department of the Army (HQDA), Nation Guard Bureau and further transmittal to the US Army Agency for Aviation Safety.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folder; on microfilm, microfiche and magnetic tape.

**Retrievability:**

Records accessed by name; by social security number (SSN) when information is stored by automatic data processing (ADP) machine capability.

**Safeguards:**

Records maintained in areas accessible only to authorized personnel.

**Retention and disposal:**

Permanant: Filed with personnel records when individual is retired, discharged, resigned, or dies.

**System manager(s) and address:**

Commander, US Army Military Personnel Center, 200 Stovall Street, Alexandria, VA 22332.

**Notification procedure:**

Information may be obtained from:

US Army Agency for Aviation Safety, Ft Rucker, AL 36360 for all active Army, National Guard, and Army Reserve flying status personnel.

US Army Reserve Components Personnel and Administration Center, 9700 Page Blvd, St Louis, MO 63112 for all separated, retired, deceased flying status personnel.

**Record access procedures:**

Written requests for information should include the full name, service identification number, grade and branch of service and current address. Visits may be made to the command/organization/element of the US Army to which the individual is assigned; or to the US Army Agency for Aviation Safety; or to the Reserve components Personnel and Administration Center.

For personal visits, the visitor should be able to provide acceptable military identification or the identification normally acceptable in the transaction of business.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAPC-MSO), 200 Stovall Street, Alexandria, VA 22332.

**Record source categories:**

Training and qualification records initiated by the individual or training agency. Certificates/documents/records/papers/forms originated by commands/organization/Army elements relating to aviation activities. Examinations/statements/records/reports initiated by medical examining facilities.

**Systems exempted from certain provisions of the act:**

None

## A1111.02DAMO

**System name:**

1111.02 Flight Examination Files

**System location:**

Office of the Deputy for Standardization, United States (US) Army Aviation Center (USAAVNC), Ft Rucker, AL 36360.

**Categories of individuals covered by the system:**

All Army aviators on active duty.

**Categories of records in the system:**

File contains examination cards reflecting scores achieved by Army aviators accomplishing the US Army Aviation Annual Written Examination.

**Authority for maintenance of the system:** Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Permits Commander, USAAVNC, to analyze results of examinations, improve subsequent examinations, and make recommendations for appropriate change in Army aviation training.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Information stored on aperture cards.

**Retrievability:**

Filed by last name, social security number (SSN), and branch of Army.

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

**Retention and disposal:**

Records are maintained with SYSMANAGER for 1 year, then destroyed at end of FY.

**System manager(s) and address:**

Deputy for Standardization, USAAVNC, Ft Rucker, AL 36360.

**Notification procedure:**

Information may be obtained from:
SYSMANAGER
Telephone: AUTOVON 558-2603
Area Code 205-255-2603

**Record access procedures:**

Requests from individuals should be addressed to: Deputy for Standardization, USAAVNC, Ft Rucker, AL 36360. Written request for information should contain the full name of the individual, SSN, and current address and telephone number. For personal visits, the individual should be able to provide a military identification card and give some verbal information that could be verified with his aperture card.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Instrument Flight Examiners.

**Systems exempted from certain provisions of the act:**

None

## A1111.14aUSACC

**System name:**

1111.14 Flight Regulation Violation Files.

**System location:**

Flight operations offices at each fixed Army airfield and installation.

United States (US) Army Agency for Aviation Safety, Ft Rucker, AL 36360 on Department of the Army (DA) Form 759.

**Categories of individuals covered by the system:**

All members who fly as pilot, student pilot, copilot or instructor pilot.

**Categories of records in the system:**

File contains documents, reports and investigation papers of violations and/or alleged violations.

Recorded on individual flight record DA Form 759.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Serves as part of historical flying record and may be used as record material for courts martial, claims against the government or an accident investigation report.

Federal Aviation Authority to maintain file of violation.

Other Army activities as a part of claim action, courts martial or investigative reports.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by name and social security number (SSN) of individual.

Safeguards:

Records are maintained in areas accessible only to authorized flight operations personnel who are cleared, screened and trained.

Retention and disposal:

Records are permanent and are retained in the flight folder of the individual while on active duty. When the individual is no longer active record is forwarded to Commander, Reserve Components Personnel and Administration Center (RCPAC), 9700 Page Blvd, St. Louis, MO 63132 for retention in 201 file.

System manager(s) and address:

Commander, US Army Communications Command, Ft Huachuca, AZ 85613.

Supervisor of Flight Operations Offices.

Notification procedure:

Information may be obtained in person or by furnishing name, military status, SSN, and location to:

Supervisor of Flight Operations Office.

US Army Agency for Aviation Safety, Ft Rucker, AL 36360.

Commander, RCPAC, 9700 Page Blvd, St Louis, MO 63132 (inactive files).

Record access procedures:

See Notification.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Investigations of alleged flight violations.

Systems exempted from certain provisions of the act:

None

A1111.16aUSACC

System name:

1111.16 Controller Training and Proficiency Record Files.

System location:

Army Air Traffic Control Facilities at Fixed Army Airfields and in other Army Aviation Units having assigned air traffic control personnel.

Categories of individuals covered by the system:

A member of the military or a civilian employee who is qualified in air traffic control specialties.

Categories of records in the system:

Department of the Army (DA) Form 3479-R (Air Traffic Control Training and Proficiency Record) and correspondence related to training.

Authority for maintenance of the system:

Federal Aviation Act of 1958, Title 49 U.S.C., Section 313 USC 1354(a), and Sec 601 (Stat 72-77) USC 1421.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used as a record of certification ratings, training received, physical fitness examinations, test results and performance. Also used to determine proficiency to perform air traffic control duties.

Record is available to supervisors, Federal Aviation Authority and military examiners to rate the controller for duty.

Record is available to investigators of aircraft accidents and flight violations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in a file folder.

Retrievability:

Filed alphabetically by last name of controller.

Safeguards:

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Record is maintained as long as controller is on active duty. Record is destroyed upon death or given to the controller upon termination of active service.

System manager(s) and address:

Commander, United States (US) Army Communications Command, Ft Huachuca, AZ 85613.

Commander, Air Traffic Control Activity, Ft Huachuca, AZ 85613.

Air Traffic Control Facility chief having custody of the record.

Notification procedure:

Information may be obtained from SYSMANAGER.

Record access procedures:

Requests from individuals may be made in person to the custodian of the record or by written request to the SYSMANAGER stating name, military or civilian status, social security number (SSN) and address.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from Headquarters, US Army Communications Command, Ft Huachuca, AZ 85613.

Record source categories:

Grades, ratings and certifications obtained through training and DA Forms 3479-1-R, 3479-2-R, and 3479-3-R.

Systems exempted from certain provisions of the act:

None

A1201.02aMTMC

System name:

1201.02 Transportation Administrative Files

System location:

Military Traffic Management Command, Headquarters of Installations, Major Army Commands, and Transportation Offices worldwide. Official mailing addresses are in the Appendix.

Categories of individuals covered by the system:

All military or civilian personnel, incoming or outgoing, for whom household goods are stored, packed and crated.

This file is necessary when an installation does not have property disposition instructions.

Categories of records in the system:

Individual jacket check file contains documents pertaining to individual administrative household goods transportation inquiries; Permanent Change of Station (PCS) Orders; Travel Orders; Department of Defense (DD) Form 1384-2, Transportation Control & Movement Document; DD-1299, Application for Shipment and/or Storage of Personal Property; Correspondence; Messages; and the number nine copy, the Memorandum Copy of the Government Bill of Lading.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Maintained to control inquiries regarding household goods/and baggage. To answer messages and correspondence, to give status to Transportation Officers, export carriers, and to answer any individual queries. It is necessary to maintain the record in order to research the problem area and give an appropriate answer.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Records are destroyed after 2 years.

System manager(s) and address:

Commander, Headquarters, Military Traffic Management Command, Washington, DC 20315.

**Notification procedure:**

Information may be obtained from Headquarters of the Installation to which the individual is assigned.

**Record access procedures:**

Requests from individuals should be addressed to Commander of the Installation to which the individual is assigned.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

**Record source categories:**

Information received from individual; Permanent Change of Station (PCS) Orders; DD Form 1384-2, Transportation Control & Movement Document; DD Form 1299, Application for Shipment and/or Storage of Personal Property.

**Systems exempted from certain provisions of the act:**

None

**A1201.02bMTMC**

**System name:**

1201.02 Discrepancy in Shipment Report (DISREP)

**System location:**

Military Traffic Management Command, Washington, DC 20315. Military Reporting Activities world-wide submit Standard Form (SF 361), Discrepancy in Shipment Report, to the appropriate Area Command. Information is keypunched and input in the central computer: Directorate of Management Information Systems, Headquarters, Eastern Area, Military Traffic Management Command, Military Ocean Terminal, Bayonne, NJ 07002.

**Categories of individuals covered by the system:**

Military members and civilian government employees whose personal property was lost or suffered damage during the shipment cycle.

**Categories of records in the system:**

SF 361, Discrepancy in Shipment Report, reports all available transportation data pertinent to a specific shipment which has been damaged or lost. If the shipment is personal property, the contents are described, and when available the member's social security number (SSN) and address are listed.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Identification of shipment reported lost, astray or damaged due to movements by commercial or government transportation. Information may be released to commercial carriers.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Standard Forms 361 are removed from active paper files and entered on existing magetic tape after 180 days.

**Retrievability:**

Programs exist to retrieve data by carrier, activity, and commodity. Information may be retrieved by either member's name or SSN.

**Safeguards:**

Access to data requires authorization of SYSMANAGER.

**Retention and disposal:**

History tapes are retained for 2 years.

**System manager(s) and address:**

Commander, Headquarters, Military Traffic Management Command, Washington, DC 20315.

**Notification procedure:**

Information may be obtained from the SYSMANAGER.

**Record access procedures:**

Requests from individuals should be addressed to: Headquarters, Military Traffic Management Command, Washington, DC 20315.

Written requests for information should contain the name of the individual, SSN, current address and telephone number.

For personal visits the individual should be able to provide acceptable identification and to give some verbal information that could be verified as it pertains to the personal property shipment.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Standard Form 361, Discrepancy in Shipment Report.

**Systems exempted from certain provisions of the act:**

None

**A1201.07aUSAREUR**

**System name:**

1201.07 Passenger Reservation Reference Paper Files

**System location:**

Data systems tapes are maintained in V Corps, Army Post Office (APO) NY 09757, (Creighton Abrams Complex) Frankfurt, Germany. Printouts are stored at Passenger Management Division (PMD), Camp King, Oberursel, Germany; Headquarters, 4th Transportation Brigade, APO New York 09451. Those portions of the printouts pertaining to individuals eliminated upon Chapter 10, Army Regulation (AR) 600-200 (Separation for the good of the service) and Chapter 13, AR 600-200 (Separation for unfitness or unsuitability) are forwarded to the United States (US) Army Military Personnel Center, Europe, APO NY 09081. Those portions of the printouts pertaining to port call requests and confirmation are forwarded to US Army, Europe (USAREUR) & 7th Army subordinate organizations/activities to include the Regional Personnel Centers. Official mailing addresses are derivable from the Appendix in the Federal Register.

**Categories of individuals covered by the system:**

Any member of the Armed Forces, Department of the Army Civilian (DAC), contract civilian and dependent authorized use of government flight facilities.

**Categories of records in the system:**

File contains the following items of information: Name, Grade/Title, Seats Required, Special Passenger Category (A-Military member on permanent change station (PCS) accompanied by dependents. Civilians or dependents, or both, not otherwise described (does not apply to unaccompanied PCS personnel), D-Civilian paying cash in place of using a customer identification code (CIC) or for whom special credit billing procedure must be applied, E-Military paying cash in place of using a CIC or for whom special credit billing procedures must be applied, F-Combination of passengers in codes D and E, H- Foreign national, J-School teachers, K-Key school officials, M-Retirees, N-Separatees, P-Prisoners, R-Prisoner escorts, S-Board actions). Children Under 12 Years Old (as of date of movement), Excess Baggage, Origin of Aerial Post of Embarkation, Destination Aerial Port of Debarkation, Transporatation Passenger Movement Priority, Type Travel, Sponsor Service, Movement Month, Availability Date, Availability Data Code Mandatory Departure Date, Final Destination, Mode of Travel (Continental United States), Unit Identification Code, Mail Code, Social Security/Passport Number, Type Transaction.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301, Departmental Regulations; Title 10 U.S.C., Section 3012, Secretary of the Army, powers and duties, delegation by.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Other USAREUR organizations to include Regional Personnel Centers (RCPs): To notify individuals of flight information. Receives daily notification rosters which list individuals with their associated flight data.

Passenger Movement Division (PMD), 4th Transportation Brigade: To schedule flights for all Army and Department of the Army civilian (DAC) personnel departing USAREUR. Statistical data generated is used to improve efficiency of passenger movements. Collects all source data from RCP's, submits it for introduction into the system, then destroys all source documents after verification of submission.

United States Army Military Personnel Center, Europe (MIPERCENEUR): To monitor and enforce USAREUR Regulation 55-6, which prescribes minimum/maximum time frames allowable for movement for such individuals.

Other components within Department of Defense.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Information is kept in data systems tapes for a period of 6 months after individual has departed and then automatically purged from

system. Computer printouts are maintained at PMD for a period of 6 months in filing cabinets and then destroyed. Those portions of the printouts forwarded to MILPERCENEUR and the RCP's are stored in filing cabinets for a period of 1 year and then destroyed.

Retrievability:

Individual record can be retrieved by name, rank, and social security number (SSN).

Safeguards:

Systems tapes are maintained in a classified computer processing site; access is controlled by physical barriers with only authorized personnel being allowed entry. Area is manned 24 hours a day. All printouts are maintained in file cabinets with areas secured after duty hours.

Retention and disposal:

Information retained in data systems 6 months after individual has departed and then automatically purged from system. Computer printouts at PMD are kept for a period of 6 months and then destroyed. Computer printouts at RPC's and MILPERCENEUR are kept for a period of 1 year and then destroyed.

System manager(s) and address:

Chief, Passenger Movement Division, 4th Transportation Brigade APO NY 09451.

Notification procedure:

Requests from individuals should be addressed to the SYSMANAGER.

Written requests should contain full name, rank, flight (if possible), and date departed. Voluntary submission of SSN is requested to aid in file search.

Record access procedures:

Requests should be addressed to the SYSMANAGER.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determination may be obtained from the SYSMANAGER.

Record source categories:

Information gathered from official military personnel files.

Systems exempted from certain provisions of the act:

None

A1201.07bMTMC

System name:

1201.07 Transportation Reference Paper Files

System location:

Military Traffic Management Command, headquarters of installations, major army commands, and transportation officers world-wide. Official Department of Defense (DOD) mailing addresses are in the Appendix.

Categories of individuals covered by the system:

All military and civilian incoming personnel for whom household goods or baggage has been or is being shipped.

Categories of records in the system:

File contains information received from various sources within the installation. It contains locator information that gives pier or warehouse location of material. This includes name, rank, number of cartons in the shipment, port of discharge, weight and cube of the shipment, and receipt date. When property is shipped, information is received that indicates date shipped, name of vessel, name of shipping company and other pertinent information.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

File is maintained for alphabetical tracer information and for supervision and control of specific transportation of household goods functions. Information may be released to commercial carriers.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Under personal surveillance of office staff.

Retention and disposal:

1 year.

System manager(s) and address:

Commander, Headquarters, Military Traffic Management Command, Washington, DC 20315.

Notification procedure:

Information may be obtained from
Headquarters of the installation to which the individual is assigned.

Record access procedures:

Requests from individual should be addressed to the Commander of the installation to which the individual is assigned.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

Record source categories:

Government Bill of Lading (GBL), Transfer Orders and Department of Defense (DD) Form 1299, Application for Shipment and/or Storage of Personal Property.

Systems exempted from certain provisions of the act:

None

A1201.07cMTMC

System name:

1201.07 Surface Cargo Export System (SURS)

System location:

Commander, Military Traffic Management Command (MTMC), Washington, DC 20315.

Commander, MTMC, Eastern Area, Bayonne, NJ 07002.

Commander, MTMC, Western Area, Oakland Army Base, Oakland, CA 94626.

Transportation Offices world-wide.

Categories of individuals covered by the system:

Any person shipping personal property including privately owned vehicles.

Categories of records in the system:

File contains name, Department of Defense (DD) Form 1384, Transportation Control and Movement Document, DD Form 1385, Cargo Manifest, date cargo received, location, container number, port of discharge, consignee project commodity code, port of embarkation (POE), piece or package code, weight, cube, transportation account code (TAC), date shipped, vessel number, Government Bill of Lading number, and support Transportation Control and Movement Document number. Used to support billings for services rendered and justify claims for loss, damage or theft.

Authority for maintenance of the system:

Department of Defense (DOD) 4500.32R, Volume 1, Military Traffic Management Regulation and Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For tracer action: Information may be released to the commercial carriers. Used to accurately identify ownership, verify delivery of cargo, support billing for services rendered and justify claims for loss, damage or theft. Manifest punched cards are used to transmit manifest data via automatic digital network (AUTODIN) to the receiving water terminal clearance activity (WTCA) or port of debarkation (POD).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Microfilm cartridges, paper records in file folders, computer printouts, cards, disks, and similar related media.

Retrievability:

Name, Transportation Control and Movement Document number, container number.

Safeguards:

Correct code is needed to query computer. Records maintained in area accessible only to authorized personnel.

Retention and disposal:

2 years.

System manager(s) and address:

Headquarters, MTMC, Washington, DC 20315.

Notification procedure:

Information may be obtained from Headquarters of the installation to which the individual is/was assigned.

Record access procedures:

Requests from individuals should be addressed to the Commander of the installation to which the individual is/was assigned.

**Contesting record procedures:**

The Army's' rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Transportation Control and Movement Document number and Government Bill of Lading.

**Systems exempted from certain provisions of the act:**

None

**A1201.07dMTMC**

**System name:**

1201.07 Surface Retrograde Cargo Accountability/Control System

**System location:**

Headquarters, Military Traffic Management Command, Western Area, Oakland Army Base, Oakland, CA 94626.

Headquarters, Military Ocean Terminal, Eastern Area, Bayonne, NJ 07002.

**Categories of individuals covered by the system:**

Any individual, military or Department of Defense (DOD) civilian personnel, shipping personal property through the Defense Transportation System (DTS).

**Categories of records in the system:**

Automated file contains name, rank, or grade and social security number (SSN) in connection with property shipped by the individual. The information is derived from application for shipment completed by the individual or his agent.

**Authority for maintenance of the system:**

Title 37 U.S.C., Section 406; Title 5 U.S.C., Sections 5726, 5727.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To document and effect transshipment of import military cargo, including personal property shipments.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders; cards, disks, tapes, printouts and similar related media.

**Retrievability:**

Filed by last name, SSN of sponsor. Automated record accessible by last name and transportation control number.

**Safeguards:**

Records maintained in areas accessible only to authorized personnel. Correct code is needed to query computer.

**Retention and disposal:**

Records maintained for a maximum of 3 years.

**System manager(s) and address:**

Commander, Military Traffic Management Command Washington, DC 20315.

**Notification procedure:**

Information may be obtained from the SYSMANAGER.

**Record access procedures:**

Commander, Military Traffic Management Command, Washington, DC 20315.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Import Manifests; Department of Defense (DD) Form 1385, Cargo Manifest.

**Systems exempted from certain provisions of the act:**

None

**A1201.07eMTMC**

**System name:**

1201.07 Terminal Management System - TOLS, CARDPAC, PRELODGE

**System location:**

Headquarters, Military Traffic Management Command, Washington, DC 20315.

Military Traffic Management Command, Eastern Area, Military Ocean Terminal, Bayonne, NJ 07002.

Military Traffic Management Command, Western Area, Oakland Army Base, Oakland, CA 94626.

**Categories of individuals covered by the system:**

Any individual, military or Department of Defense civilian personnel, shipping personal property through the Defense Transportation System (DTS).

**Categories of records in the system:**

Automated file contains name, rank or grade, social security number (SSN) in connection with personal property shipped by individual. The information is derived from application for shipment completed by the individual or his agent.

**Authority for maintenance of the system:**

Title 37 U.S.C., Section 406.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Produce hard copy transportation document in advance of enroute shipments, including punched cards and printouts.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer printouts and punched card packets, disks, tapes and similar media.

**Retrievability:**

Filed by transportation control number (TCN) which includes individual's SSN and member's name.

**Safeguards:**

Records maintained in areas accessible only to authorized individuals. Correct code is needed to query computer.

**Retention and disposal:**

Historical file maintained a maximum of 3 years.

**System manager(s) and address:**

Commander, Headquarters, Military Traffic Management Command, Washington, DC 20315

**Notification procedure:**

Information may be obtained from the SYSMANAGER.

**Record access procedures:**

Requests from individuals should be addressed to: Headquarters, Military Traffic Management Command, Washington, DC 20315.

**Contesting record procedures:**

Rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

**Record source categories:**

Government Bills of Lading, Advance Transportation Control and Movement Documents (A-TCMD's) and transportation documents related to personal property shipments.

**Systems exempted from certain provisions of the act:**

None

**A1201.07fMTMC**

**System name:**

1201.07 Mechanized Export Traffic System (METS)

**System location:**

Headquarters, Military Traffic Management Command, Washington, DC 20315.

Eastern Area, Military Traffic Management Command, Bayonne, NJ 07002.

Western Area, Military Traffic Management Command, Oakland, CA 94626.

**Categories of individuals covered by the system:**

Any individual, military or Department of Defense civilian personnel, shipping personal property through the Defense Transportation System.

**Categories of records in the system:**

Automated file contains export offering, export release, port call file number, pieces, weight cube, commodity code, sponsors name, grade, social security number (SSN).

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Line-haul determination, port of embarkation selection, cargo offering to Military Sealift Command for ocean carriage.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape, computer printouts.

Retrievability:

Information is retrieved by use of the port call file number.

Safeguards:

Records maintained in areas accessible only to authorized personnel. Correct code is needed to query computer.

Retention and disposal:

File is maintained a maximum of 3 years.

System manager(s) and address:

Commander, Headquarters, Eastern Area, Military Traffic Management Command, Military Ocean Terminal, Bayonne, NJ 07002.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

Requests from individuals can be addressed to Commander, Military Traffic Management Command, Washington, DC 20315.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Export Offering (R-11): Department of Defense (DD) Form 1086, Export Traffic Release Requests.

Systems exempted from certain provisions of the act:

None

A1201.08aTRADOC

System name:

1201.08 Marine Personnel Qualifications/Record of Service Files.

System location:

Office of the Marine Qualification Board, Transportation Education and Military Arts Department, United States (US) Army Transportation School, Ft Eustis, VA 23604.

Categories of individuals covered by the system:

Active and former Army and US Army Reserve marine operations, maintenance, and supply (commissioned officers, warrant officers, enlisted men, and civilian) personnel whose actual or intended assignment is/was aboard Army watercraft (any type of self-propelled and non self-propelled waterboard craft used or capable of being used as a means of transportation on water and for which the Army has operational and/or maintenance responsibility; the terms watercraft, ship, vessel, harbor craft, and boat are used interchangeably), or in related marine activities. They may be licensed, certified, or non-certified military occupational specialty (MOS) personnel.

Categories of records in the system:

Files contain copies of the DA Form 3068-1 (Marine Service Record), individual requests for examination, character and suitability statements, recommendations to commanding officers, physical qualification statements, experience qualifications and evaluations, and individual requests and replies regarding professional requirements for marine licensing, upgrading, and renewing.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The individual personnel record is maintained to keep a complete, up-to-date file of previous marine service, including military and civilian, which is kept current by the Marine Qualification Office (MQO) posting subsequent changes (renewals, upgrades, expirations, etc.) and is a permanent source of information used to document actions of the Marine Qualification Board when awarding licenses based on completion of an appropriate examination, sea service, and on-the-job training. The information may duplicate that contained in the Military Personnel Records Jacket (MPRJ) but contains other documents not suitable for filing in the MPRJ. The record is also used as the basis for awarding Special Qualification Identifiers to certain personnel who by order are appointed as Marine Qualification Field Examiners. Used to compile lists of results of marine qualification examinations which are forwarded to Headquarters, Department of the Army (HQDA) (DAPC-OPD-TC) or HQDA (DAPC-EPC-XE) after each Marine Qualification Board meeting. May be used to verify qualifications of marine personnel in the event of loss or destruction of other records and for inquiries from administrative personnel at any Department of Defense installation where marine units are active.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Building is locked and has normal building security during nonduty hours. Records are maintained in area used only by authorized personnel who are properly trained and cleared.

Retention and disposal:

Records are permanent. Files of discharged, retired, deceased, or eliminated personnel are cut off and placed in an inactive file which is held for 2 years from cut off in the Marine Qualification Office, transferred to the installation Records Holding Area to be held 1 year, and then retired to the Washington National Records Center where records are stored permanently.

System manager(s) and address:

Commander, US Army Training and Doctrine Command, Ft Monroe, VA 23651.

Notification procedure:

Requests should not be addressed to SYSMANAGER but to the Marine Qualification Board, Transportation Education and Military Arts Department (TEMAD), US Army Transportation School (USATSCH), Ft Eustis, VA 23604.

Record access procedures:

Written requests for information should be addressed to the Marine Qualification Board, TEMAD, USATSCH, Ft Eustis, VA 23604. Requests should contain full name, rank, and social security number/military service number of the individual.

For personal visits, the individual should be able to provide some acceptable identification; i.e., military identification card, or driver's license with a photograph.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories: Other military and civilian personnel records and reports, personal records, civilian maritime records, other service records, and personal statements verified by commanders and physicians.

Systems exempted from certain provisions of the act:

None

A1202.15aUSAREUR

System name:

1202.15 Statistical Files-Household Goods and Baggage System

System location:

Data system tapes maintained in V Corps, Army Post Office (APO) New York 09757 (Creighton Abrams Complex), Frankfurt, Federal Republic of Germany. Printouts are sent to Installation Transportation Officers (ITO's) in Germany, England, Spain, Ethiopia, Greece, Turkey, Italy, and Benelux. Official mailing addresses are derivable from the Department of Defense Directory in the Appendix to the Department of the Army systems notices. Printouts are also maintained at Personnel Property Division (PPD), Headquarters, 4th Transporatation Brigade, APO 09451, Oberursel, Federal Republic of Germany.

Categories of individuals covered by the system:

Any member of the Armed Forces, Department of the Army Civilian (DAC), contract civilian or dependent authorized to ship household goods and baggage.

Categories of records in the system:

File contains the following categories of information: origin of shipment, destination of shipment, first two digits of destination ZIP code, mode of shipment, required delivery date of shipment, date shipment was shipped or received, gross shipping weight of shipment, container size code if applicable, total cubic feet of shipment, quality control inspection and rating code, store in transit indicator, reweigh code for shipment if applicable, excess weight indication, excess cost indication, customs indication, pay grade of individual,

branch of service (to include civilian) of individual, first 10 characters of individual's last name, last 4 numbers of social security number (SSN), type of shipment, support district for shipment.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301, Departmental Regulations; Title 10 Section 3012, Secretary of the Army, powers and duties, delegation by.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Installation Transportation Office (ITO) - All ITO's in areas itemized above (see LOCATIONS) submit input data to the household goods and baggage system. They in turn receive one copy pertaining to their area of a formatted listing which the ITO uses to monitor shipment performance.

Personal Property Division (PPD) - Maintains one complete copy of the listing. The listing is used solely to identify shipments that have been reported by the originating ITO's to ensure that Department of Defense (DOD) shipment policy is being complied with.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Information retained by last name only and last four digits of individual's SSN. Information is kept in data systems tapes for a period of 6 months and then automatically purged from system.

**Retrievability:**

Filed by name, date and period household goods or baggage were shipped.

**Safeguards:**

Tapes are maintained in a classified computer complex with access controlled by physical barriers. Only authorized personnel are allowed entry and the site is manned 24 hours per day. Computer printouts are maintained at PPD in file cabinets with offices secured after duty hours. Computer printouts are maintained at ITO's in file cabinets with areas secured after working hours.

**Retention and disposal:**

Information retained in data system tapes 6 months, printouts are maintained for a 6 year period and then destroyed.

**System manager(s) and address:**

Chief, Personnel Property Division, 4th Transportation Brigade, Chief, Personnel Property Division, JTMA, APO NY 09451.

**Notification procedure:**

Requests from individuals should be addressed to the above SYSMANAGER. Written requests should contain full name and date goods were shipped.

**Record access procedures:**

Requests should be addressed to Commander, 4th Transportation Brigade, Chief, Personnel Property Division, JTMA, APO NY 09451.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Applications for movement of household goods and baggage.

**Systems exempted from certain provisions of the act:**

None

## A1203.12aMTMC

**System name:**

1203.12 Bill of Lading Files

**System location:**

Military Traffic Management Command, Headquarters of Major Army Commands and Installations, Military Finance Centers, and Transportation Offices world-wide. Official Department of Defense (DOD) mailing addresses are in the Appendix.

**Categories of individuals covered by the system:**

All military and civilian personnel who meet the entitlements criteria as prescribed in the Joint Travel Regulations and Army Regulation (AR) 55-71.

**Categories of records in the system:**

File contains documents relating to inbound and outbound shipments. Included are: property received and property shipped bills of lading, freight bills, shipping documents, shipment planning work sheets, express receipts, tally sheets, waybills, dray tickets, holding orders, switching orders, demurrage reports, transit privilege bills of lading cross reference sheets, and similar and related documents.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To control shipment of household goods and baggage. Maintained for reference purposes in answering inquiries. Information may be released to commercial carriers.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders, magnetic tapes and computer printouts.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel.

**Retention and disposal:**

Permanent. These records are not retired.

**System manager(s) and address:**

Commander, Headquarters, Military Traffic Management Command, Washington, DC 20315.

**Notification procedure:**

Information may be obtained from Headquarters of the Installation to which the individual is assigned.

**Record access procedures:**

Requests from individuals should be addressed to the Commander of the Installation to which the individual is assigned.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

**Record source categories:**

Permanent Change of Station (PCS) Orders, Government Bills of Lading, letters from an individual, messages from Transportation Officers.

**Systems exempted from certain provisions of the act:**

None

## A1203.14aMTMC

**System name:**

1203.14 Prepaid Inbound Bill of Lading Files

**System location:**

Military Traffic Management Command, Headquarters of Major Army Commands and Installations, and Transportation Offices world-wide. Official Department of Defense (DOD) mailing addresses are in the Appendix.

**Categories of individuals covered by the system:**

Military or civilian personnel who prepaid household goods inbound shipments freight charges.

**Categories of records in the system:**

Individual file contains documents relating to inbound shipments where freight charges are prepaid by the shipper. Included are receiving documents, commercial bills of lading, freight bills, transit privilege bills of lading, cross reference sheets, similar documents and related correspondence.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To control prepaid shipment for record purposes and reimbursement. Information may be released to commercial carriers.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Files maintained alphabetically by last name of individual.

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel.

**Retention and disposal:**

Destroyed after 2 years.

System manager(s) and address:

Commander, Headquarters Military Traffic Management Command, Washington, DC 20315.

Notification procedure:

Information may be obtained from Headquarters of the Installation to which the individual is assigned.

Record access procedures:

Request from individual should be addressed to the Commander of the Installation to which the individual is assigned.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

Record source categories:

Correspondence from individual, or commercial carrier freight bill.

Systems exempted from certain provisions of the act:

None

A1203.18aMTMC

System name:

1203.18 Household Shipment Bill of Lading Files

System location:

Military Traffic Management Command, Headquarters of Installations and Major Army Commands, Military Finance Centers and Transportation Offices world-wide. Official Department of Defense (DOD) mailing addresses are in the Appendix.

Categories of individuals covered by the system:

All military and civilian personnel who meet the entitlements criteria as prescribed in the Joint Travel Regulations and Army Regulation (AR) 55-46, including inbound and outbound property and effects.

Categories of records in the system:

File contains documents relating to the receipt, packing, crating, shipment, and storage of household goods and effects. Included are bills of lading, travel orders, requests for shipment, inventories, service orders, delivery orders, receipts, permits for importation of firearms, transportation control and movement documents, report of carrier service, personal property shipment documents, property owners report of carrier performance, carrier warning, suspension, reinstatement; statement of accessional services, and re-weigh of personal property documents and related documents. Occasionally files contain information on property rights as a result of divorce or separation actions. Also contains counseling check list and United States (US) Customs Declaration for Personal Property Shipments.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To control shipments of household goods and effects. Files are required to answer inquiries from the individual Transportation Officers, members and commercial carriers. Information may be given to commercial carriers and finance and accounting offices to insure accurate billing and preparation of invoices for storage. To certify bills for services rendered, check items against inventories, document cases, cases involving shipment of excess weight and claims for missing or damaged household goods. Used to check weights and certify services rendered.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, magnetic tape and computer printouts.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Records are permanent. They are retained in the current files area for 2 years following year of accumulation, then transferred to the Records Holding Area. These records are not retired.

System manager(s) and address:

Commander, Headquarters, Military Traffic Management Command, Washington, DC 20315.

Notification procedure:

Information may be obtained from Headquarters of the Installation to which the individual is/was assigned.

Record access procedures:

Requests from individuals should be addressed to the Commander of the Installation to which the individual is/was assigned.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information received from individual: Permanent Change of Station (PCS) Orders: Department of Defense (DD) Form 1384-2, Transportation Control and Movement Document; DD Form 1299, Application for Shipment and/or Storage of Personal Property; Standard Form (SF) 1103, Government Bill of Lading, and related forms.

Systems exempted from certain provisions of the act:

None

A1203.19aAMC

System name:

1203.19 Household Shipment Contract Files

System location:

Logistics Directorate, Movement Services Division, Personal Property/ Passenger Branch, Building 4603, United States (US) Army Aberdeen Proving Ground, Aberdeen Proving Ground, MD 21005.

Categories of individuals covered by the system:

Any citizen, military or civilian, who applies for nontemporary storage, local move or pack and crate of personal property paid by contract.

Categories of records in the system:

File contains individual's application Department of Defense (DD) Form 1299, copies of travel orders, inventory, service orders and/or purchase orders.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Maintain a record of shipments processed and payment of charges relating thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of applicant.

Safeguards:

Records are maintained in areas accessible only to personnel engaged in processing applications.

Retention and disposal:

Records are permanent. They are retained in active file until end of the calendar year, held 1 additional year in inactive file and subsequently transferred to Records Holding area, US Army Aberdeen Proving Ground.

System manager(s) and address:

Transportation Officer, US Army Aberdeen Proving Ground, Aberdeen Proving Ground, MD 21005.

Notification procedure:

Requests for information should be addressed to: Transportation Officer, US Army Aberdeen Proving Ground, Aberdeen Proving Ground, MD 21005.

Record access procedures:

Requests from individuals should be addressed to: Transportation Officer, US Army Aberdeen Proving Ground, Aberdeen Proving Ground, MD 21005.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license or identification card.

Contesting record procedures:

The Army's rules for contesting contents of records and appealing initial determination may be obtained from the SYSMANAGER.

Record source categories:

Application and related forms from the individual, travel order, billing notices and storage information.

Systems exempted from certain provisions of the act:

None

A1203.19cMTMC

System name:

1203.19 Household Shipment Contract Files

System location:

Commander, Headquarters Military Management Command, Washington, DC 20315; Headquarters of Installations, Major Army Commands, and Transportation Offices world-wide.

Categories of individuals covered by the system:

All military or civilian, incoming or outgoing, for whom household goods are stored, packed and crated, unpacked or uncrated, or moved locally paid by contract. Any citizen, military or civilian, who applies for nontemporary storage.

Categories of records in the system:

File contains individual's application (Department of Defense (DD) Form 1299, Application for Shipment of Personal Property), copies of travel orders, inventory of items, service orders, purchase orders, inspection reports, invoices and storage contract information. Cross referenced by file number and name of individual.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To control storage of household goods, certify bills for services rendered and check items against inventory. Information may be released to common carriers, carriers' agents, and members' insurance companies. Also used for payment of charges related to household goods shipments.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, microfilm, computer printouts, microfilm records and tapes.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Records are permanent. They are retained for 2 calendar years following year of creation, then held in Records Holding Area.

System manager(s) and address:

Commander, Military Traffic Management Command, Washington, DC 20315.

Notification procedure:

Information may be obtained from Headquarters of the Installation to which the individual is/was assigned or transferred from.

Record access procedures:

Requests from individuals should be addressed to Headquarters of the Installation to which the individual is assigned or transferred from.

Written requests should contain the full name, rank, and social security number.

For personal visits, individual should be able to provide a valid identification (ID) card or driver's license.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Applications, inventories and travel orders from the individual. Service and purchase orders, delivery orders from the SYSMANAGER, and receipts from the Installation Transportation Officer.

Systems exempted from certain provisions of the act:

None

A1203.19dMTMC

System name:

1203.19 Household Shipment Contract/Nontemporary Storage Files

System location:

Maintained in Transportation Office Files world-wide.

Categories of individuals covered by the system:

Nontemporary Storage Files are maintained on personnel who are restricted as to amount of household goods permitted by regulation in certain areas or do not require household goods.

Members who retire can store household goods for 1 year before they decide on home of selection.

Members can store household goods if they are going from a permanent duty station (PDS) to a restricted duty station. Member can store household goods when going from one duty station to another with temporary duty (TDY) enroute and items are not required until he arrives at his permanent duty station. Members can store household goods while attending a course of instruction in excess of 20 weeks.

Categories of records in the system:

File contains individual's last name, rank, date items placed in storage, expiration date of storage authorization, weight of shipment, storage rate, quarterly cost, date of billing, date shipment handled out.

Authority for maintenance of the system:

Title 10, U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to maintain a record of household goods in storage by name, weight, cost, date-in and out. Information may be released to contractors, common carriers, and the member's insurance company.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records are kept in file cabinets. Magnetic tapes also maintained in systems offices.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Paper records are maintained in file cabinet accessible to authorized personnel working in the Personal Property Section. Tapes are maintained in computer facilities.

Retention and disposal:

Records are permanent. They are retained in active file until end of calendar year in which member withdraws storage, held 1 additional year in inactive file and subsequently transferred to records holding areas.

System manager(s) and address:

Headquarters, Military Traffic Management Command, Washington, DC 20315.

Notification procedure:

Information may be obtained from Headquarters where assigned.

Record access procedures:

Written requests for information should contain full name of the individual, date items placed in storage, current address. Address to Headquarters of Installations at which individual is/was assigned.

Contesting record procedures:

The Army's rules for access to records and for contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information is derived primarily from member, his transfer orders and storage facilities.

Systems exempted from certain provisions of the act:

None

A1203.20aMTMC

System name:

1203.20 Household Shipment Reimbursement Files

System location:

Headquarters of Installations, Major Army Commands and Transportation Offices world-wide.

Categories of individuals covered by the system:

Documents accumulated by offices responsible for determining the validity of claims for reimbursement for shipment of household goods when charges are paid by the individual.

Categories of records in the system:

File contains individual's application, travel orders; inventory of items; counseling check list; statement of accessorial services performed and weight/reweight tickets; individual's name, social secu-

rity number (SSN), current address, duty assignment, information on household goods, and cost information.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to act on member's reimbursement claim for household goods shipped at member's expense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, tapes, printouts and similar data.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Under personal surveillance of office personnel.

Retention and disposal:

Destroyed 10 years after year in which action was taken.

System manager(s) and address:

Commander, Headquarters, Military Traffic Management Command, Washington, DC 20315.

Notification procedure:

Information may be obtained from Headquarters of the Installation at which the individual is/was assigned.

Record access procedures:

Request from individual should be addressed to the Commander of the Installation to which the individual is/was assigned.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Permanent change of station orders, Department of Defense (DD) 1299, Application for Shipment and/or Storage of Personal Property. Also information received from individual member.

Systems exempted from certain provisions of the act:

None

A1203.27aMTMC

System name:

1203.27 Privately Owned Vehicle Shipment Files

System location:

Military Traffic Management Command, Headquarters of Installations and Major Army Commands, and Transportation Offices world-wide. Official mailing addresses are in the Appendix.

Categories of individuals covered by the system:

All military or civilian personnel incoming or outgoing, for whom household goods are stored, packed and crated.

This file is necessary when an installation does not have property disposition instructions.

Categories of records in the system:

Documents relating to the shipment of privately owned vehicles. Included are turn-in slips, copies of shipping documents, service orders, affidavits pertaining to encumbrances, acceptance reports, receipts for funds, and alloted documents.

Authority for maintenance of the system: Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Control of authorized Privately Owned Vehicle Shipments. Files required to answer inquiries from the individual, Transportation Officers and Commercial Carriers.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Files maintained alphabetically by last name of individual.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Destroy after 2 years.

System manager(s) and address:

Commander, Headquarters Military Traffic Management Command, Washington, DC 20315.

Notification procedure:

Information may be obtained from Headquarters of the installation to which the individual is assigned.

Record access procedures:

Request from individual should be addressed to the Commander of the Installation to which the individual is assigned.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

Record source categories:

Permanent Change of Station (PCS) Orders; various correspondence from individuals and transportation officers; Department of Defense (DD) From 788, Private Vehicle Shipping Document.

Systems exempted from certain provisions of the act:

None

A1205.16aDAAG

System name:

1205.16 Passport Files

System location:

Primary File: United States (US) Army Service Center for the Armed Forces (USASCAF), ATTN: ANRDP-P, Washington, DC 20310.

Auxiliary Files: Installation passport offices, usually located in the installation transportation division, or activity passport agents.

Categories of individuals covered by the system:

Persons who have applied for passports, including military and civilian personnel and their dependents.

Categories of records in the system:

File contains a copy of Department of Defense (DD) Form 1056, requests for passports, transmittal letters, receipts for passports, control cards; passports and related documents.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To obtain passports from the State Department. USASCAF also forwards applications for visas to the appropriate embassies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual card file, paper records in file folders.

Retrievability:

Information is filed alphabetically.

Safeguards:

Only authorized persons have access to file areas.

Retention and disposal:

USASCAF files are destroyed after 3 months, except that DD Forms 1056 are kept for 1 year and then destroyed; other offices destroy files after 3 months.

System manager(s) and address:

Commander, US Army Service Center for the Armed Forces, Washington, DC 20310; installation commanders.

Notification procedure:

Information may be obtained from the USASCAF system manager or from installation passport offices.

Record access procedures:

Requests from individuals should be addressed to the USASCAF manager, ATTN: ANRDP-P, or to the installation commander, ATTN: passport office.

Contesting record procedures:

Rules and procedures for contesting contents may be obtained from the USASCAF SYSMANAGER.

Record source categories:

DD Form 1056 Application for Passport, some proof of citizenship, orders, personnel records.

Systems exempted from certain provisions of the act:

None

A1205.17aDALO

System name:

1205.17 Passenger Warrant Files

System location:

United States Army, Europe (USAREUR), AEAGD-T, Army Post Office (APO) New York 09403.

Categories of individuals covered by the system:

Personnel traveling in the oversea area on official business of the Department of Defense.

Categories of records in the system:

Copies of used and canceled warrants, transportation certificates, travel orders, similar documents serving the same purposes, registers and related correspondence.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Passenger warrants are used by USAREUR installation transportation officers to purchase transportation from commercial carriers for official travel in Europe.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Destroy after 3 years, except that files involved in an incomplete investigation will be retained until completion of the investigation.

System manager(s) and address:

Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the installation transportation office which issued the passenger warrant.

Record access procedures:

Requests from individuals should be addressed to Commander in Chief, United States Army Europe, ATTN: AEAGD-T, APO New York 09403.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information is obtained from the individual passenger and pertinent travel orders.

Systems exempted from certain provisions of the act:

None

A1205.19aDALO

System name:

1205.19 Baggage Inspection and Clearance Files

System location:

Army transportation offices within oversea assignment areas involved in military customs inspection of personal property shipments. Official mailing addresses are in the Department of Defense (DOD) Directory in the Appendix to the Department of the Army (DA) system notices.

Categories of individuals covered by the system:

All DOD personnel shipping personal property.

Categories of records in the system:

Documents related to customs inspection of personal property shipments originating in oversea areas and being moved as DOD-sponsored cargo.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of records is to retain evidence of an individual's declaration concerning entry into the United States (US) of his personal property. Users would be all personnel in the transportation office tasked to provide information on specific declarations. The use of such information could be for tracer action and/or to verify declaration to US Customs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Information will be retrieved by name and/or social security number (SSN) through the use of conventional indices.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Destroy after 2 years or on discontinuance, whichever is first.

System manager(s) and address:

Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information can be obtained from the Transportation Officer at installation from which property was shipped.

Record access procedures:

Direct requests to SYSMANAGER.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Information is obtained from individuals shipping property, who provide information on related forms.

Systems exempted from certain provisions of the act:

None

A1205.26aDALO

System name:

1205.26 Local Transportation Authorization Files

System location:

Army transportation offices charged with responsibility for approving the use of available local transportation that may be used advantageously in the transaction of official business. Official mailing addresses are in the Department of Defense Directory (DOD) in the Appendix to the Department of the Army (DA) system notices.

Categories of individuals covered by the system:

All personnel required to use official transportation in the conduct of official Government business within and around their designated duty stations.

Categories of records in the system:

Documents pertaining to the issuance of local ferry tickets, commercial bus tokens, and toll bridge tickets for official travel of Government personnel.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of records is to retain evidence that an individual was issued tokens and/or tickets. Users would be all personnel in the transportation office tasked to provide information con- cerning issuance of tickets/tokens to a specific individual. The use of such information could be for tracer action and to preclude unauthorized reimbursement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Information will be retrieved by name or social security number (SSN), through use of conventional indices.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Destroy after 3 years.

System manager(s) and address:

Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information can be obtained from the Transportation Officer responsible for the records.

Record access procedures:

Direct requests to SYSMANAGER; address is provided in the DOD Directory in the Appendix to the DA system notices.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21.

Record source categories:

Information is obtained from individuals issued tickets/tokens for official travel.

Systems exempted from certain provisions of the act:

None

A1205.27aDALO

System name:

1205.27a Bus Pass File

System location:

Army transportation offices worldwide involved in movement of passengers by military or commericial contract bus.

Categories of individuals covered by the system:

All personnel using bus transportation.

Categories of records in the system:

Documents relating to the issuance of permanent and temporary passes to individuals for use of military and commercial contract bus.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of records is to retain evidence that an individual was issued a bus pass and would allow transportation officer to be able to identify quantity of bus passes issued and remaining outstanding. Users would be all personnel in the transportation office tasked to provide information concerning valid bus passes. The use of such information could be for tracer action and/or to verify individuals who possess valid bus passes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Information will be retrieved by name and/or Social Security Number (SSN), through use of conventional indices.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Destroy on turn-in or replacement of pass.

System manager(s) and address:

Deputy Chief of Staff for Logistics, Headquarters, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information can be obtained from the Transportation Officer responsible for the records.

Record access procedures:

Direct requests to SYSMANAGER; address is provided in the Department of Defense Directory in the appendix to the Department of the Army system notices.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Information is obtained from individuals using military or commercial contract bus transportation.

Systems exempted from certain provisions of the act:

None

A1205.30aDAAG

System name:

1205.30 Individual travel files

System location:

Headquarters of Installations and Major Army Commands. Official mailing addresses are in the Appendix.

Categories of individuals covered by the system:

All military and civilian personnel who meet the entitlements criteria as prescribed in the Joint Travel Regulations and Army Regulation (AR) 55-46.

Categories of records in the system:

File contains documents pertaining to the processing of individual dependents prior to movement to and from authorized destinations. Included are requests for movement of dependents; letters notifying dependents of eligibility to travel to authorized destinations and authorization to obtain passports; questionnaires and information sheets used for issuance of travel authorizations; port calls; travel authorizations; related correspondence; and indexes.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The personnel data contained on the Department of the Army (DA) Form 2370 is used in the assignment-making process for enlisted members. Each service member must be assigned to a specific unit before a determination can be made regarding dependent travel (i.e., the location to which an individual is going must be known before a quarters availability check can be made).

In most cases DA Form 2370 becomes a valuable tool in formulating an enlisted member's assignment. The data contained therein are essential in determining a member's military occupational specialty (MOS) qualifications, physical limitations, and special skills (linguistic, etc.).

DA Form 2370 is also used to determine if facilities such as hospitals and schools are suitable to service dependents who may need special care and education.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Destroy after 2 years.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army (HQDA), The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from: Headquarters of the Installation at which the individual is assigned. For personal visits Headquarters of the Installation or Command to which the individual is assigned.

Record access procedures:

Request from individual should be addressed to the Commander of the installation or command at which the member is assigned.

Contesting record procedures:

The Army's rules for contesting contents may be obtained from HQDA (DAAG-AMP), Washington, DC 20314.

Record source categories:

Information is obtained from the individual service member and the installation or command evaluating official.

Systems exempted from certain provisions of the act:

None

A1205.30bMTMC

System name:

1205.30 Individual Travel Files

System location:

Military Traffic Management Command, Passenger Liaison Offices, Headquarters of Installations, Major Army Commands, and Transportation Offices world-wide. Official Department of Defense (DOD) mailing addresses are in the Appendix.

Categories of individuals covered by the system:

Any individual, military or civilian whose transportation overseas is the responsibility of the Department of the Army.

Categories of records in the system:

Individual's name, rank, social security number (SSN), destination, origin station, availability date, type of travel, sex, and port call information, unit assigned to, copy of travel orders, correspondence from individuals, military occupational specialty (MOS). File also contains documents pertaining to the processing of individual dependents prior to movement to and from authorized destinations. Included are requests for movement of dependents; letters notifying dependents of eligibility to travel to authorized destination and authorization to obtain passports; questionnaires and information sheets used for issuance of travel authorizations; related correspondence.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Maintain record of port calls and authorized individual travel requested and action taken in response. Answer inquiries, conduct statistical research. Make arrival notification to receiving command. Answer occasional inquiries from military police relative to port call of possible away without leave (AWOL) cases. Information may be released to commercial carriers.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Microfiche, computer printouts, disks, tapes, paper records in file folders, and similar data.

Retrievability:

Alphabetically by last name of individual. Microfiche by last name of individual and SSN.

Safeguards:

Records are maintained in areas accessible only to authorized personnel that are properly trained.

Retention and disposal:

2 years.

System manager(s) and address:

Commander, Military Traffic Management Command, Washington, DC 20315.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

Requests from individuals should be addressed to the Commander of the Installation to which the individual is assigned.

Contesting record procedures:

The Army's rules for access to records and for contesting contents of records and appealing initial determinations may be obtained from SYSMANAGER.

Record source categories:

Information received from individual, copies of individual travel orders, and the releasing installation or command.

Systems exempted from certain provisions of the act:

None

## A1207.08aDAPE

System name:

1207.08 Operator's Examination and Qualification Record Files.

System location:

Decentralized: Unit level files or installation Personnel Divisions. Filed in the individual's 201 file.

Categories of individuals covered by the system:

Each individual examined for an Army motor vehicle/equipment operator's permit.

Categories of records in the system:

Information concerning who, what, when, where, and how individuals became qualified to operate Army vehicles/equipment and an historical record of their vehicle/equipment operating activities.

Authority for maintenance of the system:

Public Law 91-596, Section 19, Occupational Safety and Health Act of 1970, and Section 2, Executive Order 11807, Occupational Safety and Health Program for Federal Employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used for reviewing individual's qualifications as related to motor vehicle/ equipment operations and for scheduling of individuals in training courses as an ongoing program to expand operator capabilities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Buildings are kept locked, and records are maintained in areas accessible only to authorized personnel that are properly screened and trained.

Retention and disposal:

Operator qualification record: Permanent. Transferred with Military Personnel Records Jacket or Civilian Personnel Folder, as applicable.

Tests and examinations: Destroyed after recording on applicable qualification records.

System manager(s) and address:

Army Director of Safety, Headquarters, Department of the Army, Office of the Deputy Chief of Staff for Personnel, Washington, DC 20310.

Notification procedure:

Information may be obtained from:
Headquarters, Department of the Army (DAPE-HRS)
Room 1E-686
The Pentagon
Washington, DC 20310
Telephone: Area Code 202/697-6180

Record access procedures:

Requests from individuals should be addressed to: Headquarters, Department of the Army (DAPE-HRS), Washington, DC 20310.

Written requests for information should include name, social security number, and duty element of the individual at the time the system file was initiated.

Personal visits should be limited to the personnel office at the last duty assignment whenever possible and the individual should be able to provide some acceptable identification: i.e., driver's license or employing office identification card at the time of the visit.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Army's testing organizations, provost marshal offices at Army installations, and Army motor vehicle driver examiners through written correspondence.

Systems exempted from certain provisions of the act:

None

## A1207.08bUSAREUR

System name:

1207.08 Government Equipment Operator Permit Files

System location:

Driver Testing Stations and Transportation Motor Pools (TMP), US Army Europe (USAREUR) installations. Official mailing addresses are in the Department of Defense (DOD) Directory in the Appendix to the Department of the Army (DA) system notices.

Categories of individuals covered by the system:

Each individual examined for an Army Motor Vehicle/Equipment Operator's permit, Standard Form (SF) 46.

Categories of records in the system:

File records contain name, rank, social security number (SSN), unit, operator's permit number, record of examination and training.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012. Secretary of the Army, powers and duties, delegation by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the record is to establish the permissibility of an individual for operating various Government equipment. Records issuance of SF 46. Used to issue duplicate permits in event of loss or destruction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Building is protected from unauthorized entry by security guard and the records are maintained in areas accessible only by authorized personnel.

Retention and disposal:

Records are destroyed 3 years from date of issue.

System manager(s) and address:

Officer or Noncommissioned Officer in Charge (OIC or NCOIC) of Driver Testing Station or TMP where individual was tested or where Operator's Permit (SF 46) was issued. Official mailing addresses are in the DOD Directory in Appendix to the DA system notices.

Notification procedure:

Written request should be addressed to appropriate SYSMANAGER including name or operator permit number.

Record access procedures:

Written request should be addressed to the appropriate SYSMANAGER including name or operator permit number.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determination are contained in Army Regulation 340-21.

Record source categories:

Written examination, physical aptitude test, driver's performance test, remedial driver training course, defensive driving course.

Systems exempted from certain provisions of the act:

None

A1207.09aUSAREUR

System name:

1207.09 School Bus System (SBS)

System location:

Primary system: Office of the Deputy Chief of Staff, Logistics, Systems Division, Headquarters, United States Army, Europe (USAREUR) and Seventh Army, APO New York 09403, Heidelberg, Federal Republic of Germany (FRG).

Decentralized segments: Maintained by the V Corps, VII Corps and 1st Support Brigade Directorates of Industrial Operations. Official mailing addresses are in the Department of Defense Directory in the Appendix to the Department of the Army system notices.

Categories of individuals covered by the system:

All United States (US) Dependent School European Area students using bus transportation to attend US Dependent Schools during the previous or the current school year.

Categories of records in the system:

System contains student's name and address, assigned student number, assigned school number, assigned pickup and delivery zone number.

System contains school names, measured distances and estimated driving speeds between all towns or intersections used or anticipated for pickup or delivery points in the school district road network.

System contains numbers and capacities of vehicles in bus fleet, zones assigned first or last pickup or delivery.

System contains earliest starting and latest finishing times for bus fleet, bus route mileage and travel times, assigned route, vehicle type and passenger load, scheduled time for each pickup or delivery on route.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012, Secretary of the Army, powers and duties, delegation by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose is to produce efficient, school bus route schedules. Transportation Officer in Directorate of Industrial Operations uses information to select best school bus routes, vehicles, pickup and delivery points and times, school start times. Busmaster in transportation motor pool uses information to time passenger pickup and delivery stops along route. Comptroller management analyst uses information to select best school bus routes. Transportation system project officer uses information to estimate school bus fleet operation and maintenance costs. Comptroller system project officer uses information to contract for school bus vehicle service. Logistics system project officer uses information to establish computer files for system input. School transportation officer uses information to coordinate changes in school starting times with school officials. Transportation project officer uses information to reduce or increase assigned vehicle fleet as required.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, punched cards, computer magnetic tapes, computer magnetic disks, computer paper printouts.

Retrievability:

Paper records accessed manually and retrieved alphabetically by name, school district, school and pickup point. Punched cards accessed by computer and manually, and retrieved by computer and manually by school number and pickup zone number. Computer magnetic tapes accessed by computer by school number and pickup zone number. Computer magnetic disks accessed by computer by school number and pickup zone number. Computer paper printouts accessed manually by school name, student name and address, route number, pickup and delivery zone number.

Safeguards:

Access is limited to system project officers, busmaster and bus drivers in transportation motor pool, and school officials. Buildings containing records are secured during nonworking hours.

Retention and disposal:

Road network information is updated as required and retained for an indefinite period. Paper records, punched cards and computer printouts are updated annually; previous year's paper records, punched cards and computer printouts are salvaged as automatic data processing (ADP) waste.

System manager(s) and address:

USAREUR, Deputy Chief of Staff, Logistics, ATTN: AEAGD-S, APO NY 09403.

Notification procedure:

Information may be obtained from:

USAREUR, Deputy Chief of Staff, Logistics, ATTN: AEAGD-S-PD, APO NY 09403.

Request for information must contain full name of student, school attended, dates of attendance.

Record access procedures:

Information may be obtained from the SYSMANAGER.

Contesting record procedures:

The Army's rule for access to records and for contesting con- tents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Data are received from US Dependent School European Area school officials and from Directorate of Industrial Operations transportation officers.

Systems exempted from certain provisions of the act:

None

A1301.07aAMC

System name:

1301.07 Alphabetical Listing of Scientists

System location:

Proposals Branch, Information Processing Office, United States Army Research Office (USARO), Research Triangle Park, NC 27709.

Categories of individuals covered by the system:

Any scientist that has submitted a formal, unsolicited basic research proposal in the fields of mathematics and the physical sciences, engineering, life and geosciences.

Categories of records in the system:

File contains individual's name, title of proposed research, parent organization and proposal number as assigned by the proposals branch.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Proposals Branch: To determine if a scientist has previously submitted a formal proposal and the action(s) taken on that proposal.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in metal Revo File.

Retrievability:

Filed alphabetically by last name of scientist.

Safeguards:

Records are maintained in area accessible only to authorized personnel that have proper need.

Retention and disposal:

Records are retained in active file until no longer needed to facilitate work. Held 1 additional year in inactive file and then destroyed.

System manager(s) and address:

Records Management Officer, USARO, Research Triangle Park, NC 27709.

Notification procedure:

Information may be obtained from:
USARO (AMXRO-AO)
Box 12211
Research Triangle Park, NC 27709
Telephone: Area Code 919-549-0641

Record access procedures:

Requests from individuals should be addressed to: Commander, USARO, ATTN: AMXRO-AO, Box 12211, Research Triangle Park, NC 27709.

Written requests for information should contain the full name of the individual, current address and telephone number, and the proposal number that appears with the office symbol on all correspondence received from this office. Visits are limited to the Adjutant's Office (AMXRO-AO), USARO, Research Triangle Park, NC 27709.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, employing office's identification card, and give some verbal information that could be verified from his file.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Correspondence received from individual scientists.

Systems exempted from certain provisions of the act:

None

A1301.07bAMC

System name:

1301.07b Food Taste Test Panel Reference Files

System location:

Primary System: Food Acceptance Group, Food Science Laboratory, United States (US) Army Natick Development Center, AMXNM-YBF, Natick, MA 01760.

Decentralized Segment: Data Analysis Office, US Army Natick Development Center, AMXNM-D, Natick, MA 01760.

Categories of individuals covered by the system:

Civilian and military personnel who volunteer to participate in sensory taste tests of food items.

Categories of records in the system:

File contains questionnaire and locator record that are completed by civilian and military personnel who volunteer to participate on a food sensory test panel. Information collected includes name, date, organization, business telephone number, sex, age, marital status, rank or grade, present or prior military service, highest educational level attained, section of country lived in the longest, willingness to test irradiated foods, food aversion data, food preference data.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012, Secretary of the Army: Powers and duties, delegated by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Food Acceptance Group: Selection of Panel Members to participate in individual food sensory tests by the SYSMANAGER. Personal information on panel members is used when a particular food sensory test requires selection of panel members having specified characteristics.

Data Analysis Office: To provide automatic data processing services as requested by Head, Food Acceptance Group, Food Science Laboratory.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer paper printouts, cards, magnetic tapes and paper records in file folders.

Retrievability:

Filed alphabetically by last name or unique number assigned to each volunteer.

Safeguards:

Buildings employ security guards. Records are stored in metal file cabinets which are locked when not under the control of authorized personnel.

Retention and disposal:

Records are destroyed when individual volunteer leaves or ceases to participate in program.

System manager(s) and address:

Head, Food Acceptance Group, US Army Natick Development Center, AMXNM-YBF, Natick, MA 01760.

Notification procedure:

Information may be obtained from SYSMANAGER, Telephone: Area Code 617/653-1000, X 2720.

Record access procedures:

Requests from individuals should be addressed to: Commander, US Army Natick Development Center, ATTN: AMXNM-YBF, Natick, MA 01760.

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to the Food Acceptance Group, Food Sciences Laboratory (AMXNM-YBF), US Army Natick Development Center, Natick, MA 01760.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Subject individual.

Systems exempted from certain provisions of the act:

None

A1301.07cAMC

System name:

1301.07c Visiting Scientist Research Associates Reference Files

System location:

Deputy Technical Director/Food Service Systems Program, Office of the Technical Director, United States (US) Army Natick Development Center, AMXNM-ZTF, Natick, MA 01760.

Categories of individuals covered by the system:

Scientific investigators proposed to the US Army Natick Development Center (NDC), by the National Research Council (NRC), National Academy of Sciences, under a contract for research services in special scientific areas of interest to the NDC.

Categories of records in the system:

File contains name of each investigator proposed to the NDC, a resume of the investigator's qualifications, a copy of his research proposal, a copy of NRC letter to the investigator appointing him to the NDC, copies of travel requests and vouchers which the investigator submits to the NRC, copies of quarterly and final reports which are submitted by the investigator to the NRC, and a technical evaluation of completed assignment by the investigator's NDC Advisor.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012, Secretary of the Army: Powers and duties; delegated by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are maintained for review and approval of investigators and areas of research proposed under the contract and for monitoring performance of assigned investigators under the contract.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of investigator.

Safeguards:

Buildings employ security guards. Records are stored in metal file cabinets which are locked when not under the control of authorized personnel.

Retention and disposal:

Records are retained indefinitely.

System manager(s) and address:

Deputy Technical Director/Food Service Systems Program, Office of the Technical Director, US Army Natick Development Center, AMXNM-ZTF, Natick, MA 01760.

Notification procedure:

Information may be obtained from SYSMANAGER, Telephone: Area Code 617/653-1000, X 2361.

Record access procedures:

Requests from individuals should be addressed to: Commander, US Army Natick Development Center, ATTN: AMXNM-ZTF, Natick, MA 01760.

Written requests for information should contain the full name of the individual, current address and telephone number, date and title of research assignment at NDC. Visits are limited to Deputy Technical Director/Food Service Systems Program, Office of the Technical Director, US Army Natick Development Center, AMXNM-ZTF, Natick, MA 01760.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information in records is obtained from the National Research Council, National Academy of Sciences; and from the NDC Advisor in the laboratory/office to which the investigator was assigned.

Systems exempted from certain provisions of the act:

None

A1302.15aDAJA

System name:

1302.15 Unsolicited Proposal Files

System location:

Decentralized System: Commander, United States (US) Army Materiel Command, ATTN: AMCRD-A, 5001 Eisenhower Avenue, Alexandria, VA 22333; Commander, Ballistic Missile Systems Command, ATTN: BMDSC-C, P.O.Box 1500, Huntsville, AL 35807; Headquarters, Department of the Army (HQDA), (DAEN-GCP), Forrestal Building, Washington, DC 20314.

Categories of individuals covered by the system:

Persons submitting unsolicited inventive proposals to Army agencies.

Categories of records in the system:

Inventive proposals (other than those arising under contract, from performance of official duty, or in response to a solicitation by the Army) which have been individually submitted to an Army agency for evaluation, together with resultant evaluation reports and correspondence. Proposals are limited to those involving processes, machines, manufactures, compositions of matter, and improvements thereof which are or may be patentable.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Inventive proposals are evaluated by technical personnel of the Army and other Governmental agencies to determine whether the proposal is technically feasible, meets military requirements, and should be accepted. Files are retained by the agency as a record of the proposal and of action taken thereon. Later proposals and claims for patent infringement may be cross checked with the records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Name of the person submitting the proposal.

Safeguards:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

Retention and disposal:

Records are held by the agency which evaluated the proposal and destroyed after 6 years.

System manager(s) and address:

Chief, Patents Division, Office of the Judge Advocate General, Department of the Army, Washington, DC 20310.

Notification procedure:

Information may be obtained from Army organization to which the proposal was submitted or the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received, and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified from his proposal.

Record access procedures:

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received, and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified from his proposal.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

The proposal submitted and agencies evaluating the proposal.

Systems exempted from certain provisions of the act:

None

A1304.08aDASG

System name:

1304.08 Immunity Booster Files

System location:

United States (US) Army Medical Research Institute of Infectious Diseases (USAMRIID), Ft Detrick, Frederick, MD 21701.

Categories of individuals covered by the system:

Military and civilian employees of Ft Detrick engaged in research who have been immunized with a biological product or who fall under the Occupational Health and Safety Act or Radio- logic Safety Program.

Categories of records in the system:

File contains name of biological agents, name, social security number (SSN), age, race, date of birth (DOB), occupation, titers, immunization schedule, known allergies, amount of dosage, reaction to immunization, radiologic agents, exposure level, health screening test results, health test schedule.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301; 1943 Executive Order 9397.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used for two primary purposes: To create a large data base of immunological data for research purposes, and to manage the scheduling of all the health screening tests, immunizations, physicals, and other special procedures required by USAM-

RIID's biosurveillance program, radiologic safety program, and occupational health and safety program.

Scheduling documents are handled by ward clerks and the immunization nurse. Access to immunological data is given to the immunization nurse, the ward physician, and other interested professional investigators.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Files are maintained on random access disk files, card files and backed up on magnetic tape. Computer paper printouts are also required by the system users.

**Retrievability:**

For research purposes, the data are usually retrieved and analyzed with respect to relative times, vaccine lots, titers, demographic values, etc. The data are seldom retrieved by name of individual or SSN.

The schedule data are retrieved by name, by test to be taken, and by month of scheduled examinations.

**Safeguards:**

Files are maintained in a controlled area in the computer center at Walter Reed Army Institute of Research.

Files at USAMRIID are maintained in a building which is locked at night with periodic patrols by security personnel. Access during duty hours is by authorized personnel only.

**Retention and disposal:**

Records are permanent.

**System manager(s) and address:**

Commander, US Army Medical Research Institute of Infectious Diseases, Ft Detrick, Frederick, MD 21701.

**Notification procedure:**

Information may be obtained from the above SYSMANAGER.

**Record access procedures:**

Requests from individuals will be addressed to the above SYSMANAGER and should indicate type of information desired.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Local form completed by physician or nurse and an interview with the individual. Laboratory results, immunization results, and other relevant test results and dates are provided by the immunization nurse.

**Systems exempted from certain provisions of the act:**

None

## A1304.21aDASG

**System name:**

1304.21 Sandfly Fever Files

**System location:**

United States (US) Army Medical Research Institute of Infectious Diseases (USAMRIID), Ft Detrick, Frederick, MD 21701.

**Categories of individuals covered by the system:**

All human volunteers who participated in the Sandfly fever studies at USAMRIID.

**Categories of records in the system:**

Records contain data on name, body temperature, pulse, blood pressure, respirations, urinalysis results, blood serology results.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information is not actively being used for any current research efforts but is being stored for possible future study. Data were collected and analyzed during a previous Sandfly fever study.

Access to the data is limited to interested professional investigative personnel.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are maintained on punched computer cards. Computer printouts from previous analysis are also being stored.

**Retrievability:**

The records are retrievable by name and are usually analyzed by parameter, pre- or postinfection day and experimentals versus controls.

**Safeguards:**

Files are maintained in a building which is locked at night with periodic patrols by security personnel. Access during duty hours is restricted to authorized personnel only.

**Retention and disposal:**

Records will be maintained until they have no further research value.

**System manager(s) and address:**

Commander, US Army Medical Research Institute of Infectious Diseases, Ft Detrick, Frederick, MD 21701.

**Notification procedure:**

Information may be obtained from the SYSMANAGER.

**Record access procedures:**

Requests from individuals will be addressed to the SYSMANAGER and should indicate type of information desired.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Quantitative data obtained from investigative staff, and clinical laboratory reports.

**Systems exempted from certain provisions of the act:**

None

## A1401.07aAMC

**System name:**

1401.07 Resumes for Non-Government Technical Personnel

**System location:**

Primary System: Battelle Columbus Laboratories, Durham Operations (BCL-D), Suite 4A, 3333 Chapel Hill Boulevard, Durham, NC 27707.

Decentralized Segments: Battelle Columbus Laboratories (BCL), 505 King Avenue, Columbus, OH 43201.

Procurement Office, United States Army Research Office (USARO), P.O. Box 12211, Research Triangle Park, NC 27709.

**Categories of individuals covered by the system:**

File contains solicited and unsolicited resumes of candidates for providing scientific services to Federal agencies in the fields of mathematics and the physical, engineering, life and geosciences.

**Categories of records in the system:**

File contains individual's name, personal history resume, affiliations, area of expertise, social security number, record of remuneration for services provided and performance evaluations.

**Authority for maintenance of the system:**

Title 5 U.S.C., Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

BCL-D: To determine the best qualified technical personnel to provide scientific services to Federal agencies.

BCL: Provides for BCL-D quick search computer services on resume information.

Procurement Office, USARO: For evaluation of individual scientific service cost proposals.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in metal containers and automatic data processing (ADP) random access.

**Retrievability:**

Filed alphabetically by last name of candidate and ADP by keyword.

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel that are properly trained and that have proper need.

**Retention and disposal:**

Records are temporary. They are retained in active file for life of the contract to facilitate work. They are destroyed when no longer required.

**System manager(s) and address:**

Robert S. Carbonara, SSP Program Manager, BCL-D, Durham, NC.

Notification procedure:

Information may be obtained from:
Battelle Columbus Laboratories, Durham Operations
Suite 4A
3333 Chapel Hill Boulevard
Durham, NC 27707
Telephone: Area Code 919/489-2366

Record access procedures:

Requests from individuals should be addressed to: Battelle Columbus Laboratories, Durham Operations, Suite 4A, 3333 Chapel Hill Boulevard, Durham, NC 27707.

Written requests for information should contain the purpose of the request, full name of the individual, current address, telephone number, position title, and current employer. Visits are limited to BCL-D.

For personal visits, the individual should be able to provide some acceptable identification; i.e., driver's license, employing officer's identification card, and give some verbal information that can be verified.

Contesting record procedures:

The Army's rules for access to records and for contesting the contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Correspondence received from candidates.

Systems exempted from certain provisions of the act:

None

A1401.08aDAAG

System name:

1401.08 Alphabetical Library Borrowers' File

System location:

Libraries on all Army installations. For installation address see the organizational directory in the Appendix to these system notices.

Categories of individuals covered by the system:

Active and retired military and civilian personnel (including dependents of military) and all other authorized patrons of Army library facilities.

Categories of records in the system:

File contains a record showing name, address, social security number (SSN) and telephone number, which is used for patron registration and record of library materials loaned.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012 and Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To fully identify every patron authorized to borrow library materials when materials are charged out of the library. As library meterials become overdue for return, overdue notices are sent to the patrons at the military or civilian address, as appropriate, depending on the status of the patron. Used as a means of assuring that all installation property has been returned and that the individual's account is clear in conjunction with the installation clearance system. May also be used to prepare a written report to the installation commander, if the individual refuses or fails to make restitution for negligently lost, damaged or destroyed library materials, and for taking action as may be deemed appropriate to achieve restitution. It is also used to advise patrons when specific information or materials requested are available. It may be used for recording in library use of equipment as head sets, typewriters, and cassette players.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card files, magnetic tape, computer printouts.

Retrievability:

File alphabetically by patron's surname.

Safeguards:

Files are maintained in areas accessible only to auth- orized personnel who are properly instructed in the permissible use of the information. Library is secured during non-duty hours.

Retention and disposal:

Records are routinely destroyed upon clearance of the individual involved.

System manager(s) and address:

The Adjutant General, Headquarters, Department of the Army (DAAG-RE), Washington, DC 20314.

Notification procedure:

Requests should be directed to the specific library involved.

Record access procedures:

Written requests should be addressed to the librarian of the library having the record and should contain the full name, rank, and SSN of the individual.

For personal visits, the individual should be able to provide identification such as a military or civilian identification card, or driver's license with a photograph.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determina- tions are contained in Army Regulation 340-21.

Record source categories:

Each patron authorized to use the library completes and personally signs a Borrower's Registration Form (may be a Department of the Army (DA) Form 1878). Information is obtained from no other source unless correspondence is returned by mail channels.

Systems exempted from certain provisions of the act:

None

A1402.18DAJA

System name:

1402.18 Procurement Misconduct Files (Fraud Cases)

System location:

Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

Categories of individuals covered by the system:

Individuals or legal entities investigated for alleged procurement misconduct, such as fraudulent activities in securing or performing a Government contract.

Categories of records in the system:

Criminal and administrative investigations of fraudulent or other criminal conduct in connection with Government procurement activities and the Joint Consolidated List of Debarred, Ineligible, and Suspended Contractors.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The collected information is used to determine whether criminal or civil proceeding should be initiated against the contractor with the Government or Government procurement officials for criminal conduct in connection with procurement activities and to maintain and distribute a list of contractors determined to be ineligible to participate in Government procurement activities. The routine users include, in addition to the Litigation Division, Office of the Judge Advocate General of the Army, the Department of Justice, United States (US) Attorneys, and the addressees for the Joint Consolidated List of Debarred, Ineligible, and Suspended Contractors which are: Chief of Naval Material, Department of Navy; Director of Procurement Policy, DCS/S&L, Department of Air Force; Director, Defense Supply Agency; Director, Defense Communications Agency; Director, Defense Nuclear Agency; Headquarters, Department of the Army (HQDA) (DAEN-GCZ-A); HQDA (DASG-HCL); HQDA (NGB-JA); HQDA (DAMA-PPZ-A) Commander in Chief, US Army Europe and Seventh Army; Commander; US Army Forces Command, Ft McPherson, Georgia; US Army Health Service Command ATTN: HSC-LO-P; US Army Materiel Command; US Army Training and Doctrine Command; Military District of Washington, US Army; US Army Communications Command; US Army Security Agency; US Army, Alaska; US Army Theater Support Command, Europe; US Army Support Command, Hawaii; US Army Support Command, Japan.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Various Federal buildings employ security guards. Records are maintained in file cabinets accessible only by authorized personnel who are properly instructed in the permissible use of the information.

**Retention and disposal:**

Destroy 15 years after final action on the case.

**System manager(s) and address:**

Chief, Litigation Division, Office of The Judge Advocate General, Department of the Army, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from the SYSMANAGER.

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to any Staff Judge Advocate Office.

**Record access procedures:**

Written requests for information should contain the full name of the individual, current address and telephone number, the case number that appears with the office symbol on all correspondence received from this office and any other personal identifying data (driver's license number, if any) which would assist in determining the identity of the requester.

For personal visits, the individual should be able to provide some positive identification (driver's license, identification card) and give some information that could be verified within his 'case' folder. Visits may be made to the Litigation Division, Office of The Judge Advocate General, Department of the Army, Room 2D435, The Pentagon, Washington, DC 20310.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Department of the Army Staff elements, Staff Judge Advocate Offices, as listed in the DOD organizational directory, Records Center St. Louis, Military Personnel Center, Posts, Camps, and Stations, Department of the Army (DA) Field operating agencies, Civil Service Commission, Department of Justice, US Attorneys, opposing counsel, Armed Forces Institute of Pathology.

**Systems exempted from certain provisions of the act:**

None

## A1402.20aUSAREUR

**System name:**

1402.20 Procurement Management Information System Europe

**System location:**

Primary System: Headquarters, United States (US) Army Procurement Agency, Europe (USAPAE), Box 49, APO NY 09710.

Decentralized Segments: Maintained by subordinate purchasing offices in Germany. Official mailing addresses are derivable from the Department of Defense Directory in the Appendix to the Department of the Army system notices.

**Categories of individuals covered by the system:**

Any person associated with a firm that desires to do business with the US Government through the US Army Procurement Agency, Europe.

**Categories of records in the system:**

Standard Form 129, Bidder's Mailing List Application, contains applicant's name and address; type of organization; how long in present business; name of business officers, owners, partners, affiliates of applicant; persons authorized to sign bids, offers, and contracts in applicant's name; equipment, supplies, materials, and/or services on which applicant desires to bid; type of business; size of business; business floor space; business net worth; security clearance of key personnel and/or plant.

Dun & Bradstreet business rating, name of firm owner, name and address of firm, date firm started in business, payments, annual sales, number of employees, firm history, firm finances, firm operation description, firm bankers, promptness of firm payments.

Department of Defense (DOD) Form 1057, Monthly Procurement Summary of Actions Under

10,000 by Purchasing Office, contains number and dollar value of all procurement actions; number and dollar value of negotiated actions; number and dollar value of research, development, test and evaluation actions; number and dollar value of competition in negotiated actions; number and dollar value of imprest fund actions.

Army, Europe (AE) Form 1014a, US Army, Europe (USAREUR) Dollar-Deutsche Mark Procurement Report, contains name and location of purchasing office, activity address number, monthly reporting period, number and dollar value of obligations by budget program, country where procured, dollar value of obligation of operation and maintenance, Army (OMA) and Deutsche Mark (DM) Funds.

AE Form 1014b, Analysis of USAREUR Offshore Procurement, contains, by category, monthly dollar value of services and/or supplies, FY cumulative dollar value of supplies and services.

AE Form 1014c, Breakout of Total Procurement Workload, contains name and address of purchasing office, activity address number, monthly reporting period, purchase request workload, procurement administrative lead time (PALT).

AE Form 1014d, Breakout by Purchase Method, contains name and address of purchasing office, activity address number, reporting period, number of actions accomplished in purchasing offices and number of actions accomplished by ordering officers by type of action, number of contracts awarded and number of modifications executed by category dollar value.

AE Form 1014e, Contract Execution and Administration, contains name and location of purchasing office, activity address number, monthly reporting period, contract execution by number, contract administration by number, competitive procurement by dollar value, delinquent contracts by number, contract terminations by number.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012, Secretary of the Army, powers and duties, delegation by.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose is to provide increased accessibility to a greater number of qualified supply sources, thereby reducing costs to the US Government through increased competition. Contracting officers and purchasing agents use information to determine sources for supplies and services required by the US Government.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders, punched cards, computer magnetic tapes, computer magnetic disks, computer paper printouts.

**Retrievability:**

Paper records accessed manually and retrieved by name of bidder, type of supply or service sold. Punched cards accessed manually and by computer, and retrieved by computer index codes. Computer magnetic tapes and computer magnetic disks accessed by computer and information retrieved by computer index codes. Computer paper printouts accessed manually by name of firm or individual and address, and type of supply or service sold.

**Safeguards:**

Access is limited to contracting officers and purchasing agents. Buildings containing records are secured during nonworking hours. Records are filed in file containers.

**Retention and disposal:**

No response to two consecutive solicitations to offer results in removal and disposal of all relevant records. Paper records, punched cards and computer printouts are disposed of as Automatic data processing (ADP) salvage waste; computer tapes and computer disks are magnetically erased.

**System manager(s) and address:**

USAREUR Deputy Chief of Staff, Logistics, ATTN: AEAGD-S, APO NY 09403.

**Notification procedure:**

Information may be obtained from:

USAREUR Deputy Chief of Staff, Logistics, ATTN: AEAGD-S-PD, APO NY 09403.

Request for information must contain full name of individual, name and address of individual's business.

**Record access procedures:**

With assistance of SYSMANAGER. Requests will be referred to the SYSMANAGER.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

**Record source categories:**

Information is received from persons associated with business organizations expecting to do business with the US Government through US Army Procurement Agency Europe or its subordinate, area field offices.

Information is received from Dun & Bradstreet Company records.

Systems exempted from certain provisions of the act:

None

A1403.30aDAAG

System name:

1403.30 Commercial Entertainment Transaction Records

System location:

Installation and area clubs; other membership associations, nonappropriated fund (NAF) activities and instrumentalities; Armed Forces recreation centers throughout the Army; United States Army Europe and Korea commercial/entertainment offices; and the Club and Community Activities Management Directorate, The Adjutant General Center, Headquarters, Department of the Army. Addresses are listed in the Directory of the Department of the Army Offices, Commands, and Installations appearing in the Annual Compilation of System Notices.

Categories of individuals covered by the system:

Individual performers, members of entertainment groups or their agents who may be members of the United States (US) Forces and/or their dependents, civilian components of US Forces and/or their dependents, and other US citizens or foreign nationals.

Categories of records in the system:

File may contain name of individual or group, social security number (SSN), type of entertainment, passport number, nationality, location of performances, agent code, performance/band information, fees charged, payment records, individual contract number, performance date, and the code of the NAF activity.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To register individual/group entertainers appearing at NAF activities or instrumentalities, clubs, associations or recreation centers; to issue pay and supporting documents incident to contract for such entertainers; to account for monies of open messes and clubs for entertainment purposes. Used for Internal Revenue Service for income tax purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; punch cards, magnetic tapes and disks, and computer printouts.

Retrievability:

By SSN, agent code or band code.

Safeguards:

Buildings employ security guards. Paper files, computer cards, and printouts are stored in areas accessible only to authorized personnel; offices and buildings are locked during non-duty hours. Access to computer is limited to individuals who are properly cleared and trained in accordance with Army regulations.

Retention and disposal:

Records are maintained in current files for 3 years, then transferred to inactive files for 3 years before being destroyed.

System manager(s) and address:

a. Europe: Chief, Program and Budget Division, Office of the Deputy Chief of Staff for Personnel, United States Army Europe and Seventh Army, APO New York 09403.

b. Korea: Commander, Eight United States Army, ATTN: J-1, APO San Francisco 96301.

c. All others: Director, Club and Community Activities Management Directorate, The Adjutant General Center, Headquarters, Department of the Army, Washington, DC 20314.

Notification procedure:

Information may be obtained from the SYSMANAGER

Record access procedures:

Requests from individuals should be addressed to the SYSMANAGER.

Written requests for information should contain the full name of the individual, agent code (if applicable), SSN and/or passport number, and the time period and performance date involved.

For personal visits, the individual must provide acceptable identification such as military identification, driver's license or passport.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Information is obtained from individual entertainers and agents.

Systems exempted from certain provisions of the act:

None.

A1405.01AMC

System name:

1405.01 Contractor Personnel Files

System location:

Contractor Industrial Relations Office, AMSAR-PPC-IR, United States (US) Army Armament Command (ARMCOM).

Categories of individuals covered by the system:

Contractor employees at Government-owned contractor operated plants whose total compensation exceeds 15,000 per annum.

Categories of records in the system:

Files contain entrance, merit and/or promotional and current salaries, educational and experience background and other compensation paid in area of bonuses.

Authority for maintenance of the system:

Title 5 U.S.C., Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Industrial Relation Office: Establishes, maintains and controls reimbursable monetary limitations on total compensation paid to contractor employees working under cost type contracts with the government.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in filing cabinets and filing card boxes in alphabetical order by plant.

Retrievability:

Filed in alphabetical order by plant and last name of employee.

Safeguards:

Buildings are periodically checked by guards. Records are maintained in locked filing cabinets.

Retention and disposal:

Records are permanent. They are maintained in active file until employee is terminated at which time they are sent to records holding area at Rock Island Arsenal.

System manager(s) and address:

Director of Procurement and Production, Headquarters (HQ) US Army Armament Command, Rock Island, IL 61201.

Notification procedure:

Information may be obtained from:
ARMCOM, AMSAR-PPC-IR
Building 350
Rock Island, IL 61201
Telephone: Area Code 309-794-6134

Record access procedures:

Request for information should be addressed: US Army Armament Command, AMSAR-PPC-IR, Bldg. 350, Rock Island, IL 61201.

Written request for information should contain full name of the individual and plant where employee last worked.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, work badge and provide basis for requiring such data.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from ARMCOM, AMSAR, P&P Director, Rock Island, IL 61201.

Record source categories:

Various Government-owned contractor-operated installations throughout the US.

Systems exempted from certain provisions of the act:

None

A1416.05DALO

System name:

1416.05 Property Officer Designation Files

System location:

Maintained at each headquarters with orders issuing authority.

Official mailing addresses are in the Department of Defense Directory in the Appendix to the Component's System Notice.

Categories of individuals covered by the system:

Those individuals with formal responsibility for United States (US) Government property.

In all instances the individual concerned is provided a copy of the designation orders.

Categories of records in the system:

File contains copies of orders appointing or relieving individuals as property officers.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

File is maintained to verify an individual's authority to assume responsibility for US Government property.

Utilized by other designated property officers when transferring property;

Used to verify that an individual is a designated property officer.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of appointee at headquarters;

Filed by headquarters and orders number at Department of the Army, the Adjutant General.

Safeguards:

Records are maintained in locked cabinets accessible only to limited authorized personnel.

Retention and disposal:

File is maintained during an individual's incumbency and destroyed by burning or shredding 2 years after termination of appointment.

System manager(s) and address:

Deputy Chief of Staff for Logistics, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from commanding officers of orders issuing headquarters.

Written requests for information must contain the full name of the individual, social security number, current address and telephone number, orders number and date.

For personal visits, individuals may contact designated representative of commanding officers of orders issuing headquarters.

Record access procedures:

Individual may review his/her record by visiting designated representatives of or writing to commanding officers of orders issuing headquarters.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Written communications of various types, and/or verbal orders of commanding officers, designating individuals as property officers.

Systems exempted from certain provisions of the act:

None

A1416.16DALO

System name:

1416.16 Hand Receipt Files

System location:

Property book offices and supply rooms at most Army activities throughout the world.

This is a working (temporary or suspense) file maintained at the lowest organizational level.

Official mailing addresses are in the Department of Defense Directory.

Categories of individuals covered by the system:

Any individual, citizen or non-citizen, military or civilian, who assumes temporary custody or responsibility for United States (US) Government or other property.

In all instances the individual concerned is provided a copy of the completed and signed hand receipt.

Categories of records in the system:

File contains receipts reflecting acceptance of responsibility for items of property listed thereon. Included are individual receipts and listings.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

File is maintained as a record of property in use or in custody of individuals.

Utilized by accountable officers as an audit trail for property responsibility.

Used in investigations to determine responsibility for lost, damaged, or stolen property.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual concerned.

Safeguards:

Records are maintained in locked cabinets or locked areas accessible only to limited authorized personnel.

Retention and disposal:

File is maintained only while property is in use by or in the custody of an individual.

File is destroyed on turn-in or other complete accounting for the property, or when superseded by a new receipt or listing.

System manager(s) and address:

Deputy Chief of Staff for Logistics, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from activities issuing hand receipts.

Written requests for information must contain the full name of the individual, social security number for a citizen, other identifying number for a non-citizen, and current address and phone number.

For personal visits, individuals may contact designated representatives of activities issuing hand receipts.

Record access procedures:

Individual may review his/her record by visiting designated representatives of or writing to the activity issuing hand receipts.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Hand receipt, either on printed form or on plain paper, signed by the individual accepting responsibility for US Government or other property.

Systems exempted from certain provisions of the act:

None

A1416.20DALO

System name:

1416.20 Personal Property Accounting Files

System location:

Maintained in orderly rooms of troop units.

Official mailing addresses are in the Department of Defense Directory in the Appendix to the Component's System Notice.

Categories of individuals covered by the system:

Military individuals absent without leave or absent sick in medical facilities.

A copy of the document, with attachments, is provided to the individual concerned.

Categories of records in the system:

File contains documents reflecting items of personal property of individuals absent without leave or absent sick in medical facilities. Included are inventory of personal property and similar forms, and related papers.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

File is maintained to ascertain and identify property left behind by an absent individual.

Utilized by troop commanders to protect the interests of absent personnel, and to assist in preventing loss, damage, or theft of the individual's property.

Used as a basis for claim against the United States (US) Government by individuals for property lost, damaged, or stolen.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual owning the property.

Safeguards:

Records are maintained in locked cabinets accessible only to limited authorized personnel.

Retention and disposal:

File is maintained during an individual's absence and destroyed by burning or shredding 2 years after return of the individual concerned.

System manager(s) and address:

Deputy Chief of Staff for Logistics, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from troop commanders.

Written requests for information must contain the full name of the individual, social security number, current address and telephone number, and dates and circumstances of the absence.

For personal visits, individuals may contact designated representatives of troop commanders.

Record access procedures:

Individual may review his/her record by visiting designated representatives of or writing to troop commanders holding the records.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Inventories and other documents prepared by designated individuals.

Systems exempted from certain provisions of the act:

None

## A1416.34DALO

System name:

1416.34 Personal Clothing Record Files

System location:

Maintained by Active Army training activities, National Guard Armories, and United States (US) Army Reserve Units.

Official mailing addresses are in the Department of Defense Directory in the Appendix to the Component's System Notice.

Categories of individuals covered by the system:

All assigned personnel with military status.

In all instances the individual concerned is provided a copy of the completed and signed record.

Categories of records in the system:

File contains individual personal clothing records, Department of the Army (DA) Form 3078.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

File is maintained as a record of military personal clothing in the custody of individuals.

Utilized by troop commanders as an audit trail for property responsibility; to determine unit readiness, and as a basis for requisitioning material short of allowances.

Used in investigations to determine responsibility for lost, damaged, or stolen property.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in individual file folders.

Retrievability:

Filed alphabetically by last name of individual concerned.

Safeguards:

Records are maintained in locked cabinets or locked areas accessible only to limited authorized personnel.

Retention and disposal:

For active Army personnel the record is destroyed by burning or shredding when the individual concerned has completed basic training, has been in the service 6 months, and has fulfilled their final showdown inspection as required by Army Regulation (AR) 710-2.

For National Guard and US Army Reserve personnel the record is transferred with the military personnel records jacket when the individual concerned has completed basic training.

For all personnel the record is destroyed by burning or shredding when the individual concerned is separated and has no further military status.

System manager(s) and address:

Deputy Chief of Staff for Logistics, Department of the Army, The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from troop commanders holding the records in question.

Written requests for information must contain the full name of the individual, social security number (SSN), and current address and phone number.

For personal visits, individuals may contact designated representatives of troop commanders.

Record access procedures:

Individual may review his/her record by visiting designated representatives of or writing to troop commanders holding the records.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Department of the Army (DA) Form 3078 is completed at the time clothing is issued and signed by the individual receiving the clothing.

Systems exempted from certain provisions of the act:

None

## A1417.02DALO

System name:

1417.02 Authorized Supply Representative Card Files

System location:

Maintained at self-service supply center stores (SSSCS);

Official mailing addresses are in the Department of Defense Directory in the Appendix to the Component's System Notice.

Categories of individuals covered by the system:

Individuals, military or civilian, authorized to sign for material taken from the SSSCS.

Individual signs a sample signature on the card when it is initially prepared.

Categories of records in the system:

File contains cards identifying individuals as authorized supply representatives, correspondence relating to issuance of the cards, and correspondence relating to lost and found cards.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

File is maintained to identify those individuals authorized to sign for and remove property from the SSSCS.

Utilized to prevent unauthorized personnel from obtaining material from the SSSCS.

Used by the SSSCS to verify signatures of individuals removing supplies from the store.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records or embossed cards in file drawers.

**Retrievability:**

Filed by organization and by last name of individual concerned.

**Safeguards:**

Records are maintained in locked cabinets or locked areas accessible only to limited authorized personnel.

**Retention and disposal:**

Obsolete cards are destroyed by burning or shredding after making necessary entries to the control register, any remaining files are destroyed in the same manner after 2 years.

**System manager(s) and address:**

Deputy Chief of Staff for Logistics, Department of the Army, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from the officer in charge (OIC) of the SSSCS where the supply representative card is/was maintained;

Written requests for information must contain the full name of the individual, social security number (SSN), organization to which assigned and date when supply representative card was signed, and current address and phone number.

For personal visits, individuals may contact designated representatives of the OIC of the SSSCS where the supply representative card is/was maintained.

**Record access procedures:**

Individual may review his or her record by visiting designated representatives of or by writing to the OIC of the SSSCS where the supply representative card is/was maintained.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Printed forms or embossed cards prepared at the direction of the OIC of the SSSCS and validated by the signature of the individual concerned.

**Systems exempted from certain provisions of the act:**

None

## A1417.03DALO

**System name:**

1417.03 Authorized Supply Representatives Card Register Files

**System location:**

Maintained at self-service supply center stores (SSSCS);

Official mailing addresses are in the Department of Defense Directory in the Appendix to the Component's System Notice.

**Categories of individuals covered by the system:**

Individuals, military or civilian, authorized to sign for material taken from the SSSCS;

Individual's name is entered on the register after the card number;

This file is complementary to sysname 1417.02 Authorized Supply Representative Card Files.

**Categories of records in the system:**

File contains a list of authorized supply representative card numbers, each number followed by the name of the individual to whom the card is assigned.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

File is maintained to account for authorized supply representative cards.

Utilized to identify authorized supply representative card numbers that have been issued and are available for issue.

Used in investigations of lost, destroyed, or stolen authorized supply representative cards.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Ledger sheets in a book or binder.

**Retrievability:**

File is in authorized supply representative card number sequence.

**Safeguards:**

Records are maintained in locked cabinets or locked areas accessible only to limited authorized personnel.

**Retention and disposal:**

The register is destroyed after all cards reflected on the sheet have expired or have been carried forward to a new sheet.

**System manager(s) and address:**

Deputy Chief of Staff for Logistics, Department of the Army, The Pentagon, Washington, DC 20310.

**Notification procedure:**

Information may be obtained from the officer in charge (OIC) of the SSSCS where the supply representative card register is maintained.

Written requests for information must contain the full name of the individual, social security number (SSN), organization to which assigned and date when supply representative card was signed, and current address and phone number.

For personal visits, individuals may contact designated representatives of the OIC of the SSSCS where the supply representative card register is maintained.

**Record access procedures:**

Individual may review his/her record by visiting designated representatives of or by writing to the OIC of the SSSCS where the supply representative card register is maintained.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Prepared by the SSSCS clerk at the time authorized supply representative cards are issued.

**Systems exempted from certain provisions of the act:**

None

## A1420.08aAMC

**System name:**

1420.08 Equipment Operator Permit Files.

**System location:**

Decentralized at local installation level of the Department of the Army. For official mailing addresses see the organizational directory in the Appendix to these system notices.

**Categories of individuals covered by the system:**

All military and civilian personnel authorized to operate certain categories of Government equipment (generators, air compressors, gas generators, construction equipment, materials handling equipment, locomotives, guided missile hydraulic elevators, mobile floating assault bridges (MOFAB), fueled heaters and stoves, amphibious crafts, and mine detecting equipment).

**Categories of records in the system:**

File contains individual's permit information (Standard Form 46) for operating the above listed Government equipment.

**Authority for maintenance of the system:**

Title 10 U.S.C., Section 3012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The purpose of the record is to establish the permissibility (based on physical and mental qualifications, past experience and training) of an individual for operating various Government equipment. It is used by enforcement personnel, i.e., inspectors, military police, supervisors, etc., to determine whether individuals are qualified to operate the Government equipment that is covered. These inspectors/supervisors are exclusively Department of the Army personnel.

Used by administrative personnel at local installation levels to issue duplicate permits in event of loss or destruction.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Buildings are protected from unauthorized entry by security guards and records are maintained in areas accessible only to authorized personnel.

**Retention and disposal:**

Records are destroyed 3 years from date of issue or whenever revoked by proper authority, whichever occurs first.

**System manager(s) and address:**

Commander, United States Army Materiel Command, ATTN: AMCSF-S (Chief, Safety Office) 5001 Eisenhower Ave., Alexandria, VA 22333, and Commanders of installations exercising control over this type of equipment.

Notification procedure:

Request should not be addressed to SYSMANAGER but to the Commander of the local installation where record is thought to be filed. Request should be addressed to the Mobility Equipment Examiner of the installation.

Record access procedures:

Requests should be addressed to the local installation where record is thought to be filed.

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

All information is obtained by interview with the individual seeking permission to operate Army equipment.

Systems exempted from certain provisions of the act:

None

A1420.09AMC

System name:

1420.09 Equipment Operator Permit Register Files

System location:

Decentralized at local installation level of the Department of the Army. Addresses are in the Department of Defense Directory in the Appendix.

Categories of individuals covered by the system:

All military and civilian personnel authorized to operate certain categories of Government equipment (generators, air compressors, gas generators, construction equipment, materiels handling equipment, locomotives, guided missile hydraulic elevator, mobile floating assault bridge (MOFAB), fueled heaters and stoves, amphibious crafts, pumping equipments, mine detecting equipment, heating and cooling equipment).

Categories of records in the system:

File contains ledger of individuals who have been issued equipment operator permit Standard Form (SF) 46.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the record is to establish an account of equipment operator permits issued.

It is used by administrative personnel to keep track of total number of permits issued at an installation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper ledgers in file folders and card file by permit number.

Retrievability:

Filed numerically by card (SF46) number crossed referenced by individual's name.

Safeguards:

Buildings housing files are protected from unauthorized entry and records are maintained only by authorized personnel.

Retention and disposal:

Records are destroyed 3 years after the last entry on the page or bound register.

System manager(s) and address:

Commander, United States Army Materiel Command, ATTN: AMCSF-S (Chief, Safety Office), 5001 Eisenhower Ave., Alexandria, VA 22333, and commanders of installations exercising control over this type of equipment.

Notification procedure:

Requests should be addressed to the commander of the local installation where record is thought to be filed. Request should be addressed to the Mobility Equipment Examiner of the installation.

Record access procedures:

Written requests should contain the full name of the individual, birth date, social security number (SSN) and permit (card) number, if known.

For personal visits, the individual may contact the installation headquarters administrative staff and ask for the mobility equipment examiner.

For personal visits, the individual should be able to provide some form of identification (ID) (picture ID preferred).

Contesting record procedures:

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Army Classification Battery and the Driver Selection, Battery I tests or, if acceptable to the commander, evaluation of the individual's experience by personal interview.

Driver Selection, Battery II if Battery I tests are sufficiently low (below 85) or Battery I is not to be taken.

Systems exempted from certain provisions of the act:

None

A1427.01aDALO

System name:

1427.01 Laundry and Dry Cleaning Accounting Files

System location:

Maintained at all laundries world-wide; Department of the Army (DA) Forms 3799 maintained also at United States Army Finance and Accounting Center (USAFAC), Ft Benjamin Harrison, IN.

Categories of individuals covered by the system:

All military personnel who are authorized payroll deduction service. Files contain individual's name, social security number (SSN), and unit to which assigned. The first letter of the individual's surname and the last four numbers of his SSN are required for identification at installations still utilizing the old permanent marking system.

Categories of records in the system:

Files contain individual's application for laundry and/or dry cleaning start or stop deductions (DA Form 3799), laundry mark, organizational code number, amount deducted from his pay monthly for laundry or dry cleaning service, date, and organization name.

Authority for maintenance of the system:

Title 10 U.S.C., Section 3012; also Army Regulation (AR) 210-130, Fabricare Facilities.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To determine patrons who are authorized laundry and dry cleaning service. Roster is utilized to verify receipt and shipment of individual laundry bundles and the amount of money deducted from incumbent's pay. Used to determine the amount of reimbursables for installation accounting purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manually or machine prepared rosters based on input submitted by DA Form 3799. All information is stored on magnetic tape, alphabetically by last name.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Manual files are maintained in locked areas accessible only to limited authorized personnel.

Machine prepared files are maintained in the Data Processing Activity tape vault, which is a restricted area. Only authorized personnel have access to the data.

Retention and disposal:

Laundry rosters are retained in active files until the end of the fiscal year, held 1 year in current files area, then forwarded to Records Holding Area for retention for 1 year. Punch cards and DA Forms 3799 are retained indefinitely until laundry or dry cleaning service is cancelled by the individual concerned.

System manager(s) and address:

Chief, Services Branch, Troop Support Division, Directorate of Transportation and Services, Office, Deputy Chief of Staff for Logistics;(ODCSLOG), The Pentagon, Washington, DC 20310.

Notification procedure:

Information may be obtained from the Director of Industrial Operations (DIO) at each installation supporting a laundry facility.

Record access procedures:

Requests for information by individuals should be submitted to the DIO of facility providing laundry service for them.

Contesting record procedures:

The rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

DA Form 3799, Request for Laundry Services, submitted by active duty Army personnel and other authorized personnel.

Systems exempted from certain provisions of the act:

None

A1434.10AMC

System name:

1434.10 Small Arms Sales Record Files

System location:

Distribution Management Branch, Distribution Division, Materiel Management Directorate, Headquarters (HQ) United States (US) Army Armament Command (ARMCOM), Rock Island, IL 61201, (Correspondence office symbol, AMSAR-MMD-D).

Categories of individuals covered by the system:

Any US citizen who was considered eligible under federal regulations, and purchased a firearm from the US Government for personal use.

Categories of records in the system:

File contains name, mailing address and date the individual purchased the firearm, including; weapon caliber, model, type and serial number of firearm purchased.

Authority for maintenance of the system:

Title 10 U.S.C., Section 4308, Title: Civilian Rifle Range: Establishment; Instruction, authorizes maintenance of the system of records, through implementation of Chapter II (Sales of Ordnance Property to Individuals, Non-Federal Government Agencies, Institutions, and Organizations),

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Distribution Management Branch: To maintain record files, in order to respond to individual citizen inquiries as well as Federal, state and local law enforcement investigative agencies as to ownership or serial number identification.

Individual Citizen Inquiries: To obtain/verify serial number(s) of previous purchases of firearms due to loss of same through fire, theft, or act of God. To enable concerned individual to report loss to proper authorities.

Investigative Agency Inquiries: To provide Federal, state and local law enforcement investigative agencies a source for: determination of last known firearm ownership: tracing of recovered or confiscated firearms; and assistance to law enforcement authorities in criminal prosecution or civil court actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file cabinets.

Retrievability:

Bulk of records are filed in serial number sequence by type of weapon with a portion of this system cross-referenced alphabetically by last name of purchaser.

Safeguards:

Installation security guard force in charge of overall security. Records are maintained in building accessible only by authorized personnel.

Retention and disposal:

Records are permament. File is maintained by means of Department of the Army (DA) Form 3535 Weapon Sales Record. All other shipping documents, certificates and related papers are retained in active file until end of calendar year, held 1 additional year in inactive file and subsequently destroyed.

System manager(s) and address:

HQ, US Army Armament Command, Rock Island, IL 61201.

Notification procedure:

Information may be obtained from:

HQ, US Army Armament Command (AMSAR-MMD-D)
Rock Island Arsenal
Rock Island, IL 61201
Telephone: Area Code 309/794-6568

Record access procedures:

Requests from individuals should be addressed to: HQ, US Army Armament Command (AMSAR-MMD-D), Rock Island, IL 61201.

Written requests for information should contain the full name of the individual, current address, (as well as address at time of firearm purchase, if different from current address), the caliber, type and serial number of firearm(s) purchased, if known.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, employing office's identification card, and provide verbal information as to caliber, type and serial number of firearm(s) purchased, if known.

Contesting record procedures:

Army's rules for contesting contents and appealing content data may be obtained from HQ, ARMCOM (AMSAR-GCS), Rock Island, IL 61201.

Record source categories:

Application and related forms from the individual requesting purchase of firearm.

Systems exempted from certain provisions of the act:

None

A1501.07aDAEN

System name:

1501.07 Users' Profile System

System location:

United States (US) Army Corps of Engineers, Southwestern Division, Dallas, TX 75202.

Categories of individuals covered by the system:

All employees of the division office.

Categories of records in the system:

Record of employee by social security number (SSN) and name, with interest by subject, reader profile information.

Authority for maintenance of the system:

Reorganization Act in 1949, 63 Stat. 203, as amended; Title 5 U.S.C., Section 133z.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To aid librarian in selecting, ordering and maintaining media that meets the needs of library users.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Records are maintained on a cycling master file, periodically updated with current data.

Storage:

Computer magnetic tape and printouts.

Retrievability:

Data retrieved by SSN and name or by subject of interest.

Safeguards:

Buildings where files are kept have security guards. Files maintained in area accessible only to authorized personnel.

Retention and disposal:

Destroy when no longer needed to facilitate or control work.

System manager(s) and address:

Chief, Technical Information Division, Office of the Chief of Engineers, Washington, DC 20314.

Notification procedure:

Information may be obtained by contacting: Division Engineer, US Army Engineer Division, Southwestern, Main Tower Building, 1200 Main Street, Dallas, TX 75202.

Record access procedures:

By contacting Office, Administrative Service Branch, US Army Corps of Engineers, Southwestern Division, Dallas, TX 75202.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Information in this file is obtained by a questionnaire furnished each employee. Information voluntary.

Systems exempted from certain provisions of the act:

None

A1503.07aDAEN

System name:

1503.07 Resettlement Files

System location:

Primary System: Homeowners Assistance Division, Real Estate Directorate, Office, Chief of Engineers (OCE) (Department of the Army).

Decentralized Segments: Engineer Division and District Offices.

Categories of individuals covered by the system:

Individuals who apply for relocation assistance pursuant to the provisions of Title II of Public Law 91-646.

Categories of records in the system:

File contains the individual's application for Relocation Assistance and related papers; correspondence between the Engineer Division and District Offices; correspondence between the Homeowners Assistance Division, Real Estate Directorate, Office, Chief of Engineers, and Division and District Offices; correspondence with the applicant; correspondence between the Office of the President and Congressmen from whom the applicant has requested assistance. Documents relating to the movement of displaced persons because of the acquisition of real estate by this agency.

Authority for maintenance of the system:

Pub. L. 91-646.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Homeowners Assistance Division: Records accumulated incident to processing applications for relocation assistance benefits and to consideration of appeals in cases where appeals are filed.

Corps of Engineers Division and District Offices: To take initial action in assisting applicants in preparing their application for benefits, in reviewing applications filed, in determining benefits, and in submitting to higher authority for consideration those applications where appeals are filed which cannot be acted upon favorably at the field level.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders. Information may also be stored on magnetic tape, cards, or disk.

Retrievability:

Filed alphabetically by last name of applicant.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Primary System: Records are permanent.

Decentralized Segments: Records are destroyed 6 years after notification of final determination, or 2 years after final audit approval by OCE, whichever is later. Information on magnetic tape, cards, or disk is updated on a continuing basis.

System manager(s) and address:

Chief of Engineers, Headquarters, Department of the Army (HQDA), Forrestal Building, Washington, DC 20314.

Notification procedure:

Information may be obtained from:
Chief of Engineers
ATTN: DAEN-REH-O
Headquarters, Department of the Army
Forrestal Building
Washington, DC 20314
Telephone: Area Code 202-693-6786

Record access procedures:

Requests from individuals should be addressed to: Chief of Engineers, ATTN: DAEN-REH-O, HQDA, Forrestal Building, Washington, DC 20314.

Written requests for information should contain the full name of the individual, current address and telephone number, and the state where the individual resided at time the application was filed. Visits can be made to the Division/District Offices or the Homeowners Assistance Division (DAEN-REH-O), Forrestal Building, Washington, DC 20314.

For personal visits, the individual should be able to provide some acceptable identification such as a current driver's license, and give some verbal information that can be verified with his case folders.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determinations may be obtained from HQDA (DAEN-REH-O), Washington, DC 20314.

Record source categories:

The individual's application for Relocation Assistance and related correspondence from the Division and District Offices.

Systems exempted from certain provisions of the act:

None

## A1504.08aDAEN

System name:

1504.08a Real Estate Outgrants

System location:

Office of the Chief of Engineers (OCE), United States Army Corps of Engineers Division and District Offices with real estate responsibility.

Categories of individuals covered by the system:

Grantees holding outgrants (leases, licenses, easements, permits, and consents) for use of Government real property, or permission (under consents) for use of property over which the Government holds easement interests.

Categories of records in the system:

Outgrant instruments and listings by number and name to include location, purpose, term and rental for each outgrant and an indication when grantees are not in compliance with term of their outgrants.

Authority for maintenance of the system: Outgrants at civil and military installations are issued under the following authorities:

Title 10 U.S.C., Sections 2667, 2668, 2669, 2672, 3012, 4777, 8012 and 9777.
Title 16, U.S.C., Sections 460d and 661 et seq.
Title 30 U.S.C., Section 185.
Title 33 U.S.C., Sections 558b and 558b-1.
Title 40 U.S.C., Sections 319 and 471 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of this system is to promote processing of outgrants and to facilitate the administration of the outgrant program.

The machine listing of outgrants (Engineer Form 3560) is used by OCE personnel and District, Division, and Headquarters OCE levels in recording inspections of outgrants and determination of grantees' compliance with terms and conditions of the grant. Though presently used only for civil works projects, it may be used for inspection of military installations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Punch cards in ADP Centers; paper records and computer paper printouts in file folders at District/Division/OCE Offices.

Retrievability:

Numerically by outgrant number. Numbers may be obtained from an alphabetical listing by name.

Safeguards:

Automated data are protected by physical security devices which include guards to the buildings, and limited access only to authorized personnel. Access to or update of information in the system is protected through a system of passwords, thereby preserving integrity of data handled. Paper records are maintained in areas accessible only to authorized personnel in buildings which either employ security guards or are locked when not in use.

Retention and disposal:

Outgrants at OCE level are destroyed on termination; remaining files are permanent. Division records are destroyed 4 years after termination of basic instrument. In District Offices and ADP Centers, records are destroyed 3 years after termination of basic instrument.

System manager(s) and address:

Chief, Programs Division, Directorate of Real Estate, Office of the Chief of Engineers, Department of the Army, Washington, DC 20314.

Notification procedure:

Information may be obtained from SYSMANAGER.

Record access procedures:

Access to records may be gained by contacting the SYSMANAGER.

Contesting record procedures:

The Army's rules for access to records or for contesting contents and appealing initial determinations are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

Outgrants in the names of individuals.

**Systems exempted from certain provisions of the act:**

None

**A1506.02aDAEN**

**System name:**

1506.02 Homeowners Assistance Case Files

**System location:**

Primary System: Homeowners Assistance Division, Real Estate Directorate, Office, Chief of Engineers (OCE), Department of the Army.

Decentralized Segments: Engineer Division and District Offices.

**Categories of individuals covered by the system:**

Civilian employees and military personnel who apply for homeowners assistance benefits under Section 1013 of Pub. L. 89-754, as amended.

**Categories of records in the system:**

Documents relating to the application of persons involved in losses sustained in real estate market because of closure or reduction of military bases. Included are: employment verifications; income and expense figures; Engineer (ENG) Form 42 (Offer to Sell Real Property) or similar written offer; ENG Form 3423 (Negotiator's Report), title evidence and opinions, surveys, leases; ENG Form 798 (Certificate of Inspection and Possession); ENG Form 1566 (Payment and Closing Sheet and Receipt for United States Treasurer's Check); market impact data; insurance and tax data; ENG Form 1290 (Disclaimer by Person in Possession); Department of Defense Form 1607 (Application for Homeowners Assistance); Federal Housing Administration (FHA) Form 1174 (Notification of Military Acquisition) and FHA Form 1175 (Transmittal of Recorded Deed and Title Assembly-Military Acquisition); appraisal reports, docket sheets, questionnaires, copies of deeds and mortgages, mortgage settlement data; evidence of proof of ownership and occupancy of residence, applicant appeals and final decisions thereon; comparable forms and related correspondence.

**Authority for maintenance of the system:**

Section 1013 of the Demonstration Cities and Metropolitan Development Act of 1966, Pub. L. 89-754 (80 Stat. 1255, 1290), as amended.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Homeowners Assistance Division OCE: To process applications for homeowners assistance benefits and to consider appeals; to review market studies and appraisals; to review final title assemblies of deeds of conveyance to the Government for properties acquired under the program.

Corps of Engineers Division and District Offices: To investigate and study potential impact of base closures or reductions based upon personnel data and real estate market conditions; to reply to inquiries; to assist persons in applying for benefits by reviewing applications, determining benefits, furnishing deed, title evidence, name of Government's grantor, name and address of mortgagee, unpaid balance on mortgage, occupancy data, tax information, title opinion and insurance policy; to furnish FHA appropriate papers and to transmit unresolved appeals to OCE.

Department of Housing and Urban Development/FHA: In assuming custody of acquired homes, to manage and dispose of such properties on behalf of the Secretary of Defense.

FHA/Veterans Administration: In accepting subsequent purchaser in private sale when property is encumbered by a mortgage loan guaranteed or insured by them.

Department of Justice: In reviewing final title and deeds of conveyance to the Government for properties acquired under the program, pursuant to their responsibilities under Pub. L. 91-393.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders; magnetic tape, cards or disk.

**Retrievability:**

By applicant's surname.

**Safeguards:**

Automated data are protected by physical security devices which include guards to the buildings, and limited access only to authorized personnel. Access to or update of information in the system is projected through a system of passwords, thereby preserving integrity of data handled. Paper records are maintained in areas accessible only to authorized personnel in buildings which either employ security guards or are locked when not in use.

**Retention and disposal:**

Office performing Army-wide responsibility: Files are destroyed 10 years after final action or decision on appeals, as applicable.

**System manager(s) and address:**

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

**Notification procedure:**

Information may be obtained from:
Chief of Engineers, Headquarters,
Department of the Army,
ATTN: DAEN-REH-O
Washington, DC 20314
Telephone: Area Code 202/693-6786.

**Record access procedures:**

Requests from individuals should be addressed: Chief of Engineers, Headquarters, Department of the Army, ATTN: DAEN-REH-O, Washington, DC 20314.

Written requests for information should contain the full name of the individual, current address and telephone number, name and location of the installation announced for closure.

Personal visits may be made to the Homeowners Assistance Division, Office, Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314. The individual should be able to provide acceptable identification such as a current driver's license, and give verbal information that can be verified with case folder.

**Contesting record procedures:**

The Army's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Individual's application for homeowners assistance.

**Systems exempted from certain provisions of the act:**

None

**A1509.11aDAEN**

**System name:**

1509.11 Integrated Facilities System (IFS)

**System location:**

Decentralized at local installation level of the Department of the Army. Addresses are in the Department of Defense Directory in the Appendix to the Department of the Army (DA) system notices.

**Categories of individuals covered by the system:**

All military and civilian personnel employed in the Directorate of Facilities Engineering at Department of the Army installations.

**Categories of records in the system:**

The Employee Master File contains employee name, social security number (SSN), shop code, normal duty category (direct labor, indirect labor, direct supervision, indirect supervision), hire category code (Full-time Permanent General Schedule (GS), Full- time Temporary (GS), Full-time Permanent Wage Board, etc.), Base rate per hour (hourly pay rate for the employee).

Adjustment Security File contains the name, grade/rank, and SSN of the several key management personnel at a DA installation (Installations Commander, Director and Deputy Director of Facilities Engineering, Chief, Resource Management Division) authorized to input Economic Indicator Adjustment Factors to the system.

**Authority for maintenance of the system:**

Title 31 U.S.C., Section 18c.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Department of the Army Installations: The Employee Master File is the source of individual employee labor rates used in the computations which support facilities engineering cost accounting. Monthly, there is a formatted output of this file which lists employee name, SSN, and base rate per hour. The file output is used by administrative personnel of the Directorate of Facilities Engineering in file maintenance. The Adjustment Security File is used to verify and provide positive control of the input of Economic Indicator Adjustment Factors to the system. These factors affect all the cost estimate information in the system.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer magnetic tape and computer paper printout.

**Retrievability:**

By name, SSN, or automatic data processing parameter.

**Safeguards:**

Computers are housed behind locked doors. Rooms are accessible only to authorized individuals. Data are available only to the Facilities Engineer and those of his staff responsible for system operation and maintenance.

Retention and disposal:

Data retained in file until updated or service of individual is terminated.

File printouts are retained for 30 days, until superseded by update.

Outdated output is disposed of through routine waste disposal methods used for unclassified materials.

System manager(s) and address:

Chief, Systems Branch, Management & System Division, Directorate of Facilities Engineering, Office of the Chief of Engineers, Washington, DC 20314.

Notification procedure:

Individuals assigned to particular installations may obtain information from the installation functional manager: The Director of Facilities Engineering.

Record access procedures:

Requests from individuals should be addressed to the installation Facilities Engineer.

Written requests for information should contain as a minimum full name and SSN.

Contesting record procedures:

Army rules for access to records and for contesting contents and appealing initial determinations are contained in Army Regulation 340-21.

Record source categories:

Enlistment, commission, or appointment related forms which reflect base pay rate data for individuals.

Systems exempted from certain provisions of the act:

None

A1511.01aDAEN

System name:

1511.01 Army Housing Information Management System (HIMS)

System location:

Office of the Chief of Engineers, Department of the Army, Washington, DC 20314, and Housing Managers at Army installations worldwide. Official mailing addresses are in the Department of the Army Directory.

Categories of individuals covered by the system:

Military personnel, their dependents; Department of Defense or other key civilian personnel.

Categories of records in the system:

Applications for on/off post housing containing such information as name, service/social security number (SSN) rank/grade and date, service date, organization of assignment, home address and telephone number; locator data; appropriate travel orders; records reflecting housing availability/ assignment/termination; eligibility of civilians for loan to purchase housing; referral services; property inventories, hand receipts, and issue slips; cost control, job orders; survey data; reports of liaison with real estate boards, realtors, brokers and other Government agencies; other management reports regarding HIMS; complaints and investigations; and related correspondence.

Authority for maintenance of the system:

Title 10 U.S.C., Sections 133 and 2674.

Department of Defense Instructions 1100.16, 4165.27, 4165.34, 4165.43, 4165.44, 4165.47 and 4165.51.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide information relating to the management, operation, and control of the Army housing program; to provide necessary housing for military personnel, their dependents, and qualified civilian employees; to determine housing adequacy/suitability; to document cost data for alterations/repair of units; to establish rental rates; to provide guidance and referral service; to reflect liaison with real estate boards, brokers, and other Government agencies; to render reports; to investigate complaints and related matters.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, file cards, computer tapes, disks and printouts, and punched cards.

Retrievability:

By individual's surname, facility name or number.

Safeguards:

Automated data are protected by physical security devices which include guards to the buildings, and limited access only to authorized personnel. Access to or update of information in the system is protected through a system of passwords, thereby preserving integrity of data handled. Paper records are maintained in areas accessible only to authorized personnel in buildings which either employ security guards or are locked when not in use.

Retention and disposal:

Installation troop housing files: Destroyed after 3 years.

Installation housing project tenancy files: Destroyed 3 years after termination of quarters occupancy.

Cost control files: Destroyed 11 years after last entry.

Leasing/rental rate files: Destroyed after 10 years.

Housing referral service files: Destroyed after 5 years.

Off-post rental housing reports: Office performing Army-wide staff responsibility: Destroyed after 5 years. Other offices: Destroyed after 3 years.

Off-post housing complaints/investigations: Office performing Army-wide staff responsibility: Destroy 5 years after completion. Other offices: Destroy 2 years after completion.

System manager(s) and address:

Chief of Engineers, Headquarters, Department of the Army, Washington, DC 20314.

Notification procedure:

Information may be obtained from the Director of Industrial Operations, Office of the Chief of Engineers, or his counterpart in District/Division Offices providing housing service.

Record access procedures:

An individual's request may be addressed to the Director of Industrial Operations at the appropriate installation, and contain the name and address and last assignment location.

For personal visits, the individual should be able to provide acceptable identification such as valid driver's license or military identification card.

Contesting record procedures:

The Army's rules for contesting contents and appealing initial determination are contained in Army Regulation 340-21 (32 CFR Part 505).

Record source categories:

The individual, his/her personnel records, tenants/landlords and realty activities, financial institutions, and previous employers/commanders.

Systems exempted from certain provisions of the act:

None

A1522.10aDAEN

System name:

1522.10 Reservoir Permit Files

System location:

United States Army Corps of Engineers Project Offices.

Categories of individuals covered by the system:

Any person or persons applying for permits, permittees and persons having done unauthorized work at Corps water resource development projects.

Categories of records in the system:

Applications for permits, permits and letters of comment from the general public.

Authority for maintenance of the system:

Title 16 U.S.C., Section 460d; Title 31 U.S.C., Section 483a; Title 42 U.S.C., Sections 4321, 4331-4335, 4341-4347; Title 33 U.S.C., Section 1251 et seq; Executive Order 11752.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Serves as a basis for lakeshore management and public use activity control by the Resource Manager at appropriate project.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Project offices use paper records in file.

Retrievability:

Name of applicant and permit number.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

**Retention and disposal:**

Reservoir permits are destroyed 1 year after expiration of permit.

**System manager(s) and address:**

Chief of Recreation Resource Management Branch, Construction/Operations Division, Civil Works Directorate, Office, Chief of Engineers, Washington, DC 20314.

**Notification procedure:**

Individuals inquiring whether the system contains records pertaining to them should write to Project Resource Manager at project concerned.

**Record access procedures:**

The Corps of Engineers project office is the place of record for these permits.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Information in these files comes from the applicant and the Corps of Engineers.

**Systems exempted from certain provisions of the act:**

None

## A1522.15aDAEN

**System name:**

1522.15 General Permit Files

**System location:**

Primary System: United States Army Corps Division and District Offices.

Secondary System: Office of the Chief of Engineers (OCE), Washington, DC 20314.

**Categories of individuals covered by the system:**

Any person or persons applying for permits, permittees and persons having done unauthorized work in navigable waters.

**Categories of records in the system:**

Applications for permits, permits, written comments from the general public, state, local and Federal agencies and Corps of Engineers supporting documents.

**Authority for maintenance of the system:**

Section 9, 10 and 14, River and Harbor Act of March 3, 1899;
Section 404, Federal Water Pollution Control Act Amendments of 1972;
Section 103, Marine Protection, Research and Sanctuaries Act of 1972.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To serve as basis for decision by Chief of Engineers or his designated representative in enforcing the regulatory program. Records may be referred to the Department of Justice for possible criminal prosecution.

Portions of records may be released to other appropriate Federal agencies to solicit views regarding the application, as required by Federal laws, such as the National Environmental Quality Act of 1969 and the Fish and Wildlife Coordination Act.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

Applications for permits are kept until permit is issued, denied or withdrawn. Permits are kept for the life of the structure. Files on unauthorized activities are kept until case is resolved.

**Storage:**

District offices use different methods of storage (paper records in file folders, computer paper printouts, computer magnetic disks and microfilm).

**Retrievability:**

District offices use different systems and therefore can retrieve information in a variety of ways. All Districts can retrieve information by name. Some Districts have as many as ten different parameters on which to extract information.

**Safeguards:**

All buildings where files are kept have security guards. Records are maintained in areas accessible only to authorized personnel.

**Retention and disposal:**

Fill and bank protection files are permanent. Dock permit files are destroyed 2 years after removal of the structure. Dredging and dumping permit files are destroyed 2 years after revocation or expiration. General permit files are permanent in field offices and destroyed after 3 years in OCE. Rejected permit application files are destroyed 1 year after disapproval. Nonaction construction permit files are destroyed 2 years after expiration of permit.

**System manager(s) and address:**

Chief, Regulatory Functions Branch, Civil Works Directorate, Office, Chief of Engineers, Washington, DC 20314.

**Notification procedure:**

Information may be obtained by writing:
HQDA, Office of the Chief of Engineers
ATTN: DAEN-CWO-N
Washington, DC 20314

Information may also be obtained by writing or visiting the nearest Corps of Engineers District office.

**Record access procedures:**

The location of nearest Corps of Engineers District Office can be determined by writing the SYSMANAGER. The District Offices are offices of record for these files.

**Contesting record procedures:**

The Army's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Information in these files comes from the applicant, local and state government, the general public and the following Federal agencies: Department of the Interior, Environmental Protection Agency, National Oceanic and Atmospheric Administration, Department of Justice, and Corps of Engineers.

**Systems exempted from certain provisions of the act:**

None

## A1524.11DAEN

**System name:**

1524.11 Violation Warning Files

**System location:**

Decentralized Segments: All Corps of Engineers projects that issue Department of Defense (DD) 1805's (Violation Notice) or Corps of Engineers (ENG) Form 4381 (Warning Citation).

**Categories of individuals covered by the system:**

Any individual who, on lands administered by the Corps of Engineers, violates the provisions of Chapter III, Parts 313 or 327, of Title 36, Code of Federal Regulations which governs public use of water resource development projects.

**Categories of records in the system:**

File contains the DD 1805 or ENG Form 4381, a copy of which was given the individual at the time of preparation.

**Authority for maintenance of the system:**

Section 234 of the Flood Control Act of 1970 (Public Law 91-611, 31 December 1970, 84 Stat. 1818).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Resources Manager: File used for reference in checking prior offenses.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Forms records in file folders.

**Retrievability:**

Filed alphabetically by last name of violator.

**Safeguards:**

Files maintained in areas accessible only to authorized personnel assigned to the project.

**Retention and disposal:**

Destroy after 1 year.

**System manager(s) and address:**

Chief of Engineers, Headquarters, Department of the Army (HQDA), Forrestal Building, Washington, DC 20314.

**Notification procedure:**

Information may be obtained from:
Chief of Engineers
ATTN: DAEN-PM
Headquarters, Department of the Army
Forrestal Building

Washington, DC 20314
Telephone: Area Code 202/693-7303/4

**Record access procedures:**

Requests from individuals shall be addressed to: The project site that originated the violation/warning notice or to HQDA (DAEN-PM), Forrestal Building, Washington, DC 20314.

Written requests for information should contain the full name of the individual, current address and telephone number, and the serial number of the violation/warning notice.

For personal visits to project sites; the individual should be able to provide some acceptable identification, i.e., Driver's license, employing office's identification card, and give some verbal information that can verify the circumstances surrounding his case.

**Contesting record procedures:**

The method of contesting the violation/warning is explained to each individual at time of issuance.

**Record source categories:**

Documents are prepared by Corps of Engineer Enforcement personnel at the civil works sites.

**Systems exempted from certain provisions of the act:**

None

## DIRECTORY OF UNITED STATES ARMY, ARMY AND AIR FORCE EXCHANGE SERVICE AND FEDERAL ACQUISITION INSTITUTE ADDRESSES

This directory is published to enable users of record system notices to identify the location of such systems of records in order to request access to and amendment of records.

The Department of the Army also processes the record system notices of the Army and Air Force Exchange Service (AAFES) and the Federal Acquisition Institute (FAI) for publication in the FEDERAL REGISTER; therefore, the addresses of these organizations are included in this directory.

## HEADQUARTERS, DEPARTMENT OF THE ARMY

The following elements of the Army constitute the Headquarters, Department of the Army and are located in Washington, DC area:

Office of the Secretary of the Army

Office of the Assistant Chief of Staff for Automation and Communications

Office of The Adjutant General

Office of the Chief, Army Reserve

Office of the Comptroller of the Army

Office of the Chief of Chaplains

Office of the Chief of Engineers

Office of the Chief of Staff

Office of The Inspector General

Office of The Judge Advocate General

Office of the Deputy Chief of Staff for Logistics

Office of the Deputy Chief of Staff for Research, Development and Acquisition

Office of the Assistant Chief of Staff for Intelligence

Office of the Chief, Military History

Office of the Deputy Chief of Staff for Operations and Plans

Office of the Chief, National Guard Bureau

Office of the Deputy Chief of Staff for Personnel

Office of The Surgeon General

Office of the Chief of Public Affairs

Army Board for Correction of Military Records

## MAJOR COMMANDS

Commander US Army Materiel Development and Readiness Command 5001 Eisenhower Ave Alexandria, VA 22332

Commander US Army Military District of Washington Ft Lesley J. McNair 4th and P Sts, SW Washington, DC 20319

Commander US Army Criminal Investigation Command Nassif Bldg 5611 Columbia Pike Falls Church, VA 22041

Commander US Army Communications Command Ft Huachuca, AZ 85613

Commander US Army Health Services Command Ft Sam Houston, TX 78234

Commander US Army Forces Command Ft McPherson, GA 30330

Commander US Army Recruiting Command Ft Sheridan, IL 60037

Commander Military Traffic Management Command Washington, DC 20315

Commander US Army Training and Doctrine Command Ft Monroe, VA 23651

Commander US Army Intelligence and Security Command Arlington Hall Station 400 Arlington Blvd Arlington, VA 22212

Commander US Army Western Command Ft Shafter, HI 96823

Commander US Army Japan APO San Francisco 96343

Commander Eighth US Army APO San Francisco 96301

Commander in Chief US Army Europe and Seventh Army APO New York 09403

## ARMY FIELD OPERATING AGENCIES, SUBORDINATE COMMANDS,

## AND MAJOR INSTALLATIONS

### ALABAMA

Commander US Army School/Training Center and Ft McClellan Ft McClellan, AL 36201

Commander US Army Aviation Center, School and Ft Rucker Ft Rucker, AL 36362

Commander US Army Aeromedical Center Ft Rucker, AL 36362

Commander US Army Safety Center Ft Rucker, AL 36362

Commander US Army Missile and Munitions Center and School Redstone Arsenal, AL 35809

Commander US Army Missile Research and Development Command Redstone Arsenal, AL 35809

District Engineer US Army Engineer District, Mobile PO Box 2288 Mobile, AL 36628

Division Engineer US Army Engineer Division, Huntsville PO Box 1600, West Station Huntsville, AL 35807

## ALASKA

Commander 172d Infantry Brigade Ft Richardson, AK 99505

Commander US Army Cold Region Test Center Ft Greely APO Seattle 98733

District Engineer US Army Engineer District, Alaska Anchorage, AK 99510

## ARIZONA

Commander Ft Huachuca, AZ 85613

Commander US Army Intelligence Center and School Ft Huachuca, AZ 85613

Commander US Army Yuma Proving Ground Yuma, AZ 85364

## ARKANSAS

Commander Ft Chaffee Ft Smith, AR 72902

Commander US Army Pine Bluff Arsenal Pine Bluff, AR 71601

District Engineer US Army Engineer District, Little Rock PO Box 867 Little Rock, AR 72203

## CALIFORNIA

Commander 7th Infantry Division and Ft Ord Ft Ord, CA 93941

Commander Military Traffic Management Command, Western Area Oakland Army Base Oakland, CA 94626

Commander US Army Communications Command, Western Area Oakland Army Base Oakland, CA 94626

Commander Letterman Army Medical Center Presidio of San Francisco, CA 94129

Commander Sixth US Army Presidio of San Francisco, CA 94129

District Engineer US Army Engineer District, Los Angeles PO Box 2711 Los Angeles, CA 90053

District Engineer US Army Engineer District, Sacramento 650 Capital Mall Sacramento, CA 95814

District Engineer US Army Engineer District, San Francisco 211 Main Street San Francisco, CA 94105

Division Engineer US Army Engineer Division, South Pacific Room 1216 630 Sansome St San Francisco, CA 94111

## COLORADO

Commander Fitzsimmons Army Medical Center Denver, CO 80240

Commander Rocky Mountain Arsenal Denver, CO 80240

Commander 4th Infantry Division and Ft Carson Ft Carson, CO 80913

## DISTRICT OF COLUMBIA

Commander The Adjutant General Center Forrestal Bldg 1000 Independence Ave, SW Washington, DC 20314

Administrator US Army Civilian Appellate Review Agency Rm 8H-088, Forrestal Bldg 1000 Independence Ave, SW Washington, DC 20314

Commander Ft Lesley J. McNair 4th and P Sts, SW Washington, DC 20319

Commander US Army Command and Control Support Agency The Pentagon Washington, DC 20310

Commander US Army Management Systems Support Agency The Pentagon Washington, DC 20310

Commander Walter Reed Army Medical Center 6925 16th St, NW Washington, DC 20012

Commander US Army Physical Disability Agency 6925 16th St, NW Washington, DC 20012

## FLORIDA

District Engineer US Army Engineer District, Jacksonville PO Box 4970 Jacksonville, FL 32201

## GEORGIA

Commander US Army Infantry Center, School, and Ft Benning Ft Benning, GA 31905

Commander US Army Signal Center and Ft Gordon Ft Gordon, GA 30905

Commander Dwight David Eisenhower Army Medical Center Ft Gordon, GA 30905

Commander Ft McPherson, GA 30330

Commander 24th Infantry Division and Ft Stewart Hinesville, GA 31313

District Engineer US Army Engineer District, Savannah PO Box 889 Savannah, GA 31402

Division Engineer US Army Engineer Division, South Atlantic 510 Title Bldg 30 Pryor St, SW Atlanta, GA 30303

## HAWAII

Commander Ft Shafter, HI 96823

Commander Tripler Army Medical Center Honolulu, HI 96823

Division Engineer US Army Engineer Division, Pacific Ocean

Bldg 230 Ft Shafter, HI 96823

## ILLINOIS

Commander Ft Sheridan, IL 60037

Commander US Army Military Enlistment Processing Command Ft Sheridan, IL 60037

Commander US Army Armament Materiel Readiness Command Rock Island Arsenal Rock Island, IL 61201

District Engineer US Army Engineer District, Chicago 219 S Dearborn St Chicago, IL 60604

District Engineer US Army Engineer District, Rock Island Clock Tower Bldg Rock Island, IL 61201

## INDIANA

Commander US Army Administration Center and Ft Benjamin Harrison Ft Benjamin Harrison, IN 46216

Commander US Army Finance and Accounting Center Ft Benjamin Harrison, IN 46216

Commander US Army Institute of Administration Ft Benjamin Harrison, IN 46216

## KANSAS

Commandant US Army Command and General Staff College Ft Leavenworth, KS 66027

Commander US Army Disciplinary Barracks Ft Leavenworth, KS 66027

Commander 1st Infantry Division and Ft Riley Ft Riley, KS 66442

## KENTUCKY

Commander 101st Airborne Division and Ft Campbell Ft Campbell, KY 42223

Commander US Army Armor Center and School Ft Knox, KY 40121

Commander Lexington-Blue Grass Army Depot Lexington, KY 40507

District Engineer US Army Engineer District, Louisville PO Box 59 Louisville, KY 40201

## LOUISIANA

Commander 5th Infantry Division and Ft Polk Ft Polk, LA 71459

District Engineer US Army Engineer District, New Orleans PO Box 60267 New Orleans, LA 70160

## MARYLAND

Commander Edgewood Arsenal Aberdeen Proving Ground, MD 21005

Commander US Army Aberdeen Proving Ground Aberdeen Proving Ground, MD 21005

Commander US Army Environmental Hygiene Agency Aberdeen Proving Ground, MD 21005

Commander US Army Ordnance School and Center Aberdeen Proving Ground, MD 21005

Commander US Army Test and Evaluation Command Aberdeen Proving Ground, MD 21005

Commander Harry Diamond Laboratories 2800 Powder Mill Road Adelphi, MD 20783

Commander Ft Detrick Frederick, MD 21701

Commander US Army Medical Research and Development Command Ft Detrick Frederick, MD 21701

Commander Ft George G. Meade, MD 20755

Commander US Army Intelligence and Security Agency Ft George G. Meade, MD 20755

Commander Ft Ritchie, MD 21719

District Engineer US Army Engineer District, Baltimore PO Box 1715 Baltimore, MD 21203

## MASSACHUSETTS

Commander Ft Devens, MA 01433

Commander US Army Security Agency Training Center and School Ft Devens, MA 01433

Commander US Army Natick Research and Development Command Natick, MA 10760

Division Engineer US Army Engineer Division, New England 424 Trapelo Road Waltham, MA 02154

## MICHIGAN

Commander US Army Tank-Automotive Materiel Readiness Command Detroit Arsenal Warren, MI 48089

District Engineer US Army Engineer District, Detroit PO Box 1027 Detroit, MI 48231

## MINNESOTA

District Engineer US Army Engineer District, St Paul 1135 US Post Office and Custom House St Paul, MN 55101

## MISSISSIPPI

District Engineer US Army Engineer District, Vicksburg PO Box 60 Vicksburg, MS 39180

Division Engineer US Army Engineer Division, Lower Mississippi Valley PO Box 80 Vicksburg, MS 39180

## MISSOURI

Commander US Army Engineer Training Center and Ft Leonard Wood Ft Leonard Wood, MO 65473

Commander Automated Logistics Management Systems Activity PO Box 1578 St Louis, MO 63188

Commander US Army Reserve Components Personnel and Administration Center 9700 Page Blvd St Louis, MO 63132

District Engineer US Army Engineer District, Kansas City 700 Federal Bldg Kansas City, MO 64106

District Engineer US Army Engineer District, St Louis 210 N 12th St St Louis, MO 63101

## NEBRASKA

District Engineer US Army Engineer District, Omaha 6014 US Post Office and Courthouse 215 N 17th St Omaha, NE 68102

Division Engineer US Army Engineer District, Missouri River PO Box 103, Downtown Station Omaha, NE 68101

## NEW JERSEY

Commander Military Traffic Management Command, Eastern Area Bayonne, NJ 07002

Commander Pictinny Arsenal Dover, NJ 07801

Commander US Army Training Center and Ft Dix Ft Dix, NJ 08640

Commander US Army Communications Research and Development Command Ft Monmouth, NJ 07703

Commandant US Military Academy Preparatory School Ft Monmouth, NJ 07703

## NEW MEXICO

Commander White Sands Missile Range, NM 88002

District Engineer US Army Engineer District, Albuquerque PO Box 1580 Albuquerque, NM 87103

## NEW YORK

Commandant US Army Chaplain School Ft Wadsworth Rosebank, Staten Island, NY 10305

Superintendent US Military Academy West Point, NY 10996

District Engineer US Army Engineer District, Buffalo 1776 Niagara St Buffalo, NY 14207

District Engineer US Army Engineer District, New York 26 Federal Plaza New York, NY 10007

Division Engineer US Army Engineer Division, North Atlantic 90 Church St New York, NY 10007

## NORTH CAROLINA

Commander XVIII Airborne and Ft Bragg Ft Bragg, NC 28308

Commander US Army Institute for Military Assistance Ft Bragg, NC 28308

District Engineer US Army Engineer District, Wilmington PO Box 1890 Wilmington, NC 28401

## OHIO

Division Engineer US Army Engineer Division, Ohio River PO Box 1159 Cincinnati, OH 45201

## OKLAHOMA

Commander US Army Field Artillery Center, School, and Ft Sill Ft Sill, OK 73503

District Engineer US Army Engineer District, Tulsa PO Box 61 Tulsa, OK 74102

## OREGON

District Engineer US Army Engineer District, Portland PO Box 2946 Portland, OR 97208

Division Engineer US Army Engineer Division, North Pacific PO Box 2870 Portland, OR 97208

## PENNSYLVANIA

Commandant US Army War College Carlisle Barracks, PA 17013

Commander Letterkenny Army Depot Chambersburg, PA 17201

Commander US Army International Logistics Command New Cumberland Army Depot New Cumberland, PA 17070

Commander US Army Support Activity, Philadelphia Philadelphia, PA 17101

Commander Tobyhanna Army Depot Tobyhanna, PA 18466

District Engineer US Army Engineer District, Philadelphia US Custom House 2d and Chestnut Sts Philadelphia, PA 19106

District Engineer US Army Engineer District, Pittsburgh Federal Bldg 1000 Liberty Ave Pittsburgh, PA 15222

## SOUTH CAROLINA

Commander US Army Infantry Training Center and Ft Jackson Ft Jackson, SC 29209

District Engineer US Army Engineer District, Charleston PO Box 919 Charleston, SC 29402

## TENNESSEE

District Engineer US Army Engineer District, Memphis 668 Clifford Davis Bldg Memphis, TN 38103

District Engineer US Army Engineer District, Nashville PO Box 1070 Nashville, TN 37202

## TEXAS

Commander William Beaumont Army Medical Center El Paso, TX 79920

Commandant Health Services Academy, US Army Ft Sam Houston, TX 78234

Commander Brooke Army Medical Center Ft Sam Houston, TX 78234

Commander Fifth US Army Ft Sam Houston, TX 78234

Commander US Army Air Defense Center, School, and Ft Bliss Ft Bliss, TX 79916

Commander III Corps and Ft Hood Ft Hood, TX 76544

Chief US Army Health Information Systems and Boistatistical Agency Ft Sam Houston, TX 78234

Commander Red River Army Depot Texarkana, TX 75501

District Engineer US Army Engineer District, Fort Worth PO Box 17300 Ft Worth, TX 76102

District Engineer US Army Engineer District, Galveston PO Box 1229 Galveston, TX 77553

Division Engineer US Army Engineer Division, Southwestern Main Tower Bldg 1200 Main St Dallas, TX 75202

## UTAH

Commander US Army Dugway Proving Ground Dugway, UT 84022

Commander Tooele Army Depot Tooele, UT 84074

## VIRGINIA

Commander Cameron Station Alexandria, VA 22314

Chief US Army Civilian Personnel Center Hoffman Bldg II 200 Stovall St Alexandria, VA 22332

Commander US Army Military Personnel Center Hoffman Bldg II 200 Stovall St Alexandria, VA 22332

Commander US Army Research Institute for the Behavioral and Social Sciences 5001 Eisenhower Ave Alexandria, VA 22333

Commander Arlington Hall Station 400 Arlington Blvd Arlington, VA 22212

Commandant The Judge Advocate General's School, US Army Charlottesville, VA 22901

Commander US Army Audit Agency Nassif Bldg Falls Church, VA 22041

Commander US Army Computer Systems Support and Evaluation Agency Falls Church, VA 22041

Commander US Army Operational Test and Evaluation Agency 5600 Columbia Pike Falls Church, VA 22041

Commander US Army Engineer Center and Ft Belvoir Ft Belvoir, VA 22060

Commander US Army Computer Systems Command Ft Belvoir, VA 22060

Commander US Army Transportation Center, School and Ft Eustis Ft Eustis, VA 23604

Commander US Army Logistics Management Center Ft Lee, VA 23801

Commander US Army Quartermaster Center, School and Ft Lee Ft Lee, VA 23801

District Engineer US Army Engineer District, Norfolk 803 Front St Norfolk, VA 23510

Division Engineer US Army Engineer Division, Middle East (Rear) PO Box 2250 Winchester, VA 22601

## WASHINGTON

Commander 9th Infantry Division and Ft Lewis Ft Lewis, WA 98433

Commander Madigan Army Medical Center Tacoma, WA 98431

District Engineer US Army Engineer District, Seattle PO Box C-3755 Seattle, WA 98124

District Engineer US Army Engineer District, Walla Walla Bldg 602 City-County Airport Walla Walla, WA 99362

## WEST VIRGINIA

District Engineer US Army Engineer District, Huntington PO Box 2127 Huntington, WV 25721

## WISCONSIN

Commander Ft McCoy Sparta, WI 54656

## OVERSEAS

Commander in Chief US Southern Command US Army Element APO Miami 34003

Commander V Corps APO New York 09097

Commander VII Corps APO New York 09107

Commander 32d Army and Air Force Defense Command APO New York 09227

Commander US Army Berlin Brigade APO New York 09742

Commander US Army Medical Command, Europe APO New York 90403

Commander US Army Southern European Task Force APO New York 09168

Commander in Chief US European Command US Army Element APO New York 09128

Commander US Army Element SHAPE APO New York 09055

Division Engineer US Army Engineer Division, Europe APO New York 09757

Division Engineer US Army Engineer Division, Mediterranean APO New York 09019

Division Engineer US Army Engineer Division, Middle East APO New York 09038

Commander 4th US Army Missile Command APO San Francisco 96558

Commander I Corps APO San Francisco 96358

District Engineer US Army Engineer District, Far East APO San Francisco 96301

District Engineer US Army Engineer District, Japan APO San Francisco 96343

## ARMY AND AIR FORCE EXCHANGE SERVICE (AAFES) HEADQUARTERS

Army and Air Force Exchange Service 3911 Walton Walker Blvd Dallas, TX 75222

## CONTINENTAL UNITED STATES EXCHANGE REGIONS/AREA EXCHANGES/EXCHANGES

Alamo Exchange Region Army and Air Force Exchange Service Bldg 370 Ft Sam Houston, TX 78234

Southwest Area Exchange
Ft Bliss, TX 79006

South Texas Area Exchange
Lackland AFB, TX 78236

Central Texas Area Exchange
Ft Hood, TX 76544

Red River Area Exchange
Barksdale AFB, LA 71110

Capitol Exchange Region Army and Air Force Exchange Service Bldg 6 Cameron Station Alexandria, VA 22314

Mid-Atlantic Area Exchange
Ft Dix, NJ 08640

New England Area Exchange
Ft Devens, MA 01433

Tidewater Area Exchange
Langley AFB, VA 23665

Washington Area Exchange
Cameron Station
Alexandria, VA 22314

Azores Area Exchange
APO New York 09406

Golden Gate Exchange Region Army and Air Force Exchange Service Box 3553 San Francisco, CA 94119

Alaska Area Exchange
Pouch 6-550
Anchorage, AK 99502

Arizona Area Exchange
Davis-Monthan AFB, AZ 85707

Northern California Area Exchange
Mather AFB, CA 95655

Northwest Area Exchange
Ft Lewis, WA 98433

Southern California Area Exchange
Norton AFB, CA 92409

Central California Area Exchange
Ft Ord, CA 93941

Ohio Valley Exchange Region Army and Air Force Exchange Service Bldg 2501, Gate 1 Indiana Army Ammunition Plant Charlestown, IN 47111

Central Area Exchange
Ft Leonard Wood, MO 65473

Great Lakes Area Exchange
K. I. Sawyer AFB, MI 49843

Midwest Area Exchange
Wright-Patterson AFB, OH 45433

North Central Area Exchange
Offutt AFB, NE 68113

Rocky Mountain Area Exchange
Ft Carson, CO 80913

Southeast Exchange Region Army and Air Force Exchange Service 1280 Kershaw St Montgomery, AL 36108

West Georgia Area Exchange
Ft Benning, GA 31905

Blue Ridge Area Exchange
Ft Bragg, NC 28307

Piedmont Area Exchange
Ft Jackson, SC 29207

Florida Area Exchange
MacDill AFB, FL 33608

Panama Area Exchange
APO Miami 34009

Puerto Rico Exchange
Ft Buchanan, PR 00934

Gulf Coast Area Exchange
Eglin AFB, FL 32542

## OVERSEAS AAFES

Headquarters Army and Air Force Exchange Service-Europe APO New York 09245

Frankfurt Area Exchange, Germany
APO New York 09757

Greece Area Exchange
APO New York 90253

Italy Area Exchange
APO New York 09168

Spain Area Exchange
APO New York 09283

United Kingdom Area Exchange
APO New York 09129

Turkey Area Exchange
APO New York 09224

Headquarters Army and Air Force Exchange Service-Pacific 919 Ala Moana Honolulu, HI 96814

Guam Area Exchange
APO San Francisco 96351

Hawaii Area Exchange
919 Ala Moana
Honolulu, HI 96814

Japan Area Exchange
APO San Francisco 96323

Korea Area Exchange
APO San Francisco 96301

Okinawa Area Exchange
APO San Francisco 96344

Philippines Area Exchange
APO San Francisco 96431

FEDERAL ACQUISITION INSTITUTE Federal Acquisition Institute 5001 Eisenhower Ave Alexandria, VA 22333

BILLING CODE 3710-08

# DEFENSE MAPPING AGENCY

HOW SYSTEMS OF RECORDS ARE ARRANGED. The Defense Mapping Agency records are grouped by subject series. Each series has records about a specific activity or function to which a subject title and number is given. Systems or records are grouped in the same way. For example, a system of records on personnel security clearances may be found in Personnel Security Files - B0504-01 and one about equal employment opportunities may be found in Equal Employment Opportunity Reporting Files - B0605-01. These numbers are part of the system identifica tion (ID) which precede the notices in the Federal Register. They look like this: B0504-01 HQ,HT,A; B0605-01 HQ,HT,A,S,I. The letter B means Defense Mapping Agency. The first four digits (0504 and 0601) show that the records pertain to Personnel Security and Equal Employ ment Opportunity respectively; and the last two are a further breakdown of the series. The letters that follow these numbers are internal management accounting devices only. Other systems of records which differ from these examples but have similar documents may also be found in the same series.

HOW TO USE THE INDEX GUIDE. The systems of records maintained by the Defense Mapping Agency are contained within the subject series that are listed below. This list identifies each series in the order in which it appears in this issuance. Use the list to identify subject areas of interest. Having done so, use the series number (for example 0504 for Personnel Security) to locate the systems of records grouping in which you are interested.

| SUBJECT SERIES | SYSTEM IDENTIFICATION SERIES |
|---|---|
| Office Personnel | 0102 |
| Document Control | 0104 |
| Common Mission | 0201 |
| Inspection | 0210 |
| Historical | 0228 |
| Finance and Accounting | 0302 |
| Civilian Personnel Pay and Accounting | 0303 |
| General Legal | 0401 |
| Claims Investigating and Processing Documents | 0402 |
| Patent, Copyright Trademark and Proprietary Data | 0403 |
| Legislative and Congressional Liaison | 0407 |
| Informational Services | 0408 |
| Information Security | 0502 |
| Guard Protective Services | 0503 |
| Personnel Security | 0504 |
| Civilian Personnel Program | 0601 |
| Civilian Personnel Position and Pay | 0602 |
| Employment Application | 0604 |
| Equal Employment Opportunity | 0605 |
| Individual Civilian Personnel | 0606 |
| Civilian Personnel Action | 0607 |
| Civilian Personnel Training | 0608 |
| Promotion, Placement, and Career Management | 0609 |
| Civilian Personnel Welfare and Grievance | 0610 |
| Civilian Personnel Reduction-in-Force | 0611 |
| Labor Management Relations | 0612 |
| Awards Files | 0613 |
| Military Personnel files | 0614 |
| Safety Management Program | 0615 |
| Medical and Health Program | 0901 |
| Training Schools and Curriculum | 1001 |
| Student Selection and Academic Records | 1002 |
| Individual Procurement Transactions | 1202 |
| General Supply Accounting | 1205 |
| Self Service Supply | 1206 |
| Maintenance | 1208 |
| Personnel Travel and Transportation | 1211 |

other pertinent personal information as may be required, to locate and retrieve the record.

## BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

## ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

## ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any

## ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

## ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

## ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

## ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

## ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

## ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

## ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

## ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

### B0102-01 HQHTASID

**System name:**

102-01 Office General Personnel Files

**System location:**

DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center(A), Defense Mapping School(S), Inter American Geodetic Survey(I), Office of Distribution Services (D). Staff Offices, Departments, Division and Branch Offices, all Components. See DMA Directory for complete address listing.

**Categories of individuals covered by the system:**

Employees of DMA Civilian and Military

**Categories of records in the system:**

Consist of copies of and papers relating to time and attendance reports, leave reports, overtime work, work attendance, holidays, athletic events, employee unions, medical services, training, duty assignments, emergency information and similar data on related subjects. List of individuals authorized to receive these services will also be included.

**Authority for maintenance of the system:**

Executive Order 10561, 9/15/54; Designating Official Personnel Folders in Government Agencies as Records of the Civil Service Commission and Prescribing Regulations Relating to the Establishment, Maintenance and Transfer thereof.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Supervisory personnel in their day-to-day personnel actions for; promotion, adverse actions, training and other related actions. File subject to civil service review.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in file folders and/or Kardex book.

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Temporary records. Destroy after 1 year or on discontinuance, whichever is first.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

**Notification procedure:**

Information may be obtained from DMA Directory

**Record access procedures:**

Requests from individuals should be addressed to appropriate organization of address list.

Written requests for information should contain the full name of the individual current address and telephone number, social security number. Visits are limited to normal working hours.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencys rules for contesting contents and appealing initial determination may be obtained from: System Manager.

Record source categories:

Copies of papers relative to time and attendance reports, overtime work, work attendance, leave reports, holidays, athletic events, employee unions, medical services, training and related subjects.

Systems exempted from certain provisions of the act:

NONE

B0102-03 HQHTASI

System name:

102-03 Office Personnel Locator Files

System location:

DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center(A), Defense Mapping School(S), Inter American Geodetic Survey(I). Staff Offices, Departments, Division and Branch Offices, all Components. See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Personnel currently employed or assigned at DMA

Categories of records in the system:

Documents reflecting the name, address, telephone number, and similar data for each person.

Authority for maintenance of the system:

E.O. 10561 9/15/57; Designating Official Personnel Folders in Government Agencies as Records of the Civil Service Commission and Prescribing Regulations Relating to the Establishment, Maintenance and Transfer thereof.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Supervisory Personnel - Used to record personal information and Military Career Progression and maintained on file to notify appropriate agencies and officials in case of emergencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book.

Retrievability:

Filed alphabetically by last name of employee

Safeguards:

Buildings or facilities employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Temporary records. Destroy on separation or transfer of the individual or preparation of a new list.

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from Above.

Record access procedures:

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individual current address and telephone number, social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager

Record source categories:

Information received from employee and other personnel records.

Systems exempted from certain provisions of the act:

NONE

B0102-04 HQHTASID

System name:

102-04 Employee Record Card Files

System location:

DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center(A), Defense Mapping School(S), Inter American Geodetic Survey(I), Office of Distribution Services (D). Staff Offices, Departments, Division and Branch Offices, all Components. See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Active civilian employees of DMA

Categories of records in the system:

A record of the employee's conduct, performance evaluations, reprimands, commendations, debts and complaints that may be necessary and useful in making and supporting decisions or work assignments. Cards that provide complete information relative to active employees, position, strength authorization and action in process, such as SF 7B, OF 4B, Summary Records Cards and Air Force (AF) Form 971.

Authority for maintenance of the system:

E.O. 10561 9/15/54; Designating Official Personnel Folders in Government Agencies as Records of the Civil Service Commission and Prescribing Regulations Relating to the establishment, Maintenance and Transfer thereof..

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Employee Record File - An up-to-date record on each employee. A reference or locator file for each unit. Information for recommending or requesting personnel actions affecting the employee. Supervisors are encouraged to make the record available for review by the employee. Third party review is limited to supervisors who are considering the employee for a vacancy.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book.

Retrievability:

Filed alphabetically by last name of employee

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Maintained current on all Civil Service Employees presently employed. Record cards pertaining to employees separated for military service who have restoration rights: Withdrawn and placed in the separation for military service file. Record cards pertaining to employees transferred to other organizational elements within HQ or the same component will be forwarded to the gaining office. Record Cards pertaining to employees separated or transferred from DMA: Destroy on separation or transfer, in CFA.

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for informa-

tion should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Information summarized from existing records and current entries by supervisors.

**Systems exempted from certain provisions of the act:**

NONE

## B0102-08 HQHTASID

**System name:**

102-08 Office Personnel Information Files

**System location:**

DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center(A), Defense Mapping School(S), Inter American Geodetic Survey(I), Office of Distribution Services (D). Staff Offices, Departments, Division and Branch Offices, all Components. See DMA Directory for complete address listing.

**Categories of individuals covered by the system:**

Employees of DMA Civilian and Military

**Categories of records in the system:**

Supervisory copies of personnel matters that are duplicated in or which are not appropriate for inclusion in the Official Personnel Folder: for example, copies of papers relating to injuries, appreciation and commendation, training received, performance appraisals and assigned responsibilities or off-duty information.

**Authority for maintenance of the system:**

EO 10561 - 9/15/54, Designating Official Personnel Folders in Government Agencies as Records of the CSC and Prescribing Regulations Relating to the Establishment, Maintenance, and Transfer Thereof. 44 U.S.C. 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Supervisory personnel record used for performance ratings and similar uses, appreciation, commendation, career development and responsibilities of employees. Record may be subject to CSC inspection.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in file folders and/or Kardex book.

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings and Facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

Records are temporary, review at end of calendar year and destroy documents which have been superseded or are no longer applicable.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

**Notification procedure:**

Information may be obtained from Above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individual, current address and telephone number, social security number, and organizational element where employed. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification, that is drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Information summarized from existing records and current entries by supervisors.

**Systems exempted from certain provisions of the act:**

NONE

## B0102-09 HQHTASID

**System name:**

102-09 Duty Roster Files

**System location:**

DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center(A), Defense Mapping School(S), Inter American Geodetic Survey(I), Office of Distribution Services (D). Staff Offices, Departments, Division and Branch Offices, all Components. See DMA Directory for complete address listing.

**Categories of individuals covered by the system:**

Assigned DMA Personnel

**Categories of records in the system:**

Documents used for recording recurring and routine duties performed by personnel within an office, or organization including special duties performed on a rotating basis.

**Authority for maintenance of the system:**

50 U.S. Code 797; Internal Security - Security Regulations and Orders; Penalty for Violations.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to record the date and performance of specific duties assigned personnel.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in file folders and/or Kardex Book

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

Temporary record. Destroy after three months or three months after last entry in book.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Administration Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4401

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individual, current address and telephone number, service number on all correspondence received from this office. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card and give some verbal information that could be verified.

**Contesting record procedures:**

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Existing records and previous roster

Systems exempted from certain provisions of the act:

NONE

B0102-09-2 HQHTASID

System name:

102-09 Duty Roster Files

System location:

Personnel Office, Military Personnel Division, DMA Headquarters (HQ) DMA Hydrographic/Topographic Center (HQ), DMA Aerospace Center (A), Defense Mapping School (S), Inter American Geodetic Survey (I), Office of Distribution Services (D). See DMA Directory for complete address listing.

Categories of individuals covered by the system:

All military personnel assigned duties on a rotating basis.

Categories of records in the system:

Documents used for recording recurring and routine duties performed by military personnel within an office, including special duties performed on a rotating basis.

Authority for maintenance of the system:

50 U.S.C. 797 - 'Internal Security - Security Regulations and Orders, Penalty for Violation'.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Military Personnel Supervisors - used to record the date and performance of special duties by assigned military members and movement of military.

Subject to inspection by military security.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folder or roster book

Retrievability:

Alphabetically by last name or date.

Safeguards:

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Temporary record. Destory after three months or three months after last entry in book.

System manager(s) and address:

Director Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to the System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, service number (if any) on all correspondence. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office identification card, and give some verbal information that could be identified.

Contesting record procedures:

The Department's rules for contesting contents and appealing initial determinations may be obtained from: System Manager

Record source categories:

Previous roster and existing records.

Systems exempted from certain provisions of the act:

NONE

B0102-10 HQHTASID

System name:

102-10 Standard of Conduct Files

System location:

Personnel Offices - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), Inter American Geodetic Survey (I), Office of Distribution Services (D), DMAAC(A), IAGS(I), DMA(S). See DMA Directory for complete Address Listing.

Categories of individuals covered by the system:

All civilian personnel of DMA.

Categories of records in the system:

A signed document by individual indicating that they fully understand the Standard of Conduct and Ethics required of them.

Authority for maintenance of the system:

E.O. 11222 - Prescribing Standards of Ethical Conduct for Government Officers and Employees - 5/11/65.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel Office to assure that the employees are kept informed of the Standard of Conduct and ethics required of them.

Supervisory Personnel to assure the employees have read and understand the directives.

Supervisors, Employee representative, counsel - Used as supporting material for corrective actions.

Civil Service Commission - Inspection purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Temporary record. Destroyed after the next periodic application or one year after obsolescence of the system, or on discontinuance of the office.

System manager(s) and address:

Defense Mapping Agency, ATTN: General Counsel, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4431

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from: System Manager.

Record source categories:

Forms provided by CSC and signed by individual.

Systems exempted from certain provisions of the act:

NONE

B0102-11 HQHTASID

System name:

102-11 Temporary Duty Travel Files

System location:

Primary DMA Travel Officer - See DMA Directory for complete address Listing.

Decentralized Segment - Offices, all Components having personnel on subject to travel.

Categories of individuals covered by the system:

Military or civilian authorized Government travel orders

Categories of records in the system:

Requests and authorizations for military personnel and civilian personnel travel

Authority for maintenance of the system: 45 USC 5707 - Travel and Subsistence Expense - Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to record authorization to travel, issue orders, make travel arrangements, and prepare voucher for any reimbursement

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in file folders and/or Kardex book

**Retrievability:**

Alphabetically by last name

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

**Retention and disposal:**

Temporary record. Destroy after one year

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Administrative Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4425

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

**Contesting record procedures:**

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Information furnished by traveler and from the travel office

**Systems exempted from certain provisions of the act:**

NONE

## B0104-02 HQHTASID

**System name:**

104-02 Records Access Files

**System location:**

Primary System - Security Office - See DMA Directory for complete address Listing.

Decentralized Segments - Requesting Offices at DMAHTC and organization requiring the access authorization

**Categories of individuals covered by the system:**

Personnel of DMA who need authorization to use classified information in performing their duties

**Categories of records in the system:**

Office request for access and security approvals thereof, roster of individuals authorized access

**Authority for maintenance of the system:**

Executive Order 11652 - Classification and Declassification of National Security Information and Material - 3/10/72

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Collateral Security Division to verify security clearance and to approve or disapprove request

Requesting DMA organization to gain approval for employees to have access to perform their duties

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in file folders and/or Kardex book

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

**Retention and disposal:**

Temporary Record. Security Office - destroy after two years; other offices, destroy when superseded or obsolescence of the authorization document; or on transfer, separation or relief of the individual concerned

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

**Contesting record procedures:**

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Security clearance documents

**Systems exempted from certain provisions of the act:**

NONE

## B0104-12 HQHTASID

**System name:**

104-12 Security Awareness Files

**System location:**

Staff Offices, Departments, Divisions and Branch Offices of all Components. See DMA Directory for complete address listing

**Categories of individuals covered by the system:**

All personnel of DMA

**Categories of records in the system:**

A signed document by individuals indicating that they fully understand the security regulation that concerns them

**Authority for maintenance of the system:**

Executive Order 11652 - Classification and Declassification of National Security Information and Material - 3/10/72

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Collateral Security Division to assure that the employees are kept informed of the security regulations that concerns them

Supervisory Personnel to assure the employees have read and understood the regulations

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in file folders and/or Kardex book

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

**Retention and disposal:**

Temporary record - destroy after next application

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited

to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Statements signed by individuals

Systems exempted from certain provisions of the act:

NONE

B0104-13 HQHTASID

System name:

104-13 Personnel Security Clearance Information Files

System location:

DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center(A), Defense Mapping School(S), Inter American Geodetic Survey(I), Office of Distribution Services (D). Staff Offices, Departments, Division and Branch Offices, all Components. See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Individual employee or assigned in DMA Organizations having security classified information.

Categories of records in the system:

Documents relating to the security clearance of individuals. Included are requests for security clearance and copies of notices that individuals have been cleared for classified material, and other documents related to personnel security such as DMA Forms 5210-8-R and AF Form 47 or compatable forms.

Authority for maintenance of the system:

E.O. 11652 9/15/54; Classification and Declassification of National Security Information and Material.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used internally by supervisors

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book.

Retrievability:

Filed alphabetically by last name of employee

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Temporary record. Destroy on supersession or obsolescence, transfer or separation or on relief of the individual concerned.

System manager(s) and address:

Defense Mapping Agency, ATTN: Security Office,Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager

Record source categories:

Results of adjudication of Investigative Files by Military Services and DMA Adjudicators

Systems exempted from certain provisions of the act:

NONE

B0201-05 HQHTA

System name:

201-05 DMA Central Clearance Group Pre-Employment Files

System location:

Security Office, DMA Headquarters (HQ) See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Any civilian applicant for a sensitive position within DMA

Categories of records in the system:

File includes investigations, board determinations letters or written interrogatories, applicant response letters

Authority for maintenance of the system:

Section 7532 of title 5, United States Code; Suspension and Removal

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

HQ DMA SO - Staff Director of Security, HQ DMA acts as executive secretary for the DMA Central Clearance Group. He processes all papers pertaining to an individual case and assures all actions taken are in compliance with DOD directives and regulations.

Director DMA - The authority to deny employment based on security reasons is vested solely in the authority of the Director DMA: the Central Clearance Group will review all derogatory cases and make recommendation to the Director.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

File has been rarely used within DMA; it is established to provide for the filing of papers in the event a case as specified in DOD Directive 5200.7 Department of Defense Civilian Applicant and Employee Security Program, 31 Jan 67, should be processed.

Storage:

Paper records in file folders and/or Kardex book

Retrievability:

File alphabetically by last name of employee.

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Office of the secretariat designated office of record: Permanent. Cutoff when no longer needed for current operations.

System manager(s) and address:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to Security Office, Building 56, U.S. Naval Observatory.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, etc., and some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from: System Manager.

Record source categories:

DMA Central Clearance Group files are the result of unfavorable investigations pertaining to applicants for possible DMA employment. Determinations by the group and resulting correspondence between the group and individual are the source of the remaining files.

Systems exempted from certain provisions of the act:

NONE

B0201-07 HQHT

System name:

201-07 Communications Center Release Authorization

System location:

Primary System - Communications Center, HQ,HT. See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Individuals authorized to release classified and unclassified messages

**Categories of records in the system:**

File contains signature cards of individuals who are authorized to release classified and unclassified messages

**Authority for maintenance of the system:**

Executive Order 11652 - Classification and Declassification of National Security Information and Materials Information and Material - 3/10/72

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Communications Center - for the purpose of determining individuals that are authorized to release messages

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Card record filed in cabinet

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

**Retention and disposal:**

This is a temporary record - destroy upon supersession

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Special Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4603

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Information is obtained from the individual's Service Military Personnel Center, the individual's rating official within the HQ DMA and the individual concerned.

**Systems exempted from certain provisions of the act:**

NONE

## B0201-07-1 HQHTASID

**System name:**

201-07 Military Personnel Reference Paper Files

**System location:**

Military Personnel Office - See DMA Directory for complete address

**Categories of individuals covered by the system:**

All active duty military personnel assigned to the Defense Mapping Agency.

**Categories of records in the system:**

Copies of personnel career briefs provided by the individual's parent Service.

Copies of efficiency reports (USA & USAF), fitness reports (USN), and effectiveness reports (USMC) submitted periodically to the parent Service on each military individual assigned to duty in DMA during the period of such duty.

Copies of personal biographies provided by each military individual assigned to DMA.

Copies of official correspondence submitted by the individual concerned to his/her parent Service or from his/her parent Service to the individual concerned regarding requested or proposed duty assignments and related matters.

Copies of award recommendations originated within DMA for military personnel.

Copies of the Military Personnel Information Roster for the Headquarters and each of the DMA Components. This roster is updated monthly and shows the following information for all military personnel assigned: JTD Paragraph and Line Number, Position Title, Military Occupational Specialty, Grade, Service, Specialty Branch, Supplementary Remarks, Incumbent's Grade, Incumbent's Name, Incumbent's Social Security Account Number, Supplementary Remarks, Incumbent's Estimated Date of Departure.

**Authority for maintenance of the system:**

44 USC 3101; Records Management by Federal Agencies

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Heads of major staff elements to determine the acceptability of an individual nominated by the parent Service for a DMA position.

For review by appropriate DMA officials responsible for the preparation of efficiency/fitness/effectiveness reports, and award recommendations and presentations.

For use of appropriate officials within DMA Military Personnel Division in conducting routine daily business as prescribed by the Director, Defense Mapping Agency.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of military person.

**Safeguards:**

Building in which files maintained is not open to general public and is guarded on 24-hour basis. Files are maintained in a single lock filing cabinet and are accessible only to Military Personnel Division officials.

**Retention and disposal:**

The file of each military person is maintained for six months to one year after detachment of the individual from the DMA at which time it is destroyed manually.

**System manager(s) and address:**

Chief, Military Personnel Division, Headquarters Defense Mapping Agency, Building 56, Naval Observatory, Washington, D.C. 20305, telephone 202-254-4497.

**Notification procedure:**

Information may be obtained from System Manager.

**Record access procedures:**

Requests from individuals should be addressed to System Manager. Written requests for information should contain full name, grade, branch, Service, current address and telephone number of the individual. Visits will be arranged through the System Manager.

For personal visits, the individual should be able to provide acceptable identification such as a Military Identification Card and be prepared to provide some verbal information that can be verified with his file.

**Contesting record procedures:**

The Defense Mapping Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

**Record source categories:**

Information is obtained from the individual's Service Military Personnel Center, the individual's rating official within the HQ DMA and the individual concerned.

**Systems exempted from certain provisions of the act:**

NONE

## B0210-06 HQHTASI

**System name:**

210-06 Inspector General Investigative Files

**System location:**

Office of the Inspector General - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), Inter American Geodetic Survey (I). - See DMA Directory for complete address listing.

**Categories of individuals covered by the system:**

Any individual, military or civilian assigned to, employed by or having reason to do official business with the Defense Mapping Agency or one of its employees.

**Categories of records in the system:**

Investigative Files consist of written inquiries or investigative reports pertaining to complaints, possible violations or improper procedures pertaining to DMA personnel, procedures, policies or programs.

Authority for maintenance of the system:

44 U.S.C. 3101, Records Management by Federal Agencies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Inspector General and Command Officials - to analyze and evaluate the effectiveness and efficiency of DMA policies, programs and procedures.

Complaints, inquires or investigations are used to initiate proper corrective action if the allegation is proven to be true in fact.

Security - Personnel - Supervisors - Used as basis for corrective actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Files are considered official in nature and are made available only to the Inspector General and Command officials.

Storage:

Paper records are stored in file folders and secured in safe-file cabinets.

Retrievability:

Alphabetically by last name or subject matter

Safeguards:

Building, facilities employ security guards and alarms. Records are maintained in areas accessible only to authorized personnel that are properly screened cleared and trained.

Retention and disposal:

Files accumulated in the Office of the Inspector General as permanent. Cut off on completion of Investigation.

System manager(s) and address:

Inspector General, Headquarters, Defense Mapping Agency, Bldg 56, U.S. Naval Observatory, Washington, D.C. 20305

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the indivdual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

Contesting record procedures:

The Agency rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Inspector General Investigative reports are the written results of IG Inquiries or Investigation of written or oral allegations from complaints.

Systems exempted from certain provisions of the act:

NONE

B0210-07 HQHTASI

System name:

210-07 Inspector General Complaint Files

System location:

Office of the Inspector Generals - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), Inter American Geodetic Survey (I). - See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Any individual, military or civilian assigned to, employed by or having reason to do official business with the Defense Mapping Agency or one of its employees.

Categories of records in the system:

File contains letters or memorandums received by the Defense Mapping Agency wherein someone has complained about DMA personnel, programs, policies and/or procedures.

Authority for maintenance of the system:

44 U.S.C. 3101, 3102 - Records management by Federal Agencies

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Inspector General and Command officials - As a basis to conduct an inquiry or investigation of the complaint and to initiate proper corrective action if justified.

Security, Personnel, Supervisors - as a basis for corrective action

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Files are considered official in nature and are made available only to the Inspector General and Command officials.

Storage:

Paper records are stored in file folders and secured in safe-file cabinets.

Retrievability:

Alphabetically by last name of individual or by subject.

Safeguards:

Buildings, facilities located on guarded military installations. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Temporary Record. Destroy one year after completion and close of case.

System manager(s) and address:

Inspector General, Headquarters Defense Mapping Agency, Bldg 56, U.S. Naval Observatory, Washington, D. C. 20305.

Notification procedure:

Information may be obtained from System Manager.

Record access procedures:

Request from individual should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, etc., and some verbal information.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Source of Inspector General Complaint files are letters or memorandums received by HQ DMA from military or civilian.

Systems exempted from certain provisions of the act:

NONE

B0228-04 HT

System name:

AR 228-04 Historical Photographic Files

System location:

Public Affairs office of DMAHTC - See DMA Directory for complete address.

Decentralized Segments - Records Holding Area, Records Management Division of DMAHTC

Categories of individuals covered by the system:

Commanding Officers; civilian employees (staff organization) VIP visitors; awards, suggestions, sports, retirement ceremonies.

Categories of records in the system:

Photographs and negatives of

Authority for maintenance of the system:

5 U.S.C. 301 - Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Public Affairs Office - furnish copies of photographs to organizations that requested photographs to be taken

Records Holding Area - Researchers and Historians - To obtain the background information regarding events, ceremonies, awards, sports, retirements at DMATC for input to newspapers, magazine articles.

Release to News Media for Public Relations and Community Affairs Matters.

Organizers of testimonials, banquets and parties.

Supervisors - Recognize accomplishments and publications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Prints and negatives filed in cabinets.

**Retrievability:**

Filed by name and/or event

**Safeguards:**

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

Records are Permanent. Records will be retired to Washington National Records Center on discontinuance of the installation.

**System manager(s) and address:**

DMA Hydrographic/Topographic Center, ATTN: Public Affairs Office, Room 152, Erskine Hall, 6500 Brookes Lane, Washington, D.C. 20315, TELEPHONE: Area Code 202/227-2007

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card and give some verbal information that could be verified

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations may be obtained from System Manager

**Record source categories:**

Photographs taken at awards ceremonies; Sporting events; retirement parties.

**Systems exempted from certain provisions of the act:**

NONE

## B0228-10 HT

**System name:**

AR 228-10 Installation Historical Files

**System location:**

Public Affairs Office of DMAHTC - See DMA Directory for complete address..

Decentralized Segments - Records Management Division - Records Holding Area of DMAHTC

**Categories of individuals covered by the system:**

Individuals who have given speeches or written an article for a magazine or newspaper.

**Categories of records in the system:**

Copies of Speeches and articles for magazine or newspapers

**Authority for maintenance of the system:**

5 U.S.C. 301 - Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Historian - To furnish background Information on the history of the installations.

Public Affairs Office and Records Management Division - to obtain up-to-date information on all speeches, articles for magazines and newspapers published or given by an individual of DMAHTC.

Released to News Media for Public Relations and Community Affairs.

Organizers of testimonials, banquets and supervisors to recognize accomplishments and publications.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Files retrieved alphabetically by name of individual.

**Safeguards:**

Buildings, facilities employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

This is a permanent record. Retired from Records Holding Area.

**System manager(s) and address:**

DMA Hydrographic/Topographic Center, ATTN: Public Affairs Office, Room 152, Erskine Hall, 6500 Brookes Lane, Washington, D.C. 20315, TELEPHONE: Area Code 202/227-2007

**Notification procedure:**

Information may be obtained from Above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

**Record source categories:**

Employee copies of speeches; newspapers; magazines, photographs and related publications.

**Systems exempted from certain provisions of the act:**

NONE

## B0302-21 HTA

**System name:**

302-21 Record of Travel Payments

**System location:**

DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center(A). Office of the Comptroller, Pay and Travel Branch. See DMA Directory for complete address listing.

**Categories of individuals covered by the system:**

Any employee of Defense Mapping Agency reimbursed for Travel.

**Categories of records in the system:**

Card file containing information used to reflect travel allowance payments made to individuals.

**Authority for maintenance of the system:**

5 U.S.C. 5707; Travel and subsistence Expenses-Regulations.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Cards used to reflect travel allowance payments made to employees.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in file folders and/or Kardex book.

**Retrievability:**

Filed alphabetically by last name of employee.

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Records are temporary. Cutoff on separation of employee, Inactive three years then destroyed.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Finance and Accounting Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4466

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individual, current address and telephone number, and the travel number of visit, place visited and date on all correspondence received from this office. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

**Contesting record procedures:**

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Travel orders and vouchers

Systems exempted from certain provisions of the act:

NONE

B0303-01 A

System name:

303-01 Individual Pay Record Files

System location:

DMA Aerospace Center(A). See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Civilian pay record file contains magnetic tape. Created and updated by the use of time and attendance cards, address cards, savings bond forms, taxation documents, insurance documents, allotment documents, Standard Form 50.

Printout of Payroll

Categories of records in the system:

Record of pay data and related information pertaining to DMA employees.

Authority for maintenance of the system:

31 U.S.C. 66a - Accounting and Auditing - Duties of Agency Heads; Information and Controls to be Covered

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personal data is collected for the purpose of establishing, maintaining and administering the employee's authorized pay and leave.

User of information is the Central Payroll Office and Civilian Personnel Directorate.

This information is used for the computation of bi-weekly earnings, pay deductions, and net pay due to the employee. The system further identifies rate of pay and authorized deductions as well as sick and annual leave accumulation, usage and balances. System further provides a master tape listing, civilian payroll master tape, and to the employee the system provides a bi-weekly leave and earnings statement and civilian employee paycheck.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book.

Retrievability:

Filed alphabetically by last name of employee

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Tapes are retained in tape library, and are updated each pay period.

Printouts maintained and retained in current files are (CFA) and are forwarded in annual blocks to the National Personnel Records Center, GSA, 111 Winnebago Street, St. Louis, MO 63118, 18 months after close of the calendar year or within 90 days after receipt of audit completion letter, whichever is first.

System manager(s) and address:

Director, DMA Aerospace Center, ATTN: Directorate of Civilian Personnel (PO), South Annex, St. Louis Air Force Station, Missouri 63125, TELEPHONE; Area Code 341/368-8383

Notification procedure:

Information may be obtained from Above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Time and attendance cards, savings bond forms and similar withholding requests of the employee.

Systems exempted from certain provisions of the act:

NONE

B0303-02 HTA

System name:

303-02 Compensation Data Request Files

System location:

Finance Accounting of DMA Hydrographic/Topographic Center (HT) and Aerospace Center (A). See DMA Directory for complete address listing.

Categories of individuals covered by the system:

All civilian employees requesting compensation.

Categories of records in the system:

Correspondence relating to Federal Employee Compensation claims.

Authority for maintenance of the system:

21 USC 1175

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To record documents and correspondence on employees who have been injured on the job, received treatment from a medical facility, and filed a claim for compensation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by employee last name.

Safeguards:

Buildings and facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Temporary record. Destroyed after 2 years.

System manager(s) and address:

Defense Mapping Agency, ATTN: Comptroller, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4398

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Requests from individuals for information, notice of determination and refusal of work offer. Request for claims of compensation.

Systems exempted from certain provisions of the act:

NONE

B0303-03 HTA

System name:

303-03 Individual Retirement Record Control Files

System location:

Primary System - Civil Service Commission, Retirement Bureau, Washington, D.C. 20315

Decentralized Segments - Personnel Office, DMA Hydrographic/Topographic Center and DMA Aerospace Center.

Categories of individuals covered by the system:

Any civilian employee of DMA who has retired from government service.

Categories of records in the system:

File contains employee's application for retirement from the Federal Service including documentation concerning physical disability retirement.

**Authority for maintenance of the system:**

E.O. 10561 - 'Designating Official Personnel Folders in Government Agencies as Records of CSC and Prescribing Regulations Relating to the Establishment, Maintenance, and Transfer Thereof' - 9/15/54

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To take follow-up action or answer questions from the retiree, survivors, Civil Service Commission, and health and life insurance carriers.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in file folders and/or Kardex book.

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Temporary - Retain in active file. Destroy after 4 years.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Application for retirement from Federal Service, and related documentation.

**Systems exempted from certain provisions of the act:**

NONE

## B0303-04 A

**System name:**

303-04 Leave Record Files

**System location:**

Primary System. Director of Civilian Personnel (POX), DMA Aerospace Center. See DMA Directory for complete address listing.

**Categories of individuals covered by the system:**

All civilian employees of DMA.

**Categories of records in the system:**

Record of official annual accumulation and use of employee's leave.

**Authority for maintenance of the system:**

21 USC 1175

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Director of Civilian Personnel to record employee requests for documentation.

Employee - reference for accumulation of leave.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic tapes and printouts.

**Retrievability:**

Files are by payroll block number, organization, and name.

**Safeguards:**

Buildings and facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Final Leave Record - Temporary Record. Destroy 10 years after separation of individual.

Other Leave Record: Destroy after 4 years or 90 days after receipt of audit completion letter.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066.

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to System Manager. Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

**Record source categories:**

Time and attendance cards initialed by employee. Accumulation and use of leave.

**Systems exempted from certain provisions of the act:**

NONE

## B0303-21 HTA

**System name:**

303-21 Decedent Claim Files

**System location:**

Personnel Office - DMA Hydrographic/Topographic Center (HT) and Aerospace Center (A). See DMA Directory for complete address listing.

**Categories of individuals covered by the system:**

All civilian employees of DMA Hydrographic/Topographic Center or DMA Aerospace Center.

**Categories of records in the system:**

Death separation --FE Form 6, SF 1153, SF 2800, and other allied papers and correspondence.

**Authority for maintenance of the system:**

21 USC 1175

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose of this file is to document the death of a career employee.

Users are: Personnel Office to maintain/ascertain that documents are in file for employees who have been separated due to death.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folder.

**Retrievability:**

Alphabetically by employee last name.

**Safeguards:**

Buildings and facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Temporary record. Destroyed after 10 years.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Copies of vouchers with supporting documents, letters/claims from decedents.

Systems exempted from certain provisions of the act:

NONE

B0401-02 HQHTA

System name:

401-02 Statements of Employment and Financial Interest Files

System location:

Statements of DMA Headquarters Staff personnel, all Special Government Employees, all DMA Component Directors and personnel of Defense Mapping School, Inter American Geodetic Survey and Office of Distribution Services – Office of General Counsel, DMA Headquarters, Building 56, U.S. Naval Observatory, Washington, D.C. 20305.

Statements of personnel assigned to DMA Hydrographic/Topographic Center, Office of Counsel, DMA Hydrographic/Topographic Center, 6500 Brooks Lane, N.W., Washington, D.C. 20315.

Statements of personnel assigned to DMA Aerospace Center, St. Louis Air Force Station, MISSOURI

Categories of individuals covered by the system:

Defense Mapping Agency civilian personnel classified at GS-13 or above, and military officers serving in the grade of 0-5 or above, whose duties require the exercise of judgment in making Government decisions in regard to monitoring grants or subsidies; contracting and procurement; auditing; or other activities having a significant economic impact on the interests of any non-Federal enterprise.

Special Government Employees of the Defense Mapping Agency serving as advisors or consultants.

Categories of records in the system:

File includes: individual's completed DD Form 1555 'Confidential Statement of Employment and Financial Interests,' (DD Form 1555-1 in the case of Special Government Employees) containing information as to employment and financial interests, creditors and interests in real property. Such forms are filed by individuals upon employment in affected positions and renewed annually thereafter.

Copies of the individual's current position description.

Signed statements of the individual concerned stating that none of the interests listed on his Form 1555 constitute a conflict of interest with respect to the duties of his present position.

File also contains correspondence indicating review of the individual's statement by his supervisor, and may contain correspondence between the individual, his supervisor and Agency Counsel relative to any apparent conflicts disclosed in the individual's statement and resolution thereof.

Authority for maintenance of the system:

Part IV, Executive Order 11222, 'Prescribing Standards of Ethical Conduct for Government Officers and Employees' (as amended).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Individual's Supervisor (superior officer or official responsible for signing military evaluation reports or civilian performance ratings)--to determine the existence of, and, if possible, to resolve, any real or apparent conflict between the personal financial interests of the individual concerned and the performance of his services for the Government.

Agency Legal Counsel--to (1) review the individual's statement and the supervisor's evaluation thereof for legal sufficiency, (2) to assist in the resolution of any conflicts disclosed in such statements, and (3) to maintain and safeguard the confidentiality of all such statements.

Directors of Defense Mapping Agency Components and Heads of Defense Mapping Agency Headquarters Major Staff Elements--for review, comment and appropriate action with respect to resolution of any real or apparent conflicts disclosed by the statement of an individual.

The Director, Headquarters Defense Mapping Agency or the Staff Director of Personnel (as designee)--to review and take action on any conflicts not previously resolved.

Department of Justice--for possible use in investigation/prosecution of fraud or other violation of conflict of interest laws.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Buildings in which files maintained are not open to general public and are guarded on 24-hour basis. Records are maintained in combination safes and are accessible after completion of review only to Agency Counsel. Each submission and subsequent annual renewals are kept in individual, sealed manila envelopes to prevent unauthorized disclosures.

Retention and disposal:

This is a temporary record. The record of each employee is maintained until his death, retirement or separation from the Defense Mapping Agency and for six (6) years thereafter at which time it is destroyed.

System manager(s) and address:

General Counsel, DMA Headquarters, Building 56, US Naval Observatory, Washington, D.C. 20305.

Notification procedure:

Information may be obtained from:

General Counsel, DMA Headquarters, Building 56, US Naval Observatory, Washington, DC. 20305, telephone 202 254-4431.

Counsel Defense Mapping Agency Hydrographic/Topographic Center, Washington, D.C. 20315, telephone 202 227-2268.

Counsel Defense Mapping Agency Aerospace Center, St. Louis Air Force Station, Missouri 63118, telephone 314 268-4501.

Record access procedures:

Requests from individuals should be addressed to: General Counsel, DMA Headquarters Building 56, U.S. Naval Observatory, Washington, D.C. 20305.

Written requests for information should contain the full name and current address and telephone number of the individual. Visits will be arranged through the General Counsel, Headquarters DMA.

For personal visits, the individual should be able to provide some acceptable identification, such as a drivers license or an employer's identification card, and be prepared to provide some verbal information that can be verified with his file.

Contesting record procedures:

The Defense Mapping Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Statements (DD Form 1555) and related documents are obtained from the individual concerned.

Systems exempted from certain provisions of the act:

NONE

B0401-03 HQHTA

System name:

401-03 Legal Assistance Case Files

System location:

Office of Counsel, DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), and Aerospace Center (A). See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Military personnel assigned to DMA who request legal assistance

Categories of records in the system:

Files contain legal opinions of the counsel regarding personal matters of an individual. Also copies of document prepared on behalf of the individual.

Authority for maintenance of the system:

44 U.S.C. 3101; - Records Management by Federal Agencies

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Office of Counsel - for consoltation with individual involved, and for reference and precedent value.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in file folders and/or Kardex

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

This record is a temporary record. Records are destroyed one year after completion of the case. Selected opinions and correspondence withdrawn for use as precedent may be held until no longer required for reference.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: General Counsel, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4431

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Request from military individual for legal opinion on a personal matter, opinions of council and documents prepared by counsil.

**Systems exempted from certain provisions of the act:**

NONE

## B0402-05 HQHTA

**System name:**

402-05 Personal Property Claim Files

**System location:**

Primary System - Office of Counsel, DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), and DMA Aerospace Center (A) - See DMA Directory for complete address listing.

Decentralized Segments - National Washington Record Center, GSA, 4205 Suitland Road, Suitland, Maryland 20409, Department of Army, Judge Advocate General, Pentagon, Washington, D.C.

**Categories of individuals covered by the system:**

DMA personnel having a claim against the Government for loss, damage, or destruction of personal property.

**Categories of records in the system:**

Files contain request from individuals filing for a claim for damage, loss or destruction of personal property, and related correspondence to that request: investigative reports and recommendations of the investigator; opinions of counsel.

**Authority for maintenance of the system:**

44 U.S.C. 3101; - Records Management by Federal Agencies

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Office of Counsel - Preliminary investigation and legal opinions for recommendation to high authority for further disposition of claim.

National Washington Records Center - To store and maintain inactive records; The Department of Justice in event of Litigation.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in file folders and/or Kardex book.

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

This is a temporary record. 25 years for disapproved claims and claims involving a minor, COFF on final action. Inactive one year, transfer Records Holding Area. Hold one year, retire National Washington RECORD CENTER, hold 23 years, destroy. Approved Claims - 10 year. COFF final action. Hold one year inactive, Transfer RHA, hold nine years - destroy

**System manager(s) and address:**

Defense Mapping Agency, ATTN: General Counsel, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4431

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Application or related forms from the individual requesting claim against the Government; correspondence relating to the claim; investigative reports and recommendations of investigator.

**Systems exempted from certain provisions of the act:**

NONE

## B0402-06 HQHT

**System name:**

402-06 Tort Claim Files

**System location:**

Primary System - Office of Counsel, DMA Headquarters (HQ), and DMA Hydrographic/Topographic Center (HT). See DMA Directory for complete Address Listing.

Decentralized Segments - Washington National Records Center, GSA, 4205 Suitland Road, Suitland, Maryland 20409

**Categories of individuals covered by the system:**

Any individual filing tort claim against DMA for damage, loss, or destruction of property and for personal injury or death resulting from negligence or wrongful act or omission of acts by DMA personnel.

**Categories of records in the system:**

File contains individual's claim, correspondence relating to such claim and related processing papers, opinion of Counsel.

**Authority for maintenance of the system:**

Federal Tort Claim Act - 28 U.S.C. Sec. 2671 - Sec. 2680

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Office of Counsel - Preliminary investigation and legal opinion for recommendation to higher authority for further disposition of claim.

Records Holding Area, RMD - To maintain inactive records for destruction or transferring to Washington National Record Center at the end of a given date.

Washington National Record Center - to maintain records until destruction on a given date.

Army Judge Advocate General - for possible settlement

Department of Justice - in the event of litogation

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in file folders and/or Kardex book.

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Temporary record/approved claims: 10 year record, COFF on final action. Inactive one year, transfer Records Holding Area, hold nine years, destroy.

Disapproved claims and claims involving personal injury or a minor - COFF on final action, hold one year inactive, transfer Records Holding Area, hold 1 year, transfer to Nat'l Wash. Record Ctr, hold 23 years, destroy.

System manager(s) and address:

Defense Mapping Agency, ATTN: General Counsel, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4431

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be address to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Claims against DMA from individuals, correspondence relating to such claims, photographs, investigative documents, legal opinions

Systems exempted from certain provisions of the act:

NONE

B0402-13 HQHTA

System name:

402-13 Agency Claim Files

System location:

Office of Counsel - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), and DMA Aerospace Center (A). See DMA Directory for complete address

Categories of individuals covered by the system:

Individual against whom Agency has legal claim

Categories of records in the system:

Information pertaining to Agency claim against an individual involved in damage suit. All correspondence relating to such claims, legal opinions by counsel, investigative reports.

Authority for maintenance of the system:

44 USC 3101 - Records Management by Federal Agencies

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Office of Counsel - to attempt settlement and prepare for possible litigation

Records Holding Area - to maintain and storage of records until the destruction date of the file

Transfer to Department of Justice in event of litigation

Transfer to designated local Government representatives who have delegated authority to investigate and/or settle claim

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book

Retrievability:

Filed by case (name of potential dependent)

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

Retention and disposal:

Temporary Record - this file is a ten year record. COFF after final action. Inactive one year, transfer to Records Holding Area, hold for nine years - destroy

System manager(s) and address:

Defense Mapping Agency, ATTN: General Counsel, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4431

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Investigative reports by civilian or military police at accident sites, statements by Government personnel involved in accident; in general, any type of information gathered in anticipation of litigation and legal opinions, statements of witnesses.

Systems exempted from certain provisions of the act:

NONE

B0403-12 HQHTASI

System name:

403-12 Patent and Invention Files

System location:

Primary System - Office of General Counsel, DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), and DMA Aerospace Center (A). See DMA Directory for complete address listing.

Decentralized Segments - The Judge Advocate General, Department of the Army, ATTN: DAJA-PA, Washington, D.C.; Commissioner of Patents, Washington, D.C. 20231

Categories of individuals covered by the system:

Personnel who have submitted technical descriptions, invention disclosures and/or for which patent application has been made or a patent issued

Categories of records in the system:

Patent application with related invention disclosure claims and all amendments, petitions, appeals, patent and related correspondence

Authority for maintenance of the system:

E.O. 10096, as amended - Uniform Government Patent Policy for Inventions by Government Employees; 1/23/50

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Office of Counsel in conducting patentability search. Also used in further discussions between Counsel and inventor. In cases where Defense Mapping Agency has no direct interest in the invention, the file may be forwarded to Patent Counsel of other Government agencies who may have interest in processing patent application.

Army JAG Patents Div for processing patent applications per Title 35 USC. Used by US Patent Office per Title 35 USC

Office of Counsel for reference and precedent material

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book

Retrievability:

Filed alphabetically by last name of employee

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

Retention and disposal:

Temporary Record - cut off annually after issuance of the patent, transfer to Records Holding Area, hold two additional years, retire to the Washington National Records Center, hold additional 23 years, and destroy

System manager(s) and address:

Defense Mapping Agency, ATTN: General Counsel, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4431

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

**Notification procedure:**

Information may be obtained from System Manager

**Record access procedures:**

Requests from individuals should be addressed to System Manager

Written requests for information should contain the full name of the individuals current address with the office symbol on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Information supplied by inventor plus any technical legal additions generated by Counsel and US Patent Office, and all related correspondence

**Systems exempted from certain provisions of the act:**

NONE

## B0407-03 HQHTASID

**System name:**

407-03 Congressional Correspondence Files (Civilian Personnel-Congressional Inquiries)

**System location:**

Personnel Offices - See DMA Directory for complete address listing.

**Categories of individuals covered by the system:**

Any employee who has written their Congressman or Senator regarding their employment with the Agency

**Categories of records in the system:**

Includes employee's letter to Congressman or Senator, referral letter from Congressman's/Senator's Office to the Agency, documents related to the matter, Agency reply to Congressman/Senator

**Authority for maintenance of the system:**

5 USC 2954 - Information to Committee of Congress on Requests

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information is used to investigate and attempt to resolve employee problems conveyed to their Congressman/Senator

Officials of the Congressman's/Senator's Office

Personnel Office

Supervisors

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

**Retention and disposal:**

Temporary Record - destroy after five years

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Correspondence and Internal Memos originated by Employees, Congressman, Senator, Personnel Office and Supervisors

**Systems exempted from certain provisions of the act:**

NONE

## B0408-11 HQHTASI

**System name:**

408-11 Biography Files

**System location:**

Public Affairs Officer, See DMA Directory for complete address

**Categories of individuals covered by the system:**

All top management and other key personnel of DMA

**Categories of records in the system:**

Biographies; photographs; newspaper clippings and related documents pertaining to leading military and civilian personalities

**Authority for maintenance of the system:**

44 USC 3101 - Records Management by Federal Agencies

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Public Affairs Office - for release on public relations and community affairs matters.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in file folders and/or Kardex book

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

**Retention and disposal:**

Record is Permanent. Destroy two years after transfer, separation or death of the individual concerned

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Public Affairs Officer, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4532

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

**Contesting record procedures:**

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Biographical data furnished by individual

**Systems exempted from certain provisions of the act:**

NONE

## B0502-03 HQHTA

**System name:**

502-03 Master Billet/Access Record

**System location:**

Primary System - Security - Special Security/Activities Division, Department of Computer Services, DMA Hydrographic/Topograph-

ic Center. Decentralized segments - HQ DMA, DMA Aerospace Center. See DMA Directory for complete address listing.

Categories of individuals covered by the system:

All DMA employees and contractor personnel authorized and indoctrinated for access to Sensitive Compartmented Information (SCI). In addition, employees of other Government Agencies are included for the period during which their SCI access status is permanently certified to DMA.

Categories of records in the system:

File may contain for an individual the following: name, rank/grade, military component or civilian status, social security number, SCI billet number and title, SCI accesses authorized and held, date Background Investigation completed, date indoctrinated or debriefed, date and state of birth, DMA badge number and expiration date, and whether an authorized courier of SCI material.

Transcript and IBM card inputs are submitted to and batch produced output is received from the computer system and terminal operation.

Authority for maintenance of the system:

E.O. 11652 - Classification and Declassification of NS Information and Materials 3/10/72

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

File used to produce Confidential rosters of personnel authorized SCI to access for control of access to areas accredited for use of this information and for certification of SCI access status to other Government agencies; for updating of Defense Intelligence Agency (DIA) Security Management Information System (SMIS) file.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Policies and practices for storing, retrieving, accessing, retaining and disposing of records in the system.

Storage:

Records filed on magnetic tape.

Retrievability:

Information recorded alphabetically by last name and numerically by billet number

Safeguards:

Secured in alarmed vault in guarded building. Vault accessible only to properly cleared, authorized personnel. Transmission of system data between DMAAC and DMATC is by Secure (encrypted) teletype circuit.

Retention and disposal:

Active records only are maintained. Records of personnel debriefed for SCI access are dumped on a debrief tape which is printed as an alphabetical listing cumulatively each month for one year, then the tape is erased. Old printed listing is destroyed when replaced by new printed listing (weekly).

System manager(s) and address:

Director, Defense Intelligence Agency (DS-6C2), The Pentagon, Washington, D. C. 20301

Notification procedure:

Information may be obtained from Defense Mapping Agency, ATTN: Security Office,Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

Record access procedures:

Requests from individuals should be addressed to above.

Written requests for information should contain the full name of the individual Social Security Nmber, current address and telephone number.

For personal visits, the individual should be able to furnish personal identification containing his/her full name, Social Security Number, physical description, photograph, and signature.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

Record source categories:

Information originated by maintaining office. Bases of billet entries are approval messages or correspondence from DIA; bases for incumbent entries are indoctrination oaths executed by incumbents at time of indoctrination.

Systems exempted from certain provisions of the act:

NONE

B0502-03-2 HQHTASI

System name:

502-03 Classified Material Access Files

System location:

Primary System - Security Offices - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), and Inter American Geodetic Survey (I).

Decentralized Segments - Requesting offices at DMA and organizations requiring the access authorization. See DMA Directory for complete address listing.

DIA, JCS

Categories of individuals covered by the system:

Individuals authorized to have access to classified files

Categories of records in the system:

Documents relfecting authorization to have access to classified material. They include forms containing individual's name, and signature, classification of files concerned, information desired, and signature of an official authorizing access.

Authority for maintenance of the system:

Executive Order 11652 3/10/72; Classification and Declassification of National Security Information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Security Office - Check of authorized individuals for access to classified material and guard authorization.

Requesting DMA organizations - to gain approval for employees to have access to perform their duty.

Requiring DMA and other Agencies - to allow employees the right to use classified information.

DIA - to verify who has been granted authority to Special Security information.

JCS - to verify who has been granted authority to use JCS papers.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book.

Retrievability:

File alphabetically by last name or grade of individual requiring access

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Temporary Record - Destroy on transfer, reassignment, or separation of the individual.

System manager(s) and address:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencys rules for contesting contents and appealing initial deter- mination may be obtained from System Manager.

Record source categories:

Report of investigating agency that conducted the background investigation.

Systems exempted from certain provisions of the act:

NONE

**B0502-15 HQHTASI**

**System name:**

502-15 Security Compromise Case Files

**System location:**

Primary System - Security Offices - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), and Inter American Geodetic Survey (I). See DMA Directory for complete address listing. Decentralized Segments - Dept. of Justice and FBI on felonies cases.

**Categories of individuals covered by the system:**

DMA personnel security violation

**Categories of records in the system:**

Documents relating to investigations of alleged security violations, such as missing documents, unauthorized disclosure of information, unattended open security containers, documents not properly safeguarded and matters of a similar nature.

**Authority for maintenance of the system:** Executive Order 11652 3/10/72; Classification and Declassification of National Security Information and Material.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Security Office - Conduct security investigations.
Dept. of Justice and FBI - for advise on felony cases.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in file folders and/or Kardex book.

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Temporary Record - Destroy two years after completion of final corrective or disciplinary action, except that records of violations of a sufficiently serious nature to be classed as felonies are permanent.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

**Notification procedure:**

Information may be obtained from System Manager.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determination may be obtained from: System Manager.

**Record source categories:**

Reporting organization or official

**Systems exempted from certain provisions of the act:**

NONE

**B0502-15-2 A**

**System name:**

502-15 Security Violation Card File

**System location:**

Chief, Security Office, DMAAC, Second & Arsenal Streets, St. Louis, MO 63118

**Categories of individuals covered by the system:**

Any employee of DMAAC having a security violation.

**Categories of records in the system:**

File contains information on a 3x5 card listing security violators, brief summary of the incident, and action taken.

**Authority for maintenance of the system:**

Executive Order 11652 3/10/72; Classification and Declassification of National Security Information and Material.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Security Offices and Supervisors have access to the file on a need to know basis, as a quick reference system on security violators

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper 3x5 cards in container.

**Retrievability:**

Filed alphabetically by last name.

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Cards are retained in current files area (CFA) and destroyed two years after completion of final corrective or disciplinary action, except that records of violations of a sufficiently serious nature to be classed as felonies are permanent.

**System manager(s) and address:**

Director, DMA Areospace Center, ATTN: Security Office (SO), St. Louis Air Force Station, Missouri 63118, TELEPHONE: Area Code 314/268-4941

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agencys rules for contesting contents and appealing initial deter- mination may be obtained from: System Manager.

**Record source categories:**

Internal security investigation of security violations.

**Systems exempted from certain provisions of the act:**

NONE

**B0503-02 HTASI**

**System name:**

503-02 Security Identification Accountability Files

**System location:**

Security Offices - DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), and Inter American Geodetic Survey (I). - See DMA Directory for complete address.

**Categories of individuals covered by the system:**

Any Civilian employee

**Categories of records in the system:**

File contains the application, supporting materials and the number of the identification badges.

**Authority for maintenance of the system:**

E.O. 11652 - Classification and Declassification of National Security Information and Materials. 3/10/72

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To identify persons to whom badges are issued.
Purpose - Maintain accountability for identification cards.
Users - Supervisor, Personnel and Security Offices

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records kept in file folders by No. also in desk type cabinet.

**Retrievability:**

Filed Alphabetically by name.

Safeguards:

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Temporary Record-Transfer to Records Holding Area after last card or badge number entered has been accounted for. Hold for three years and destroy.

System manager(s) and address:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be address to system manager

Written requests for information should contain the full name of the individual, current address and telephone number and the case (Control) number that appears with the office symbol, on all correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from System Manager

Record source categories:

Individual's badge request, personnel forms and investigatory findings.

Systems exempted from certain provisions of the act:

NONE

B0503-03 HTA

System name:

503-03 Firearms Authorization Files

System location:

DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A). See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Security guards that have been issued firearms and ammunitions

Categories of records in the system:

Documents authorizing DMA civilian guards to carry firearms. Included are firearms authorization cards and related papers.

Authority for maintenance of the system: 50 U.S.C. 61; Arms and Ammunition issued to protect public property; reimbursement of Department of Army.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Collateral Security Division-Serves as a record for weapons serial numbers and firearms authorization cards issued to each Security Police.

Available to Federal and State local law enforcing agency as required by current laws and regulations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book.

Retrievability:

Filed alphabetically by last name of employee

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Temporary Record, Destroy upon expiration of authorization.

System manager(s) and address:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Weapon serial number, and authorization of issue authorization card issued.

Systems exempted from certain provisions of the act:

NONE

B0503-04 HQHTASI

System name:

503-04 Parking Permit Control Files

System location:

Security Offices of Components - See DMA Directory for complete address

Categories of individuals covered by the system:

Individuals who have been issued parking Permits or cited for violations.

Catogories of records in the system:

Documents relating to the allotment of parking spaces, recording of violations by holders of parking permits.

Authority for maintenance of the system:

50 U.S.C. 797; Internal Security - Security Regulations and Orders; Penalty for Violation. and Delegations, Promulgation by President.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Security Offies - Issue of spaces and recording of violators.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records kept in file folders and desk type pull-out shelves.

Retrievability:

Filed by name alphabetically

Safeguards:

Buildings and Facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Temporary-Record. Destroy on Transfer or separation of parking permit holder, or when permit is superseded or revoked.

System manager(s) and address:

Defense Mapping Agency, ATTN: Administration Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4401

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address, and telephone number, and social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified on employment.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Individuals requests for permits, copies of tickets issued.

Systems exempted from certain provisions of the act:

NONE

## B0503-05 HQHTASI

**System name:**

503-05 Vehicle Registration and Driver Record File

**System location:**

DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), and Inter American Geodetic Survey (I): - See DMA Directory for complete address.

**Categories of individuals covered by the system:**

Any person privileged to operate a motor vehicle on a military instal- lation and who has been involved in a chargeable traffic accident or whose commission of a moving traffic violation has been verified.

**Categories of records in the system:**

File contains a record of issuance of decal and of all traffic offenses/ incidents and actions.

**Authority for maintenance of the system:** 50 U.S.C. 797; Internal Security - Security Regulations and Orders; Penalty for Violation.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Security Office, to record all traffic offenses/incidents and action taken. State and Local Law Enforcement Agency for vehicle identifications.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

8'x5' paper cards in card file cabinet

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:** Destroy one year after revocation or expiration.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification and also some information that would verify his need to know.

**Contesting record procedures:**

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Report of traffic violation from Security police.

**Systems exempted from certain provisions of the act:**

NONE

## B0503-07 HTA

**System name:**

503-07 Traffic Law Enforcement Files

**System location:**

Security Office - DMA Hydrographic/Topographic Center (HT), and DMA Aerospace Center (A) - See DMA Directory for complete address listing

**Categories of individuals covered by the system:**

All DMA personnel who have committed traffic violations on DoD installations.

**Categories of records in the system:**

Armed Forces traffic tickets and related correspondence.

**Authority for maintenance of the system:**

50 U.S.C. 797; Internal Security - Security Regulations and Orders; Penalty for Violation

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Security Office - for issue and filing ticket. Traffic violation correspondence and Armed Forces Traffic Tickets.

Supervisory - for advisory procedures

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and/or Kardex book.

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Temporary/Record - Destroy after 1 year.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Armed Forces Traffic Tickets issued by guard force personnel.

**Systems exempted from certain provisions of the act:**

NONE

## B0503-09 HQHTASI

**System name:**

503-09 Key Accountability Files

**System location:**

Security Office, DMA Headquarters (HQ), DMA Hydrographic/ Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), and Inter American Geodetic Survey (I). - See DMA Directory for complete address.

**Categories of individuals covered by the system:**

Individuals with keys to a secure area.

**Categories of records in the system:**

Documentation relating to the issue, return and accountability for keys to secure areas.

**Authority for maintenance of the system:**

E.O. 11652 - Classification and Declassification of National Security Information and Material. 3/10/72

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Security Police - Periodic Inspections, reissuance of keys after locks have been changed.

Personnel - Reference checks on individuals with keys to secure areas.

Supervisors - Reference checks and daily use for information purposes.

OSD and DIA - Investigation of loss or destruction of secure area.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper Records in file folders

**Retrievability:**

Filed Alphabetically by name

Safeguards:

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Temporary Record - Transfer to holding area, hold three (3) years then destroy.

System manager(s) and address:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determination s may be obtained from System Manager.

Record source categories:

Individual's key requests, personnel forms and investigatory findings.

Systems exempted from certain provisions of the act:

NONE

B0504-01 HQHTA

System name:

504-01 Personnel Security Files

System location:

Special Security/Activities Division - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A) - See DMA Directory for complete address

Categories of individuals covered by the system: ES

DMA Military or civilian employees who have been assigned to positions that require access to Sensitive Compartmented Information (SCI).

Categories of records in the system:

Files consist of Special Security Office (SSO) security indoctrination and termination oaths; clearance and access certification messages; SSO security violation investigative reports if applicable.

Authority for maintenance of the system:

E.O. 11652 Classification and Declassification of NS Information and Material 3/10/72

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide central file repository for all SSO security forms pertaining to the individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed alphabetically by last name of file subject.

Safeguards:

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Retained in active file during period subject is assigned to or employed by DMA, retained in inactive file for one year following reassignment or termination of employment, then destroyed.

System manager(s) and address:

See Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Information obtained from such sources as review of birth records; education records; credit and former employment records; interviews of named and developed references; check of local police and FBI files & check of subversive files.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 522a (j) or (k), as applicable. For additional information, contact the Systems Manager.

B0504-01-2 HQHTASI

System name:

504-01 Personnel Security Files

System location:

Primary System - Security Office, DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), Inter American Geodetic Survey (I). See DMA Directory for complete address.

Decentralized Segments - Cross reference index cards (i.e., Badge Requests Cards, Identification Cards, Guard Desk Roladex Identification Cards) with extracts of information contained in primary files are maintained on file in Security Office of each DMA element.

Categories of individuals covered by the system:

Those military, civilian, and industrial personnel who are assigned to, employed by DMA; whose official duties, responsibilities and/or contracts require that they have access to classified defense information which has been entrusted to or is under the Defense Mapping Agency.

Categories of records in the system:

File Contains individual's certificate of clearance indicating level of access individual is cleared for, date clearance was issued, type of investigation conducted, date investigation was completed and identification of agency that conducted the investigation. Additionally, contained in the file are; copy of Statement of Personal History (DD Form 398), individual's certification that he/she has read and understands both the Department of Defense and Agency security directives and instructions regarding the protection of classified defense information; individual certification that he/she understands responsibilities for protection of North Atlantic Treaty Organization (NATO), Central Treaty Organization (CENTO), material to a lesser extent some files will contain individuals certification that he/she has been briefed for access to NATO Top Secret (COSMIC); NATO Top Secret Restricted Data (ATOMAL); Top Secret CENTO; Single Integrated Operational Plan (SIOP); Extremely Sensitive Information (ESI); Atomic Energy Commission, Restricted Data (RD); and Atomic Energy Commission, Critical Nuclear Weapons Design Information (CNWDI).

Authority for maintenance of the system:

Section 6, Section 7, (B) (3); and Section 12 of Executive Order 11652; Classification and Declassification of National Security Information and Material - 3/10/72

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

DMA SO - This information is maintained as a means to insure that each and every individual assigned to, employed by or contracting with the HQ DMA has been cleared for the level of access to classified information that is necessary for accomplishment of his official duties. These records further insure that each individual is made aware of his responsibilities regarding the protection and safe guarding of any classified information entrusted to him.

Other Governmental Agencies - Information regarding any individual's clearance and level of access. This enables DMA personnel to conduct official business requiring security clearance, with other governmental agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

**Storage:**

Paper records in file folders

**Retrievability:**

Alphabetically by name of individual

**Safeguards:**

Buildings are located on guarded government installation with security guards and alarms. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

Records are maintained in an active status only for the period of time that the individual is actually assigned to, employed by or contracting with DMA. When the individual terminates his association with DMA, the records are maintained in an inactive status for the period of one year and then destroyed.

**System manager(s) and address:**

SDefense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

**Record source categories:**

Individual's certificate of clearance originates in HQ DMA Special Security Office (SSO) based on notification of personnel investigation by either the Civil Service Commission or the Defense Investigative Agency. Certification of clearance for military personnel will be certified by the individuals' parent service. Much of the routine information in these records such as name, date and place of birth, etc., is obtained during the individual's initial processing which is usually accomplished on his first duty day. Other information such as type of investigation, date of investigation, etc., is obtained from such investigating agencies as the Civil Service Commission (CSC), Defense Investigative Service (DIS), etc. The records are updated as new information is received regarding the individual's clearance and access.

**Systems exempted from certain provisions of the act:**

NONE

## B0504-01-3 HQHTA

**System name:**

504-01 Personnel Security Investigative Files

**System location:**

Primary System - Security Offices, DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A) - See DMA Directory for complete address.

**Categories of individuals covered by the system:**

Those military and civilian personnel who are assigned to or employed by the Defense Mapping Agency and whose duties require access to classified defense information and who have therefore been investigated under the provisions of Department of Defense regulations.

**Categories of records in the system:**

Files consist of two parts, one part subject two exemption of 552a(K)(5) from review one part available for review. Part (I) Exempted consists of National Agency Checks with Written Inquiries (NACI); Background Investigations (BI) Special Background Investigations (SBI); Bring-up Investigations (BU). Part (2) Available for review consists of National Agency Checks (NAC).

**Authority for maintenance of the system:**

E.O. 11652 - Classification and Declassification of National Security Information and Material - 3/10/72.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Defense Mapping Agency - to determine eligibility for access to classified defense information and to conduct continuing Security Program

Defense Intelligence Agency - to determine eligibility for access to Sensitive Compartmented Information, applicable to Special Security Office access.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of file subject.

**Safeguards:**

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

Retained in active file during period subject is assigned to or employed by DMA, retained in inactive file for one year following termination of subject's assignment or employment, then destroyed.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

**Record source categories:**

Investigations are originated based on applicant's application for employment Source of information are inquiries of birth, education, local police, federal police agency files, credit, neighborhood, personal references, etc.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 522a (j) or (k), as applicable. For additional information, contact the Systems Manager.

## B0504-02 HQHTASI

**System name:**

504-02 Security Briefing and Debriefing Files

**System location:**

Primary System - Central RS COSMIC Register Room 1B889, Pentagon, Washington, D.C. 20310

Decentralized Segments - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), Aerospace Center (A), Defense Mapping School (S), Inter American Geodetic Survey (I) - See DMA Directory for complete address listing.

**Categories of individuals covered by the system:**

Personnel briefed and debriefed on security matters

**Categories of records in the system:**

Documents relating to security briefing and debriefing of personnel authorized access to classified material. Included are briefing statements, debriefing statements and certificates, and related papers.

**Authority for maintenance of the system:**

E.O. 11652 - 'Classification and Declassification of National Security Information and Material' 3/10/72

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Debriefing personnel upon termination of employment.

IPO Officer/TS Control Officer - use to certifying employee access of current security regulations.

Central US Cosmic Register - maintain as in information record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book.

Retrievability:

Filed alphabetically by last name of employee

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Temporary Record - Destroy one year

System manager(s) and address:

Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Form generated by employee

Systems exempted from certain provisions of the act:

NONE

B0504-02-2 HQHTA

System name:

504-02 Special Security Briefing and Debriefing Files

System location: Primary System - Defense Intelligence Agency, Special Security Office, Room 1A884, Pentagon, Washington, D.C. 20310

Decentralized Segments - Security Office, DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A) - See DMA Directory for complete address

Categories of individuals covered by the system:

Personnel briefed and debriefed on Special Security Matters

Categories of records in the system:

Documents relating to special security briefing and debriefing of personnel authorized access to special classified material. Included are briefing and debriefing statements, debriefing statements and certificates, and related papers.

Authority for maintenance of the system:

E.O. 11652 - Classification and Declassification of National Security Information and Material; 3/10/72

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Security Office - To verify individual employee compliance with current Special Security requirement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, in safe and vault.

Retrievability:

Filed alphabetically by last name of employee

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Temporary Record - Destroy one year after termination of access to information.

System manager(s) and address:

DIA Special Security Office, Room 1A884, Pentagon, Washington, D.C. 20310

Notification procedure:

Information may be obtained from Defense Mapping Agency, ATTN: Security Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4411

Record access procedures:

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencys rules for contesting contents and appealing initial determination may be obtained from DMA Security Officer

Record source categories:

Individuals authorized to have access to special classified material

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 522a (j) or (k), as applicable. For additional information, contact the Systems Manager.

NONE

B0601-01 HQHTASI

System name:

601-01 Civilian Personnel Program Reporting Files (Master File Printout)

System location:

Personnel Offices. See DMA Directory for Complete Address Listing

Categories of individuals covered by the system:

Any individual employed by the Agency.

Categories of records in the system:

File contains Name, Social Security Number, Date of Birth, Sex, Service Computation Date, Location, Job Title, Grade, Series, Step, Salary, Life Insurance, Health Benefits, Organization Code, Nature and Date of Last Action Tak en, Veteran's Preference, Retirement Deductions, Type of Appointment, Master Tapes, etc.

Authority for maintenance of the system:

Executive Order 10561. Designating Official Personnel Folders in Government Agencies as Records of the CSC and Prescribing Regulations Relating to the Establishment, Maintenance and Transfer Thereof; 9/15/54

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide consolidated source of pertinent information on employees for internal requests for information and internal reports. Provides records of information transmitted to Civil Service Commission Central Personnel Data File.Available to Civil Service Commission

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer Printout paper

Retrievability:

By organization, grade level, alpha by name

Safeguards:

Buildings/facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Temporary. Destroy after six months.

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agencys rules for contesting contents and appealing initial deter- mination may be obtained from System Manager.

**Record source categories:**

Digest of Information from existing Personnel Files.

**Systems exempted from certain provisions of the act:**

NONE

**B0601-01-2 HTA**

**System name:**

601-01 Civilian Personnel Program Reporting Files (Employee Retirement Record)

**System location:**

Primary System - Personnel Office, See DMA Directory for complete address listing

Decentralized Segments - Department of Computer Services

**Categories of individuals covered by the system:**

Any individual employed by DMA Hydrographic/Topographic Center who is qualified for retirement

**Categories of records in the system:**

Contains names of employees eligible for optional retirement within next five years. Contains name, job title, earliest retirement date, Date of Birth, Service Computation Date, Pay Plan, Grade, Step, Series, Organization Code.

**Authority for maintenance of the system:**

Executive Order 10561

Designating Official Personnel Folders in Government Agencies as Records of the CSC and Prescribing Regulations Relating to the Establishment, Maintenance and Transfer Thereof; 9/15/54

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Supervisory management planning purposes and personal benefit of individuals concerned- Available to Civil Service Commission.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer printout and tape

**Retrievability:**

By organization, alpha by last name

**Safeguards:**

Building facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Printout

Temporary - Destroy after five years

Tape - updated periodically

**System manager(s) and address:**

DMA Hydrographic/Topographic Center, ATTN: Personnel Office, Room 170, Erskine Hall, 6500 Brookes Lane, Washington, D.C. 20315, TELEPHONE: Area Code 202/227-2116

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Personnel Master File computer tape in Department of Computer Services

**Systems exempted from certain provisions of the act:**

NONE

**B0601-01-3 A**

**System name:**

601-01 Personnel Assistance Files

**System location:**

Civilian Personnel (POX), DMAAC, 8900 South Broadway, St. Louis, Mo. 63125

**Categories of individuals covered by the system:**

Aerospace Center personnel discussions with the Personnel Office.

**Categories of records in the system:**

File contains memorandums for record concerning Planned Assistance Visits.

**Authority for maintenance of the system:**

21 USC 1175

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The purpose of the file is to record employee's visits to Personnel Office and discussions with Personnel Office personnel concerning their questions, advice, or complaints.

User is the Personnel Office staff.

User utilizes the information to keep records of employees' visits and have a record of discussions concerning employee questions, advice, or complaints.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Papers and memorandums.

**Retrievability:**

Filed categorized by Directorates, Staff Agencies, and Departments, and then filed alphabetically by employee last name after that.

**Safeguards:**

Facility employs security guards. Records are locked in file cabinets by division secretary's desk when not in use. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Temporary record. Destroyed after 5 years.

**System manager(s) and address:**

Director of Civilian Personnel (POC). DMAAC, 8900, South Broadway, St. Louis, Missouri 63125

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to System Manager

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determination may be obtained from the System Manager.

**Record source categories:**

Backup material on employee visits to Personnel Office.

**Systems exempted from certain provisions of the act:**

NONE

**B0601-03 HQHTASI**

**System name:**

601-03 Advanced Personnel Data System - Civilian (APDS-C)

**System location:**

Civilian Personnel Offices - See DMA Directory for complete address listing.

**Categories of individuals covered by the system:**

Current and former DMA civilian employees.

**Categories of records in the system:**

Civilian employment information including authorization for position, personnel data, suspense information; position control information; projected information and historical information; civilian education and training data; performance appraisal, ratings, evaluation of potential; civilian historical files covering job experinece, training and transactions; civilian awards information, merit promotion plan work files; career programs files for such functional areas as procurement, logistics, civilian personnel, etc., civilian separation and retirement data for reports and to determine eligibility; adverse and disciplinary data for statistical analysis and employee assistance; stand-along file, as for complaints, enrollee programs; extract files from which to produce statistical reports in hard copy, or for immediate access display on remote computer terminals; miscellaneous files.

Authority for maintenance of the system:

5U.S. Code 301 and 44 U.S. Code 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide automated system support to DMA officials at all levels from that part of the Civil Service Commission required personnel management and records keeping system that pertains to evaluation, authorization and position control, position management, staffing skills inventory, career management, training, retirement, employee services, rights and benefits, merit promotions, demotions, reductions in force, complaints resolution, labor management relations, and the suspensing and processing of personnel actions; to provide for transmission of such records between employing activities within the Defense Mapping Agency; to provide reports to the Civil Service Commission; to provide reports of military reserve status to other armed services for contingency planning; to obtain statistical data on the work force to fulfill internal and external report requirements and to provide DMA offices with information needed to plan for and evaluate manpower, budget and civilian personnel programs, to provide minority group designator codes to the U.S. Civil Service Commission's automated data file, to provide the Office of the Assistant Secretary of Defense, Manpower and Reserve Affairs, with data to assess the effectiveness of the program for employment of women in executive level positions; to provide data to DMA officials to facilitate the assessment of the DMA Affirmative Action Plan for minorities and women; to obtain listings of employees by function or area for locator and inventory purposes; disclosed to officials of labor organizations recognized under Executive Order 11491, as amended, when relevant and necessary to their duties of exclusive representation concerning personnel policies and practices and matters affecting working conditions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets, card files, computer magnetic tapes, disks or drums, computer paper printouts, microfiche.

Retrievability:

Filed by name, Social Security Account Number (SSAN), other identification number or system identifier. The primary individual record identifier in APDS-C is SSAN. There is the added capability of selecting an individual's record or certain preformatted information by SSAN on an immediate basis using a teletype or cathode ray tube display device.

Safeguards:

Records are accessed by custodian(s) of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets. Records are stored in safes. Records are stored in vaults. Records are stored in locked cabinets or rooms. Records are protected by guards. Records are controlled by computer system software.

Retention and disposal:

Analog output products are retained in office files until superseded, obsolete, no longer needed for reference, or inactivated. They are then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Data stored digitally within system is retained only for the period required to satisty recurring processing requirements and/or historical requirements. The Notification of Personnel Action, Standard Form 50, is disposed of as directed by the Civil Service Commission, work files and records such as the employee career brief, position survey work sheet, retention register work sheet, alphabetic and social security account number locator files, and personnel and position control register are destroyed after use by tearing into pieces, shredding, macerating, or burning work sheets pertaining to qualification and retention registers are disposed of as directed by the Civil Service Commission; transitory files such as pending files, and recovery files are destroyed after use by degaussing files and records retrieved through general retrieval systems are destroyed after use by tearing into pieces, shredding, pulping, macerating, or burning. The separated employee file retains employee information at time of separation for five years after which the employee's record is destroyed by degaussing.

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to above.

Written requests for information should contain the full name of the individual, Social Security Number, current address and telephone number.

For personal visits, the individual should be able to furnish personal identification containing his/her full name, Social Security Number, physical description, photograph and signature.

Contesting record procedures:

The Agency rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Digest of information from existing Personnel Files and management/employee source documents.

Systems exempted from certain provisions of the act:

NONE

B0602-03 HQHTASI

System name:

602-03 Organization File

System location:

Personnel Offices - See DMA Directory for complete address listing

Categories of individuals covered by the system:

Military and civilian personnel assignment to HQ DMA

Categories of records in the system:

Roster of people assigned to DMA by name - job number. JTD Position series-grade-organization

Authority for maintenance of the system:

5 U.S.C. 3101 - 'Authority for Employment'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Matching people with job numbers and JTD numbers for ceiling purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in File Folders

Retrievability:

Chronological date

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Destroy when superseded or obsolete.

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be

able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agencys rules for contesting contents, and appealing initial determination may be obtained from: System Manager

**Record source categories:**

Personnel action recorded for supervisory records.

**Systems exempted from certain provisions of the act:**

NONE

**B0602-06 A**

**System name:**

602-06 Differential and Allowance Files

**System location:**

Civilian Personnel (POX), DMAAC, 8900 South Broadway, St. Louis, Mo. 63125

**Categories of individuals covered by the system:**

Aerospace Center civilian employees serving overseas; rated eligible for foreign post differential and allowance.

**Categories of records in the system:**

File contains copies of DD Form 1351-2, memorandums and letters concerning differential and allowances.

**Authority for maintenance of the system:**

21 USC 1175

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose of file is to record documentation (memorandums and letters) of employee's eligibility for foreign post differential, foreign quarters, and post allowance.

Users of the information are the Personnel Office staff members. User utilizes the file as a reference folder for future transactions of similar nature.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by employee last name.

**Safeguards:**

Buildings and facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Files are retained and maintained in Current Files Area (CFA). Temporary Record - Destroyed upon separation of employee.

**System manager(s) and address:**

Director of Civilian Personnel (POX). See DMA Directory.

**Notification procedure:**

Information may be obtained from System Manager.

**Record access procedures:**

Requests from individuals should be addressed to: See System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

**Record source categories:**

Foreign allowance application, grant, and reports.

**Systems exempted from certain provisions of the act:**

NONE

**B0604-03 HQHTASI**

**System name:**

604-03 Active Application Files (Applicant Supply Files)

**System location:**

Primary System - DMA Personnel Offices. See DMA Directory for complete address listing.

**Categories of individuals covered by the system:**

Individual job applicants

**Categories of records in the system:**

File contains rated applications for positions of Clerk-Typists or Clerk-Steno, test results

**Authority for maintenance of the system:**

5 U.S.C. Section 3301; Examination, certification and Appointment - Civil Service; Generally

Executive Order 10577 - Amending the Civil Service Rules and Authorizing a New Appointment System for the Competitive Service; 11/23/54

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by Personnel Office to fill position vacancies for Clerk-Typist and Clerk-Steno positions up to GS-4 level, exchange with other organizations, such as NIH, subject to periodical inspection by Civil Service Commission

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in file folders and file cabinets

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Temporary. Destroy after two years

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C.-20305, TELEPHONE: Area Code 202/254-4066

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Department's rules for contesting contests and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Applications and tests completed by job applicants

**Systems exempted from certain provisions of the act:**

NONE

**B0604-04 HTA**

**System name:**

604-04 Pending Application Files

**System location:**

Civilian Personnel Offices - DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A) See DMA Directory for complete address listing.

**Categories of individuals covered by the system:**

All civilian personnel concerned.

**Categories of records in the system:**

Record of personnel applying for positions with DMA whose application is pending due to lack of qualifications, declining or not available for appointment. Applicants for whom there are adequate Civil Service registers.

**Authority for maintenance of the system:**

21 USC 1175

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to document individual's consideration for appointment.

Personnel Office, concerned employees, employee representatives, and authorized inspectors of Civil Service Commission.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by employee last name.

Safeguards:

Buildings and facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Temporary record. Destroy in CFA after 2 years or on receipt of CSC inspection report.

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Request from individuals should be addressed to System Manager

Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Applications from individuals concerned--qualification statements.

Systems exempted from certain provisions of the act:

NONE

B0605-01 HQHTASID

System name:

605-01 Equal Employment Opportunity Reporting Files

System location:

Primary System - Staff Offices, Department, Division and Branch Offices, All Components. See DMA Directory for complete address listing.

Decentralized Segment - Components and organizations of DMA

Categories of individuals covered by the system:

All civilian employees of DMA and Components

Categories of records in the system:

Social security number, statistical by organization/minority designation

Authority for maintenance of the system:

Executive Order 11478, 8/8/64; Equal Employment Opportunity in the Federal Government.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Equal Employment Opportunity Office only to identify minorities and for statistical purposes. Can be subject to submission to CSC for inspection or central EEO office - counselors investigators have access to files.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes, vertical file cards and computer paper printouts.

Retrievability:

Social Security Number

Safeguards:

Information available only to Equal Employment Opportunity Office. Information kept in locked cabinets.

Retention and disposal:

Destroy after five years.

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Existing Personnel Records

Systems exempted from certain provisions of the act:

NONE

B0605-03 HQHTASID

System name:

605-03 Equal Employment Opportunity Complaint Case Files

System location:

DMA and Component organizational EEO Office
see DMA Directory for complete Address Listing

Categories of individuals covered by the system:

Any employee who files a complaint of discrimination

Categories of records in the system:

All documents pertaining to specific complaints of discrimination.

Authority for maintenance of the system:

Executive Order 11478, 8/8/69; Equal Employment Opportunity in the Federal Government.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

EEO Office - to process complaints; counselors have access;

Personnel Office - to concur or non-concur with proposed disposition

Office of Counsel - formal investigation; Complainant's designated Representative

HQ DMA - to concur or non-concur with proposed decision

Civil Service Commission - appeal from initial agency decision; Department of Justice in event of litigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in folders in barred containers

Retrievability:

By name of complainant

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Components - maintained until final decision
Temporary Record - destroyed after five years
HQ DMA - permanent

System manager(s) and address: Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license,

employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Complaints, transmittal letters, investigative data and summaries, hearing transcripts, finding of fact statements, final disposition reports, acceptance statements, withdrawl notices, and similar or related documents.

**Systems exempted from certain provisions of the act:**

NONE

**B0606-01 HQHTASI**

**System name:**

606-01 Official Personnel Folder Files

**System location:**

Primary System - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), Inter American Geodetic Survey (I) - See DMA Directory for complete address listing.

Decentralized Segments - National Personnel Records Center, St. Louis, MO

**Categories of individuals covered by the system:**

All civilian employees

Indebtedness - Allegations of indebtedness made by creditors to Personnel Office requesting help

**Categories of records in the system:**

File contain documentation of all official personnel action taken on an employee regarding Federal service including verification of military service.

Indebtedness - copies of court judgements, responses to claim and counseling records

**Authority for maintenance of the system:**

Executive Order 10561 9/15/54 Designating Government Agencies as Records of the Civil Service Commission and Prescribing Regulations Relating to the Establishment, Maintenance and Transfer thereof.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Personnel Office - serves as the official personnel record of an employee's Federal Service

Supervisory - Merit Promotion Plan

National Personnel Records Center, St. Louis, MO. - to give information to individuals concerned after retirement or separation from government service.

Any regulatory authority such as Civil Service Commission

Indebtedness - counseling, possible use in court proceedings, supervisors and personnel for disciplinary actions

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Alphabetically by last name

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Temporary Record - retained in active file until employee separates. Upon separation from Federal Service, file sent to National Personnel Records Center. Upon transfer to another Agency, file is sent to Agency's personnel office. Destroyed at NPRC after 75 years after date of birth.

Indebtedness - destroyed upon separation of individual.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to System Manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager

**Record source categories:**

Personnel forms completed by employee and Personnel Office regarding Federal employment.

Personnel Office - notification of personnel action, pay changes, change of address, change of health benefits and life insurance, letters of reprimand, verification of military service, educational transcripts. Documents generated by Civil Service Commission such as test scores, notices of ratings.

Indebtedness - official court judgements or court orders. Employees responses and creditors requests for help.

**Systems exempted from certain provisions of the act:**

NONE

**B0606-02 HQHTASI**

**System name:**

606-02 Employee Service Record File

**System location:**

Primary System - Personnel Office and each organizational field activity

Decentralized Segments - Records Holding Area, Records Management Division (For HT files only) - See DMA Directory for complete address

**Categories of individuals covered by the system:**

Any individual employed by HQ,HT,A,I

**Categories of records in the system:**

Card contains a summary of all personnel actions on SF-50's or pay change actions during employment of the individual concerned.

Log and disposition contains name, social security number, date of birth, when and where official Personnel Folder was sent from Personnel Office

**Authority for maintenance of the system:**

Executive Order 10561, 'Designating Official Personnel Folders in Government Agencies as Records of the Civil Service Commission and Prescribing Regulations Relating to the Establishment, Maintenance, and Transfer Thereof; 9/15/54

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Personnel - Card index control of personnel actions on employees and organizational control, updated

Supervisory - Statistical Purposes

Log - used by Personnel to verify employee

Records Holding Area, Records Management Division - to furnish certain information (Permanent or Temporary; Salary; How long employed; Date of birth) to other Government agencies, commercial or credit organizations, verification of employment, reasons for leaving, birth date, date of employment, information to be given to FBI, Civil Service Commission on dates of employment.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Card (SF 7) and Log Book

**Retrievability:**

Card by organization, grade level, alphabetically by name. Log - by date

**Safeguards:**

Building/facility employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Temporary Record. Card (SF 7) - COFF inactive files every five years. Transfer to Records Holding Area five years after cut off. Destroy in Records Holding Area after ten years. Log - retained in Personnel, destroyed after 15 years.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card and give some verbal information that could be verified

Contesting record procedures:

The Agencys' rules for contesting contents and appealing initial determination may be obtained from: System Manager.

Record source categories:

Card Entries - Supervisory - SF 52 action, pay actions, performance appraisals

Personnel and Civil Service Commission Automatic Pay Actions Log - Personnel Clerk entries

Systems exempted from certain provisions of the act:

NONE

B0606-03 HQHTA

System name:

606-03 Expert and Consultant Data Files

System location:

Personnel Offices - See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Any individual employed as an expert or consultant with DMA

Categories of records in the system:

Employment and education history, salary data, statement of duties or functions proposed for the expert/consultant.

Authority for maintenance of the system:

5 U.S.C. 3101 - Authority for Employment

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of collecting the information is to evaluate the merits of proposed appointments of consultants/experts and to meet CSC requirements to maintain such records.

The information is used to obtain final approval by DMA/DOD on proposed appointments of experts/consultants.

Supervisors, Personnel, OSD officials, CSC.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by name.

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Temporary. Destroy 2 years after separation of employee.

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Personnel actions recorded for supervisory records.

Systems exempted from certain provisions of the act:

NONE

B0606-05 HQHTASI

System name:

606-05 Adverse Action Files

System location:

Personnel Offices DMA. See DMA Directory for complete address listing.

Categories of individuals covered by the system:

All civilian employees who have had adverse action taken against them.

Categories of records in the system:

Copies of notice of proposed adverse action, the material relied on by the Agency to support the reasons in that notice, any answer made by the employee and the notice of decision.

Authority for maintenance of the system:

E.O. 11491 - 'Labor Management Relations in the Federal services' - 10/31/69

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To maintain records on adverse actions for use in employee appeals or grievances and as documentation in further adverse actions against an employee, information from file could be used in appeal cases to Civil Service Commission, can be used by both counsel and union in cases of representation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed alphabetically by last name of employee

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

This is a temporary record. Destroy after 10 years unless employee appeals; in which case, transfer to File No. 610-03 (Appeals and Grievances)

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories: All documents related to adverse actions, such as removal, suspension, furlough without pay, and reduction in rank or pay for cause other than reduction-in-force. Notices of proposed action, employee's reply, statement of witness, notice of decision, and similar documents.

Systems exempted from certain provisions of the act:

NONE

B0607-01 HQHTASI

System name:

607-01 Personnel Locator Files (Alpha Listing)

System location:

Primary Personnel Offices - See DMA Directory for complete listing.

Decentralized Segments - Computer Services - DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A).

Categories of individuals covered by the system:

Any civilian individual employed by DMA

Categories of records in the system:

Alphabetical file contains name, job title, job number, social security number, date of birth, service computation date, pay plan, grade, step, series, organization code.

Social Security Listing - Contains social security number and name.

Authority for maintenance of the system:

5 U.S.C. 7301 - Regulation of Conduct - Presidential Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Alpha listing - To locate employees by organization and job title and perform certain internal reports and internal requests for information within the Personnel Office within the Agency.

Social Security Number Listing - To locate an employee when social security number only is known. Used when working with error listings sent by Civil Service Central Personnel Data File.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer Printout Paper

Retrievability:

Alphabetically by last name
Social Security Number

Safeguards:

Building/Facility employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Alphabetical Listing - Temporary - Destroy after 6 months.
Social Security Number Listing

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Personnel Master File Computer Tape located in Department of Computer Services

Personnel Master File - Tab run

Systems exempted from certain provisions of the act:

NONE

B0607-03 HQHTASI

System name:

607-03 Chronological Journal Files

System location:

Personnel Offices - DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A). See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Any civilian employee of the Agency who has a personnel action pertaining to him.

Categories of records in the system:

Contains all personnel actions for which an SF 50, Notification of Personnel Action is required.

Authority for maintenance of the system:

E.O. 10561 - 'Designating Official Personnel Folders in Government Agencies as Records of the CSC and Prescribing Regulations Relating to the Establishment, Maintenance and Transfer Thereof' 9/15/54

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Monthly strength reports - Internal, DoD and the Civil Service Commission

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper file of SF 50 in file folders

Retrievability:

By date, organization, alphabetical by name

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Temporary. Destroy after 2 years in current files area

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office Building 56, U.S. Naval Observatory, Washington, D.C. 20305 TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Typed from SF 52, Request for Personnel Action from either management or the Personnel Office.

Systems exempted from certain provisions of the act:

NONE

B0608-06 HQHTASI

System name:

608-06 Civilian Training Reporting Files

System location:

Civilian Personnel Offices - See DMA Directory for complete address

Categories of individuals covered by the system:

Any civilian employee receiving training in Government and non-government facilities
Civil Service Commission
Supervisory Personnel
Members of Personnel Office

Categories of records in the system:

File contains the Central Personnel Data Files Report showing training completed and also the quarterly report of career development executive and management training for minorities and women

Authority for maintenance of the system:

Executive Order 11348, - Providing for Further Training of Government Employees; 4/22/67

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Civilian Personnel Office - for reporting training

Civil Service Commission for review
Supervisory Personnel - access to file for review

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Appropriate folder by name of individual, social security number and type of training

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

Retention and disposal:

Records are destroyed after five years

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from System Manager

Record access procedures:

Requests from individuals should be addressed to system manager.
Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office
For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Individuals, interagency - professional institutions

Systems exempted from certain provisions of the act:

NONE

B0608-07 HTA

System name:

608-07 Civilian Training Program Files

System location:

Primary System - Staff Offices, Department, Division and Branch Offices, All Components. See DMA Directory for complete address
Decentralized Segments - Components and organizations of DMA

Categories of individuals covered by the system:

Any civilian employee

Categories of records in the system:

File contains career plans for certain executives and managements, GS-13 and above, career appraisals - performance evaluations, applications for career appraisal, and assessment of knowledges and abilities for certain managers. The files also contain minutes of executive manpower resources board meetings

Authority for maintenance of the system:

Executive Order 11348, Providing for the Further Training of Government Employees; 4/22/67

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Civilian Personnel Office - for career planning and career appraisals
Supervisory and Civil Service Commission - reviews

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed within appropriate folder in alphabetical order by name

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

Retention and disposal:

Records are destroyed after five years or five years after completion of a specific training program

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.
Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office
For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

Contesting record procedures:

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Information and/or transcripts supplied by Federal Institution - requests by supervisor or personnel to initiate action

Systems exempted from certain provisions of the act:

NONE

B0608-08 HQHTASI

System name:

608-08 Training Files

System location:

DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), Inter American Geodetic Survey (I). See DMA Directory for complete address listing

Categories of individuals covered by the system:

Any DMA civilian employee

Categories of records in the system:

File contains documents reflecting such items as cumulative record of management training received by each supervisor, space allocations, listing of participants in after duty hours on base courses, and student evaluation of courses. Included also are Nomination for Interagency Training (OF Form 37); Enrollment and Registration Request for DoD Management Education and Training Program Courses (DD Form 1556); Training Attendance and Rating (AF Form 1151); Trainee Date (AF Form 1152); and Record of Training or Certification of Equivalency (AF Form 1514).

Authority for maintenance of the system:

Executive Order 11348, 'Providing for the Further Training of Government Employees'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Civilian Personnel Office - For use in planning, scheduling, approving, documenting, and evaluating training. Also, for statistical information needed in various reports.
Supervisory - For use in personnel administration.
Civil Service Commission - Inspection purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.
5' x 8' file cards.

Retrievability:

Filed alphabetically by name.

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Civilian Personnel Office - Records are destroyed after five years.

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Civil Service Commission, Academic Institutions, Professional Organizations and Inter-Agency training.

**Systems exempted from certain provisions of the act:**

NONE

**B0608-09 HQHTASI**

**System name:**

608-09 Contract Training Files

**System location:**

Civilian Personnel Offices - See DMA Directory for complete address

**Categories of individuals covered by the system:**

Any civilian employee concerned

**Categories of records in the system:**

File contains documents reflecting contract training of civilian employees in non-government facilities - covering such items as information used in rating applicants for Long-Term Full Time Training (LTFTT), service agreements for LTFTT, employee selection, student evaluation, contracts between Agency and non-government training facilities.

**Authority for maintenance of the system:**

Executive Order 11348, Providing for the Further Training of Government Employees; 4/22/67

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Civilian Personnel Office - For use in planning, scheduling, approving documenting and evaluating training. Also, for statistical information needed in various reports.

Managers - For use in personnel administration.

Academic Institutions - Civil Service Commission

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in file folders and/or Kardex

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

Temporary - Record destroyed 3 years after completion of training or upon expiration of obligated service agreement.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

**Contesting record procedures:**

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Transcripts from previous academic Institutions, Professional Organizations

**Systems exempted from certain provisions of the act:**

NONE

**B0608-10 HQHTASI**

**System name:**

608-10 Record of Training Files

**System location:**

Civilian Personnel Offices - See DMA Directory for complete address listing.

**Categories of individuals covered by the system:**

Any individual trainee participating in off-the-job training courses.

**Categories of records in the system:**

Files contain listing of all courses which the Agency sponsors for the individuals' length, dates and cost of each course.

**Authority for maintenance of the system:**

Executive Order 11348 5 U.S.C. Section 4103 and 4118 - Establishment of Training Programs; Training - Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Civilian Personnel Office - For use in administering training program and documenting record.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

Card files

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Records are reviewed annually and the portion pertaining to individuals no longer employed with Agency are destroyed.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Supervisors approval, employee request forms, academic institutions

**Systems exempted from certain provisions of the act:**

NONE

**B0609-01 HQHTASI**

**System name:**

609-01 Referral and Selection Files

**System location:**

Personnel Offices - See DMA Directory for complete address

Categories of individuals covered by the system:

All applicants for positions

Categories of records in the system:

Contains position vacancy announcements and records of persons applying, their ratings and the persons referred and selected for the vacancy

Authority for maintenance of the system:

Executive Order 10577 - Amending the Civil Service Rules and Authorizing a New Appointment System for Competitive Service; 11/23/54

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To maintain a record of employees selected under the Civilian Personnel Office, Promotion Panel, EEO, Personnel, CSC

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Envelopes in file cabinets

Retrievability: By vacancy announcement number

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

Retention and disposal:

Temporary - destroy after two years

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personnel visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Information is provided by employee, their supervisor, and the selecting official

Systems exempted from certain provisions of the act:

NONE

B0609-05 A

System name:

609-05 Occupational Inventory Files

System location:

Primary System - Office of Civilian Personnel (POP), DMAAC, 8900 South Broadway, St. Louis, MO 63125.

Decentralized Segments - All Directorates, Staff Agencies and Departments of DMAAC, St. Louis, MO.

Categories of individuals covered by the system:

Employee concerned, supervisor and Personnel Office

Categories of records in the system:

Record contains information on qualifications, availability, appraisals, and other data on persons registered in specific career fields (DMAHTC Fm 1405 POP-5 and 1405 pop-4)

Authority for maintenance of the system:

5, E.O. 10577 - Amending the Civil Service Rules and Authorizing a new Appointment System for Competitive Services, 11/23/54

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is utilized to provide numerical appraisal of employee's current performance.

Category of users are civilian employees, supervisors and Personnel Office.

Specific use, the user utilizes the information to provide numerical appraisal of employee's current performance and potentials for middle and high level managerial and executive positions, and potential for general schedule nonsupervisory positions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically be last name according to position level.

Safeguards:

Facility employs security guards on a continuous basis. Records are maintained in area accessible only to authorized personnel. Records are stored in locked file cabinets.

Retention and disposal:

Primary System - Forms are maintained and retained in current files area (CFA). Forms are destroyed 2 years after individual is no longer eligible for consideration.

System manager(s) and address:

Office of Civilian Personnel (POP), DMAAC, 8900 South Broadway, St. Louis, MO 63125 TELEPHONE: Area Code 304/268-8334

Notification procedure:

Information may be obtained from above.

Record access procedures:

Request should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address, telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for access to records and for containing contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Employee, Supervisor, Personnel Office, DMAAC Fm 1405 POP-5 and 1405 POP-4

Systems exempted from certain provisions of the act:

NONE

B0609-05-2 HQ

System name:

609-05 Comptroller/Financial Management Civilian Career Referral System.

System location:

Manpower & Management Division, DMA Headquarters, Bldg. 56, U. S. Naval Observatory, Washington, D. C. 20305.

Categories of individuals covered by the system:

Any individual in the Defense Mapping Agency who is at grade GS-13 or above in occupation series covered by this program and who prepared the required registration material.

Categories of records in the system:

Personal Qualifications Statement (SF-171), Employee Career Appraisal (DD Form 1917 or DD Form 1556), Request for Preliminary Employment Data (SF Form 75) and miscellaneous other material, such as letters of commendation, which are submitted voluntarily by employees registering in the system. Also, correspondence and internal memoranda relating to the internal administration of the system.

Authority for maintenance of the system:

5 U.S.C. 3101 - Authority for Employment; 5 U.S.C. 3301 - Examination, Certification, and Appointment - Civil Service; Generally.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide referral information to DoD Components when a notice is received from a DoD Component that a vacancy exists in a position covered by this program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders in a safe.

Retrievability:

Filed alphabetically by last name of each registrant.

Safeguards:

Building employees security guards. Records are maintained in a security container and in an area accessible only to authorized personnel that are properly screened and cleared.

Retention and disposal:

Records are retained as long as the individual is eligible for registration and desires to remain registered in the system; records are destroyed when obsolete.

System manager(s) and address:

Chief, Manpower and Management Division, Headquarters Defense Mapping Agency. TELEPHONE: 202/254-4487

Notification procedure:

Information may be obtained from the System Manager.

Record access procedures:

Information may be obtained from the System Manager at the address indicated under location.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

All information pertaining to individuals registered in the system is either supplied by the individual, his supervisors or his servicing Civilian Personnel Office.

Systems exempted from certain provisions of the act:

NONE

B0609-07 HQHTAI

System name:

609-07 Individual Overseas Employment Referral Files

System location:

Personnel Offices - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A) - See DMA Directory for complete address

Categories of individuals covered by the system:

Any individual registered in the Overseas Employment Referral Program

Categories of records in the system:

File contains documents on employees registered in Overseas Employment Referral Program. Includes application, name, skills, grade levels, locations, for which registered, offers received and action taken, correspondence with registrant, date dropped from system and reasons.

Authority for maintenance of the system:

5 U.S.C. 3101 - Authority for Employment

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Place employees in automated Overseas Employment Program
Any agency employing personnel overseas
Supervisors
Personnel Office

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Alphabetically by last name

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Temporary - Destroy 2 years after individual is dropped from system.

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Form completed by employee with advice of personnel representatives.

Systems exempted from certain provisions of the act:

NONE

B0609-09 A

System name:

609-09 Occupational Qualification List Files

System location:

DMAAC Comptroller (CM), Second & Arsenal Streets, St. Louis, MO 63118

DMAAC Civilian Personnel Directorate (PO), 8900 South Broadway, St. Louis, MO 63125.

Categories of individuals covered by the system:

Concerned civilian mathematicians, physicists, cartographers, and other scientific personnel employed at DMAAC.

Categories of records in the system:

File contains work and educational history, and training

Authority for maintenance of the system:

5 U.S.C. 3101-Authority for Employment

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of tape is to collect information concerning selected educational backgrounds, mathematicians, physicists, cartographers, and other scientific personnel.

User - Civilian Personnel Directorate (PO)

User utilizes the files to determine employee skills for merit promotion consideration

Promotion Panels (Ad-Hoc)

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape, paper cards and paper computer printout.

Retrievability:

Filed by reel number and within mechanized listings arranged alphabetically within organizational location and grade.

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Tape is retained in tape library and is updated by input cards. The input cards and printouts are destroyed when superseded or upon separation of employee

System manager(s) and address:

DMAAC Civilian Personnel Directorate (PO), 8900 South Broadway, St. Louis, MO 63125

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited

to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Civilian Personnel Office and supervisor

Systems exempted from certain provisions of the act:

NONE

B0609-11 HQHTA

System name:

609-11 Repromotion Eligibility Files

System location:

Personnel Office - DMA Headquarters (HA) DMA Hydrographic/Topographic Center (HT) DMA Aerospace Center (A) - See DMA Directory for complete address.

Categories of individuals covered by the system:

Any individual demoted without personal cause and eligible for placement to former or higher grade.

Categories of records in the system:

Contains documents on employees demoted without personal cause and eligible for placement in former or higher grade. Included are lists or cards recording names, title, grade, and position for which employee meets minimum qualification requirements.

Authority for maintenance of the system:

5 U.S.C. 3101 - Authority for Employment and E.O. 10577 - Amending the Civil Service Rules and authorizing a new appointment system for competition service.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Internal users, uses and purposes - Personnel Office; Supervisors; Selecting Officials. Personnel Office to advise and assist supervisors and selecting officials in determining if a downgraded employee meets minimum qualification requirements for a vacant position. External users, uses and purposes - None.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, computer printouts, or cardex files.

Retrievability:

Filed alphabetically by job title, competitive level code, name of employee.

Safeguards:

Buildings or facilities employ security guards. Records are maintained in locked containers in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Temporary record. Destroy when employee is placed in former or higher grade.

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Request from individuals should be addressed to System Manager. Written requests for information should contain the full name of the individual current address and telephone number, social security number. Visits are limited to normal working hours.

For personal visits the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Information pertaining to individuals in the systems either supplied by the individual, or extracted from the official Personnel.

Systems exempted from certain provisions of the act:

NONE

B0610-01 HQHTASI

System name:

610-01 Hours of Work Files

System location:

Personnel Offices - See DMA Directory for complete address

Categories of individuals covered by the system:

Employees who request change in hours of work.

Categories of records in the system:

Contains employees name, reason for desiring change in work hours, decisions to approve or disapprove.

Supervisors, Personnel Office, Office of Comptroller

Authority for maintenance of the system:

5 U.S.C. 7301 - Regulation of Conduct - Presidential Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to show changes in hours of work of individuals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Alphabetically by name

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Destroy one year after no longer effective

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the indi- viduals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Individuals originating request review of approval or disapproval by supervisor.

Systems exempted from certain provisions of the act:

NONE

B0610-03 HQHTASID

System name:

610-03 Appeals Files

System location:

DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Inter American Geodetic Survey (I), Office of Distribution Services (D). - See DMA Directory for complete address.

Categories of individuals covered by the system:

All civilian employees who file an appeal to a removal, suspension for more than 30 days, furlough and reduction in rank or pay.

Categories of records in the system:

File contain copies of; notice of proposed action, supporting evidence, employee reply, notice of decision, record of when a hearing is held

Authority for maintenance of the system:

Executive Order 11787 - Revoking Executive Order No. 10987, Relating to Agency Systems for Appeals from Adverse Actions 5 USC 7512, 7701

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Maintained for use in appeal proceedings.
Personnel Office
Employee Representative
Supervisors
Hearing Officer
Civil Service Commission
Equal Employment Opportunity

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and magnetic tapes

**Retrievability:**

Filed alphabetically by last name of employee.

**Safeguards:**

buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

**Retention and disposal:**

Destroy in current files area after seven years unless appeal is still pending.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Supervisors, employee, witnesses.

**Systems exempted from certain provisions of the act:**

NONE

## B0610-03-2 HQHTASID

**System name:**

610-03 Grievance Files

**System location:**

Civilian Personnel Offices - See DMA Directory for complete address

**Categories of individuals covered by the system:**

All civilian employees who have filed a grievance.

**Categories of records in the system:**

File contains correspondence relative to grievance, investigation report, decision by management at various steps of procedure, supporting evidence. Hearing record, Examiners Report, Grievance decision.

**Authority for maintenance of the system:**

5 U.S.C. 1302, 3301, 3302
Executive Order 11491 as amended

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To evaluate the merits of employee grievances and to make decisions on grievances
Personnel Office, Employee Representative, Supervisors Grievance Examiner, Civil Service Commission, Equal Employment Opportunity Officer, Local Union Officials

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper Records in file folder - magnetic tape recording when a hearing is held

**Retrievability:**

Filed alphabetically by last name of employee.

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Temporary Record - destroy after seven years unless appeals are pending

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Supervisors, employee, witnesses and grievance examiners

**Systems exempted from certain provisions of the act:**

NONE

## B0611-01 HTAI

**System name:**

611-01 Reduction in Force Card Files

**System location:**

Civilian Personnel Offices - See DMA Directory for complete address

**Categories of individuals covered by the system:**

All civilian employees at Agency

**Categories of records in the system:**

File contains reduction-in-force data; including name of employee, date, position, grade, last performance rating, competitive level code and similar information

**Authority for maintenance of the system:**

5 USC 3502; Order of Retention

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To construct retention register in event of reduction in force
Employees, Union Officials, Personnel, Supervisors

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper cards in card boxes

**Retrievability:**

Alphabetically by job title, competitive level code, name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

**Retention and disposal:**

Temporary - destroy upon separation of employee or upon updating.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

**Notification procedure:**

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Official Personnel Folder and SF 7, Service Record Card

Systems exempted from certain provisions of the act:

NONE

B0611-03 HTAI

System name:

611-03 Retention Register Files

System location:

Personnel Offices - See DMA Directory for complete address Listing.

Categories of individuals covered by the system:

All civilian employees at Agency

Categories of records in the system:

File contains retention groups of employees according to tenure, length of service, performance ratings and veterans preference

Authority for maintenance of the system: 5 USC 3502; order of Retention

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To determine ranking of employees in the event of reduction-in-force

Employees, Union officials, Personnel, Supervisors

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

By competitive level code - individual name

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

Retention and disposal:

Temporary - destroy after two years unless appeals are pending

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager

Record source categories:

Reduction-in-Force Card Files - Official Personnel Folder - Service Record Card (SF 7)

Systems exempted from certain provisions of the act:

NONE

B0612-01 HQHTASI

System name:

612-01 Basic Labor Relations Files

System location:

Personnel Offices - See DMA Directory for complete address listing

Categories of individuals covered by the system:

Civilian Employees who file grievances under negotiated grievance procedure.

Categories of records in the system:

File contains correspondence relative to grievance, decisions by supervisors at various steps of procedure and report of arbitrator when abitration is requested.

Authority for maintenance of the system:

E.O. 11491 as amended. - Labor Management Relations in the Federal Service; 10/31/69

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To resolve labor management disputes

Supervisors, Personnel Office, Union representatives, arbitrator, Federal Labor Relations Counsel, DoD.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper Records in file folders

Retrievability:

Alphabetically by name

Safeguards:

Buildings or facility employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Temporary Record. Destroyed after 7 years unless appeals are pending.

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Supervisor, Labor Organizations, Employee, Arbitrator, Witnesses.

Systems exempted from certain provisions of the act:

NONE

B0613-05 HQHTASID

System name:

613-05 Incentive Awards

System location:

Civilian Personnel Offices - See DMA Directory for complete address

Categories of individuals covered by the system:

All civilian employees who have submitted a beneficial suggestion. Civilian employees who have been recommended for an award.

Categories of records in the system:

Documents related to submitting, evaluating, and approving or disapproving each award; includes suggestion and performance awards

Authority for maintenance of the system:

5 U.S.C. Section 4502, 4503, 4504 and 4506; Incentive Awards

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used as a basis for awarding employees

Suggestions - save money, increase efficiency, improve morale

Statistical Reports containing number of awards, amount of money saved

Employees (originate), Supervisors or official who evaluate suggestions, Incentive Awards Boards, Personnel Office, Civil Service Commission

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Filed by Fiscal Year. Suggestion - sequential numerical code

Performance Awards - individuals name, alphabetical

**Safeguards:**

Stored in locked file cabinet

**Retention and disposal:**

Temporary Record - destroy two years after final action

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager.

Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Suggestions received from employees, Suggestion Evaluations and Performance awards received from supervisors.

**Systems exempted from certain provisions of the act:**

NONE

## B0614-01 HT

**System name:**

614-01 Official Records (Military) Files and Extracts

**System location:**

Military Personnel Office, DMAHTC - See DMA Directory for complete address.

**Categories of individuals covered by the system:**

Military Personnel assigned to DMA

**Categories of records in the system:**

Navy-Documents as required by Bureau of Naval Personnel Manual (BUPERSMAN) NAVPERS 15791.B.

Army-Documents as required by Army Regulation 640.10

Enlisted and Officer personnel folders - co

Statement of Military History, Qualification Records.

**Authority for maintenance of the system:**

44 U.S.C. 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Heads of major staff elements to determine the acceptability of an individual nominated by the parent service for a DMA Position.

For Review by appropriate DMA Officials responsible for the preparation of efficiency/fitness/effectiveness reports and award recommendations.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Alphabetically by name of individual

**Safeguards:**

Buildings, facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

Permanent Record. Retained until departure of individual DMA, MPRJ handcarried to transfer point by individual upon separation from the service and subsequently retired to National Records Center. (Military Records) 9700 Page Boulevard, St. Louis, MO 63132.

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to System Manager

Written requests for information should contain the full name of the individual current address and telephone number, service number on all correspondence received from this office. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification cards, and give some verbal information that could be verified.

**Contesting record procedures:**

The Department's rules for contesting contents and appealing initial determinations may be obtained from System Manager.

**Record source categories:**

Information is obtained from the individual's Service Military Personnel Center, the individual's rating official within the DMA and the individual concerned.

**Systems exempted from certain provisions of the act:**

NONE

## B0614-02 HTA

**System name:**

614-02 Military Services Administrative Record Files

**System location:**

Directorate of Administration, DMAAC; Military Personnel Division, DMAHTC. See DMA Directory for complete mailing address.

**Categories of individuals covered by the system:**

Military Personnel assigned to DMA Hydrographic/Topographic Center and DMA Aerospace Center.

**Categories of records in the system:**

File contains letters, memorandums, emergency data, and assignment actions.

**Authority for maintenance of the system:**

21 USC 1175

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The purpose of collecting the information is to maintain information to act as a liaison between individual, DMA, and Servicing CBPO's.

User of the collected information is the Commander, Military Personnel Division, and the individual.

User utilizes the collected information to have available information when needed on assigned military personnel.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by employee last name.

**Safeguards:**

Buildings and facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Destroy in accordance with parent service directives.

**System manager(s) and address:**

Director of Civilian Personnel (POX). See DMA Directory

**Notification procedure:**

Information may be obtained from System Manager

Record access procedures:

Requests from individuals should be addressed to System Manager. Written requests for information should contain the full name of the individual, current address and telephone number, and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Leave records, finance documents, transmittals, personnel rosters, physical examinations, personnel actions, locator cards, trip reports, copies of orders/reassignments.

Systems exempted from certain provisions of the act:

NONE

B0615-02 HQHTASI

System name:

615-02 Federal, State and Professional Safety Councils and Committees Files

System location:

Safety Offices - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), Inter American Geodetic Survey (I). See DMA Directory for complete address

Categories of individuals covered by the system:

Safety Officer, Safety Monitors and Fire Marshalls of DMA

Categories of records in the system:

Individuals appointed Safety Officers, Safety Monitors, Fire Marshall and related appointments

Authority for maintenance of the system:

Executive ORDER 11807 Occupational Safety and Health Programs for Federal Employees - 9/28/74

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Safety Office - informational records of assignments

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed alphabetically by last name

Safeguards:

Buildings and facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

Retention and disposal:

Temporary Record - destroy two years after termination of appointment

System manager(s) and address:

Defense Mapping Agency, ATTN: Facilities Engineering Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4477

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Safety Council and committee membership and appointed Safety Monitors and Fire Marshalls

Systems exempted from certain provisions of the act:

NONE

B0615-07 HQHTASI

System name:

615-07 Safety Awards Files

System location:

Safety Offices of DMA. See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Any DMA Driver

Categories of records in the system:

File contains list of the names of drivers who have received safe driver awards. All correspondence between the Safety Office and the National Safety Council

Authority for maintenance of the system:

5 U.S.C. 4503 - Agency Awards

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Safety Office - used to document and present safe driver awards

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed alphabetically by name

Safeguards:

Buildings and facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained

Retention and disposal:

Records are permanent. Cut off annually, held inactive for one year, transferred to Records Holding Area (RHA), held two years and retired to the Washington National Records Center (WNRC)

System manager(s) and address:

Defense Mapping Agency, ATTN: Facilities Engineering Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4477

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Driver record of the individual and all correspondence between the Safety Office and the National Safety Council

Systems exempted from certain provisions of the act:

NONE

B0615-11 HQHTASID

System name:

615-11 Accidental Injury/Death Reporting Records Files

System location:

Safety Offices of DMA - See DMA Directory for complete address listing.

Categories of individuals covered by the system:

DMA employees injured as a result of accident

Categories of records in the system:

Files contain necessary forms and records and reports of accident and injuries

Authority for maintenance of the system:

29 USC 668 - Occupational Safety and Health Programs of Federal Agencies

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Safety Office - for reporting all injuries of persons assigned to DMA for preparation of statistical reports to other required activities

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper record in file folders and/or Kardex

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

**Retention and disposal:**

Records is temporary-CUT OFF end of each year; Inactive one year; Transfer to Records Holding Area; Destroy after five years

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Facilities Engineering Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4477

**Notification procedure:**

Information may be obtained from above System Manager

**Record access procedures:**

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Information made available by the employee and the supervisor

**Systems exempted from certain provisions of the act:**

NONE

## B0901-04 HTA

**System name:**

901-04 Civilian Employee Health Clinic Record

**System location:**

Primary System - Civilian Employee Health Clinic - DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A) - See DMA Directory for complete address

**Categories of individuals covered by the system:**

Any individual employed by DMA Hydrographic/Topographic Center (HT) and Aerospace Center (A) and any individual employed by other Government agencies housed in the DMAHTC/DMAAC complexes

**Categories of records in the system:**

File contains information on treatment of employee received at dispensary at HTC and AC

**Authority for maintenance of the system:**

5 USC 7901 - Health Service Programs; 5 U.S.C. 8103 - Compensation for Injuries - Medical Services and Initial Medical and Other Benefits

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Civilian Employee Health Clinics - to maintain medical records of individuals receiving treatment at the clinic for illness/injury while on duty

Family Doctor will have full access to the information

Supervisors may inquire to record of injury

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

5x8 card files in cabinet

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

**Retention and disposal:**

Hydrographic/Topographic Center - destroy 25 years after separation of individual, upon transfer of employee transfer to gaining organization

Aerospace Center - on transfer of individual, record is transferred to gaining organization. On separation record is returned to National Personnel Records Center (NPRC) with the individuals official Personnel Folder

**System manager(s) and address:**

DMA Hydrographic/Topographic Center, ATTN: Personnel Office, Room 132-A, Erskine Hall, 6500 Brookes Lane, Washington, D.C. 20315, TELEPHONE: Area Code 202/227-2116CPO DMAAC. See DMA Directory for complete address.

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Entry of information by attending nurse. Record of treatment.

**Systems exempted from certain provisions of the act:**

NONE

## B0901-06 HTAS

**System name:**

901-06 Blood Donors Files

**System location:**

Civilian Personnel Office - See DMA Directory for complete address

**Categories of individuals covered by the system:**

All civilian employees who have donated blood

**Categories of records in the system:**

File contains cards with names, dates and amount of blood donated.

**Authority for maintenance of the system:**

5 U.S.C. Section 7901; Health Service Programs

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Uses are for awarding employees with certificates and pins.

Personnel Office, Supervisors, blood collectors

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

cards

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

**Retention and disposal:**

Destroy when employee is separated from Agency

**System manager(s) and address:**

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

**Notification procedure:**

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencys' rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Information received from collecting Agency

Systems exempted from certain provisions of the act:

NONE

B0901-07 HQHTAI

System name:

901-07 Alcoholism and Drug Abuse Files

System location:

Civilian Personnel Offices - See DMA Directory for complete address listing.

Categories of individuals covered by the system:

All civilian employees who have contacted program counselor requesting assistance.

Categories of records in the system:

File contains counseling interview notes, medical documents, therapy/treatment referral notes.

Authority for maintenance of the system:

21 USC 1175

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To help employees with alcohol or drug problems
Medical Officer - diagnose problem
Counselor - to give advise and management

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed chronologically by number; names deleted, but are known by counselor.

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

Retention and disposal:

Temporary - destroy when no longer needed or upon separation of employee

System manager(s) and address:

Defense Mapping Agency, ATTN: Personnel Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4066

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours. For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Employee interviews and medical reports
Employee or relatives

Systems exempted from certain provisions of the act:

NONE

B1001-09 S

System name:

1001-09 School Reporting Files

System location:

Defense Mapping School(S). Staff Offices, Departments, Division and Branch Offices, all Components. See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Military personnel and civilian personnel attending courses of instruction at DMS.

Categories of records in the system:

Enrollment records, release of students, graduates, failure of students, class rosters.

Authority for maintenance of the system:

E.O. 11348

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used for military assignments, monitor career progression and changes of courses of instruction in the event it is recommended and required.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and/or Kardex book.

Retrievability:

Filed alphabetically by last name of employee

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

CUTOFF at end of calendar year, held additional year, retired to Records Holding Area, held an additional year and destroyed.

System manager(s) and address:

DMA Defense Mapping School, ATTN: Office of Administration and Records, Fort Belvoir, Virginia 22060, TELEPHONE: Area Code 703/664-1983

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individual, current address and telephone number, social security number, dates of attendance and name of course.

For personal visits, the individual should be able to provide some acceptable identification, that is, military identification card, driver's license, proof of social security identification and give some verbal information that could be verified with individual's record.

Contesting record procedures:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Scheduled courses of instruction, class leaders, class instructors, academic division chiefs.

Systems exempted from certain provisions of the act:

NONE

B1001-11 S

System name:

1001-11 Faculty Development Program Files

System location:

Defense Mapping School(S). Staff Offices, Departments, Division and Branch offices, all Components. See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Assigned military personnel and civilian employees at DMS.

Categories of records in the system:

Files consist of record of qualifications, experience, effectiveness, and comparable information, evaluation forms, biographical data and similar documents.

Authority for maintenance of the system:

E.O. 113484/22/67; Providing for the further Training of Government Employees

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by management for retention of potential instructors, assigned instructors and staff, selection of guest speakers, determining need for additional training.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and/or Kardex book.

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

CUTOFF end of year, held additional year current files area, transferred Records Holding Area, held additional two years, then destroyed.

**System manager(s) and address:**

DMA Defense Mapping School, ATTN: Office of Administration and Records, Fort Belvoir, Virginia 22060, TELEPHONE: Area Code 703/664-1983

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individual, current address and telephone number, social security number, dates of assignment or employment and name of supervisor.

For personal visits, the individual should be able to provide some acceptable identification, that is, military identification card, driver's license, proof of social security identification, and give some verbal information that could be verified with individual's record.

**Contesting record procedures:**

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Records initiated during course of instruction, by instructors, academic division and branch chiefs.

**Systems exempted from certain provisions of the act:**

NONE

## B1002-02 S

**System name:**

1002-02 School Faculty Board Review Files

**System location:**

Defense Mapping School(S). Staff Offices, Departments, Division and Branch Offices, all Components. See DMA Directory for complete address listing.

**Categories of individuals covered by the system:**

Military and civilian personnel attending courses of instruction at DMS.

**Categories of records in the system:**

Files consist of class standing, ratings, classification and proficiency of students. Minutes of faculty board meetings and related documents.

**Authority for maintenance of the system:**

E.O. 113484/22/67; Providing for the Further Training of Government Employees.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to provide information on individual students, class standings, rating and proficiency. Available to Promotion Panels in Civil Service Commission

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and/or Kardex book.

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

CUTOFF at end of year, held one year and then destroyed.

**System manager(s) and address:**

DMA Defense Mapping School, ATTN: Office of Administration and Records, Fort Belvoir, Virginia 22060, TELEPHONE: Area Code 703/664-1983

**Notification procedure:**

Information may be obtained from above.

**Record access procedures:**

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individual, current address and telephone number, social security number, dates of attendance and name of course of instruction.

For personal visits, the individual should be able to provide some acceptable identification, that is, military identification card, driver's license, proof of social security identification, and give some verbal information that could be verified with individual's record.

**Contesting record procedures:**

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

**Record source categories:**

Faculty review board, instructors, chiefs of divisions and branches of courses of instruction and individual student.

**Systems exempted from certain provisions of the act:**

NONE

## B1002-06 S

**System name:**

1002-06 Individual Academic Record Files

**System location:**

Defense Mapping School(S). Staff Offices, Departments, Division and Branch Offices, all Components. See DMA Directory for complete address listing.

**Categories of individuals covered by the system:**

Military and civilian personnel attending courses of instruction at DMS.

**Categories of records in the system:**

Files consist of documents indicating course of attendance, length of each course, extent of completion of course, results thereof, aptitudes and personal qualities and documents relating to extension courses.

**Authority for maintenance of the system:**

E.O. 113484/22/67;Providing for the Further Training of Government Employees. 4/22/67; Providing for the Further Training of Government Employees.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used for determining qualifications to base a determination on students potentiality and to revise students cirriculum.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and/or Kardex book.

**Retrievability:**

Filed alphabetically by last name of employee.

**Safeguards:**

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

Reference files CUTOFF end of course, held one year, then destroyed. Feeder information submitted to United States Army Engineer School Fort Belvoir, Virginia 22060 who has operational control of DMS and who retains SYSNAME for a longer retention period and disposition.

**System manager(s) and address:**

DMA Defense Mapping School, ATTN: Office of Administration and Records, Fort Belvoir, Virginia 22060, TELEPHONE: Area Code 703/664-1983

**Notification procedure:**

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individual, current address and telephone number, social security number, dates of attendance and name of course of instruction.

For personal visits, the individual should be able to provide some acceptable identification, that is, military identification card, driver's license, proof of social security identification, and give some verbal infor- mation that could be verified with individual's record.

Contesting record procedures:

The Agencys rules for contesting contents and appealing initial determination may be obtained from Systems Manager. the SYS-MANAGER.

Record source categories:

Individuals, class leaders, class instructors, academic divisions and branch chiefs.

Systems exempted from certain provisions of the act:

NONE

B1002-07 S

System name:

1002-07 Collateral Individual Training Record Files

System location:

Defense Mapping School(S). Staff Offices, Departments, Division and Branch Offices, all Components. See DMA Directory for complete address listing.

Categories of individuals covered by the system:

Military and civilian personnel attending course of instruction at DMS.

Categories of records in the system:

Files consist of training records of individuals and posted to basic individual academic training record files or long term records, absentee reports, delinquency reports, registration forms, examination papers and similar or related documents.

Authority for maintenance of the system:

E.O. 113484/22/67;Providing for the Further Training of Government Employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to record attendance at classes, progress of students, information for counselling individuals when required and recommending specific remedial action.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and/or Kardex book.

Retrievability:

Filed alphabetically by last name of employee

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Destroyed on graduation or elimination of individual or on completion of course of instruction, whichever applies.

System manager(s) and address:

DMA Defense Mapping School, ATTN: Office of Administration and Records, Fort Belvoir, Virginia 22060, TELEPHONE: Area Code 703/664-1983

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager. Requests from individuals should be addressed to the appropriate organization as indicated in address list. Written requests for information should contain the full name of the individual, current address and telephone number and social security number. Visits are limited to normal working hours.

For personal visits, the individual should be able to provide some acceptable identification, that is, military identification, driver's license, proof of social security identification and give some verbal information that could be verified with individual's record.

Contesting record procedures:

The Agencys rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Individual students, class leaders, class instructors, academic divisions and branch chiefs.

Systems exempted from certain provisions of the act:

NONE

B1202-17 HTA

System name:

1202-17 Contracting Officer Designation Files

System location:

Contracting Offices - DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A) - See DMA Directory for complete mailing address

Categories of individuals covered by the system:

Employee designated Contracting Officer and Contracting Officer Representative at DMA

Categories of records in the system:

Documents reflecting the designation and recission of Contracting Officers and Contracting Officers representative which includes the specific procurement authorities delegated

Authority for maintenance of the system:

44 USC 3101 - Records Management by Federal Agencies

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Documents showing individual designated as contracting officers or Contracting Officers Representatives (COR).

Data includes limitations or restrictions on authority

Data includes background information on 'COR' for use in other contracts

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book

Retrievability:

Filed alphabetically by last name of employee

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

Retention and disposal:

Temporary Record. Cut off upon recession or termination and placed in an inactive file area for one year. Transferred to Records Holding Area and held for five years and then destroyed

System manager(s) and address:

Defense Mapping Agency, ATTN: Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4475

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager. Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Certificate of Appointment and background information on education, DD Form 1539, and specific information on procurement authorities delegated

Systems exempted from certain provisions of the act:

NONE

B1205-05 HTA

System name:

1205-05 Property Officer Designation Files

System location:

Property Officers of DMAHTC and DMAAC - See DMA Directory for complete address

Categories of individuals covered by the system:

Employees designated Property Officers who have property accounts for their organizations, and have been issued an account number.

Categories of records in the system:

Forms and/or memorandums designating property officers. Included are letters of appointment and revocation.

Authority for maintenance of the system:

40 U.S.C. 486; Management and Disposal of Government Property

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Memorandums or forms showing who or which individual is authorized custodian for equipment for the various organizations within the Agency. Name of individual grade and organization are shown on this document.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

By individual's account number and organization.

Safeguards:

Buildings, facility employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Temporary Record - Destroyed in the active office two years after termination of appointment.

System manager(s) and address:

Defense Mapping Agency, ATTN: Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4475

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and some verbal information that could be verified.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Internal correspondence designating responsible property accounting individuals

Systems exempted from certain provisions of the act:

NONE

## B1205-23 HTASID

System name:

1205-23 Report of Survey Files

System location:

DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Defense Mapping School (S), and Inter American Geodetic Survey (I), Office of Distribution Services (D). - See DMA Directory for complete address listing.

Categories of individuals covered by the system:

DMA personnel that have loss, damage, or destroyed accountable Government property

Categories of records in the system:

Files consist of reports that describe the circumstances concerning loss, damage or destruction of Government property

Authority for maintenance of the system:

40 USC 486 - Management and Disposal of Federal Property - Policies, Regulation and Delegations; Promulgation by President

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Logistics Officer - determine responsibility and recommend appropriate action be taken as to pecuniary liability

Director final decision on payment

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folders and/or Kardex book

Retrievability:

Filed by assigned control number of individual.

Safeguards:

Buildings or facilities employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained

Retention and disposal:

Cutoff end of year, held one year, transferred Records Holding Area, held two years, then destroyed

System manager(s) and address:

Defense Mapping Agency, ATTN: Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4475

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to system manager.

Written requests for information should contain the full name of the individuals current address and telephone number, and the Case (Control) number that appears with the office symbol, on all correspondence received from this office

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Report of lost damaged or destroyed property

Systems exempted from certain provisions of the act:

NONE

## B1206-02 HTA

System name:

1206-02 Self Service Store Authorization Card Files

System location:

Logistics Offices - DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A) - See DMA Directory for complete address

Categories of individuals covered by the system:

DMA personnel authorized self-service store cards.

Categories of records in the system:

Cards identifying individuals as authorized self-service store representatives, requests for issuance of cards, correspondence concerning lost and found cards and related documents.

Authority for maintenance of the system:

40 U.S.C. 486; Management and Disposal of Federal Property.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Indicates individuals authorized to sign/receipt for supplies in a designated activity.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card file and file cabinets

Retrievability:

By account number and organization, alphabetical by last name

Safeguards:

Buildings and Facility employ security guards. Reports are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

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Vol. 44—No. 243
BOOK 3:
PAGES
74061-74420

# federal register

Book 3 of 4 Books
Monday, December 17, 1979

## Part II

# Department of Defense

Privacy Act of 1974; Systems of Records; Annual Publication

Department of the Army ..... 73728
Defense Mapping Agency ..... 74017
Defense Civil Preparedness Agency .. 74064
Office of the Secretary ..... 74088
Defense Advanced Research Projects Agency ..... 74142
Department of the Air Force ..... 74145
National Security Agency ..... 74422
Defense Nuclear Agency ..... 74431
Organization of the Joints Chiefs of Staff ..... 74440
Defense Communications Agency ..... 74443
Defense Intelligence Agency ..... 74484
U.S. Marines Corps ..... 74495
Department of the Navy ..... 74553
Defense Contract Audit Agency ..... 74696
Defense Logistics Agency ..... 74719
Defense Investigative Service ..... 74764
Uniformed Services University of the Health Sciences ..... 74777

Temporary Record. Held in active file until expiration of card or change of individual; held two years and destroyed.

System manager(s) and address:

Defense Mapping Agency, ATTN: Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4475

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could be used to verify employment.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Memorandums, cards, forms designating an individual authorization to sign for supplies received from the self-service store.

Systems exempted from certain provisions of the act:

NONE

## B1208-06 HTA

System name:

1208-06 Motor Vehicle Operator's Permits and Qualifications Files

System location:

Primary System - Motor Pool, DMA Hydrographic/Topographic Center (HT) and DMA Aerospace Center (A) - See DMA Directory for complete address

Decentralized Segments - Official Personnel Folder; Personnel Records (Civilian) Center - St. Louis, MO.

Categories of individuals covered by the system:

All DMA employees qualified and issued a motor vehicle operators permit.

Categories of records in the system:

Contains information on employee qualification record and cards and logs in regards to permits issued to individuals authorized to operate Government equipment.

Authority for maintenance of the system:

40 U.S.C. 491; Management and Disposal of Federal Property-Motor Vehicle Pools and Transportation Systems.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Motor Pool used as a record of scores on tests, such as: eye examinations, reaction examinations; and as a quick reference on an individual having a license to operate a Government Vehicle.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Rotary Card file and Log Book

Retrievability:

ROTARY Card File - By last name of individual

Log Book - By number of permit

Safeguards:

Building, Facility employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Temporary Record - Permit is a three year record - Destroyed in the Motor Pool

Permanent Record - Qualification Record - kept in active office until separation or transfer of individual concerned, then transferred to Personnel Office for incorporation into the Official Personnel Folder.

System manager(s) and address:

Defense Mapping Agency, ATTN: Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4475

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Qualification records consisting of scores on tests.

Systems exempted from certain provisions of the act:

NONE

## B1211-03 HQHTAI

System name:

1211-03 Passport Files

System location:

Primary System - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A), Inter American Geodetic Survey (I) See DMA Directory for complete address

Decentralized Segment - State Department (Passports)

Categories of individuals covered by the system:

Individuals traveling overseas on official government orders.

Categories of records in the system:

Documents relating passports and visas for DMA personnel, including their dependents. Included are requests and receipts for passports, transmittal letters, control cards, and related documents.

Authority for maintenance of the system:

44 U.S.C. 3101; Records Management by Federal Agencies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by personnel travel in processing for travel orders.

Used by individuals of DMA and their dependents for travel purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders - paper records in locked cabinets.

Retrievability:

By name of individual - Alphabetically

Safeguards:

Buildings, facility employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Temporary Record - Held in active office until separation or transfer of individual.

Transferred to State Department upon transfer or separation of individual.

System manager(s) and address:

Defense Mapping Agency, ATTN: Administration Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4401

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager.

Written requests for information should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could verify employment.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determination should be obtained from System Manager.

Record source categories:

Requests and receipt for passports and visas.

Systems exempted from certain provisions of the act:

NONE

B1211-06 HQHTA

System name:

1211-06 Transportation Officer Appointment Files

System location:

Travel Office, DMA Headquarters (HQ); DMA Hydrographic/Topographic Center (HT); DMA Aerospace Center (A) - See DMA Directory for complete address.

Categories of individuals covered by the system:

Individuals appointed to act as transportation officers, assistant transportation officers or transportation agents.

Categories of records in the system:

Documents reflecting appointments of individuals to act as transportation officers, assistant transportation officers or transportation agents.

Authority for maintenance of the system:

44 U.S.C. 3101; Records Management by Federal Agencies

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to officially designate transportation officers, assistants and agents.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper Records in file folders

Retrievability:

By name of Individual

Safeguards:

Buildings, facility employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Temporary Record: Destroy two (2) years after termination of appointment.

System manager(s) and address:

Defense Mapping Agency, ATTN: Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4475

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager. Written requests for information should contain the full name of the individual, current address and telephone number, social security number.

For personal visits the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determination may be obtained from System Manager.

Record source categories:

Memorandums or letters reflecting individuals appointed to act as transportation officers, assistants or agents.

Systems exempted from certain provisions of the act:

NONE

B1211-07 HQHTA

System name:

1211-07 Individual Government Transportation Files.

System location:

Primary System - Travel Office - DMA Headquarters (HQ), DMA Hydrographic/Topographic Center (HT), DMA Aerospace Center (A) - See DMA Directory for complete address listing.

Decentralized Segments - Records Management, Records Holding Areas

Categories of individuals covered by the system:

DMA employees authorized government travel.

Categories of records in the system:

Travel orders and other pertinent correspondence and related documents, and copies of issued and canceled transportation requests, transportation certificates, MAC transportation authorizations.

Authority for maintenance of the system:

44 U.S.C. 3101; Records Management by Federal Agencies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to officially designate Transportation Officer, Assistants and Agents.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper Records in file folders

Retrievability:

Alphabetical by name on individual folders or by TR number in case of group travel.

Safeguards:

Buildings, facility employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Temporary Record. Travel Office holds for one year, transfers to Records Holding Area, held for three (3) years and then destroyed.

System manager(s) and address:

Defense Mapping Agency, ATTN: Logistics Office, Building 56, U.S. Naval Observatory, Washington, D.C. 20305, TELEPHONE: Area Code 202/254-4475

Notification procedure:

Information may be obtained from above.

Record access procedures:

Requests from individuals should be addressed to System Manager. Written requests for information should contain the full name of the individual, current address, and telephone number, social security number.

Personal visits - the individual should be able to provide some acceptable identification, that is, drivers' license, employing office's identification card, and give some verbal information that could verify employment.

Contesting record procedures:

The Agencies' rules for contesting contents and appealing initial determinations may be obtained from System Manager.

Record source categories:

Folders contain various amounts of information on issued and cancelled transportation requests, transportation certificates, travel orders and related data on overseas employees, DMA employees and invitational orders.

Systems exempted from certain provisions of the act:

NONE

## DEFENSE MAPPING AGENCY OFFICIAL MAILING ADDRESSES

Headquarters, Defense Mapping Agency
Bldg 56, U.S. Naval Observatory
Washington, D.C. 20305

## DEFENSE MAPPING AGENCY COMPONENT ACTIVITIES

## DMA AEROSPACE ORGANIZATIONS

DMA Aerospace Center
St. Louis Air Force Station
Missouri 63125

DMA Aerospace Center
Kansas City Office
609 Hardesty Avenue
Kansas City, Missouri 64124

## DMA HYDROGRAPHIC/TOPOGRAPHIC ORGANIZATIONS

DMA Hydrographic/Topographic Center
Washington, D.C. 20315

DMA Hydrographic/Topographic Center
Louisville Office

600 Federal Place
Louisville, Kentucky 40202
DMA Hydrographic/Topographic Center
Providence Office
Brookside Avenue
West Warwick, Rhode Island 02893
DMA Hydrographic/Topographic Center
San Antonio Office
Building 4011
Ft. Sam Houston, Texas 78234
DMA Depository
Naval Support Activity Ft. Omaha
Omaha, Nebraska 68111
DMA Hydrographic/Topographic Center
Geodetic Survey Squadron
F.E. Warren AFB, Wyoming 82001
DMA Hydrographic/Topographic Center
Det. 1, Geodetic Survey Squadron
Vandenberg AFB, California 93437
DMA Hydrographic/Topographic Center
Det. 2, Geodetic Survey Squadron
P.O. Box 96
White Sands Missile Range
New Mexico 88002
DMA Hydrographic/Topographic Center
Det. 4, Geodetic Survey Squadron
Patrick AFB, Florida 32925

## DMA OFFICE OF DISTRIBUTION SERVICES ORGANIZATIONS

DMA Office of Distribution Services
Washington, D.C. 20315
DMA Distribution Center
Clearfield, Utah 84016
DMA Distribution Center
5801 Tabor Avenue
Philadelphia, Pennsylvania 19120
DMA Office Norfolk
Bldg SP238, Naval Air Station
Norfolk, Virginia 23511
DMA Branch Office Jacksonville
Box 68, Naval Air Station
Jacksonville, Florida 32212
DMA Office San Diego
Bldg 654, Naval Air Station, North Island
San Diego, California 92135
DMA Branch Office Atsugi
Box 47
FPO Seattle 98767
DMA Branch Office Cubi Point
Box 59
FPO San Francisco 96654
DMA Branch Office Naples
Box 95
FPO New York 09520
DMA Office Europe
APO New York 09666
DMA Branch Office England
APO New York 09238
DMA Office Pacific
Bldg T-1710
Hickam AFB, Hawaii 96853

## DEFENSE MAPPING SCHOOL

Defense Mapping School
Ft. Belvoir, Virginia 22060

## INTER AMERICAN GEODETIC SURVEY

Inter American Geodetic Survey
APO Miami 34004

# DEFENSE CIVIL PREPAREDNESS AGENCY

## REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

## BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

## ROUTINE USE - LAW ENFORCEMENT.

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

## ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

## ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

## ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

## ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements

imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

## ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

## ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

## ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

## ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

### CACC 2,3,5,6.

System name:

DCPA ACC 2, 3, 5, and 6 Payroll and Leave Accounting

System location:

Accounting System - Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301.

Military District of Washington (MDW-FAO), Forrestal Building, Washington, D.C. 20314.

Earnings and Leave Statements (MDW FAO Forms 49) - Are maintained by timekeepers at DCPA headquarters and at all DCPA Regional Offices, Staff College and Computer Center. Mailing addresses of these installations and relocation facilities are set out in a DCPA Directory which will be published as an Appendix to these Notices.

Bi-Weekly Payrolls: (DA Forms 2449) - Are also maintained under the DCPA Vital Operating Records Program at relocation facilities.

Categories of individuals covered by the system:

All DCPA employees, headquarters and field, including full time permanent, part time, temporary, consultants, military and civilian and former employees.

Categories of records in the system:

Files contain earnings and leave statements; bi-weekly payroll; federal and state withholding statement; bond applications; bond listings; listings of payroll checks mailed; requests by employees for allotments of pay for credit to savings accounts with financial institutions; payroll change slips; notification of personnel actions; and individual payroll projections.

Authority for maintenance of the system:

Section 112(a) of the Budget and Accounting Procedures Act of 1950, 31 U.S.C. 66(a).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

DCPA Accounting Division - To record payroll expenditures; to insure proper distribution of paychecks and savings bonds; to prevent errors leading to improper payments; to insure proper collection and disposition of amounts authorized to be withheld from employees pay; to forecast personnel cost requirements; and to provide backup data to prepare budget justifications and presentations.

MDW-FAO - To compute individual pay amounts, to withhold for retirement, Federal income taxes, state income taxes, health benefits, life insurance, indebtedness due the U.S. Government and other voluntary deductions; and to issue checks and saving bonds.

Timekeepers at all DCPA organizational components - To insure the proper recording and reporting of time and attendance, and the proper distribution of paychecks at local levels.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Bi-weekly payrolls, listings of payroll checks mailed, individual payroll projections, bond lists, payroll change slips, and notification of personnel actions consist of paper records filed in file folders and file drawers by the DCPA Accounting Division. All other records are stored by the MDW-FAO.

Retrievability:

Bi-weekly payrolls, listings of payroll checks mailed, bond lists, and individual payroll projections are filed by payroll date. Payroll change slips and notification of personnel actions are maintained alphabetically. All other records are maintained by the MDW-FAO.

Safeguards:

Building employs security guards. Records are retained in closed file drawers and cabinets and are available only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Listings of payroll checks mailed and bond lists are destroyed after 2 years. Bi-weekly payrolls are retained for 10-years. Payroll change slips, individual payroll projections and notifications of personnel actions are destroyed after 6-years. All other records are retained by the MDW-FAO in accordance with Army Regulations.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address. Visits are limited to Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

MDW FAO Forms 49, Earnings and Leave Statements; DA Forms 2449, Bi-weekly Payrolls; Bond Listings; and Listing of Payroll Checks Mailed are prepared by the MDW-FAO.

Forms W-4, Federal and State Withholding Statements; DA Forms 1727, Bond Applications; and SF 1198, Request by Employees for Allotment of Pay for Credit to Savings Account with a Financial Organization are submitted by individuals to MDW-FAO through DCPA Headquarters, Accounting Division.

SF 50s, Notification of Personnel Action and DA Forms 2515, Payroll Change Slips are prepared and furnished by Personnel and Employment Services-Washington, Office, Secretary of the Army.

Individual Payroll Projections are prepared by the Accounting Division.

Systems exempted from certain provisions of the act:

None

CACC 2,3,5,6A.

System name:

DCPA ACC 2, 3, 5, 6A, Travel and Transportation Accounting

System location:

Accounting System - Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301.

Voucher Examination and Disbursing System - Finance and Accounting Office, U.S. Army Military District of Washington (MDW-FAO), Forrestal Building, Washington, D.C. 20314.

Decentralized Segments - All DCPA Regional Offices, Staff College and Computer Center. Mailing addresses of these installations are set out in a DCPA Directory which will be published as an Appendix to these Notices.

Categories of individuals covered by the system:

All DCPA employees, headquarters and field, including full time permanent, part time, temporary, consultants, military and civilian and former employees who perform (temporary duty or permanent change of station) travel.

Categories of records in the system:

Files contain requests and authorizations for travel; U.S. Government transportation requests; request for advances of funds; payment records of outstanding travel advances; paid travel vouchers; records of unused tickets; travel history records; collection vouchers for refunds of advances; and correspondence relating to travel claims.

Authority for maintenance of the system:

31 USC 71; 31 USC 65; 30 USCA 52; 41 USC 3101; 50 USC App. 2253.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

DCPA, Accounting Division - To record and control obligations involving travel, and the storage and shipment of household goods, advances, refunds and expenditures of travel funds; to prevent errors leading to improper payments; to detect and recover overpayments; and to support billings to carriers for travel and transportation furnished.

MDW-FAO - To compute amounts due on travel claims and to support payments made for advances and payments due.

All DCPA Regional Offices, Staff College and Computer Center and the Management Division - To authorize travel; to obtain advances for individuals; and to forecast future travel requirements.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Travel authorizations are filed alphabetically by organization; transportation requests and records of unused tickets are filed by TR number; records of outstanding advances and travel history records are filed alphabetically; and all advance, refund and payment records are filed by payment date in voucher number sequence.

Retrievability:

By name.

Safeguards:

Building employs security guards. Records are retained in closed file drawers and cabinets and are available only to authorized personnel who are properly screened, cleared, and trained.

Retention and disposal:

Travel history records are retained indefinitely, all other records are sent to the Federal Records Center after five years where they are destroyed after 10-years.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6489

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address. Visits are limited to Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

DD Forms 1610, Request and Authorization for TDY Travel; SF 1169, U.S. Government Transportation Request; and DD Forms 1351, Request for Advance of Funds are submitted by Regional Directors, Staff Directors and other authorized officials.

SF 1038, Application and Account for Advances of Funds are submitted by employees requiring advances.

DD Forms 1351-2. (Paid) Travel Vouchers are received from the Finance and Accounting Office, U.S. Army Military District of Washington.

SF 1170, Redemption of Unused Tickets are prepared from unused tickets turned in by travelers and the file copy of the related Transportation Request and DCPA Forms 322. Travel History Record by Individual are prepared from paid vouchers.

Systems exempted from certain provisions of the act:

None

CCOM 5

System name:

DCPA COM 5, Radio Amateur Civil Emergency Services (RACES) Plans

System location:

Defense Civil Preparedness Agency (DCPA) Headquarters, The Pentagon, Washington, D.C. 20301, and Regional Offices. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices.

Categories of individuals covered by the system: FCC Amateurs involved in the RACES organization.

Categories of records in the system:

Each plan contains the names, address and telephone number and FCC amateur call signs of the members involved in the RACES organization.

Authority for maintenance of the system:

5 USC 301, 44 USC 3101, 50 USC App. 2253, 2281

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

State and local civil defense agencies use these documents as supportive evidence in their requests for financial contributions under the matching funds, surplus and excess property programs. The RACES plan is used as a reference when emergencies or natural disasters occur to obtain supplement emergency communications for Federal, State and local government emergency operations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed by DCPA region and within each region alphabetically by State and locality.

Safeguards:

Buildings employ security guards or intrusion alarms. Only authorized DoD and Federal agency personnel have access to buildings.

Retention and disposal:

Plans are updated on either two or three year intervals. Plans are destroyed only when they become obsolete or the RACES organization is disbanded.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

RACES plans are developed by State and local government agencies and submitted to DCPA regions for approval and forwarding to the Federal Communications Commission.

Systems exempted from certain provisions of the act:

None

## CEMO 1

System name:

DCPA EMO 1 EMERGENCY OPERATING PLANNING

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301, all DCPA Regional offices, Staff College, Computer Center, and relocation sites. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices.

Categories of individuals covered by the system:

All DCPA employees, United States Army Communications Command (USACC) and U.S. Army Corps of Engineers (USACE) assignees to DCPA Regions, and other emergency assignees from Federal agencies. Information contains name and title of position. Because varying levels of security clearance are required for access to the several emergency operating facilities, the minimum level of security clearance held by an individual may be inferred from the presence of his name on the list for a particular facility.

Categories of records in the system:

List of the names, addresses, home phone numbers, and other data of the individual who have emergency assignments.

Authority for maintenance of the system:

5 USC 301, 44 USC 3101, 50 USC App. 2253, 2281.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Lists and related documents assign duties to all DCPA employees which would be effective in the event of a war crisis.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Names are listed by organization

Safeguards:

Filed in locked safes in government buildings with either guards or electronic security system.

Retention and disposal:

Destroyed when superseded

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

Individuals and supervisors

Systems exempted from certain provisions of the act:

None

## CFEA 3-1

System name:

DCPA FEA 3-1 Civil Rights Complaint and Compliance Files

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), all DCPA Regional Offices, Staff College. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices.

Categories of individuals covered by the system:

Persons who file or could file a complaint with DCPA alleging discrimination by a State or local government in violation of Title VI of the Civil Rights Act of 1964.

Categories of records in the system:

Files contain complaints of discrimination or other data on a specific discrimination. The files also contain investigative reports, documents and information in support of or contrary to the complaint or potential complaint, records of hearings and dispositions of the cases by the States or the Director, DCPA, or higher authority.

Authority for maintenance of the system:

Title VI, Civil Rights Act of 1964 (78 Stat. 252) (42 USC 2000d-2000d-4).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Title VI Office, Regional Offices, and other Investigators and Reporting Offices: To ascertain whether discrimination under the Title VI rules and regulations has taken place.

State officials and investigators: To secure the testimony of witnesses and other pertinent data involving the cases.

DCPA General Counsel for advice thereon and for necessary investigation, enforcement proceedings.

Agency head and higher authority for purposes of making a decision.

U.S. Justice Department, or other agencies as appropriate for enforcement actions and where necessary in reporting.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed alphabetically by last name of complainant

Safeguards:

Building security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened and cleared.

Retention and disposal:

Significant and precedent cases retained for archives. Others destroyed after 10-years.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building

Washington, D.C. 20301.

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

**Record source categories:**

Information is secured from Complainants, and from DCPA officials who conduct Title VI Compliance Reviews at the State and local levels, from citizens who have been denied services or use of facilities, from State and local government records and institutional and organizational records, from State Officials who have observed violations, or local officials who have reported violations to the States.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552a (k)(2), as applicable. For additional information, contact the Systems Manager.

## CIND 2

**System name:**

DCPA IND 2, Industrial Group Consultation

**System location:**

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301

**Categories of individuals covered by the system:**

Individuals in industrial organizations, or national organizations who participate in civil preparedness activities.

**Categories of records in the system:**

Names, addresses, organization affiliation, speech making

**Authority for maintenance of the system:**

44 USC 3101, 50 USC App. 2253, 2281

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To communicate with industrial and national organizations who can perform civil preparedness services; to obtain speakers at conventions, seminars, courses, etc.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

3x5 index cards, cross referenced by individual name and company or organization.

**Retrievability:**

Filed alphabetically by name

**Safeguards:**

Building employs security guards. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

**Retention and disposal:**

Files kept until obsolete, then destroyed.

**System manager(s) and address:**

Director, DCPA, The Pentagon, Washington, D.C. 20301

**Notification procedure:**

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

**Record access procedures:**

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

**Record source categories:**

Individual

**Systems exempted from certain provisions of the act:**

None

## CINF 2-3

**System name:**

DCPA INF 2-3, Biographies

**System location:**

Defense Civil Preparedness Agency, Headquarters (DCPA); Office of each Regional Director, Staff College

**Categories of individuals covered by the system:**

Key DCPA headquarters and regional officials, and State and local Civil Preparedness Directors

**Categories of records in the system:**

Headquarters files contain biographies of key officials of DCPA, headquarters and field; and State and local Civil Preparedness Directors.

Each regional file contains biographies of key regional officials, and State and local Directors within regional geographic boundaries. Includes DCPA Form 895 Notice of Appointment-Civil Defense Director.

Staff College: Guest lecturers and other key officials.

**Authority for maintenance of the system:**

44 USC 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

For use in preparing speeches, correspondence, and other public releases in connection with the civil preparedness program. Use as backup information to fulfill requirements of DCPA Director and Regional Director.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

DCPA officials: Filed alphabetically by name.

State and local Directors: Filed alphabetically by State name within each region at headquarters, and by State only in regional offices.

**Safeguards:**

Headquarters and regional buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared, and trained.

**Retention and disposal:**

Biographies for key DCPA officials, headquarters and field, are retained in active file until end of calendar year after separation of employee, then retired to Federal Records Center.

Biographies of State and local Directors are retained in active file until end of calendar year after termination, then destroyed.

**System manager(s) and address:**

Director, DCPA, The Pentagon, Washington, D.C. 20301

**Notification procedure:**

Information may be obtained from:
DCPA Headquarters
Room 1D511
The Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

**Record access procedures:**

Written requests should be addressed to:
DCPA Headquarters
Room 1D511
The Pentagon
Washington, D.C. 20301

Written requests for information should contain the full name and current address of the requestor.

Personal visits for information will be honored upon presentation of suitable identification, such as driver's license, employee identification number, or other identification.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301

Record source categories:

The key officials on whom biographies are maintained and other knowledgeable sources.

Systems exempted from certain provisions of the act:

None

CINF 7

System name:

DCPA INF 7, Civil Defense Awards

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301, all DCPA Regional offices, Staff College. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices.

Categories of individuals covered by the system:

Individuals who have made significant contributions to civil defense.

Categories of records in the system:

Headquarters and Regional files contain recommendations and nominations for awards, resumes of award presentations, and photographs.

Authority for maintenance of the system:

5 USC 301; 44 USC 3101; 50 USC App. 2253; 2281.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by DCPA officers and employees for background information in presentation of awards.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed alphabetically by name of organization or individual receiving award.

Safeguards:

Headquarters and Regional buildings employ security guards. Records are maintained only in areas accessible to authorized personnel who have been screened, cleared, and trained.

Retention and disposal:

Files are cutoff at end of calendar year and retained in current files for 5 years, then destroyed.

System manager(s) and address:

Director, Defense Civil Preparedness Agency, Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
DCPA Headquarters
Room 1D511
The Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Written requests should be addressed to:
DCPA Headquarters
Room 1D511
The Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name and current addresses of the requestor.

Personal visits for information will be honored upon presentation of suitable identification, such as driver's license, employee identification number, or other identification.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

Organizations and individuals to whom awards are presented.

Systems exempted from certain provisions of the act:

None

CLEG 5

System name:

DCPA LEG 5-Interest-Conflict Review

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301

Categories of individuals covered by the system:

All DCPA Employees, headquarters and field, including full time permanent, part time, temporary, consultants, military and civilian, and former employees.

Categories of records in the system:

Files contain for those employees required to submit same, a DD Form 1555, Confidential Statement of Affiliations and Financial Interests, and documents connected with review thereof, and for any DCPA employee documents accumulated in connection with enforcement of standards of conduct, review of conflicts of interests, reports of receipts of gratuities, entertainment, etc., disqualifications, reports of defense related employment and outside employment. For former employees, documents include those relating to conflict of interest and post employment and defense related employment.

Authority for maintenance of the system:

Executive Order 11222 of May 8, 1964, Prescribing Standards of Ethical Conduct for Government Officers and Employees. Civil Service Regulation Employee Responsibilities and Conduct, 5 CFR Part 735. Also 5 USC 301. For former employees, Sec. 410, P.L. 91-121.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

General Counsel: To ascertain if there are conflicts of interest between employee's private interest and official duties, or if there are violations of standards of conduct or post employment restrictions. If such conflict or violation is identified, reports may be used in informal conferences with employee, report to Director and enforcement authorities, and in connection with appeals. Disclosure of any investigatory matter may be made to any federal agency with jurisdiction.

Supervisor: Documents are used to determine if employee has a disqualifying interest or for enforcement of standards of conduct.

Others: Reports on receipt of gratuities submitted to designee of Secretary of Defense (DCPA Inst. 5860.1). DD Form 1555 not disclosed outside Defense Civil Preparedness Agency except as Director or Civil Service Commission may determine.

Administrative Services: Maintains records of persons who need to submit DD Forms 1555 and postemployment and defense related employment statements.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed alphabetically by name

Safeguards:

Building employs security guards. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Files kept for two years after final decision or after employee leaves DCPA, whichever is later, then destroyed.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's

identification card, and give some verbal information that could be verified with his case folder.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

**Record source categories:**

DD Form 1555 reports on defense related employment and reports on receipts of gratuities are prepared and submitted by employee. Other sources include supervisors, informants.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552a (k)(2), as applicable. For additional information, contact the Systems Manager.

## CLEG 7-1

**System name:**

DCPA LEG 7-1-Claims (Litigation) - Employees

**System location:**

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301, all DCPA Regional Offices, Staff College, Computer Center. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices.

**Categories of individuals covered by the system:**

All DCPA employees, headquarters and field, including full time permanent, part time, temporary, consultants, military and civilian.

**Categories of records in the system:**

Files contain claims, complaints or documents or any of these by which a DCPA employee asserts a remedy from DCPA for some alleged injury to person or property, the data and documents submitted in support of the claims, the data and documents developed or obtained in making a decision or determination on such claims, including any appeals and any other relevant material. Includes litigation file if such develops.

**Authority for maintenance of the system:**

5 USC 301, 44 USC 3101, 50 USC App. 2253, and any specific authority depending on the nature of the claim.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

General Counsel or other official responsible for processing claim: Uses the material to ascertain, or to make recommendations concerning, the validity of the claim. Disclosure is made to those DCPA employees, including supervisors, involved in investigating the matter; to the decision-making authority, usually the Director, DCPA; and, as appropriate, to other investigative or similar authorities responsible for making investigations of or recommendations on, complaints or claims of DCPA employees, whether a part of DCPA, the Department of Defense, or some other agency.

Director, or person acting for him; for making a decision, or acting on an appeal.

Others: Personnel within DCPA will use data or documents in the file, or will develop same, as necessary in connection with making a decision upon the matter. Disclosure will be made, as appropriate, to Office of Secretary of Army, Personnel and Employment Services, Washington, D.C. 20310, as personnel office.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Filed alphabetically by name, within general subject matter files.

**Safeguards:**

Building employs security guards. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

**Retention and disposal:**

Files kept for five years after final decision, then destroyed if no longer needed.

**System manager(s) and address:**

Director, DCPA, The Pentagon, Washington, D.C. 20301

**Notification procedure:**

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

**Record access procedures:**

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

**Record source categories:**

Claim or similar document with supporting evidence submitted by employee. Other sources include supervisors, informants or persons knowledgeable of the matter.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552a (k)(2), as applicable. For additional information, contact the Systems Manager.

## CLEG 7-2

**System name:**

DCPA LEG 7-2, Claims (Litigation)-Other than employees

**System location:**

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301, all DCPA Regional Offices, Staff College, Computer Center. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices.

**Categories of individuals covered by the system:**

Any individual, other than a DCPA employee who seeks a remedy in tort or in contract or other legal basis on an assertion that DCPA or its employees has injured said individual in person or in property.

**Categories of records in the system:**

Files contain claims, complaints or documents or any of these by which a person asserts a remedy from DCPA for some alleged injury to person or property, the data and documents submitted in support of the claims, the data and documents developed or obtained in making a decision or determination on such claims, including any appeals and any other relevant material. Includes litigation file if such develops.

**Authority for maintenance of the system:**

5 USC 301, 44 USC 3101, 50 USC App. 2253, and any specific authority depending on the nature of the claim.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

General Counsel or other official responsible for processing claim; Uses the material to ascertain, or to make recommendations concerning, the validity of the claim. Disclosure is made to those DCPA employees involved in investigating the matter; to the decision-making authority, usually the Director, DCPA; and, as appropriate, to other investigative or similar authorities responsible for making investigations of or recommendations on, complaints or claims of other than DCPA employees, whether or not a part of DCPA, the Department of Defense, or some other agency.

Director, or other decision making authority, or person acting for him; for making a decision, or acting on an appeal.

Others: Personnel within DCPA will use data or documents in the file, or will develop same, as necessary in connection with making a decision upon the matter. Disclosure will be made as required by law or regulation, to decision making authority outside DCPA.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Filed alphabetically by name, within general subject matter files.

**Safeguards:**

Building employs security guards. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Files kept for five years after final decision, then destroyed if no longer needed.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

Claim or similar document with supporting evidence submitted by claimant. Other sources include persons who have information on such DCPA employees, witnesses, etc.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a (k)(2), as applicable. For additional information, contact the Systems Manager.

CLEG 8-1

System name:

DCPA LEG 8-1 Enforcement, Compliance (DCPA Employees)

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301, all DCPA Regional Offices, Staff College. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices.

Categories of individuals covered by the system:

All DCPA employees (which includes former employees), headquarters and field, including full time permanent, part time, temporary, consultants, military and civilian.

Categories of records in the system:

Files could contain an allegation, charge, report or similar item of information that a DCPA employee has, either in performance of his duties as an employee or as an individual, acted in violation of, in noncompliance with or otherwise in nonconformity with some law or regulatory matter, including DoD and DCPA directives and instructions. The file could contain any item of information relevant to actual or potential adverse actions, or any supervisory action taken in connection with performance by an employee. The file would contain investigative items of information developed by DCPA personnel or by personnel of agencies other than DCPA, charged with investigative responsibilities, and contain other items of information furnished to DCPA by the individual, or by other persons knowledgeable of the matter.

Authority for maintenance of the system:

5 USC 301, 44 USC 3101, 50 USC App. 2253, and specific authority depending on nature of the charge.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

DCPA officials and employees, including supervisors and the Director or person acting for him, responsible for or involved with personnel actions use information in connection with ascertaining if DCPA, DoD, or some other agency should take some action, including making of recommendations for taking of action outside DCPA, to enforce compliance or conformity with the law, rule, regulation, circular, directive or instruction, or similar regulatory matter, or to document a proposed personnel action. Disclosure will be made as appropriate to Office of Secretary of the Army, Personnel and Employment Services-Washington, as personnel office. Information may be disclosed to agencies charged with investigative responsibilities and enforcement or any other personnel type actions of any nature including prosecution for violations of criminal laws.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed by name

Safeguards:

Building employs security guards. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Files kept until obsolete or until separation of employee plus one year, whichever is later, then destroyed if no longer needed.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

Officials or employees charged with responsibility for enforcement action. Other sources include individual involved, informants or other persons knowledgeable of the matter, and organizational or individual records.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a (k)(2) as applicable. For additional information, contact the Systems Manager.

CLEG 8-2

System name:

DCPA LEG 8-2 Enforcement (Compliance) - Non-DCPA Employees

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301, all DCPA Regional Offices, Staff College. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices.

Categories of individuals covered by the system:

Any individual, not a DCPA employee, including State or local government employees, or volunteers, charged with, or who may be charged with, nonconformity to, noncompliance with, or violation of a law, rule, regulation, circular or similar regulatory or program material which DCPA administers in whole or in part by participation in administration.

Categories of records in the system:

File could contain an allegation, charge, report (including audit report), review, workpaper, correspondence, or similar item of information that an individual has, either in performance of his duties as a State or local employee, or as an individual acted in violation of, in noncompliance with or otherwise in nonconformity with some law or regulatory matter (these matters are as mentioned in the individual category above), or that there has been a misuse of Federal funds. The file would contain items of investigative or similar information developed by DCPA personnel or by personnel of agencies other

than DCPA, charged with investigative responsibilities, and other items of information furnished to DCPA by the individual, or by other persons knowledgeable of the matter. The content of this description is to state that any item of information which may be relevant to the matters at hand may be in the records.

**Authority for maintenance of the system:**

5 USC 301, 44 USC 3101, 50 USC App. 2251-2297, and specific authority depending on nature of the charge.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

DCPA officials and employees, headquarters and field, responsible for or involved with enforcement or compliance actions use information in connection with ascertaining if DCPA, DoD, or some other agency should take some action (including making of recommendations for taking of action outside DCPA), to enforce compliance or conformity with the law, rule, regulation, circular, or similar regulatory matter or to seek and obtain a remedy for noncompliance, nonconformance, or violation. Information may be disclosed to agencies charged with investigative responsibilities and enforcement actions of any nature including prosecution for violations of criminal laws, and may be disclosed to State or local organizations whose employee is involved, or to a State or local investigative body.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Filed by name, within general subject matter files.

**Safeguards:**

Building employs security guards. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

**Retention and disposal:**

Files kept for five years after final decision, then destroyed if no longer needed.

**System manager(s) and address:**

Director, DCPA, The Pentagon, Washington, D.C. 20301

**Notification procedure:**

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

**Record access procedures:**

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

**Record source categories:**

Officials or employees charged with responsibility for enforcement action. Other sources include individual involved, informants or other persons knowledgeable of the matter, and organizational or individual records.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552a (k)(2) as applicable. For additional information, contact the Systems Manager.

## CMGT 2

**System name:**

DCPA MGT 2, Delegations and Designations Files

**System location:**

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301

All DCPA Regional Offices, Staff College, and Computer Center. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices.

**Categories of individuals covered by the system:**

All DCPA employees, headquarters and field (1) in whom has been vested the full authority to act, perform, and make decisions for the government in his own name and title, by another, usually higher, DCPA official, or (2) to whom has been assigned the authority to perform a specific task, duty, or function for another, usually higher, authority, in the name and position title of the assigning authority for the government.

**Categories of records in the system:**

Delegations and designations by name of individual pertaining to operations including:
Activity Report, monthly
Alerting and mobilization
American Red Cross
Automatic data processing equipment
Civil Air Patrol
Civil defense exercises
Communications and warning
Communications planning
DCPA actions in response to increased Federal civil readiness
Disaster operations
Disaster preparedness
Dissemination of defense conditions (DEFCONS)
Executive Reserves
National warning systems
Programing and Program Management, Regional
Radio Amateur Civil Emergency Services
Ready Reserves
Regional Civil Emergency Advisory Committee
Regional Preparedness Committee, Federal Preparedness Agency, General Services Administration
Transportation agreements
U.S. Army Reserve Training Units

Delegations and designations by name of individual pertaining to Federal Assistance, including:
Project applications
Personnel and administrative expenses
Emergency operating center program
Bills for collection
Civil defense equipment
Emergency water supply equipment
Surplus property
Excess property
Student expense program

Delegations and designations by name of individual pertaining to procurement, including:
Bills of lading
Civil defense programs with States and localities
Supplies and services

Delegations and designations by name of individual pertaining to property management, including:
Space and facilities
Space report
Accountable property
Motor vehicle management and operation

Delegations and designations by name of individual pertaining to general administration and management, including:
Activities of private associations
Administrative communications
Augmentation of staff of other agencies with DCPA employees
Committee management
Communications with the public
Conflict of interest review
Correspondence management
DCPA exhibits
Decals, civil defense
Directives management
Employee training and development report
Equal employment opportunity in DCPA
Executive Secretary, Regional Civil Defense Coordinating Board
Federal Executive Boards
Forms management
Fund raising
Handicapped individuals
Identification cards
Incentive awards
Labor-management relations
Line of succession
Mail management

Management improvement
Manpower utilization
Parking plan
Personnel administration
Publications distribution
Records management
Reports management
Seal, DCPA
Security
Staff duty officer
Stationery
Title VI compliance
Training, employee
Travel

Authority for maintenance of the system:

5USC 301, 44 USC 3101, 50 USC Appendix 2253

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To assure and verify that delegations and designations of specific authorities have in fact been made, and to whom.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Numbered DCPA regional instructions kept in binders, and individual memoranda.

Retrievability:

Organizationally by directorate or region, then by number.

Safeguards:

Available to DCPA personnel on a need-to-know basis. The buildings have security guards.

Retention and disposal:

Destroyed when replaced

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

All records in the system consist of DCPA-generated records.

Systems exempted from certain provisions of the act:

None

## CMGT 4

System name:

DCPA MGT 4, Committee Management Files

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301

All DCPA Regional Offices. Mailing addresses of these installations are set out in a DCPA Directory which will be published as an appendix to these notices.

Categories of individuals covered by the system:

DCPA employees active in private associations in which DCPA has an interest.

Federal government employees on DCPA internal committees and on DCPA sponsored international and interagency committees.

Architects and engineers and other persons who are not DCPA employees who are appointed to the DCPA sponsored advisory committees.

Categories of records in the system:

On nongovernment employees, biographical material including name of employer, title, address, legal voting residence, place and date of birth, marital status, military service, education, registration in professional societies, work experience, record of performance, publications authored, membership on other boards or committees, professional awards, and other information which can be used to determine fitness of individual to sit on the committee.

On government employees, name, office address, and name of employing agency.

Description of private associations

Authority for maintenance of the system:

5 USC 301, 44 USC 3101, 50 USC App. 2253, P.L. 42-463 (Federal Advisory Committee Act), Executive Order 11769 (Advisory Committee Management)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To assure that DCPA participation in private, nongovernmental associations, societies, etc., is limited only to the extent of DCPA interest therein; to assure preparation and submittal of certain input information that is needed for the reports required by the laws and issuances cited above; to provide a tool with which top management can assure that the terms of the regulations regarding the creation and use of committees are being complied with.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To maintain a list of members of the various advisory committees in order to provide them with information on committee functions, meeting dates, agendas, and other purposes for managing the committees activities.

Storage:

Paper records in file folders kept in five-drawer file cabinets.

Retrievability:

By name of committee, society, or association, then alphabetically by name of individual

Safeguards:

Files are located in government buildings manned by security guards; files are released and used only on a need-to-know basis.

Retention and disposal:

Retained two years after committee ceases to exist or society membership expires, then destroyed.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

Biographical information submitted by government or nongovernment individual nominated for membership.

Systems exempted from certain provisions of the act:

None

## CMGT 7

System name:

DCPA MGT 7, Defense Civil Preparedness Agency (DCPA) Central Files

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301, all DCPA Regional Offices, Staff College, Computer Center. Mailing addresses of these installations are set out in DCPA directory which will be published as an appendix to these notices.

Categories of individuals covered by the system:

Records are maintained by individual's name (including Congress) from whom an inquiry or request is received, and to whom a reply is addressed. Transmittals in response to routine requests for publications, etc., are not retained.

Categories of records in the system:

Accounting
Automatic Data Processing
Audit
Budget
Administrative Management
Office Services
Personnel
Procurement
Property and Supply Management
Publications
Reports
Security
Communications
Emergency Operations
Federal Assistance (Contributions)
Industrial Civil Defense
Public Information and Community Relations
Legal and Legislative
Liaison
Program Policies
Radiological Defense
Research and Development
Shelters
Training and Education

Authority for maintenance of the system:

5 USC 301, 44 USC 30101, 50 USC Appendix 2253

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To determine whether a specific individual has made an inquiry of DCPA, what the inquiry was, and what comprised the DCPA response to that inquiry.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Alphabetical by inquirer's name, except that responses to Congressional inquiries are filed separately.

Safeguards:

Available to DCPA personnel, and to other personnel authorized access to DCPA files for a specific purpose; for example, research for educational or historical purposes. At headquarters mechanized files are locked during nonduty hours and the rooms in which the files are housed are also locked during nonduty hours.

Retention and disposal:

Records are cut off at end of calendar year and destroyed two years after cutoff.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

All records in the system consist of DCPA generated records.

Systems exempted from certain provisions of the act:

None

## CMGT 10

System name:

DCPA MGT 10, Program Management Information System

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301, all DCPA Regional Offices, Computer Center. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices.

Categories of individuals covered by the system:

Local Civil Preparedness Directors

Categories of records in the system:

Files contain name and business address of all local civil defense directors participating in DCPA contributions programs.

Authority for maintenance of the system:

5 USC 301, 44 USC 3101, 50 USC App. 2253

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Answering congressional and other inquiries, mailing materials to local civil defense agencies, keeping track of a number of training courses taken through the mail, determining address of individual if his name is known, in response to inquiries from the public advising who the local civil defense director is for a particular location.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer paper printouts

Retrievability:

By geographic location number printed alphabetically by State and name

Safeguards:

Building employs security guards. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Records kept until obsolete, then destroyed.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

DCPA Form 744A Program Paper for Local Civil Defense are prepared by local agencies and submitted to the State and DCPA Regional offices which in turn forward copies to DCPA Headquarters for computer developed printouts.

Systems exempted from certain provisions of the act:

None

## COSV 5

System name:

DCPA OSV-5, Office Services File System

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301, all DCPA Regional Offices, Staff College, Computer Center, Classified Location. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices.

Categories of individuals covered by the system:

All employees of DCPA, headquarters and field, including full time permanent, part time, temporary, consultants, military and civilian.

Categories of records in the system:

Employee locator file
Organization roster
Trip ticket file
Accident report file
Memoranda reference car pools and parking permits
Check lists
File holders of identification (ID) cards
Training file
Overtime printouts
Field (telephone) directories

Authority for maintenance of the system:

5 USC 301, 50 USC Appendix 2253

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Management Division DCPA: To show quickly and accurately what personnel are assigned to what organizational elements and how they can most quickly be contacted during or after normal working hours; to route inadequately addressed communications; to provide basic information responsive to route inquiries; to show trips for which government vehicles are authorized; to record field vehicle accidents occurring on such trips; to show what DCPA personnel are members of car pools or who do not wish to be in car pools and which ones have parking permits; to show quickly who in DCPA field installations possess ID cards; to portray at a glance the educational background of each DCPA employee and what government training he has received or desires; to identify DCPA employees who have worked overtime and will receive overtime pay unless the employee takes compensatory leave by a stated date (to preclude payment of overtime).

Relocation sites: Duplicates of employee locator and organizational rosters, telephone directories, holders of identification cards are maintained in order to preserve the legal rights of DCPA employees, other citizens, and the U.S. Government.

Others: Personnel within DCPA will use data or documents in the file or will develop same, as necessary, in connection with their duties on office serving matters.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data filed alphabetically, multilithed cut sheets stapled and bound into booklets, and visible file strips.

Retrievability:

By last name of employee or organizational element.

Safeguards:

Building Employs Security Guards. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

These records become obsolete when updated records are prepared. Obsolete rosters and directories are destroyed. Employee locator file cards are relocated in a former employee file when the employee leaves our rolls. Accident reports are destroyed after six months.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address. Visits are limited to Management Division, DCPA, Pentagon Building, Washington, D.C. 20301

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

Employee provides the data.

Systems exempted from certain provisions of the act:

None

## CPER 1

System name:

DCPA PER 1, General Personnel

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301, and Regional Offices, Staff College, Computer Center, and relocation sites. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices.

Categories of individuals covered by the system:

All DCPA employees, headquarters and field, including full time permanent, part time, temporary, consultants, military and civilian and former employees.

Categories of records in the system:

Files contain internal day-to-day administration papers that relate to such personnel matters as appointment, recruitment, placement, retention, assignment of duties, staffing, hours of duty, attendance and leave, travel, length of service awards, health, safety, performance evaluation, security clearances, insurance, overtime, pay administration, accountability for property, training-career development. Generally this includes records about agency personnel used by administrators or supervisors and not contained in the official personnel folder belonging to the Civil Service Commission (201 file), as well as supervisor's copy of records contained in the 201 file such as Standard Form (SF) 52, Request for Personnel Action, and SF 50, Notice of Personnel Action and the like.

Electromechanical accounting machine (EAM) printout created and maintained by DCPA Management Division, reflecting name of employee, organizational code, date of birth (DOB), Table of Distribution and Allowances (TDA) code number, position title, service computation date (SCD), grade, geographical indication of where employee is assigned.

EAM printout created and maintained by Personnel and Employment Service Washington, (P&ES-W) reflecting substantially the same information listed in the EAM printout described above, but also including the social security account number (SSAN), the occupational series code, and, in the case of minority employees, a one digit code (from a system created by the Civil Service Commission (CSC)) indicating which of seven minority groups the employee represents.

Files maintained by supervisors, consisting of file copies of memoranda pertaining to some aspect of a subordinate employee's work performance; includes informal minutes of conferences with such employees, attendance records, and documentations of submarginal behavior, conduct, or performance.

Authority for maintenance of the system:

5 USC 301, 44 USC 3104, 50 USC App. 2253

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Files are maintained by supervisors and are in addition to and may be duplicative of the official Civil Service Commission personnel file (201 file) which is maintained by the personnel officer and are used by supervisor or anyone in the supervisory chain to perform personnel management functions.

Files are maintained by administrative officers for reporting purposes, and for performing administrative functions assigned to them by agency instructions such as manpower strength reports, statistical reports, manpower surveys, preparation of certificates of award, identifying vacancies.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Conventional EAM printouts, paper records in file folders, and forms kept in three-ring binders; all the foregoing kept in file cabinets or desk drawers, available to DCPA staff members only on a demonstrated need to know basis.

**Retrievability:**

Organizationally by directorate or region, then descending order by grade, and alphabetically by name.

**Safeguards:**

Available to DCPA staff members only on a demonstrated need-to-know basis. All buildings are secured by government guards during nonduty hours, or are locked.

**Retention and disposal:**

Records on individual employees are kept indefinitely and then destroyed if no longer needed for permanent record. Retained for three years when replaced, then retired or destroyed. Exception: The EAM printout created and maintained by Management Division is retained indefinitely.

**System manager(s) and address:**

Director, DCPA, The Pentagon, Washington, D.C. 20301

**Notification procedure:**

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

**Record access procedures:**

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

**Record source categories:**

Agencies records

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552a (k)(2), as applicable. For additional information, contact the Systems Manager.

## CPER 1-1

**System name:**

DCPA PER 1-1, Bond, Charitable, and Blood Donor Drives Files

**System location:**

Defense Civil Preparedness Agency (DCPA), The Pentagon, Washington, D.C. 20301, all DCPA Regional Offices and Staff College. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to this notice.

**Categories of individuals covered by the system:**

All employees of DCPA, headquarters and field, including full time permanent, part time, temporary, military and civilian.

**Categories of records in the system:**

Electromechanical Accounting Machine (EAM) printouts, keyman's campaign report, and blood donor file.

**Authority for maintenance of the system:**

50 USC App. 2253, 44 USC 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Management Division and designated employees - To serve as control in CFC drives and E bond drives; to serve as source document for CFC auditors; to show blood types of DCPA employees, when they are self scheduled for blood donations, and dates of prior donations.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

EAM printouts by organization, typed lists, and manually prepared blood donor cards.

**Retrievability:**

By employee's surname and organization

**Safeguards:**

Records are available to drive chairman, his deputy chairman, keymen, and to other DCPA staff as required.

**Retention and disposal:**

CFC drive and bond drive records become obsolete at drive's termination, and are destroyed. Blood donor records are maintained on a continuing basis.

**System manager(s) and address:**

Director, DCPA, The Pentagon, Washington, D.C. 20301

**Notification procedure:**

Information may be obtained from:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

**Record access procedures:**

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification card, and give some verbal information that could be verified with his case folder.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

**Record source categories:**

Personnel records and contact with DCPA employees.

**Systems exempted from certain provisions of the act:**

None

## CPER 4

**System name:**

DCPA Per 4, Military Reserve Program

**System location:**

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301, all DCPA Regional Offices, Staff College. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices.

**Categories of individuals covered by the system:**

All military reservists who have or could have mobilization designation to DCPA regional offices or State and local civil defense agencies.

**Categories of records in the system:**

Files contain copies of orders; lists of reservists or possible reservists assigned to the DCPA region and State and local civil defense agencies and related documents.

**Authority for maintenance of the system:**

10 USC 270, 10 USC 275, 41 USC 3101, 50 USC App. 2253

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Prepare statistical reports; rosters, lists of new assignees for welcome letters from the Director, review of assignments to provide information for reallocation of vacant spaces, provide basis for gener-

al management of the program including the making of efficiency and other reports.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Orders and related papers are filed in paper file folders in metal file cabinets.

Retrievability:

Filed at DCPA headquarters by region by military service.

Filed at DCPA regional headquarters by service by state in individual folders.

Safeguards:

Building employs security guards. Only authorized DoD personnel have access to building.

Retention and disposal:

Retained as long as individual assigned to program.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/696-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address. Visits are limited to Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Department's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

Reservist submits completed application to DCPA regional or State and local civil defense agency where he desires to work. Application is endorsed at each level and forwarded through civil defense channels to the respective service personnel administrative headquarters for processing and if approved, issuance of assignment orders. Copies of assignment orders are distributed to interested offices.

Systems exempted from certain provisions of the act:

None.

## CPER 5-1

System name:

DCPA PER 5-1 Executive Reserves

System location:

Defense Civil Preparedness Agency (DCPA) Headquarters, The Pentagon, Washington, D.C. 20301, and Regional Offices. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices.

Categories of individuals covered by the system:

All Executive Reservists designated by DCPA.

Categories of records in the system:

Files contain the completed forms that are required to enter an individual on Federal employment and copies of correspondence with the reservist. Other documents relate to selection, designation and training of reservist.

Authority for maintenance of the system:

Executive Order 11179 of September 22, 1964.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used within the Department of Defense in selecting, designating, training and taking routine personnel actions for personnel for assignment to key positions in the DCPA Executive Reserve unit and regional subunits. These units and personnel perform functions in an emergency not carried out by regular employees. Disclosure is made as required to Federal Preparedness Agency/General Services Administration.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed within units alphabetically by name

Safeguards:

Building employs security guards. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Destroyed when the reservist is no longer available or when designation of the reservist is terminated.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The Department's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

Information on the reservist is supplied by the reservist. Other data is supplied by the DCPA staff.

Systems exempted from certain provisions of the act:

None

## CPER 6

System name:

DCPA PER-6, Equal Employment Opportunity Discrimination Complaint Files

System location:

Equal Employment Opportunity (EEO) Office, Defense Civil Preparedness Agency (DCPA), Room 3E349, The Pentagon, Washington, D.C. 20301; all Regional offices.

Categories of individuals covered by the system:

Any DCPA employee or applicant for employment, headquarters and field, including full time permanent, part time, temporary, consultants, military and civilian who makes a discrimination in employment charge against DCPA.

Categories of records in the system:

Files contain complaints of discrimination brought by DCPA employees because of race, color, national origin, sex, or age, records of investigation, records of hearings, and dispositions of cases involving equal employment opportunity.

Authority for maintenance of the system:

Public Law 92-261, Equal Employment Opportunity Act of 1972; 44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

EEO office to ascertain whether discrimination under the equal employment opportunity rules and regulations have taken place.

USACARA investigators to secure the testimony of witnesses and other pertinent data involving the cases.

Agency head for purposes of making a decision.

Civil Service Commission or other federal agency with jurisidiction for hearings, and appeals.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of complainant.

**Safeguards:**

Building security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened and cleared.

**Retention and disposal:**

Records are permanent

**System manager(s) and address:**

Equal Employment Opportunity Officer, DCPA, The Pentagon, Washington, D.C. 20301

**Notification procedure:**

Information may be obtained from:
Equal Employment Opportunity Office, DCPA
Room 3E349
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/697-1334

**Record access procedures:**

Requests from individuals should be addressed to:
Equal Employment Opportunity Office, DCPA
Room 3E349
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The agency's rules for access to records and contesting contents and appealing initial determinations may be obtained from the Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

**Record source categories:**

Information is secured from previous employers, friends and acquaintances of the complainant and the alleged discriminating official, official personnel records, educational institutions, etc.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552a (k)(2), as applicable. For additional information, contact the Systems Manager.

## CPER 7

**System name:**

DCPA PER 7, Emergency Notification Lists

**System location:**

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301, all DCPA Regional offices, Staff College, Computer Center and relocation facilities. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices.

**Categories of individuals covered by the system:**

All DCPA employees

**Categories of records in the system:**

Files and their related documents contain lists of DCPA employees with their home address and telephone number who have or may be given an emergency assignment and who will be called to be given information or instructions in the event of an emergency. This includes duty officers, Army Operations Center and DCPA Operations Center augmentees, public information spokesmen, radiological incident project officers, those with emergency assignments and those who will be detailed to the Federal Disaster Assistance Administration, or other government agency for special assignments.

**Authority for maintenance of the system:**

5 USC 301, 44 USC 3101, 50 USC App. 2253, 2281.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

In the event of an emergency or other event which requires action by DCPA, the lists will be referred to determine and make assignments to the assignees and name and telephone number of the employee who has knowledge on how to respond to the situation.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders with copies of each list given to individuals whose name appears on the list.

**Retrievability:**

Filed alphabetically, in the order to be called, or by groups who are to be called by an individual.

**Safeguards:**

These records made available to authorized personnel only.

**Retention and disposal:**

Destroyed when the list is superseded

**System manager(s) and address:**

Director, DCPA, The Pentagon, Washington, D.C. 20301.

**Notification procedure:**

Information may be obtained from:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

**Record access procedures:**

Requests from individuals should be addressed to:
Headquarters, Defense Civil Preparedness Agency
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301

**Record source categories:**

Addresses and telephone numbers are furnished by the individuals on the lists.

**Systems exempted from certain provisions of the act:**

None

## CPER 8

**System name:**

DCPA PER 8, Handicapped Employees and Handicapped Veterans

**System location:**

Equal Employment Opportunity Office, Defense Civil Preparedness Agency (DCPA), Room 1C515, The Pentagon, Washington, D.C. 20301; all Regional Offices.

**Categories of individuals covered by the system:**

All DCPA employees, headquarters and field, including full time permanent, part time, temporary, consultants, military and civilian and potential employees.

**Categories of records in the system:**

Files contain information about handicapped employees and potential employees and their handicaps.

**Authority for maintenance of the system:**

Rehabilitation Act of 1973 (Public Law 93-112)
Vietnam Era Veterans' Readjustment Assistance Act of 1974 (Public Law 93-508)
44 USC 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information in these files is used to assist in preparation of the Affirmative Action Plan for the Employment of Handicapped Individuals and the Affirmative Action Plan for Disabled Veterans as required by the two above cited authorities. The information is used by the coordinator for selective placement.

The information is used by the action officer for selective placement in assisting the coordinator for selective placement.

The information is used by Personnel and Employment Services-Washington, Office of Secretary of the Army, in finding potential placement for handicapped employees.

The Assistant Director for Administrative Services compiles statistics and lists to assist the coordinator for selective placement.

Lists of handicapped persons are circulated to assistant directors and program managers for possible job placement.

The information could be used in connection with any discrimination matter and disclosed to any federal agency with jurisdiction

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of complainant or applicant.

Safeguards:

Building security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened and cleared.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

Information is secured from the handicapped person, previous employers, friends and acquaintances, official personnel records.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a(k)(2), as applicable. For additional information, contact the Systems Manager.

## CPUB 3

System name:

DCPA PUB 3, Publications Distribution Lists - Computer Center

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301; DCPA Computer Center, Post Office Box 256, Olney, MD 20832.

Categories of individuals covered by the system:

Commanders of selected military installations
Members of general public interested in receiving information bulletins and/or copies of FORESIGHT, the DCPA publication.
Executive Secretaries, various associations of registered nurses
Program Directors, Television Stations (educational only)
Program Directors, Television Stations (other than educational)
Program Directors, Radio Stations in U.S. and Territories
Program Directors, Radio Stations with women's programs
Architects and engineers qualified in fallout shelter analysis
Instructors qualified in fallout shelter analysis
Selected officials of each U.S. county
Selected officials of each U.S. township
Selected officials of U.S. cities and towns
Selected field personnel of the National Weather Service
Governors of each of the United States and Territories
Members of both Houses of the Congress
All U.S. Department of Agriculture county agents
Selected volunteer agencies
Industrial defense coordinators
Defense coordinators of Federal agencies
DCPA Executive Reservists
North Atlantic Treaty Organization Civil Defense Directors
State and regional civil defense directors
Corps of Engineers field officers
Heads of senior military colleges under Department of Defense
Military support planning officers of each State
Continental United States Army Military Support Planning Officers
Heads, DCPA Warning Centers
Heads, Civil Affairs Units, U.S. Army Reserve
DCPA research staff
Local civil defense directors
Editors, college newspapers
Executive Secretary, U.S. American Library Association
Chief librarian, public libraries
Editors, industrial publications
Plant protection supervisors
Defense coordinators of U.S. Postal Service
Mobilization designees
Executive secretaries, national organizations, scientific and technical
Executive secretaries, national organizations, fire
Executive secretaries, national organization membership
Executive secretaries, national organizations, rural
Executive secretaries, national organizations, education
Executive secretaries, national organizations, government
Executive secretaries, national organizations, veterans and military
Executive secretaries, national organizations, health
Executive secretaries, national organizations, media
Executive secretaries, national trade associations
Executive secretaries, state manufacturers associations
Certain individuals involved in training and education activities at State level
Certain military officials in DCPA Region Six area
Specific individuals prominent in industry in Region Six area
Specific Federal government key personnel in field installations located in DCPA Region Six area
Members of National Association of Counties
Officials in private industry requesting DCPA industrial preparedness publications
Those students successfully completing the Industry/Business Emergency Planning Course at DCPA Staff College
Editors of industrial association publications

Categories of records in the system:

Names and mailing addresses of individuals listed above

Authority for maintenance of the system:

5 USC 301, 44 USC 3101, 50 USC Appendix 2253

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide mailing addresses of individuals representing self or organizations to whom DCPA publications, such as FORESIGHT magazine, are mailed.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

From magnetic tape (cassette) to terminal to disc; periodically copied from disc to magnetic tape from which address labels are printed.

Retrievability:

Either by mailing list identification(ID) number, then by ZIP code within each ID number, then a three digit number from 001 to 999 assigned within each ZIP code, or by DCPA region number, then alphabetically by name of State within each region, then alphabetically by name of county within each State.

Safeguards:

Files are maintained in a secured tape vault in accordance with DOD Security Regulations.

Retention and disposal:

Data is erased from disc as it becomes obsolete.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

**Record access procedures:**

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

**Record source categories:**

Data provided by addressees on the mailing lists.

**Systems exempted from certain provisions of the act:**

None

## CPUB 3-2

**System name:**

DCPA PUB 3-2, Standard Publications Distribution Lists

**System location:**

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301; Civil Defense Branch, U.S. Army Adjutant General (AG) Publications Center, 2800 Eastern Boulevard, Middle River, Baltimore, MD 21220; and Defense Printing Service, U.S. Navy Publications and Printing Service Office, The Pentagon, Washington, D.C. 20350.

All DCPA Regional Offices and Staff College. Mailing addresses of these installations are set out in a DCPA Directory which will be published as an appendix to these notices.

**Categories of individuals covered by the system:**

State, Commonwealth, and Territorial Civil Defense (CD) Directors
Local CD Directors
Heads, DCPA Field Activities
DCPA Executive Reservists
Defense Coordinators of U.S. Postal Service
Defense Coordinators of Federal Agencies
State CD Education Coordinators
Heads, Department of Commerce Field Offices
State Agents, Surplus Property and Merit System
State Social Studies Specialist
Architects and Engineers Attending Fallout Shelter Analysis Course but not certified.
Enrollers, CD Career Development Program
Participants, Multiprotection Design course
Professionals interested in shelter construction
Members, National Academy of Science Advisory Committee on CD
Members of general public interested in receiving Civil Preparedness Guides (CPG), Circulars, Information Bulletins and technical information.
Corps of Engineers (CofE) Field Officers
Military Support Planning Officers of each State
Continental United States (CONUS) Army Military Support Planning Officers
Heads, DCPA Warning Centers
Heads, Senior Military Colleges under Department of Defense
Heads, Civil Affairs units, U.S. Army Reserve
Managers, Radio Stations in U.S. and Territories
Managers, Radio Stations with Women's Programs
Managers, TV Stations (education only)
Managers, TV Stations (other than education stations)
Managers, Major Cable Television Stations
Heads, technical universities interested in nuclear protective construction
Coordinators, State and local civil preparedness instructional programs
Editors, college newspapers
Chief State school officers
Industrial Defense Coordinators
Executive Secretaries, National Trade Associations
Executive Secretaries, State Manufacturers Associations
Executive Secretaries, professional societies interested in protective construction
Plant Protection Supervisors
Executive Secretaries, State Architectural and Engineering Examining Boards
Deans of Architecture
Deans of Engineering
Executive Officers, American Life Convention Membership Companies
Executive Secretaries, National Organizations, Welfare and Religious
Executive Secretaries, National Organizations, Scientific and Technical
Executive Secretaries, National Organizations, Fire
Executive Secretaries, National Organization Membership
Executive Secretaries, National Organizations, Rural
Executive Secretaries, National Organizations, Education
Executive Secretaries, National Organizations, Government
Executive Secretaries, National Organizations, Veterans and Military
Executive Secretaries, National Organizations, Health
Executive Secretaries, National Organizations, Media
Executive Secretaries, National Associations of Independent Schools
Heads of Selected Foreign Activities
North Atlantic Treaty Organization Civil Defense Directors
Executive Secretary, US-American Library Association
Executive Secretary, Canadian-American Library Association
Head Librarians, Engineering Libraries
Selected individuals in research an d development sector

**Categories of records in the system:**

Names and mailing addresses of the individuals listed above

**Authority for maintenance of the system:**

5 USC 301, 44 USC 3101, 50 USC Appendix 2253

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To provide mailing addresses of individuals representing self or organizations to whom DCPA publications are mailed.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

From magnetic tape and punched cards

**Retrievability:**

Alphabetical by name of State, then numerically within each State by ZIP code.

**Safeguards:**

Building Employs Security Guards. Records are retained in Areas Accessible to and made available to authorized personnel on request.

**Retention and disposal:**

When a list is updated the prior list is destroyed.

**System manager(s) and address:**

Director, DCPA, The Pentagon, Washington, D C. 20301

**Notification procedure:**

Information may be obtained from:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

**Record access procedures:**

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

Data provided by addressees on the mailing lists

Systems exempted from certain provisions of the act:

None

CRAD 2-3

System name:

DCPA RAD 2-3, Instruments and Equipment, Loaned, Radioactive Materials

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301, all DCPA Regional Offices, Staff College, Computer Center. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices. Copies are also maintained at the appropriate State and local civil defense agencies and at State radiological systems maintenance and calibration facilities, and as applicable to another Federal agency or DCPA contractor having radioactive material on loan.

Categories of individuals covered by the system:

Custodians of DCPA Radioactive Material

Categories of records in the system:

Files contain a listing of all DCPA owned radioactive materials on loan to a State, other Federal agencies, DCPA contractors or others. Categories of information stored in the system include: custodian's name, address, city, county, telephone number, user authorization number and expiration date, date of transfer, DCPA Region, State, storage name, address, city, county, license number, type, expiration date, radioactive material nomenclature; isotope, activity; civil defense nomenclature; serial numbers; leak test data, ID number of item, voucher number and date.

Authority for maintenance of the system:

5 USC 301, 44 USC 3104, 50 USC App. 2253

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Detection and Countermeasures Division, DCPA: As an inventory of all DCPA owned radioactive materials including whether on loan or in storage. Locating an item by ID number or serial number; determining custodian of an item, number of items on loan to a State, other Federal agency, contractor and others; record of license number authorizing custodian possession of material; inventory of items by radioisotope; using incapsulation date and radioisotope decay to determine activity at any given time. File may be sorted and or searched by any of items in Record-Category above. As records are updated, file incorporates in history file so that previous information remains on storage enabling a listing of all previous data in file in various Record-Categories. This permits a listing of leak test history data, listing of all storage locations and date of transfer, listing of all custodians, date of transfer, license numbers under which item was loaned. Based on expiration date of license, lists can be prepared of licenses due for renewal and overdue. Based on leak test date, lists can be prepared of items scheduled for leak testing and overdue. Items in possession of unauthorized personnel can be traced to last custodian by serial number, ID number or other available nomenclature.

Regional Offices, DCPA: Same uses as Detection and Countermeasures Division; usually limited to radioactive material on loan to States in their respective Region. For lost or unauthorized sources entire file may be searched.

State Radiological Systems Maintenance, Maintenance and Calibration Facility, State Civil Defense Office, Other Federal Agencies, DCPA Contractors and others possessing loaned material: Same as Detecttion and Countermeasures Division. Usually limited to radioactive material items on loan to the user. For lost or unauthorized sources entire file may be searched.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes and disks, computer paper printouts.

Retrievability:

Computer file is accessible by any of the categories listed in Record Category above.

Safeguards:

Requests for computer printouts are made by other users through DCPA Detection and Countermeasures Division. Only DCPA Detection and Countermeasures Division and DCPA Computer Center have access to DCPA data on computer tapes and disks. Printouts at DCPA facilities are stored in buildings that employ security guards.

Retention and disposal:

Files are updated as changes occur. Previous data is stored in history file for historical data printouts described in Routine-Uses.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.n

Record source categories:

Data to update file is supplied by custodians of loaned material (note: transferee will report name of new custodian), State Civil Defense Agency Maintenance and Calibration Facility personnel, DCPA Regional Offices, Detection and Countermeasures Division of DCPA. Other sources include other DCPA divisions.

Systems exempted from certain provisions of the act:

None

CRAD 3

System name:

DCPA RAD 3, Maintenance and Calibration

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301, all DCPA Regional Offices, DCPA Computer Center, Defense General Supply Center, ATTN: DCPO, Richmond, Virginia. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices. Copies are also maintained at the appropriate State and local civil defense agencies and at State radiological systems maintenance and calibration facilities, and as applicable to another Federal agency.

Categories of individuals covered by the system:

All State RADEF Officers and Maintenance Officers

Categories of records in the system:

Files contain the shipping and mailing addresses of the State radiological systems maintenance, maintenance and calibration facilities. It also contains the name and telephone number of the maintenance officer of the maintenance and calibration facility and the State RADEF officer.

Authority for maintenance of the system:

5 USC 301, 44 USC 3104, 50 USC App. 2253

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Detection and Countermeasures Division, DCPA: To address correspondence to the facilities. Names and telephone numbers are used to contact individuals by phone as required.

DCPA Regions: Same as Detection and Countermeasures Division for the States in their region.

DCPA Computer Center: To prepare mailing and shipping labels for computer output.

Others: Copy furnished Defense General Supply Center, ATTN: DCPO, Richmond, Virginia for use by them and the associated DCPA Federal Supply Depot to ship and mail supplies to the States for use under the Radiological Systems Maintenance contract. Information furnished to other DCPA elements, other Federal agencies and to State radiological maintenance facilities upon request in order to furnish supplies and/or information for use in the radiological systems maintenance contract.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder and computer magnetic tapes or disks.

Retrievability:

Filed by region then alphabetically by State name

Safeguards:

Building employs security guards, Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

When a list is updated the prior list is destroyed.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

Information submitted by State RADEF Officer, Maintenance and Calibration Facility Maintenance Officer, DCPA Regional Staff, others knowledgeable of change in data.

Systems exempted from certain provisions of the act:

None

## CRAD 4

System name:

DCPA RAD 4, Radiation Exposure and Radioactive Materials; Radiation Committee Records.

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), Staff College, Computer Center. Mailing addresses of these installations are set out in a DCPA directory which will be published as an*ppendix to these notices.

Categories of individuals covered by the system:

Files contain the following types of individuals within DCPA or under DCPA Byproduct Materials License: All authorized users of sources of ionizing radiation; activity radiation safety officers, ionizing radiation dose records for individuals using or exposed to ionizing radiation under DCPA license or authorization, authorized custodians of DCPA sources of ionizing radiation, committee members and alternates.

Categories of records in the system:

Files contain records produced in the conduct of committee duties and functions which include the control and administration of the procurement, use, handling, storage and disposal of all sources of ionizing radiation throughout DCPA and other users under DCPA licenses and authorizations, assuring compliance with licenses and authorizations issued to DCPA for ionizing radiation and the regulations applicable to these license holders. Records include committee members, authorized users, activity radiation safety officers, ionizing radiation dose records for individuals who may be exposed to DCPA sources of ionizing radiation inspections (surveys) of activities and facilities using DCPA sources of ionizing radiation.

Authority for maintenance of the system:

44 USC 3101, 50 USC App. 2253, 2281, 44 USC 2073, 2093, 2095, 2111, 2112, 2201, 2232, 2233, 2234, 2273.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Radiation control committee: In conduct of committee duties and functions including the following: serving as an advisory board recommending approval and exercising control of the procurement, use, handling, storage, and disposal of sources of ionizing radiation for civil preparedness purposes; based upon the qualifications submitted, designate for approval all authorized users of sources of ionizing radiation within DCPA or under DCPA licenses or authorizations; recommend for approval activity radiation safety officers for all DCPA installations and other facilities where sources of ionizing radiation are used, handled or stored under DCPA licenses or authorizations; establishes general procedures and guidance governing the use, handling, storage of sources of ionizing radiation, including appropriate health physics or emergency products, procedures and precautions, establishing formal rules and regulations as necessary; assure that the rules and conditions of the DCPA licenses, authorizations, and regulations are observed in all DCPA activities; maintain records of the procurement, receipt, transfer and disposal of all DCPA sources of ionizing radiation; maintain ionizing radiation dose records for each DCPA employee and other individuals who may have been exposed to ionizing radiation under DCPA licenses or authorizations; providing liaison with other Federal agencies with regard to committee duties and functions; maintain records of applications and amendments to licenses and authorizations for the use of ionizing radiation at DCPA facilities; maintains records of periodic inspections of all DCPA activities involved with sources of ionizing radiation under DCPA licenses and authorizations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Radioactive materials inventory on computer magnetic tape and disks

Retrievability:

Filed by subject

Ionizing radiation exposure records subfiled alphabetically by name

Safeguards:

Buildings employ security guards

Requests for computer printouts are made through the Radiation Control Committee. Only DCPA has access to data on computer tapes and disks.

Retention and disposal:

Files kept in accordance with 10 CFR 19, 20, 30, and 33.

Files not covered by 10 CFR kept for two years after completion, then destroyed.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

Reports prepared and submitted by committee members, activity radiation safety officers and users. Data for ionizing radiation dose records from individuals wearing dosimeters and film badge processors.

Systems exempted from certain provisions of the act:

None.

CSEC 2

System name:

DCPA SEC 2, Classified Documents Control Files

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301, all DCPA Regional Offices, Staff College, relocation facilities, and Computer Center. Mailing addresses of these installations are set out in a DCPA Directory which will be published as an Appendix to these notices.

Categories of individuals covered by the system:

DCPA employees, headquarters and field, involved in the handling of classified material.

Categories of records in the system:

Information pertaining to proper control of classified material.

Authority for maintenance of the system:

5 USC 301, 44 USC 3101, 50 USC Appendix 2253.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To determine which specific employees at a given time possess clearance, are responsible for locking office safes and the DCPA vault (by date), and who at any specific time is charged with custody of one or more classified documents, and to take any required action including transfer of documents in and out of DCPA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Cut sheets in binder, 3x5 card file, printout, classified doucment receipts , e.g., sheets, forms 62 safe or cabinet security record.

Retrievability:

Filed alphabetically by name, and organizationally by directorate having a classified document.

Safeguards:

Building employs security guards. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Files kept for 5-years after final decision, then destroyed if no longer needed.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301

Record source categories:

These are DCPA self-generated records.

Systems exempted from certain provisions of the act:

None

CSEC 3-4

System name:

DCPA PER 3-4, Classified Clearances

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301

Categories of individuals covered by the system:

Selected DCPA employees having classified clearances for access to compartmented intelligence information, the National Military Command Center and its alternates, the National Military Intelligence Center, and special conferences requiring such clearances.

Categories of records in the system:

Files contain some or all of the following information: name, social security account number, date and place of birth, height, weight, color of hair and eyes, compartmented intelligence billet number and title, categories of compartmented intelligence and other classified information for which access has been approved for the billet and for the individual, date of last special background investigation and agency conducting it, justification for access to the classes of information, facilities or conferences, and notation of Joint Chiefs of Staff, National Military Command Center (JCS/NMCC), Defense Intelligence Agency (DIA), courier and other badges or credentials applied for and received.

Authority for maintenance of the system:

5 USC 301, 44 USC 3101, 50 USC App 2253

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used to control access by DCPA personnel to particularly sensitive intelligence and operational information, facilities, and conferences. Information is also used to prepare applications for credentials for access to the NMCC, National Military Intelligence Center (NMIC), Army Operations Center (AOC) for DCPA personnel and to provide required information to conference and exercise sponsors for DCPA attendees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records including notes, computer printouts provided by DIA and Department of the Army (DA), and xerox copies of applications for credentials, stored in file folders.

Retrievability:

Names are listed on billet rosters by billet number and/or title. Other records are on cards, one or more cards per individual.

Safeguards:

Files are stored in a locked file in a government building with security guards.

Retention and disposal:

Destroyed when superseded

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

Agency records

Systems exempted from certain provisions of the act:

None.

CSHL 3

System name:

DCPA SHL 3, Summer Hire

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. 20301, Computer Center. Mailing ad-

dress of this installation is set out in a DCPA directory which will be published as an appendix to these notices.

Categories of individuals covered by the system:

College students who have qualified for employment in the DCPA Summer Hire program by meeting Civil Service Commission requirements and by completing special training course.

Categories of records in the system:

File contains student's name, address, telephone number, college, age, veteran's status, Civil Service grade and rating, work area preference, drivers license, availability of transportation and training.

Authority for maintenance of the system:

5 USC 301, 44 USC 3101, 50 USC App. 2253

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

File is used to determine eligibility and to select students for employment by the U.S. Army Corps of Engineers in the Summer Hire program. A report is made to the Civil Service Commission which indicates which students were hired and which were not. Matter may be disclosed to Corps of Engineers and to contractors.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Questionnaires are kept in folders. Data cards are kept in data card boxes. Data are placed on magnetic tape for processing.

Retrievability:

Questionnaires are filed in alphabetical order. Data cards are in numerical sequence. Data on tape are retrievable by work area preference.

Safeguards:

Building employs security guards. All records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Records are disposed of after final report is submitted to the Civil Service Commission, usually at the end of the calendar year.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address. Visits are limited to Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

Notice of Rating from the Civil Service Commission and application of employment.

Systems exempted from certain provisions of the act:

None

## CTNG 3

System name:

DCPA TNG 3, State and Local Civil Preparedness Instructional Program (SLCPIP)

System location:

Primary system located at Defense Civil Preparedness Agency (DCPA) Regions. Addresses are available at DCPA Staff College. Decentralized system located with State and local agencies contractors in various States who provide input to Regional Offices. Duplicate data is forwarded to State CD Offices by contractors in the States for information purposes only. Addresses of contractors and State CD Offices are available at DCPA Regional Offices. Limited duplicate data is located at DCPA Staff College, Federal Center, Battle Creek, MI 49016.

Categories of individuals covered by the system:

Individuals include local civil preparedness coordinators, teachers, school administrators and local officials who are in need of civil preparedness training

Categories of records in the system:

This system is comprised of 4 reporting forms only one of which has names. These are forwarded from the contractors at the State level to the Regional Offices. The form with names is DCPA 177A - SLCPIP Contractor's Roster. This form is used to give name, address, and title of participants for each course or workshop conducted. This is a monthly report to the Regions.

The Contracting Officer (Region) forwards to Staff College gross number of activities and participants. The Regions maintain the rosters. The number of activities and participants are forwarded to Staff College quarterly from each Region and are then consolidated and forwarded to Headquarters.

Authority for maintenance of the system:

44 USC 3101, 50 USC App. 2253, 2281.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the contractor to report to the contracting officer (Region) his progress and expenditures. The Regions use this system to report quarterly to Staff College, progress of the training activities. Staff College in turn consolidates all eight Region reports and prepares a quarterly report to the Director, DCPA. Names of students and data from these reports are routinely disclosed to State and local governments.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file cabinets

Retrievability:

Information would be retrieved by name, address, name of course, date, and location.

Safeguards:

Building employs security guards. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Records are retained in active file for one calendar year or fiscal year or until contract is completed. Records are then in inactive file for 3-6 years depending on program and then destroyed.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

The source for information on participants in a course is forwarded by the contractors in the various States as he conducts training activities in his State.

Systems exempted from certain provisions of the act:

None

CTNG 8

System name:

DCPA TNG 8, DCPA Form 1353, Appl for Enrollment in Arch & Engr Prof Dev Prog

System location:

Defense Civil Preparedness Agency, Headquarters (DCPA), The Pentagon, Washington, D.C. 20301

Categories of individuals covered by the system:

Individuals who apply for DCPA professional development courses: Fallout Shelter Analysis (FSA); Protective Construction (PC), Environmental Engineering (EE), Multiprotection Design (MDP) and Shelter Survey Technician (SST).

Categories of records in the system:

Files contain course applicant's name, address, date of birth, education and status of completion in the course.

Authority for maintenance of the system:

5 USC 301, 44 USC 3104, 50 USC App. 2253

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

File is used to ascertain qualifications for certification as Fallout Shelter Analyst for issuance of appropriate certificates and to provide directories of architects and engineers qualified in the subject matter of the professional development courses. Also to provide mailing lists for disseminating new information as appropriate.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Forms are kept in loose-leaf notebooks. Some of the data are kept on computer magnetic tapes for processing in conjunction with dissemination of new information.

Retrievability:

Filed alphabetically by name within course title

Safeguards:

All records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Headquarters building employs security guards during non-business hours.

Retention and disposal:

Files are considered permanent

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301

Record source categories:

DD Form 1353, submitted by applicants.

Systems exempted from certain provisions of the act:

None

CTNG 8-1

System name:

DCPA TNG 8-1 Qualified Instructor File

System location:

Defense Civil Preparedness Agency, Headquarters (DCPA), The Pentagon Building, Washington, D.C. 20301.

Categories of individuals covered by the system:

Individuals who instruct DCPA professional development courses. Fallout Shelter Analysis (FSA); Protective Construction (PC); Environmental Engineering (EE); Multiprotection Design (MPD)and Shelter Survey Technician (SST)

Categories of records in the system:

Files contain instructors name, address, date of birth, educational background, current employment status, institutional affiliation, record of performance and participation in the DCPA summer institutes.

Authority for maintenance of the system:

5 USC 301, 44 USC 3101, 50 USC App. 2253

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide mailing addresses and location of qualified instructors in order to furnish them the latest information and to select instructors and course directors for the DCPA professional development courses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Forms are kept in loose-leaf notebooks. Some of the data are kept on computer magnetic tapes for processing in conjunction with dissemination of new information.

Retrievability:

Filed alphabetically by name.

Safeguards:

All records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained. Headquarters building employs security guards.

Retention and disposal:

Files are considered permanent

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301

Record source categories:

DD Form 1353, Application for Enrollment in Architects and Engineers Professional Development Program, submitted by instructors.

Systems exempted from certain provisions of the act:

None

CTNG 13

System name:

DCPA TNG 13, Student Academic and Course Records, DCPA Staff College

System location:

Registrar's Office, Defense Civil Preparedness Agency (DCPA), Staff College, Federal Center, Battle Creek, Michigan 49011.

DCPA Headquarters, all DCPA Regional Offices, Computer Center. Mailing addresses of these installations are set out in a DCPA Directory which will be published as an Appendix to these notices.

Categories of individuals covered by the system:

Any citizen who applies for and completes resident and field civil preparedness training conducted under the auspices of the Staff College, DCPA.

**Categories of records in the system:**

Files contain student application records - DCPA 435, containing name, address, education level, civil defense courses taken and where, civil defense organization and program affiliation, civil defense title, civil defense telephone number and length of civil preparedness service, employer, business title and business telephone number, student travel authorization and voucher for partial expense and date and location of course; individual training records; individual and business file for Staff College Catalogs, Information Bulletins, etc; Career Development individual files; photographs with identification; MOBDES training files; Career Development directory; Student Expense files; completed Grant-in-Aid forms; State recommendations, attendance and progress reports, student locators, and related academic documents.

**Authority for maintenance of the system:**

5 USC 301, 44 USC 3101, 50 USC App. 2253, 2281.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Staff College - To maintain individual training records; to compile regional, State, headquarters, military training data for administrative purposes such as budget requirements, replies to congressional inquiries, internal reporting and performance statistics, Program Reports, and transmittal of satisfactory course completions to State and local governments.

Regions - To maintain up-to-date statistics of Staff College graduates assigned to regional jurisdictions and to inform States and local governments.

States - To maintain up-to-date statistics of Staff College graduates assigned to State and local jurisdictions.

Headquarters, Office of Comptroller, Accounting Division - To record and obligate funds for students attending Staff College courses and forward records to U.S. Army Finance and Accounting Office, U.S. Military District of Washington, for payment purposes.

Computer Center - To prepare ADP doucments relating to student participation.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and 3x5 cards in file drawer.

**Retrievability:**

3x5 locator alphabetical; academic records chronologically by course title; and travel authorizations and vouchers by fiscal year and State.

**Safeguards:**

Building employs security officers. Doors are open only during business hours. Records are maintained in areas accessible only to authorized personnel.

**Retention and disposal:**

Records are permanent. Course folders retained in active file until course is completed, held 20 years in inactive file and subsequently transferred to Records Center; destroyed after 40-years.

**System manager(s) and address:**

Director, DCPA, The Pentagon, Washington, D.C. 20301.

**Notification procedure:**

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

**Record access procedures:**

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301

**Record source categories:**

Education Institution, DCPA Staff College, records derived from student applications and academic records.

**Systems exempted from certain provisions of the act:**

None

## CTNG 14

**System name:**

DCPA TNG 14, Home Study Courses, DCPA Staff College

**System location:**

Defense Civil Preparedness Agency (DCPA) Staff College, Federal Center, Battle Creek, MI 49016
DCPA Computer Center, Olney, MD
DCPA Headquarters and Regional Offices

Mailing addresses of these installations are set out in a DCPA Directory which will be published as an Appendix to these notices.

**Categories of individuals covered by the system:**

Any citizen who desires to further his knowledge of Civil Preparedness in general, basic concepts of radiological monitoring, the duties of a local Civil Defense Director/Coordinator, or the duties of a Shelter Manager, is eligible for these courses.

**Categories of records in the system:**

File includes individual application forms, group enrollment forms, group completion forms, key punch cards and related computer printout indicating home study entry, progress, grades and completion, correspondence and related academic documents.

**Authority for maintenance of the system:**

5 USC 301, 44 USC 3101, 50 USC App. 2253, 2281.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Michigan Technological University (MTU)-Key punch cards to enter applicant into home study system and to release home study materials to applicants, and to forward certificates to applicants who successfully complete a course. Also used to prepare statistical report for DCPA Staff College.

DCPA Computer Center-use key punch cards to establish printout including name, address, student number, numerical grade for each course unit, date of completion of each course unit and final grade and date of course completion. DCPA Computer Center provides printouts for MTU, Staff college, DCPA Regions and State CD Offices.

DCPA Staff College-to respond to student inquiries relating to completion dates, requests for military reserve retirement credits and requests for certificates of completion that were awarded but did not arrive for the student. Uses MTU prepared statistics to prepare annual, quarterly and monthly reports for Director, DCPA. Provides course completion/progress data to State and local governments.

DCPA Regional Office-the DCPA Regions use the printout to measure training progress in the Region. The Regions also provide each State CD Office with monthly printouts of home study activity and completions.

State CD Offices-use the printouts to schedule more advanced training for students who have completed basic civil preparedness instruction through home study courses.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

DCPA Computer Center stores records on computer magnetic tapes or disks. DCPA Staff College, DCPA Regions, MTU and State CD Offices store printouts of records as developed and forwarded by DCPA Computer Center.

**Retrievability:**

Information is accessed or retrieved by name and address or Student Number.

**Safeguards:**

Building employs security guards. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

**Retention and disposal:**

All Home Study records at DCPA Staff College are destroyed after 6-years. Home Study records held by DCPA Regions, Michigan Tech University and State CD Offices are destroyed when obsolete, superseded or no longer needed.

**System manager(s) and address:**

Director, DCPA, The Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

Application form completed and submitted by applicant for DCPA Home Study courses.

Systems exempted from certain provisions of the act:

None

## CWNG 2-1

System name:

DCPA WNG 2-1, List of custodians of Decision Info Sys (DIDS) Radio Receivers

System location:

Defense Civil Preparedness Agency Headquarters (DCPA), The Pentagon, Washington, D.C. and at Office of U.S. Army Communications Command (USACC-CONUS), Facility Chiefs at DCPA Regions One, Two and Three. Mailing addresses of these installations are set out in a DCPA directory which will be published as an appendix to these notices.

Categories of individuals covered by the system:

Selected military officers, Federal agency personnel and officials and key personnel of emergency services of governments at State, county and local level.

Categories of records in the system:

A property accountability and operational location listing for DIDS radio receivers used for civil defense purposes. It contains custodian's name, address, type facility of location, job title and telephone number.

Authority for maintenance of the system:

5 USC 301; 44 USC 3101, 50 USC App. 2253, 2281.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The list of custodians maintains property accountability. It also provides base to obtain statistical information as to what kind of operational locations or other installations are associated with the radio receivers. Provides a base for obtaining operational information on receiver operations by soliciting the custodians. Determines exact location of receivers in need of maintenance.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records kept in file cabinet

Retrievability:

List is by name of individual and location

Safeguards:

Building employs security guards. Records are retained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Records are kept so long as person listed is custodian of a DIDS radio receiver; when receiver is given up, name is removed from list.

System manager(s) and address:

Director, DCPA, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
Headquarters, DCPA
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6498

Record access procedures:

Requests from individuals should be addressed to:
Headquarters, DCPA
Room 1D511
Pentagon Building
Washington, D.C. 20301

Written requests for information should contain the full name of the individual and current address.

For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, employing office's identification card, and give some verbal information that could be verified.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from Management Division, DCPA, Pentagon Building, Washington, D.C. 20301.

Record source categories:

The individual custodians

Systems exempted from certain provisions of the act:

None

## DEFENSE CIVIL PREPAREDNESS AGENCY OFFICES

Defense Civil Preparedness Agency (DCPA) Headquarters, The Pentagon, Washington, D.C. 20301

DCPA REGION ONE, Federal Regional Center, Maynard, MA 01754. Serves: Connecticut, Maine, Massachusetts, New Hampshire, New Jersey, New York, Rhode Island, Vermont, Puerto Rico, Virgin Islands

FIELD OFFICE, 26 Federal Plaza, New York, N.Y. 10007. Serves: New Jersey, New York

DCPA REGION TWO, Federal Regional Center, Olney, MD 20832. Serves: Delaware, District of Columbia, Maryland, Pennsylvania, Virginia, West Virginia

DCPA REGION THREE, Federal Regional Center, Thomasville, GA 31792. Serves: Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, Canal Zone

DCPA REGION FOUR, Federal Center, Battle Creek, MI 49016. Serves: Illinois, Indiana, Michigan, Minnesota, Ohio, Wisconsin

DCPA REGION FIVE, Federal Regional Center, Denton, TX 76201. Serves: Arkansas, Louisiana, New Mexico, Oklahoma, Texas

DCPA REGION SIX, Federal Regional Center, Bldg 710, Denver, CO 80225. Serves Colorado, Iowa, Kansas, Missouri, Montana, Nebraska, North Dakota, South Dakota, Utah, Wyoming

FIELD OFFICE, 1125 Grand Ave., Kansas City, Mo. 64106. Serves: Iowa, Kansas, Missouri, Nebraska

DCPA REGION SEVEN, P.O. Box 7187, Santa Rosa, CA 95401. Serves: Arizona, California, Hawaii, Nevada, American Samoa, Guam

DCPA REGION EIGHT, Federal Regional Center, Bothell, WA 98011. Serves: Alaska, Idaho, Oregon, Washington

DCPA STAFF COLLEGE, Federal Center, Battle Creek, MI 49016

DCPA COMPUTER CENTER, Federal Regional Center, Olney, MD 20832

DCPA RELOCATION SITE, DCPA Emergency Operations Field Office Liaison, Room 125, Executive Office Building Annex, Washington, D.C. 20405

[BILLING CODE 3810-70]

# OFFICE OF THE SECRETARY OF DEFENSE

HOW SYSTEMS OF RECORDS ARE ARRANGED. The Office of the Secretary of Defense (OSD), a Component of the Department of Defense, is located in the Pentagon. In providing immediate staff assistance and advice to the Secretary of Defense, independently organized and identified offices function in full coordination and cooperation. Therefore, the Office of the Secretary of Defense systems of records are not maintained or arranged by subject but established in functional areas of a particular responsible staff office. The Office of the Secretary of Defense includes the offices of the Under Secretaries of Defense, the Assistant Secretaries of Defense, the Assistants to the Secretary of Defense, the General Counsel, DoD, and such other staff offices as the Secretary of Defense establishes to assist him in carrying out his duties and responsibilities.

HOW TO USE THE INDEX GUIDE. To assist the reader in locating and reviewing the particular record system of interest, the various staff offices and the prefix letter symbols represented as part of the record system identification for that office are set forth below

| OSD OFFICES | LETTER IDENTIFICATION |
|---|---|
| Office of the Assistant to the Secretary of Defense (Atomic Energy). | DAE |
| Office of the Defense Audit Service | DAS |
| Office of the Special Assistant to the Secretary and Deputy Secretary of Defense. | DATSD |
| Office of the Assistant Secretary of Defense (Comptroller). | DCOMP |
| Office of the General Counsel, DoD | DGC |
| Office of the Assistant Secretary of Defense (Health Affairs). | DHA |
| Office of the Director, Information Operations and Reports. | DIO&R |
| Office of the Assistant Secretary of Defense (International Security Affairs). | DLA |
| Office of the Assistance Secretary of Defense (manpower, Reserve Affairs and Logistics. | DMRA&L |
| Office of the Directorate for Health Services (OCHAMPUS), DoD. | DOCHA |
| Office of the Assistant Secretary of Defense (Program Analysis and Evaluation). | DPA&E |
| Office of the Assistant Secretary of Defense (Public Affairs). | DPA |
| Office of the Commandant, Defense Systems Management College. | DSMC |
| Office of the Director, Washington Headquarters Services. | DWHS |
| Office of the Under Secretary of Defense for Policy. | DUSDP |
| Office of the Under Secretary of Defense for Research and Engineering. | DUSDRE |

## REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

## BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

## ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

## ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

## ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

## ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

## ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

## ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

## ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

## ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

## ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

### DAE01

System name:

Office Social Roster and Locator Card.

System location:

Primary System-Office of the Assistant to the Secretary of Defense (Atomic Energy), Washington, DC 20301.

Categories of individuals covered by the system:

Any individual, either military or civilian, directly assigned to the Office of the Assistant to the Secretary of Defense (Atomic Energy).

Categories of records in the system:

Data includes home addresses and telephone numbers and names of spouses.

Authority for maintenance of the system:

Title 10, US Code, Section 133

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purposes-To provide means of emergency communication with assigned individuals when required and toassist office personnel planning social functions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

None. Each assigned individual given one copy.

Retrievability:

None.

Safeguards:

Treated strictly as official office use and need to know.

Retention and disposal:

By each individual privately until superseded at which time old roster is destroyed.

System manager(s) and address:

Office of the Assistant to the Secretary of Defense (Atomic Energy).

Notification procedure:

Written requests for information should be addressed to the SYSMANAGER.

Personal visits are directed to Room 3E1074, Pentagon, Washington, DC. Valid proof of identity is required.

Record access procedures:

Procedures for gaining access by an individual may be obtained from the following:

Executive Assistant to the ATSD(AE).
Room 3E1074
Pentagon Building.
Washington, DC 20301.
Telephone: AC 202-697-5561.

Contesting record procedures:

The agency's rule for access to records and for cont ting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Voluntarily submitted.

Systems exempted from certain provisions of the act:

None

### DAE02

System name:

03-3 and 03-4 Individual Personnel Files, 03-1b Consultants Files

System location:

Primary System-Office of the Assistant to the Secretary of Defense (Atomic Energy), Washington, DC 20301

Categories of individuals covered by the system:

Any individual, either military or civilian, directly assigned to the Office of the Assistant to the Secretary of Defense (Atomic Energy).

Categories of records in the system:

Data includes assignment orders, clearance requests, records of leave and TDY and, in limited caseseducational background, military service (if any), and financial data strictly limited to government employment.

Authority for maintenance of the system:

Title 10, US Code, Section 133

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose-To facilitate processing of incoming personnel and to maintain personnel records at the discretion of the individual concerned.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Files alphabetically by name.

Safeguards:

Stored in locked metal Lektriever inside an alarmed vault.

Retention and disposal:

During the entire assignment of the individual which, upon departing, the individual reviews his/ her file, retrieves material he/she desires to keep, and the remaining material is destroyed by pulping.

System manager(s) and address:

Office of the Assistant to the Secretary of Defense (Atomic Energy).

Notification procedure:

Written requests for information should be addressed to the SYSMANAGER.

Personnel visits are directed to Room 3E1074, Pentagon, Washington, DC. Valid proof of identity isrequired.

**Record access procedures:**

Procedures for gaining access by an individual may be obtained from the following:

Executive Assistant to the ATSD(AE)
Room 3E1074,
Pentagon Building.
Washington, DC 20301.
Telephone: AC 202-697-5561.

**Contesting record procedures:**

The agency's rule for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

OSD Military and Civilian Personnel Branches and also voluntarily submitted.

**Systems exempted from certain provisions of the act:**

None.

## DAS 01

**System name:**

Defense Audit Management Information System (DAS/MIS).

**System location:**

Defense Audit Service, Audit Management Division (DAS-AM), Arlington, Virginia. The system utilizes the Computer Science Corporation's INFONET System, 1616 North Fort Myer Drive, Arlington, Virginia 22209.

**Categories of individuals covered by the system:**

All active personnel employed by the Defense Audit Service with history data including previous employees maintained for two years.

**Categories of records in the system:**

Data on the individual's current position, current employment status, travel, audit experience training, and the following specific personal data: name, Social Security Account Number (SSAN), date of birth (DOB), service computation date (SCD), career status, experience, address, assigned station, job series, clearance, education, and evaluation due date.

**Authority for maintenance of the system:**

Title 10, United States Code, section 136(b), and Department of Defense Directive 5105.48, 'Defense Audit Service', October 14, 1976, conveys the authority for maintenance of a system of records to the Director of the Defense Audit Service in support of the DAS mission.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

INTERNAL USERS, USES, AND PURPOSES

Information is used as follows:

(1) Security Clearance notification alert; provided to all audited activities in advance of visits by DAS audit personnel. Information provided in Alert is name, SSAN, Office of Assignment, and the security clearance for each auditor.

(2) Time and Attendance Reporting; provided to DAS Main Office by 9 CONUS Regional Offices and 3 Overseas Regional Offices. Time and Attendance Reports and used by various managers to track Temporary Duty Travel Frequency and duration, to accrue manhour data on assigned audit projects, to categorize indirect time for end of year reporting to provide time and attendance data to the centralized payroll system at the Main Office. Information included in Time and Attendance Reports are SSAN, Name, Grade, Assigned Office, Hours Present for Duty, Annual Leave Hours, Sick Leave Hours, Other Leave Hours and Type, TDY Location, and TDY Duration.

(3) Planned Annual Leave Reporting, utilized by various managers for workload planning and travel scheduling. Information included is Name, Assigned Office, and dates of planned annual leave.

(4) Audit Status and Auditor Assignment Reporting; used by managers to control audits and auditors, and to maximize effectiveness of manpower resources. Included information is Audit Number, Audit Requestor Code, Title, Milestone Dates, Audit Cost Summary, Personnel Assigned/Release Dates, and Personnel Manhours Expended.

(5) As Required Personnel Reporting; used by the Staff Manager to determine training needs, promotional eligibility, education and background, professional organization participation, and performance evaluation. Information included is Name, Assigned Offices, Education, Professional Activities Training History (Course Title, Dates Attended), Performance Evaluation, Date of Birth, and Service Computation Data.

(6) Travel Reporting; used by managers to control Temporary Duty Travel, travel costs, and issuances of Blanket Travel Orders.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Active records are stored on immediate access disk and magnetic tape maintained within the computer center. Inactive records are maintained on magnetic tape within the computer center. Hard copy records are stored in file cabinets under the control of functional users.

**Retrievability:**

Records are internally stored by employee SSAN and are selectively retrievable by all data elements as specified in the Categories of Records in the System.

**Safeguards:**

All records reside in a 'private library' which is not accessible by any other user. All system files are backed up upon creation and upon any update action. A 'Master ID' with unrestricted access to all records in the private library is available only to Main Office MIS Management Personnel. A 'Subordinate ID' which has restricted access, only to pertinent records, is used by field offices. Password protection is afforded at the session and file level. All user ID's are protected by separate validation. Any attempt to circumvent the password validation initiates immediate 'log-off.' Physical control includes limiting password to only authorized personnel. Master ID is located in a secure environment, within the Main Office, and access to the terminal facility is restricted to MIS Management employees who work within the area. Access to records containing personal data is restricted to those who require the records in the performance of their official duties and to the individual who is subject of the record (or his authorized representative). Tape files are maintained in an environmentally secure vault area when not in use. Computer Science Corporation has been cleared to process personal data for Government agencies by General Services Administration on December 11, 1975.

**Retention and disposal:**

Machine resident records are maintained for 2 years after they become inactive. All inactive records are afforded the same safeguards as active records and are maintained on magnetic tape within the computer center. Machine resident records are destroyed at the end of the 2 year period. Hard copy records are retained until the records are replaced or become obsolete.

**System manager(s) and address:**

Director, Defense Audit Service, Suite 1200, Commonwealth Building, 1300 Wilson Boulevard, Arlington, Va. 22209. Telephone: 202-697-9108.

**Notification procedure:**

Written or personal request for information should be addressed to the System Manager.

**Record access procedures:**

Procedures for gaining access by an employee/previous employee to his/her records may be obtained from the System Manager. Written request for information should contain the full name of the employee/past employee and Social Security Account Number. For personal visits, the employee should be able to identify himself/herself with Defense Audit Service Identification Card. Past employees should be able to identify himself/herself with Social Security Card and one other corroborating personal identification.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

Official Personnel Folder and other personnel documents, activity supervisors, applications and forms completed by the individual.

**Systems exempted from certain provisions of the act:**

None.

## DATSD01

**System name:**

Files of Personnel Evaluated for Presidential Support Duties

System location:

Primary System-Office of the Special Assistant to the Secretary and Deputy Secretary of Defense, Washington, DC 20301

Decentralized Segments-Designated security offices within OSD, OJCS, the Services, and service units having Presidential support duties

Categories of individuals covered by the system:

Active duty military personnel, DoD civilian employees, and DoD contractor personnel nominated for assignment to Presidential support duties

Categories of records in the system:

Nomination files of personnel nominated for assignment to Presidential support duties. Files include reports of background investigations conducted by the Defense Investigative Service or other federal government agencies, medical and commander's evaluations, and a forwarding memorandum from the originating agency summarizing the case and making recommendations.

Quarterly reports of personnel within the Presidential support program submitted by each agency involved in the program. Reports contain two parts, an alphabetical listing of those persons currently approved for Presidential support and an alphabetical listing of those persons terminated during the current quarter.

Card file of all personnel (active and inactive) in the Presidential support program. Card includes name, grade, Social Security Number, organization, dates of investigations, and the dates of forwarding action from the Office of the Special Assistant to the Secretary and Deputy Secretary of Defense, to the Military Assistant to the President, and then back to the originating agency.

Authority for maintenance of the system:

Title 10, US Code, Section 133

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Nomination files are collected to evaluate the background, character, and qualifications of persons nominated for assignment to Presidential support duties. Files are reviewed within the Office of the Special Assistant to the Secretary and Deputy Secretary of Defense, forwarded to the Military Assistant to the President, returned to the Office of the Special Assistant to the Secretary and Deputy Secretary of Defense, and then returned to the originating agency.

Quarterly reports are required to insure that only those persons who have been properly cleared are utilized in the Presidential support program. Reports are received in two copies, one is retained in the Office of the Special Assistant to the Secretary and Deputy Secretary of Defense, and one is forwarded to the Military Assistant to the President.

Card files provide a complete reference capability of all personnel involved in the Presidential support program. They are used to identify the unit of assignment of each individual and to provide a cross-reference to the dates that the corresponding nomination file was acted upon. From these dates, the appropriate forwarding memorandum can be located.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; cards in card files.

Retrievability:

Nomination folders are not filed by the Office of the Special Assistant to the Secretary and Deputy Secretary of Defense.

Quarterly reports are filed according to the originating agency.

Card files are filed alphabetically by last name of individual considered for Presidential support duties.

Safeguards:

Nomination folders are afforded appropriate classified protection at all times and stored in safes authorized for storage of material up to Top Secret.

Quarterly reports are afforded appropriate classified protection at all times and stored in safes authorized for storage of material up to Top Secret.

Card files are stored in metal file cabinets in a locked room.

All records are accessible only to authorized personnel, who are properly trained and cleared on a strict need-to-know basis.

Retention and disposal:

Nomination files are returned to originator upon selection/non-selection.

Quarterly reports are retained for six months and then destroyed.

Card files are maintained during the entire period an individual is cleared in the program; inactive cards are maintained at least five years after termination.

System manager(s) and address:

Office of the Special Assistant to the Secretary and Deputy Secretary of Defense, Washington, D.C. 20301.

Notification procedure:

Requests from individuals should be addressed to the Office of the Special Assistant to the Secretary and Deputy Secretary of Defense, Washington, D.C. 20301. Visits are limited to the Office of the Special Assistant to the Secretary and Deputy Secretary of Defense.

Written requests for information should contain the full name of individual, Social Security Number, and unit of assignment within the Presidential support program.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, military identification card, or civilian employee or building access identification card.

Record access procedures:

Procedures for gaining access by an individual may be obtained from the following:

Military Assistant to the Special Assistant to the Secretary and Deputy Secretary of Defense
Room 3E941
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-0028

Contesting record procedures:

The Office of the Special Assistant to the Secretary and Deputy Secretary of Defense may be contacted for rules for access and contesting contents of records and appealing initial determinations by the individual.

Record source categories:

Nomination files are submitted by the agency at which the individual is nominated for assignment to Presidential support duties.

Quarterly reports are submitted by each agency with a Presidential support mission.

Card files are originated in the Office of the Special Assistant to the Secretary and Deputy Secretary of Defense, extracting pertinent information from the nomination folders.

Systems exempted from certain provisions of the act:

NONE

## DATSD02

System name:

Files of Periodic Management Assessments of certain Key Management Personnel and in DoD

System location:

Primary Office - Office of the Special Assistant to the Secretary and Deputy Secretary of Defense, Washington, D.C. 20301

Categories of individuals covered by the system:

Active Presidential appointees in the three Services (Assistant Secretaries and equivalents) and Deputy Assistant Secretaries or equivalents in the Office of the Secretary of Defense.

Categories of records in the system:

Brief descriptive statements of how well the individual is carrying out assigned function and meeting management objectives.

Authority for maintenance of the system:

Title 10, US Code, Section 133

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Files are developed for specific use of Secretary or Deputy Secretary of Defense to assist them in performing internal management responsibilities. Purpose is to enable them to gauge how well key management personnel are performing, particularly those with whom they may not have day to day access.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

File folders filed by Service or Office of the Secretary of Defense function.

Safeguards:

Files are protected at all times and stored in safe authorized for storage material up to top secret. Records are accessible only to authorized personnel in the Office of the Special Assistant and to the Secretary and Deputy Secretary of Defense.

Retention and disposal:

Active files retained during tenure of Secretary and Deputy Secretary. Files will then be destroyed.

System manager(s) and address:

Office of the Special Assistant to the Secretary and Deputy Secretary of Defense.

Notification procedure:

Requests from individuals should be addressed to the Office of the Special Assistant to the Secretary and Deputy Secretary of Defense, Washington, D.C. 20301. Visits are limited to the Office of the Special Assistant to the Secretary and Deputy Secretary of Defense.

Written requests for information should contain the full name of the individual and social security number.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, building access identification card, etc.

Record access procedures:

Procedures for gaining access by an individual may be obtained from the following:

The Special Assistant to the Secretary and Deputy Secretary of Defense
Room 3E921
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/695-6705

Contesting record procedures:

The Office of the Special Assistant to the Secretary of Defense may be contacted for rules for access and contesting contents of records and appealing initial determinations.

Record source categories:

Activity files are originated in the Office of the Special Assistant to the Secretary and Deputy Secretary of Defense by personal interviews with Service Secretaries and Under Secretaries and Assistant Secretaries of Defense, or equivalents.

Systems exempted from certain provisions of the act:

NONE

DATSD03

System name:

Files of Personnel Evaluated for Non-Career Employment in DoD

System location:

Primary Office - Office of the Special Assistant to the Secretary and Deputy Secretary of Defense, Washington, D.C. 20301.

Categories of individuals covered by the system:

Active and inactive non-career employees within DoD, personnel within and outside DoD seeking non-career employment, consultants or members of committees employed within DoD.

Categories of records in the system:

Personnel files consist of resumes, forwarding correspondence between internal offices within DoD, transmittal correspondence from individuals, industry, other departments and agencies, and the Executive/Legislative Branch of the Federal government. Correspondence consists of requests for employment or recommendations of others for employment for non-career positions, and memoranda confirming telephonic queries.

Card files consist of DoD consultants or members of committees, home and business addresses, and approval dates.

Authority for maintenance of the system:

Title 10, US Code, Section 133

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Files are collected to evaluate the qualifications of persons requesting non-career employment or persons who have been recommended by others for non-career employment within DoD. Files are reviewed from time to time in searching for qualified candidates for non-career executive level positions within DoD. Files are reviewed by authorized personnel within the immediate Office of the Secretary of Defense, and other executive level offices of the DoD. Files of candidates are sent to the White House for clearance of non-career positions. Files of current non-career employees are sent to the White House for review from time to time for consideration for other possible employment.

Card files are used to record an employee's consultantships or memberships, home and business addresses, and dates of approval.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; cards in card files.

Retrievability:

Files folders and card files filed alphabetically by last name of individual.

Safeguards:

Files are afforded appropriate protection at all times and stored in safes authorized for storage of material up to top secret. All records are accessible only to authorized personnel, who are properly trained.

Retention and disposal:

Active files are retained as long as an individual is employed within DoD. Inactive files are screened upon termination of employment with DoD to determine their retention value for possible future non-career employment; i.e., some files are destroyed upon termination of employment while other files may be retained for an indefinite period depending on the background and experience of individual.

Card files are maintained during the entire period an individual is serving the DoD as a consultant or member of a committee; inactive cards are maintained at least five years after termination.

System manager(s) and address:

Office of the Special Assistant to the Secretary and Deputy Secretary of Defense.

Notification procedure:

Requests from individuals should be addressed to the Office of the Special Assistant to the Secretary and Deputy Secretary of Defense, Washington, D. C. 20301. Visits are limited to the Office of the Special Assistant to the Secretary and Deputy Secretary of Defense.

Written requests for information should contain the full name of the individual and social security number.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, building access identification card, etc.

Record access procedures:

Procedures for gaining access by an individual may be obtained from the following:

The Special Assistant to the Secretary and Deputy Secretary of Defense
Room 3E-941
Pentagon Building
Washington, D. C. 20301
Telephone: Area Code 202/695-4221

Contesting record procedures:

The Office of the Special Assistant to the Secretary and Deputy Secretary of Defense may be contacted for rules for access and contesting contents of records and appealing initial determinations.

Record source categories:

Personnel files are originated in the Office of the Special Assistant to the Secretary and Deputy Secretary of Defense, with information that has been referred by others or applicants for non-career positions.

Card files are originated in the Office of the Special Assistant to the Secretary and Deputy Secretary of Defense, extracting pertinent information from resumes and dates of actions taken concerning employment with DoD.

Systems exempted from certain provisions of the act:

NONE

DCOMP 01

System name:

Personnel Roster

System location:

Primary System-Air Force Data Service Center, Room 1A658, Pentagon, Washington, D.C. 20301

Decentralized-Administrative Office, OASD(C).

Categories of individuals covered by the system:

All civilian and military assigned to the Assistant Secretary of Defense (Comptroller) with the exception of the Offices of Deputy Assistant Secretary (Administration) and Deputy Assistant Secretary (Security Policy).

Categories of records in the system:

System contains personnel social security number, name, job series, grade, step, position number, date of birth, date of grade, date of step, service computation date, position title, duty description, room number, office telephone, area code, home telephone.

Authority for maintenance of the system:

US Code 10, 136(b)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Assistant Secretary of Defense (Comptroller) and the Deputy Assistant Secretaries (Program/Budget), (Management Systems) and (AUDIT) as rosters for their personnel and for information on their personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer paper printouts in binder.

Retrievability:

Filed by assigned office code.

Safeguards:

Buildings employ security guard. Offices are locked.

Retention and disposal:

Data is updated every quarter with personnel changes. The old computer printouts are destroyed. The data is never moved to the Federal Records Center, Federal Archives and Records Centers, National Archives or other designated depository.

System manager(s) and address:

Assistant for Administration, Assistant Secretary of Defense (Comptroller), the Pentagon, Washington, D.C.

Notification procedure:

Information on personnel will not be released from this record to the general public. All the information in this record is in the Personnel File, OASD (Administration), Personnel Office and may be obtained there.

Record access procedures:

Requests from individuals should be addressed to: Assistant for Administration, OASD(C), Room 3D839, Pentagon, Washington, D. C. 20301

Contesting record procedures:

Contest to roster may be filed with Assistant for Administration, OASD(C), Room 3D839, Pentagon, Washington, D.C. 20301.

Record source categories:

Roster Contents obtained from Personnel File Office Secretary Defense, Personnel Data.

Systems exempted from certain provisions of the act:

NONE

DCOMP MS01

System name:

Training Records.

System location:

Primary System - Office of the Deputy Assistant Secretary of Defense (Management Systems)(ODASD(MS)), Office of the Assistant Secretary of Defense (Comptroller) (OASD(C)), Pentagon, Washington, D. C. 20301.

Decentralized Segments - Four Management Systems Directorates.

Categories of individuals covered by the system:

All personnel in ODASD(MS).

Categories of records in the system:

File contains name, birthdate, service computation date, grade, training completed since 6-30-72, and training desired.

Authority for maintenance of the system:

10 USC 136.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL USERS, USES, AND PURPOSES

Information is used by the DASD(MS), his Principal Assistant, and Directors for planning, training of ODASD(MS) personnel.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in looseleaf folder.

Retrievability:

Filed by Directorate.

Safeguards:

Records are kept in locked office with access available only to authorized personnel.

Retention and disposal:

Files are active and are kept current. Out-of-date material disposed of periodically.

System manager(s) and address:

DASD (Management Systems), Room 3E831, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from:
DASD(MS)
Room 3E831
Pentagon
Washington, D. C. 20301
Telephone: 202-695-3424

Record access procedures:

Requests from personnel should be addressed to Office of the Assistant Secretary of Defense (Comptroller), ODASD(MS), Room 3E831, Pentagon, Washington, D. C. 20301, including personal identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Personnel questionnaire responses and SF 170.

Systems exempted from certain provisions of the act:

None

DCOMP MS02

System name:

Personnel Leave Schedule

System location:

Primary System-ODASD(Management Systems)
Decentralized Segments-Six MS Directorates

Categories of individuals covered by the system:

All personnel in ODASD(MS)

Categories of records in the system:

File contains name and dates of anticipated future leave

Authority for maintenance of the system:

10 USC 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used by the DASD, his Principal Assistant and Directors for leave administration within the management responsibilities of the ODASD(MA)

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The records are maintained in the Office of the Directors or by the Secretary of the Director. Copies are often provided to all personnel concerned.

Retrievability:

Records are short and all entries are readily apparent.

Safeguards:

Records are kept in desk of Director or his secretary except in one Division and one directorate which posts on wall in secretary's office.

Retention and disposal:

Files are discarded when no longer useful.

System manager(s) and address:

The DASD Management Systems, Room 3E831, Pentagon Building, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
DASD(MS)
Room 3E831
Pentagon Building
Telephone: Area Code 202/695-3424

Record access procedures:

Requests from personnel should be addressed to his immediate supervisor.

Contesting record procedures:

The rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Roster of employees and employee response to request for vacation dates.

**Systems exempted from certain provisions of the act:**

NONE

## DCOMP MS03

**System name:**

Personnel Records

**System location:**

Primary System - Office of the Deputy Assistant Secretary of Defense (Management Systems) (ODASD(MS)), Office of the Assistant Secretary of Defense (Comptroller) (OASD(C)), Pentagon, Washington, D.C. 20301.

Decentralized Segments - Four Management Systems Directorates.

**Categories of individuals covered by the system:**

All personnel in ODASD(MS).

**Categories of records in the system:**

File contains name, birthdate, social security number, veteran's preference, tenure group, service computation date, retirement, FEGLI, education, previous employment, additional skills and awards, current employment record within MS, grade.

**Authority for maintenance of the system:**

10 USC 136

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

INTERNAL USERS, USES, AND PURPOSES

Information is used by the DASD(MS), his Principal Assistant, and Directors for personnel administration within the management responsibilities of ODASD(MS).

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Record card in KARDEX file; paper records in file folder.

**Retrievability:**

Filed alphabetically by last name of personnel.

**Safeguards:**

Records are kept in safe files with access available to only authorized personnel.

**Retention and disposal:**

Files are active and are kept current to reflect current personnel situation. Out-of-date material is disposed of periodically.

**System manager(s) and address:**

DASD (Management Systems), Room 3E831, Pentagon, Washington, D.C. 20301.

**Notification procedure:**

Information may be obtained from:
DASD(MS)
Room 3E831
Pentagon
Washington, D.C. 20301
Telephone: 202-695-3424

**Record access procedures:**

Requests from personnel should be addressed to Office of the Secretary of Defense, ODASD(MS), Room 3E831, Pentagon, Washington, D.C. 20301, including personal identification.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

DD Form 2515, ODASD(MS) personal questionnaire responses; personnel action forms; SF 171.

**Systems exempted from certain provisions of the act:**

None

## DCOMP MS04

**System name:**

Civilian Pay time and Attendance Report.

**System location:**

Primary System - Office of the Deputy Assistant Secretary of Defense (Management Systems) (ODASD(MS)), Office of the Assistant Secretary of Defense (Comptroller) (OASD(C)), Pentagon, Washington, D. C. 20301.

Decentralized Segments - Four Management Systems Directorates.

**Categories of individuals covered by the system:**

All personnel in ODASD(MS).

**Categories of records in the system:**

Contains employee's name, organization code, employee's number, social security number, pay period, hours worked this pay period (regular, night differential and overtime, holiday and compensatory by day and pay period), leave taken this pay period (annual, sick, compensatory, AWOL, LWOP/SUSP and other by day and pay period), time of absence each day, remarks, employee certification of sick leave, employee initials for leave taken, supervisors' signature and extension for certification.

**Authority for maintenance of the system:**

Section 112A of Budget and Accounting Procedure Act of 1950.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

INTERNAL USERS, USES, AND PURPOSES

Information is used by the Department of the Army to prepare payrolls, employee checks, and earnings and leave statements.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Cards maintained in envelopes/file folders are stored in timekeeper's official file cabinets.

**Retrievability:**

Maintained in sequence by employee's last name. Employee card is selected to post hours of leave taken and hours worked each pay period.

**Safeguards:**

Cards are maintained and used by officially authorized timekeepers and are kept in secured filing facilities.

**Retention and disposal:**

Exception data is posted as it occurs and the complete posting and certification is accomplished at the end of the pay period. Completed certified cards are hand carried by each timekeeper to ODASD(MS) office. The cards are then forwarded to the Personnel Data Branch.

**System manager(s) and address:**

DASD (Management Systems), Room 3E831, Pentagon, Washington, D. C. 20301.

**Notification procedure:**

Information may be obtained from:
DASD(MS)
Room 3E831
Pentagon
Telephone: 202-695-3424

**Record access procedures:**

Requests from personnel should include personal identification and be addressed to: Office of the Deputy Assistant Secretary of Defense (Management Systems) (ODASD(MS)), Office of the Assistant Secretary of Defense (Comptroller)(OASD(C)), Pentagon, Washington, D. C. 20301.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

Employees' presence on the job; leave approval (verbal or documented); overtime approval memoranda; physician certificate; and official holidays.

**Systems exempted from certain provisions of the act:**

None

DCOMP MS05

System name:

Request for Overtime Authorization.

System location:

Primary System - Office of the Deputy Assistant Secretary of Defense (Management Systems)(ODASD(MS)), Office of the Assistant Secretary of Defense (Comptroller) (OASD(C)), Pentagon, Washington, D. C. 20301.

Decentralized Segments - Four Management Systems Directorates

Categories of individuals covered by the system:

All personnel in ODASD(MS).

Categories of records in the system:

Contains requesting organization addressee, request number, date of request for pay period, organizational elements, hours requested (overtime, holiday, compensatory), hours worked (overtime, holiday, compensatory), total hours justification (employee's name, social security number, hours requested), requesting official and data, programmed overtime, quarter, fiscal year, requested/used to date, balance, approved/ disapproved, approving officer and date.

Authority for maintenance of the system:

10 USC 136.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL USERS, USES, AND PURPOSES

Information is used by the DASD(MS), his Principal Assistant, and Directors to justify and approve overtime compensation for ODASD(Mangement Systems) employees.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Copies maintained in file folders are stored in timekeeper's official file cabinet.

Retrievability:

Maintained in sequence by pay period. Employees for which overtime is requested are listed in the justification section of each form.

Safeguards:

Overtime authorization requests are maintained and used by officially authorized timekeepers and are kept in secured filing facilities.

Retention and disposal:

These requests (copies) are maintained for the entire leave year. The approved originals are handcarried along with the Civilian Pay Time and Attendance Reports by each timekeeper to ODASD(MS) office from where they are then forwarded to the Personnel Data Branch. Disposition of each timekeeper's file folder is made at the beginning of each new leave year.

System manager(s) and address:

DASD(Management Systems), Room 3E831, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from:
DASD(MS)
Room 3E831
Pentagon
Washington, D. C. 20301
Telephone: 202-695-3424

Record access procedures:

Requests from personnel should include personal identification and should be addressed to: Office of the Deputy Assistant Secretary of Defense (Management Systems) (ODASD(MS)), Office of the Assistant Secretary of Defense (Comptroller)(OASD(C)), Pentagon, Washington, D. C. 20301.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Initialed by Supervisors and Directors to justify overtime work for employee to accomplish peak and excessive workloads.

Systems exempted from certain provisions of the act:

None

DCOMP MS06

System name:

Time and Attendance Report.

System location:

Primary System - Office of the Deputy Assistant Secretary of Defense (Management Systems)(ODASD(MS)), Office of the Assistant Secretary of Defense (Comptroller) (OASD(C)), Pentagon, Washington, D. C. 20301.

Decentralized Segments - Four Management Systems Directorates.

Categories of individuals covered by the system:

All personnel in ODASD(MS).

Categories of records in the system:

Contains employee name, social security number, pay period, hours worked this pay period (regular, night differential, overtime, holiday, compensation by day and pay period), leave taken this pay period (annual, sick, compensatory, AWOL, LWOP/ SUSP and other by day and pay period).

Authority for maintenance of the system:

10 USC 136.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL USERS, USES, AND PURPOSES

Used as an office record of employees time and attendance.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in a notebook and filled in timekeeper's official file cabinets.

Retrievability:

Filed by pay period. Each report is in sequence by employee's last name.

Safeguards:

The notebooks are maintained in a file cabinet with access available only to authorized personnel.

Retention and disposal:

These records are maintained for the leave year. Disposition of the yearly records is made at the beginning of each new leave year.

System manager(s) and address:

DASD(Management Systems), Room 3E831, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from:
DASD(MS)
Room 3E831
Pentagon
Telephone: 202-695-3424

Record access procedures:

Requests form personnel should include personal identification and be addressed to: Office of the Deputy Assistant Secretary of Defense (Management Systems)(ODASD(MS)), Office of the Assistant Secretary of Defense (Comptroller)(OASD(C)), Pentagon, Washington, D. C. 20301.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

The Time and Attendance Report is posted from Civilian Pay Time and Attendance Reports, MDW, FINW Form 46 TEST (Rev) 1 Dec 74.

Systems exempted from certain provisions of the act:

None

DCOMP MS07

System name:

Classified Container Custodian Data, SD 411.

System location:

Decentralized Segments - Four Management Systems Directorates, Office of the Deputy Assistant Secretary of Defense (Management

Systems) (ODASD(MS)), Office of the Assistant Secretary of Defense (Comptroller) (OASD(C)), Pentagon, Washington, D. C. 20301.

**Categories of individuals covered by the system:**

Names of three individuals responsible for each classified container.

**Categories of records in the system:**

Contains name, address, and telephone number.

**Authority for maintenance of the system:**

10 USC 136.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

INTERNAL USERS, USES, AND PURPOSES

Information is used by security personnel or counterintelligence personnel to contact the individuals in the event classified container is found unsecured.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

The form for each classified container is attached inside the front of combination drawer or top drawer.

**Retrievability:**

Data on name, address, or telephone number may be retrieved only if classified container is open.

**Safeguards:**

Information is in locked containers; can only be accessed if classified containers are left open.

**Retention and disposal:**

Only latest applicable form is affixed to the classified container, outdated forms are destroyed.

**System manager(s) and address:**

Each MS Directorate having custody of safes.

**Notification procedure:**

Information may be obtained from:
Security Officer
ODASD (Management Systems)
Room 4B915
Pentagon
Washington, D. C.

**Record access procedures:**

Requests should be addressed to Security Officer, ODASD (Management Systems), Room 4B915, Pentagon, Washington, D. C. 20301.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

Individual responsible for each classified container.

**Systems exempted from certain provisions of the act:**

None

## DCOMP MS08

**System name:**

List of personnel and security clearances

**System location:**

Decentralized Segments--Four Management Systems Directorates, Office of the Deputy Assistant Secretary of Defense (Management Systems) (ODASD(MS)), Office of the Assistant Secretary of Defense (Comptroller)(OASD(C)), Pentagon, Washington, D. C. 20301.

**Categories of individuals covered by the system:**

All personnel in the Directorate.

**Categories of records in the system:**

Contains name, security clearance, date granted.

**Authority for maintenance of the system:**

10 USC 136.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

INTERNAL USERS, USES, AND PURPOSES

Information used by each Directorate Security Officer as reference of security clearance of each individual.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Typed list in Directorate Security Officer's file.

**Retrievability:**

Data may be retrieved by name.

**Safeguards:**

Information is kept in locked classified container.

**Retention and disposal:**

Only latest list of personnel and access is retained, outdated lists are destroyed.

**System manager(s) and address:**

Each MS Directorate Security Officer.

**Notification procedure:**

Information may be obtain from:
Security Officer
ODASD (Management Systems)
Room 4B915
Pentagon
Washington, D. C. 20301

**Record access procedures:**

Requests should be addressed to Security Officer, ODASD (Management Systems), Room 4B915, Pentagon, Washington, D. C. 20301.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

Knowledge of all individuals assigned to the Directorate/Division.

**Systems exempted from certain provisions of the act:**

None

## DCOMP MS11

**System name:**

List of Female Employees of OSD/OJCS

**System location:**

Primary System-Federal Women's Program Coordinator, Room 4B916, Pentagon Building; maintained in automated form - Army Data Center.

Decentralized Segment-Director of Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

**Categories of individuals covered by the system:**

All civilian female employees of OSD/OJCS.

**Categories of records in the system:**

File is extract of Civilian Personnel Data File and contains organization identification, employee name, Social Security Number, Series, Grade, Time Basis, Position Title.

**Authority for maintenance of the system:**

Executive Order 11246/11375, 'Equal Employment Opportunity,' as amended by EO 11478, 'Equal Employment Opportunities in the Federal Government'.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defento mail information on Federal Women's Program to OSD/OJCS Women Employees. Federal Women's ProgramCoordinator to locate personnel to recommend to them training and employment opportunities.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Automated list in Federal Women's Program Coordinator Office. Automated tape in Army Data Center.

**Retrievability:**

Listed by organization.

**Safeguards:**

List is kept under lock. Only available to Federal Women's Program Coordinator.

Retention and disposal:

Record is new. Revised lists are provided, as required.

System manager(s) and address:

OSD/OJCS Federal Women's Program Coordinator, Room 4B916, Pentagon Building, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from OSD/OJCS Federal Women's Program Coordinator, Room 4B916, Pentagon Building, Washington, D. C. 20301.

Record access procedures:

Written requests for information should contain the full name of the individual, organization assignment and Social Security Number. Visits are limited to Room 4B916, Pentagon Building, Washington, D. C. 20301. For personal visits the individual should provide DoD identification prior to access.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

The Central Personnel Data File prescribed by the Civil Service Commission.

Systems exempted from certain provisions of the act:

None

DCOMP PB01

System name:

Personnel File/Biography

System location:

Primary System - Office of Deputy Assistant Secretary of Defense (Program/Budget)/Office of Assistant Secretary of Defense (Comptroller)

Categories of individuals covered by the system:

All civilian personnel assigned to the Office of Deputy Assistant Secretary of Defense (Program/ Budget)

Categories of records in the system:

System contains personnel name, home address, home phone, position title, present grade, date of present grade, date of birth, place of birth, marital status, civil service status, veteran preference, reserve status, social security number, education, experience, special qualifications.

Authority for maintenance of the system:

United States Code, Annotated Title 10 136B

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Deputy Assistant Secretary for personnel information

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in loose leaf binder.

Retrievability:

Filed chronologically and by Directorate.

Safeguards:

Building employs security guard. Binder is stored in safe.

Retention and disposal:

Data is updated with personnel changes. Data are destroyed through normal trash disposal. The data is never moved to the Federal Records Center, Federal Archives and Record Center, National Archives or other designated depository.

System manager(s) and address:

Deputy Assistant Secretary (Program/Budget)

Notification procedure:

Information may be obtained from:
ODASD Administration, Personnel Office
Room 3A346
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/697-1759

Record access procedures:

Requests from individuals should be addressed to: Office of Deputy Assistant Secretary (Program/ Budget)/Office of the Assistant Secretary of Defense (Comptroller), Room 3E838, Pentagon, Washington, D.C., 20301

Contesting record procedures:

Contest to file may be filed with Deputy Assistant Secretary of Defense (Program/Budget)/OASD (Comptroller), Room 3E838, Pentagon, Washington, D.C., 20301

Record source categories:

File contents obtained from personnel file Office Secretary of Defense, Personnel Data.

Systems exempted from certain provisions of the act:

None

DCOMP PB02

System name:

Personnel Roster

System location:

Primary System-Office of Deputy Assistant Secretary of Defense (Program/Budget)/Office of the Assistant Secretary of Defense (Comptroller), Directorate for Procurement

Categories of individuals covered by the system:

All civilian personnel assigned to the Directorate for Procurement.

Categories of records in the system:

System contains personnel name, address, phone, name of relative in case of emergency, name and phone of doctor, personal history.

Authority for maintenance of the system:

United States Code Annotated Title 10, 136B.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Director of Procurement for Personnel Information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in loose leaf binder.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Building employs security guard. Folder is stored in safe.

Retention and disposal:

Data is updated with personnel changes. Data are destroyed through normal trash disposal. The data is never moved to the Federal Records Center, Federal Archives and Record Center, National Archives or other designated depository.

System manager(s) and address:

Director for Procurement

Notification procedure:

Information may be obtained from:
ODASD Administration, Personnel Office
Room 3A346
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/697-1759

Record access procedures:

Requests from individuals should be addressed to: Directorate for Procurement, ODASD (P/B)/ OASD(C), Room 3D883, Pentagon, Washington, D.C. 20301

Contesting record procedures:

Contest to file may be filed with Deputy Secretary of Defense (Program/Budget) Office of Assistant Secretary of Defense (Comptroller), Room 3E838, Pentagon, Washington, D.C. 20301.

Record source categories:

Roster contents obtained from Personnel file, Office Secretary of Defense, Personnel Data and individual personnel.

Systems exempted from certain provisions of the act:

None

DCOMP PB03

System name:

Personnel Roster

System location:

Primary System - Office of Deputy Assistant Secretary of Defense (Program/Budget); Office of Assistant Secretary of Defense (Comptroller) (OASD(C)), Directorate for Research and Development.

Categories of individuals covered by the system:

All civilian personnel assigned to the Directorate for Research and Development.

Categories of records in the system:

System contains personnel social security number, name, date of birth, grade, step, position number, date of grade, date of step, position title, service computation date; veteran's preference, job series, present salary, salary next-level.

Authority for maintenance of the system:

United States Code Annotated Title 10, 136B.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL USERS, USES, AND PURPOSES

Used by the Director for Research and Development for personnel information.

EXTERNAL USERS, USES, AND PURPOSES.

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Building employs security guards. Folder is stored in safe.

Retention and disposal:

Data is updated with personnel changes. Data is destroyed by tearing, shredding, or burning.

System manager(s) and address:

Director for Research and Development.

Notification procedure:

Information may be obtained from:
ODASD(Administration), Personnel Office
Room 3A346
Pentagon
Washington, D.C. 20301
Telephone: 202-697-1759

Record access procedures:

Requests from individuals should be addressed to: Directorate for Research and Development, ODASD(P/B), OASD(C), Room 3B857, Pentagon, Washington, D. C. 20301.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Roster contents obtained from personnel file Office Secretary of Defense, Personnel Data.

Systems exempted from certain provisions of the act:

None

## DCOMP PB04

System name:

Personnel Roster

System location:

Primary System - Office of Deputy Assistant Secretary of Defense (Program/Budget), Office of the Assistant Secretary of Defense (Comptroller), Directorate for Program and Financial Control.

Categories of individuals covered by the system:

All civilian personnel assigned to the Directorate for Program and Financial Control.

Categories of records in the system:

System contains personnel name, position title, series/grade, position description number, security classification, age, years of service, veteran's preference.

Authority for maintenance of the system:

United States Code Annotated Title 10, 136B.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL USERS, USES, AND PURPOSES

Information is used by the Director for Program and Financial Control for personnel information.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in loose leaf binder.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Building employs security guards. Binder is stored in safe.

Retention and disposal:

Data is updated with personnel changes. Data is destroyed by tearing, shredding, or burning.

System manager(s) and address:

Director for Program and Financial Control.

Notification procedure:

Information may be obtained from:
ODASD(Administration), Personnel Office
Room 3A346
Washington, D. C. 20301
Telephone: 202-697-1759

Record access procedures:

Requests from individuals should be addressed to: Directorate for Program and Financial Control, ODASD(P/B), OASD(C), Room 3B872, Pentagon, Washington, D. C. 20301.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Adminsitrative Instruction No. 81.

Record source categories:

Roster contents obtained from personnel file Office Secretary of Defense, personnel data.

Systems exempted from certain provisions of the act:

None

## DCOMP SP02

System name:

Industrial Personnel Security Clearance Case Files.

System location:

Primary System-Directorate for Industrial Security Clearance Review (DISCR), Office of the Deputy Assistant Secretary of Defense (Security Policy), ODASD(SP)

Decentralized Segments-Active case files, Eastern and Western Field Offices, DISCR, ODASD(SP); Inactive case files, U.S. Army Investigative Records Repository, Ft. Meade, Maryland.

Categories of individuals covered by the system:

Government contractor employees whose industrial security clearance cases were referred to the ODASD(SP), DISCR, for adjudication under Executive Order 10865 as implemented by DoD Directive 5220.6; these cases pertain only to the individuals who cannot be granted clearance by the Defense Industrial Security Clearance Office (DISCO), Defense Supply Agency (DSA), Columbus, Ohio.

Categories of records in the system:

Alphabetical card index files for identification and location of case files within the DISCR.

Individual case files include general correspondence relating to case, investigative reports prepared by various investigative agencies conducting security clearance investigations, DISCO referral recommendation, determinations of the Screening Board, Examiners and the Appeal Board, DISCR, with implementing documentation, including but not limited to, Statement of Reasons (SOR) issued to individual, his answer to the SOR, transcripts of hearings and exhibits.

DISCR case correspondence files maintained by case number, including case correspondence initiated by DISCR, (excluding the Eastern and Western Field Offices) with individuals, employers, attorneys, congressmen and investigative agencies.

Additionally, correspondence files include copies of Screening Board determinations and Appeal Board determinations from July

1967 to date in anticipation of necessity of furnishing an index and register of administrative determinations under FOIA PL 93-502 Section 552.a(2)(c).

Files of Examiner's determinations from July 1967 to date is being assembled in anticipation of possible necessity of furnishing an index and register of administrative determinations under FOIA, cited above, and pending Supreme Court Case No. 74-489, re: Withholding of U.S. Service Academies Honor and Ethics Code adjudications with names and other identifying information deleted.

DISCR Reader Files including DISCR-initiated correspondence, Screening Board determinations and Appeal Board determinations.

Decentralized Reader File segments of copies of Examiner's determinations and Appeal Board determinations to Department Counsels' Office and Screening Board, DISCR, and Western and Eastern Field Offices.

Chronological correspondence file of letters from assigned trial counsel to individuals, attorneys or counsel, and other Federal Offices for hearing arrangements.

Authority for maintenance of the system:

Executive Order 10865, 'Safeguarding Classified Information Within Industry', dated February 20, 1960, as amended by Executive Order 10909, dated December 7, 1966.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose is to determine whether it is clearly consistent with the national interest to grant an individual access to classified information.

DISCO, DSA, initiates investigation at request of employer and may grant but not deny clearance.

ODASD(SP), DISCR, determines individual's eligibility for security clearance and notifies the individual, his employer and DISCO, DSA, of final decision.

Department of Justice in cases where individual seeks federal court review of adverse administrative determinations under the Industrial Security Clearance Program.

U.S. Army, JAG, U.S. Army Claims Services, Ft. Meade, Md., in cases where claims for reimbursement are requested by an applicant.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, vertical file cards

Retrievability:

Active files alphabetically by name or by case number.

Inactive files by individual's name, date and place of birth and social security number.

Safeguards:

Records are stored in security combination lock file containers accessible only to DISCR authorized personnel.

Unknown for users other than DISCR.

Retention and disposal:

Pending records management schedule development by OSD Records Management Office.

Primary alphabetical card index file retained permanently in Central Office, DISCR. Alphabetical Index Cards for case control purposes in sub-offices, i.e., Screening Board, Department Counsel's Office, Appeal Board, and Western and Eastern Field Offices retained during active processing of cases and then destroyed.

All Reader Files destroyed within 60 days of issue.

System manager(s) and address:

Deputy Assistant Secretary of Defense (Security Policy), Directorate for Industrial Security Clearance Review, Pentagon, Washington, D.C.

Notification procedure:

Information may be obtained from:

ODASD(SP), DISCR, Room 3D-282, Pentagon, Washington, D.C. 20301.

Record access procedures:

Requests from individuals should be addressed to ODASD(SP), DISCR, Room 3D-282, Pentagon, Washington, D.C. 20301.

Written requests should include the individual's full name, date and place of birth, social security number and notarized signature.

Copies of records requested, subject to statutory exemptions, will be provided after payment of search and copy fees and requester will state his intention to pay fees with request for records.

The records requested and available, subject to statutory exemptions, may be made available to individuals for review at the following locations:

Freedom of Information Agency
Room 3D-282, Pentagon, Washington, D.C.
Administrative Director, Eastern Field Office
26 Federal Plaza, Room 4018
New York, New York 10007
Administrative Director, Western Field Office
1532 Third St., Suite 210, Nicholas Bldg.
Santa Monica, California 90401

Fees for search and additional copying required to comply with statutory exemptions must be borne by the individual requesting the review of the records.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

DIS, OSD; DISCO, DSA; individual sources exempted.

Systems exempted from certain provisions of the act:

Statutory 5USC 552(k)(5).

## DCOMP SP03

System name:

Administrative Files on Active Psychiatric Consultants to DoD.

System location:

Directorate for Industrial Security Clearance Review (DISCR), Office of the Deputy Assistant Secretary of Defense (Security Policy), (ODASD(SP)).

Categories of individuals covered by the system:

Psychiatric Consultants who have entered into agreement with the Department of Defense to conduct psychiatric examinations of individuals applying for industrial security clearance for access to classified information required in performance of their work for classified Government contractors.

Categories of records in the system:

Records filed alphabetically by last name of psychiatrist consisting of correspondence concerning agreement to conduct psychiatric examinations requested by the Government and initiation and confirmation of security clearance issued to psychiatrists.

Current list of active DoD psychiatric consultants.

Alphabetical card index file for identification and address of active psychiatric consultants.

Authority for maintenance of the system: Executive Order (E.O.) 10865, dated February 20, 1960, as amended by E.O. 10909, entitled 'Safeguarding Classified Information Within Industry.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose is to maintain record of active psychiatric consultants available to conduct psychiatric examinations of individual applicants for industrial personnel security clearance in convenient geographical areas.

Psychiatric consultants having active professional service agreements with and having been granted security clearance by the DoD are used by DISCR, ODASD(SP), and Industrial Security Clearance Office (DISCO), Defense Supply Agency (DSA), in processing requests for industrial personnel security clearance of individuals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; vertical file cards.

Retrievability:

Alphabetically by surname.

Safeguards:

Records are stored in security combination locked file cabinets accessible only to DISCR authorized personnel.

Unknown for DISCO.

Retention and disposal:

Pending records management schedule development by OSD Records Management Office.

Records on individual psychiatrists retained for duration of professional services agreement and destroyed when agreement terminated.

System manager(s) and address:

Deputy Assistant Secretary of Defense (Security Policy), Directorate for Industrial Security Clearance Review, Pentagon, Washington, D.C.

Notification procedure:

Information may be obtained from:

ODASD(SP), DISCR

Room 3D-282
Pentagon
Washington, D.C. 20301

Record access procedures:

Requests from individuals should be addressed to ODASD(SP), DISCR, Room 3D-282, Pentagon, Washington, D.C. 20301.

Written requests should include the individual's full name, date and place of birth, and notarized signature.

Copies of records requested will be provided, after payment of search and copy fees, and requester will state his intention to pay fees with request for records.

The records requested may be made available to individuals for review at the following locations:

DISCR, ODASD(SP)
Room 3D-282, Pentagon, Washington, D.C. 20301
Administrative Director, Eastern Field Office
26 Federal Plaza, Room 4018
New York, New York 10007
Administrative Director, Western Field Office
1532 Third St., Suite 210, Nicholas Bldg.
Santa Monica, California 90401

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Copy of Letter of Consent (for security clearance); DSA Form 560a-R; Correspondence with individual psychiatrists.

Systems exempted from certain provisions of the act:

None

DCOMP SP04

System name:

Motions for Discovery of Electronic Surveillance Files.

System location:

Primary System—Security Plans and Programs Directorate, Office of the Deputy Assistant Secretary of Defense (Security Policy), ODASD(SP), Washington, D. C. 20301

Decentralized Segments—Office of the Deputy Assistant Secretary of Defense (Administration), ODASD(ADMIN), Washington, D. C. 20301

Categories of individuals covered by the system:

Those individuals and/or organizations on which the Department of Justice has requested information upon which to base their reply to court-approved motions for discovery of electronic surveillance.

Categories of records in the system:

Chronological listing for identification and location of files. Individual case files to include original and subsequent requests from the Department of Justice; file copy of memorandum to the DoD Components directing search of their records, indices, etc.; and copy of DoD response to the Department of Justice.

Authority for maintenance of the system:

Admin. Instruction 15/5.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Preparation of response to Department of Justice as well as any subsequent inquiries from that office. Department of Justice response to court-approved motion for discovery.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed by case name

Safeguards:

Records are stored in security combination lock file containers accessible only by SP&P personnel.

Retention and disposal:

Records are permanent. They are retained in active file until end of calendar year in which project is completed, held one additional year in inactive file and subsequently retired to Washington National Records Center.

System manager(s) and address:

The Deputy Assistant Secretary of Defense (Security Policy), Security Plans and Programs Directorate, Pentagon, Washington, D. C. 20301

Notification procedure:

Information may be obtained from:
ODASD(SP), SP&P
Room 3C-271
Pentagon
Washington, D. C. 20301
Telephone: Area Code 202/697-3969

Record access procedures:

Requests from individuals should be addressed to: Office of the Deputy Assistant Secretary of Defense (Security Policy), Security Plans and Programs Directorate, Room 3C-271, Pentagon, Washington, D. C. 20301

Written requests for information should contain the full name of the individual, date and place of birth, social security number and notarized signature.

Copies of records requested, subject to statutory exemptions, will be provided after payment of search and copy fees and requester will state his intention to pay fees with request for records.

The records requested may be made available to individuals for review at the following locations:

ODASD (Security Policy)
Room 3C271
Pentagon
Washington, D. C. 20301

Contesting record procedures:

The agency's rule for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Department of Justice formal written inquiries, and internal correspondence necessary to gather information to make replies to such inquiries.

Systems exempted from certain provisions of the act:

NONE

DGC02

System name:

Private Relief Legislation File

System location:

Primary System - Office of the General Counsel, Office of the Secretary of Defense, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Individuals for whom private relief legislation has been introduced in Congress.

Categories of records in the system:

Private relief legislation files of the Office of the General Counsel, Office of the Secretary of Defense, contain the history of legislation concerns individuals and contains information about them.

Authority for maintenance of the system:

Title 10, U.S. Code, Section 133 and 137

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Routine use of the files is by the attorneys in the Office of the General Counsel, Office of the Secretary of Defense and personnel in the Department of Defense.

Purpose of the files is to produce working papers in development of a department position.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by name and bill number.

Safeguards:

Stored in metal filing cabinets where they are kept in a locked room.

Retention and disposal:

Files are retained as long as there is an office interest in the legislation after which they are destroyed or retired to the Federal Records Center, Suitland, Maryland.

System manager(s) and address:

Director, Legislative Reference Service, Office of the General Counsel, Office of the Secretary of Defense, Room 4A948, Pentagon, Washington, D.C. 20301.

Notification procedure:

Written request for information should be addressed to the SYS-MANAGER, Director, Legislative Reference Service, Office of the General Counsel, Office of the Secretary of Defense, Room 4A948, Pentagon, Washington, D. C. 20301. Valid proof of identity is required.

Record access procedures:

Procedure for gaining access by an individual to his records may be obtained from the following:

Office of the Assistant General Counsel (Manpower, Health & Public Affairs)
Room 3E977
Pentagon
Washington, D. C. 20301
202-OX7-9657

Contesting record procedures:

Office of the Assistant General Counsel (Manpower, Health & Public Affairs), Office of the Secretary of Defense, Room 3E977, Pentagon, Washington, D.C. 20301 may be contacted to obtain rules for contesting contents of records and appealing initial determinations.

Record source categories:

Information contained in Private Relief Legislation files is obtained from various sources including correspondence with the Legislative Branch and inputs by the components of the Department of Defense.

Systems exempted from certain provisions of the act:

None

DGC03

System name:

General Administrative File

System location:

Primary System - Office of the General Counsel, Office of the Secretary of Defense, Pentagon, Washington, D. C. 20301

Categories of individuals covered by the system:

Individuals who have had certain incidents in their lives come within the purview of the Office of the General Counsel, Office of the Secretary of Defense.

Categories of records in the system:

General administrative files of the Office of the General counsel, Office of the Secretary of Defense, which are used in the performance of the functions of the office. Some of the cases concern individuals and contain information about them. Such cases are filed by the individual's name as these cases relate to the legal problems of the Department of Defense.

Authority for maintenance of the system:

Title 10, U.S. Code, Section 137

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Routine use of the files is by the attorneys in the Office of the General Counsel, Office of the Secretary of Defense, and DoD components.

Purpose of the files is to provide information for attorneys in the Office of the General Counsel to aid in solving the various legal problems for the Secretary of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by subject.

Safeguards:

Stored in metal filing cabinets and metal safes depending on classification.

Retention and disposal:

Files are retained as long as there is an office interest in the case then they are destroyed or retired to the Federal Records Center, Suitland, Maryland.

System manager(s) and address:

Deputy General Counsel, Office of the Secretary of Defense, Room 3E980, Pentagon, Washington, D. C. 20301.

Notification procedure:

Written request for information should be addressed to the SYS-MANAGER, Deputy General Counsel, Room 3E980, Pentagon, Washington, D. C. 20301. Valid proof of identity is required as well as the pertinent dates and subject matter which caused the individual's involvement with the office.

Record access procedures:

Procedure for gaining access by an individual to his records may be obtained from the following:

Office of the Assistant General Counsel (Manpower, Health & Public Affairs)
Room 3E977
Pentagon
Washington, D. C. 20301
202-OX7-9657

Contesting record procedures:

Office of the Assistant General Counsel (Manpower, Health & Public Affairs), Office of the Secretary of Defense, Room 3E977, Pentagon, Washington, D. C. 20301 may be contacted to obtain rules for contesting contents of records and appealing initial determinations.

Record source categories:

Information contained in general administrative files is obtained from various sources including correspondence, investigations performed by other agencies and general administrative records of the Department of Defense.

Systems exempted from certain provisions of the act:

None

DHA 04

System name:

Variable Incentive Pay for Medical Officers-Data Management System

System location:

Air Force Data Services Center, Headquarters, United States Air Force, The Pentagon, Washington, D.C. 20330.

Categories of individuals covered by the system:

Military physicians on active duty during the reporting period

Categories of records in the system:

Partial file containing various materials contained in each individuals master personnel record. This system contains SSAN, rank or grade, position held, and information concerning professional education, pay status, and other related information regarding the variable incentive pay programs.

Authority for maintenance of the system:

Title 37, United State Code, Chapter 5, Section 313

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Health Studies Task Force, Office of the Assistant Secretary of Defense (Health Affairs) to meet statutory requirements of Title 37, USC Chapter 5, Section 313.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes in Air Force Data Services Center Tape Library

Retrievability:

By Social Security Number

Safeguards:

Magnetic tapes are maintained by the Air Force Data Services Center with access only by authorized user number.

Retention and disposal:

Magnetic tapes are maintained until expiration of Section 313, Chapter 5, Title 37, USC.

System manager(s) and address:

Chairman, Health Studies Task Force, Office of the Assistant Secretary of Defense (Health Affairs), The Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from:

Executive Assistant
Office of the Assistant Secretary of Defense (Health Affairs)
Room 3E172, The Pentagon
Washington, D.C. 20301
Telephone number: 202-697-2115

Record access procedures:

Requests from individuals should be addressed to:

Office of the Assistant Secretary of Defense (Health Affairs)
The Pentagon

Washington, D.C. 20301

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Central personnel files of the Military Services.

Systems exempted from certain provisions of the act:

None

DISA 01

System name:

ISA TELEPHONE DIRECTORY

System location:

Primary System - Administrative Office, OASD(ISA).

Categories of individuals covered by the system:

Any employee of ISA.

Categories of records in the system:

Directory contains employees' names, office and home phone numbers by organizational element and room number.

Authority for maintenance of the system:

U.S. Code (Annotated) #5 and Federal Personnel Manual, Chapter 293.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Internal use of all ISA employees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Desk-Top.

Retrievability:

Listed alphabetically by name and organization.

Safeguards:

Building employs security guards.

Retention and disposal:

Directory is re-issued quarterly.

System manager(s) and address:

OASD(ISA), the Pentagon, Washington, D.C.

Notification procedure:

Information may be obtained from:
OASD(ISA)
Room 4E821.
Pentagon Building
Washington, D.C. 20301.
Telephone: Area Code 202/697-8126

Record access procedures:

Requests from individuals should be addressed to: OASD(ISA), Room 4E821, Pentagon, Washington, DC 20301.

Written requests for information should contain the full name of the individual, current address and telephone number.

Contesting record procedures:

The Department's rules for contesting contents and appealing initial determinations may be obtained from OASD(ISA), Room 4E821, Pentagon, Washington, D.C.

Record source categories:

Information is supplied by the individuals listed.

Systems exempted from certain provisions of the act:

None.

DISA 02

System name:

ISA LOCATOR FILE

System location:

Primary System - Administrative Office, OASD(ISA)

Categories of individuals covered by the system:

All employees of ISA.

Categories of records in the system:

Contains employee names, grades, service no. or SSN, years of service, date of birth, place of birth, home address, home phone no., marital status, number of dependents, security clearance, date of clearance, date reported, reserve status, mobilization designation, and office room and phone number.

Authority for maintenance of the system:

U.S. Code (Annotated) #5 and Federal Personnel Manual, Chapter 293.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Internal Locator Uses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card file box - table top.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Building employs security guards. Records are maintained in areas with controlled access to authorized personnel only.

Retention and disposal:

Permanent

System manager(s) and address:

OASD(ISA), Admin. Office, the Pentagon, Washington, D.C.

Notification procedure:

Information may be obtained from:
OASD(ISA)
Room 4E821
Pentagon Building
Washington, D.C. 20301
Telephone: Area Code 202/697-8126

Record access procedures:

Requests from individuals should be addressed to: OASD(ISA), Room 4E821, Pentagon, Washington, D.C. 20301.

Written requests for information should contain the full name of the individual, current address and telephone number.

Contesting record procedures:

The Department's rules for contesting contents and appealing initial determination may be obtained from OASD(ISA), Room 4E821, Pentagon, Washington, D.C.

Record source categories:

Information is supplied by the individual listed.

Systems exempted from certain provisions of the act:

None

DISA 03

System name:

Organizational Personnel Files and 201 Files

System location:

Administrative Office, OASD(ISA)

Categories of individuals covered by the system:

All military and civilian employees

Categories of records in the system:

Contains individual assignment orders and copies of other personnel actions affecting named individual.

Authority for maintenance of the system:

U.S. Code (Annotated) 5, and Federal Personnel Manual, Chapter 293.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel Management.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Building security guards, Mosler safe, controlled access to authorized personnel.

Retention and disposal:

Permanent while assigned to OASD(ISA) then in inactive file for one year.

System manager(s) and address:

OASD(ISA) Administrative Office, Pentagon, Washington, D.C. 20301

Notification procedure:

Information can be obtained from OASD(ISA), Room 4E821, Pentagon, Washington, D.C. 20301.

Record access procedures:

Requests from individuals should be addressed to: OASD(ISA), Room 4E821, Pentagon, Washington, D.C. 20301

Written requests for information should contain the full name of the individual, current address and telephone number.

Contesting record procedures:

The Department's rules for contesting contents and appealing initial determinations may be obtained from: OASD(ISA), Room 4E821, Pentagon, Washington, D.C. 20301

Record source categories:

Military Services, OSD Military Personnel, Civil Service Commission, OSD Civilian Personnel, State Department.

Systems exempted from certain provisions of the act:

None

DLA01

System name:

Security Clearance File

System location:

Primary System-Office of Research and Administration, Assistant to the Secretary of Defense (Legislative Affairs), Washington, DC 20301.

Categories of individuals covered by the system:

Congressional Staff Personnel.

Categories of records in the system:

Card file listing security clearances for congressional staff personnel.

Authority for maintenance of the system:

Executive Order 11652.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

When classified material is submitted to Members or committees of Congress, the card file is screened to insure that the person receiving the material is properly cleared.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Vertical file cards.

Retrievability:

Card files are listed alphabetically by last name and committee or Member to whom assigned.

Safeguards:

Afforded appropriate protection at all times.

Retention and disposal:

Kept on personnel only during the time employed by the Congress.

System manager(s) and address:

Office of Research and Administration, Assistant to the Secretary of Defense (Legislative Affairs), Washington, DC 20301.

Notification procedure:

Requests should be addressed to the SYSMANAGER.

Record access procedures:

Procedures for gaining access should be directed to:

Office of Research and Administration, Assistant to the Secretary of Defense (Legislative Affairs).
Room 3D932.
Pentagon Building.
Washington, DC 20301.
Telephone: 202-697-9166.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Certificate of Clearance (SD Form 176) is received from Director for Personnel and Security, Washington, Headquarters Services, Department of Defense.

Systems exempted from certain provisions of the act:

None

DLA02

System name:

Biographic Data File.

System location:

Primary System-Office of Research and Administration for the Assistant to the Secretary of Defense (Legislative Affairs), Washington, DC 20301.

Categories of individuals covered by the system:

Members of Congress

Categories of records in the system:

Biographic data files include date and place of birth, marital status, educational background, military service, voting district, and voting record pertaining to Defense issues.

Authority for maintenance of the system:

Title 10, US Code, Section 133.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Routine use of public background information is helpful to DOD officials meeting Members of Congress on trips; in hearings; and in discussions of problem areas. Knowing the generalized background of the Member is conducive to intelligent discussion of mutual problems.

Purpose-To assist Legislative Liaison officers in presenting material to individual Congressmen, and to aid Defense witnesses in preparing for testimony before Congressional committees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically.

Safeguards:

Stored in locked metal filing cabinet.

Retention and disposal:

Biographic data on incumbent members is maintained for their entire term of office.

System manager(s) and address:

Office of the Assistant to the Secretary of Defense (Legislative Affairs).

Notification procedure:

Written requests for information should be addressed to the SYSMANAGER.

Personal visits are directed to Room 3D932, Pentagon, Washington, DC. Valid proof of identity is required.

Record access procedures:

Procedures for gaining access by an individual may be obtained from the following:

Director, Research and Administration, OATSD(LA).
Room 3D932.
Pentagon Building.
Washington, DC 20301.
Telephone: 202-697-9166.

Contesting record procedures:

The Agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Data is gathered from the Congressional Quarterly, Congressional Record, Congressional Director and other printed media pertaining to Members of Congress.

Systems exempted from certain provisions of the act:

None

DMRA&L 01.0

System name:

Teacher Correspondence Files

System location:

Teacher Recruitment Section, Staffing Branch, Office of Dependents Schools, Office of Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), Room 120, Hoffman building, 2461 Eisenhower Avenue, Alexandria, Va. 22331.

**Categories of individuals covered by the system:**

Any individual with whom or about whom the Teacher Recruitment Section has correspondence.

**Categories of records in the system:**

File contains all correspondence received from and responses to individuals writing the Teacher Recruitment Section.

**Authority for maintenance of the system:**

PL 86-91

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

INTERNAL USERS, USES, AND PURPOSES

Teacher Recruitment Section - To maintain accurate record of correspondence with individuals making inquiry to Section, any individual records might be transferred to any component of the Department of Defense having a need to know in the performance of official business.

EXTERNAL USERS, USES, AND PURPOSES

Records may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in individual's file folder.

**Retrievability:**

Filed alphabetically be either the last name of the correspondent or the last name of the employee/applicant the correspondence concerns.

**Safeguards:**

Building employs security guards, office locked during nonbusiness hours.

**Retention and disposal:**

Files are retained for three years.

**System manager(s) and address:**

Director, Office of Dependents Schools, Office of the Assistant Secretary of Defense (MRA&L), Pentagon, Washington, D. C. 20301.

**Notification procedure:**

Information may be obtained from:
Chief, Teacher Recruitment Section, DoD
Office of Dependents Schools
Room 120, Hoffman Building
2461 Eisenhower Avenue
Alexandria, Virginia 22331
Telephone: 202-325-0885

**Record access procedures:**

Requests from individuals should be addressed to: Teacher Recruitment Section, Office of Dependents Schools, Office of the Assistant Secretary of Defense (MRA&L), Pentagon, Washington, D. C. 20301.

Written requests for information should contain full name and address of the individual.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license or other identification card.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

Correspondence initiated by the individual or by others on his or her behalf and replies.

**Systems exempted from certain provisions of the act:**

None

## DMRA&L 02.0

**System name:**

Teacher Application Files.

**System location:**

Teacher Recruitment Section, Staffing Branch, Personnel Division, DoD, Office of Dependents Schools, Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), Room 120, Hoffman Building, 2461 Eisenhower Avenue, Alexandria, Va. 22331.

**Categories of individuals covered by the system:**

Any citizen who applies for a position with the DoD Office of Dependents Schools.

**Categories of records in the system:**

File contains all papers and forms relating to individual's application for employment to include SF 171, Personal Qualifications Statement; DD 1835, DoD Dependents Schools - Application Index; DD 1836, Supplemental Application for Employment with DoD Overseas Dependents Schools; DD 1456, Professional Evaluation Department of Defense Overseas Dependents Schools; DD 1453, Record of Personal Interview; official college transcripts; copy of teaching certificates; copy of birth certificate and correspondence to or concerning applicant.

**Authority for maintenance of the system:**

PL 86-91

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

INTERNAL USERS, USES, AND PURPOSES

Teacher Recruitment Section - To determine qualifications, and make selection of candidates for positions with DoD Office of Dependents Schools of selected applicants; to review types of experience, educational background, evaluation of previous employers, professional credentials, interviewer's rating.

Department of the Army - Staff Agencies and Commands to complete processing of hired individuals, to obtain Office of Personnel Management National Agency Check, medical examination, passports, arrange transportation and shipment/storage household goods, and to provide gaining Civilian Personnel Offices necessary documentation for placing individuals on rolls.

Department of the Air Force - Staff Agencies and Commands to complete processing of hired individuals, to obtain Office of Personnel Management National Agency Check, medical examination, passports, arrange transportation and shipment/storage household goods, and to provide gaining Civilian Personnel Offices necessary documentation for placing individuals on rolls.

Department of the Navy - Staff Agencies and Commands to complete processing of hired individuals, to obtain Office of Personnel Management National Agency Check, medical examination, passports, arrange transportation and shipment/storage household goods, and to provide gaining Civilian Personnel Offices necessary documentation for placing individuals on rolls.

Any individual records in a system of records might be transferred to any Component of the Department of Defense having a need to know in the performance of official business.

EXTERNAL USERS, USES, AND PURPOSES

Records may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of applicant.
Cross file by index card by category (Teaching field) of applicant.
Cross file by index card by location of applicant.

**Safeguards:**

Building employs security guards, office locked during nonbusiness hours. Records are maintained in area accessible only to authorized personnel who are properly screened.

**Retention and disposal:**

Records are retained for recruitment period (no more than one year).

For nonselected applicants, portions are returned to applicant for future use and portions are destroyed.

Records of selected applicants are forwarded to Department of the Army, Department of the Air Force, or Department of the Navy as appropriate for processing.

**System manager(s) and address:**

The Director, Office of Dependents Schools, Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics)(OASD(MRA&L)), Washington, D. C. 20301.

**Notification procedure:**

Information may be obtained from:
Chief, Teacher Recruitment Section, DoD
Office of Dependents Schools
Room 120
Hoffman Building

2461 Eisenhower Avenue
Alexandria, Virginia 22331
Telephone: 202-325-0885

Record access procedures:

Request from individuals should be addressed to: Teacher Recruitment Section, Office of Dependents Schools, OASD(MRA&L), Washington, D. C. 20301.

Written requests for information should contain the full name and address of the individual.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Former employers, educational institutions, and information supplied by the individual.

Systems exempted from certain provisions of the act:

None

DMRA&L 03.0

System name:

Employer Support File (PLEDGE)

System location:

Primary Location: Air Force Data Services Center, Room 1D132, The Pentagon, Washington, D.C. 20330.

Hard copy roster located at: National Committee for Employer Support of the Guard and Reserve, Room 907, 1117 North 19th Street, Arlington, VA 22209.

Categories of individuals covered by the system:

Self employed individuals, individuals heading companies bearing their names, the pledging officials representing various companies, or staff directors who have pledged to support the National Guard and Reserve components.

Categories of records in the system:

Name, address, geographic location, size, and business of pledging company.

Authority for maintenance of the system:

10 USC 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the file is to assist in informing the public and encouraging employers to support the Guard and Reserve.

National Committee for Employer Support of the Guard and Reserve; used to answer inquiries from employees or prospective employees of companies concerning whether a company has pledged to support the Guard and Reserve; used by members of the advisory council to assist Guard and Reserve members who are experiencing difficulties with companies that have pledged; used as a screening tool to prevent re-solicitation of support from employers who have already pledged; used to supply state level organizations' lists of companies in state which have pledged; used to prepare speech and presrelease material mentioning companies that have pledged.

Any individual records in the system may be transferred to any component of the Department of Defense having a need to know in the performance of official business.

Records may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, and civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic Computer Tape

Retrievability:

Retrieved by company name, geographic location, or type of business

Safeguards:

Primary location is a TOP SECRET facility.

Hard copy output is accessible to authorized personnel only during working hours; room is locked after hours and building has security guards.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Chairman, National Committee for Employer Support of the Guard and Reserve, Room 907, 1117 North 19th Street, Arlington, VA 22209.

Notification procedure:

Information may be obtained from:
Chairman, National Committee for Employer Support of the Guard & Reserve
Room 907
1117 North 19th Street
Arlington, VA 22209
Telephone: 202-697-6902

Record access procedures:

Requests for information should be addressed to: Chairman, National Committee for Employer Supportof the Guard and Reserve, Room 907, 1117 North 19th Street, Arlington, VA 22209.

Written requests should contain the name of the individual and/or employer, current mailing addressand telephone number.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is supplied by employers who have pledged, from Dunn & Bradstreet, and from Census Data.

Systems exempted from certain provisions of the act:

None

DMRA&L 06.0

System name:

Department of Defense Priority Placement Program (STOPPER LIST)

System location:

Primary Location: Defense Electronics Supply Center, 1507 Wilmington Pike, Dayton, Ohio 45444

Decentralized locations: hard copy rosters/listing supplied every two weeks to all DoD Civilian Personnel Offices world-wide (approximately 500 locations) and to other personnel management activities.

Categories of individuals covered by the system:

Displaced career and career-conditional employees adversely affected by reductions-in-force or transfer of function; overseas non-displaced career and career-conditional employees being returned to the U.S. All individuals in file must voluntarily initiate entry into the system.

Categories of records in the system:

File contains summary of occupational experience, education, training, age, sex, height and weight,marital status.

Authority for maintenance of the system:

10 USC 136

Routine uses of records maintained in the system, including categories of uscrs and the purposes of such uses:

The purpose of the file is to assist displaced employees and overseas returnees in securing employment.

DoD Civilian Personnel Offices - used to assist activities in filling vacant positions and in assisting displaced employees and overseas returnees in obtaining employment.

DoD Activities: short resume of individual's background used in assessing qualifications for vacant positions.

Office of the Deputy Assistant Secretary of Defense, Civilian Personnel Policy - used for statistical analyses of civilian personnel employment trends and patterns and for establishing policy and for planning purposes; informing individuals in system of non-government job opportunities.

Other Federal Agencies: used in filling vacant positions.

Any individual records contained in the system might be transferred to any component of the Department of Defense having the need to know in the performance of official business.

Any record may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic computer tape

Retrievability:

Normally retrievable by occupation and grade.

Safeguards:

The primary location is identified as a secure area; access is through electrically controlled doors and cypher locks; tapes are stored in a vault when not in use.

Retention and disposal:

Records of displaced employees are maintained in the system for one year.

Records of overseas returnees are entered six months prior to return and are maintained until individual is placed in job or leaves the government. Initial input for records is hard copy, which is destroyed after tape record is created.

System manager(s) and address:

Director, Staffing Policies and Programs, Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), Room 3D281, The Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from the Department of Defense Civilian Personnel Office where the individual registered to enter the system.

Record access procedures:

Written requests from individuals should be directed to the Department of Defense Civilian Personnel Office where the individual registered to enter the system and should include name and current mailing address and telephone number.

For personal visits, the individual should be able to present to the personnel office some acceptable identification, such as a driver's license or other ID card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

The individual must take action to place his record in the system; information entered into the record is provided by the individual in writing or through employment counseling; additional information is obtained from the individual's official personnel file (201 file).

Systems exempted from certain provisions of the act:

None

DMRA&L 07.0

System name:

Department of Defense Overseas Employment Program

System location:

Defense Electronics Supply Center, 1507 Wilmington Pike, Dayton, Ohio 45444.

Categories of individuals covered by the system:

Career and career-conditional employees of the Federal Government and reinstatement eligible employees who desire overseas employment and voluntarily register.

Categories of records in the system:

File contains summary of occupational experience, education, training, age, sex, height and weight, marital status.

Authority for maintenance of the system:

10 USC 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the system is to provide an automated applicant supply system for use in filling overseas job vacancies.

Department of Defense activities - the system is utilized to fill overseas job vacancies.

Other Federal Agency - the system is utilized to fill overseas job vacancies.

Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy) - used for statistical analyses for policy, planning, and guidance; for evaluation of the effectiveness of the program; and for monitoring of activity compliance with the program.

Any individual records contained in the system might be transferred to any component of the Department of Defense having the need to know in the performance of official business.

Any record may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic Computer Tape.

Retrievability:

Retrieval by occupational skill and grade.

Safeguards:

The location is identified as a secure area; access is through electrically controlled doors and cypher locks; tapes are stored in a vault when not in use.

Retention and disposal:

Records remain in the system for one year or until the individual is placed in an overseas position; the individual is notified after eleven months that his registration is about to expire and is given the opportunity to re-register for another year.

System manager(s) and address:

Director, Staffing Policies and Programs, Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), Room 3D281, The Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from the Department of Defense Civilian Personnel Office where the individual registered to enter the system.

Record access procedures:

Written requests from individuals should be directed to the Department of Defense Civilian Personnel Office where the individual registered to enter the system and should include name, current mailing address and telephone number.

For personal visits, the individual should be able to present to the personnel office some acceptable identification, such as driver's license or other ID card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information in the file is obtained from the individual, either in writing or through interviews with personnel counselors, and from his official personnel file (201 file).

Systems exempted from certain provisions of the act:

None

DMRA&L 09.0

System name:

Defense Race Relations Institute (DRRI) Student File

System location:

Primary Location - Bldg. 559(MU81.1) Patrick AFB, Fla. 32925.

Hard copy backup file for students in active status, and for former students, the location is Deputy Director for Special Programs, Defense Race Relations Institute, Patrick AFB, Fla. 32925.

Categories of individuals covered by the system:

All current or former students at the Defense Race Relations Institute.

Categories of records in the system:

Life history summary, name, race, age, military organization, test and examination scores and forms, peer group and instructor ratings, advisor progress reports.

Authority for maintenance of the system:

10 USC 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the file is to evaluate the progress of students enrolled at the Defense Race Relations Institute and to create a permanent record of academic accomplishment.

INTERNAL USERS, USES, AND PURPOSES

The Defense Race Relations Institute - Used by advisors in counseling students, to verify attendance and grades to colleges and universities; to select instructors; to make decisions to release students from the program.

Used by students to evaluate their programs.

Any individual records in the system may be transferred to any component of the Department of Defense having the need to know in the performance of official business.

EXTERNAL USERS, USES, AND PURPOSES

Records may be disclosed to law enforcement or investigatory authorities for investigations and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Primary file is magnetic computer tape. Backup files are paper records in file folders.

Retrievability:

Files are sequenced alphabetically by last name by class.

Safeguards:

Primary location is a controlled access area. Backup files - storage is in locked file cabinets. Only authorized personnel have access to files.

Retention and disposal:

Permanent.

System manager(s) and address:

Director, Defense Race Relations Institute, Patrick AFB, Fla. 32925.

Notification procedure:

Information may be obtained from:
Director, Defense Race Relations Institute
Patrick AFB, Fla. 32925
Telephone: 305-494-6976

Record access procedures:

Requests from individuals should be addressed to the Director, Defense Race Relations Institute, Patrick AFB, Fla. 32925.

Written requests for information should contain the full name, current address and telephone number, and class of the individual.

For personal visits, the individual should be able to provide some acceptable identification, such as military ID card or driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by the individual, student peers, instructors, counselors, and examinations.

Systems exempted from certain provisions of the act:

None

## DMRA&L 10.0

System name:

Equal Opportunity Complaint File

System location:

Office of the Deputy Assistant Secretary of Defense (Equal Opportunity), Room 3E319, The Pentagon, Washington, D.C. 20301

Categories of individuals covered by the system:

Any individual who has filed or had filed on his behalf a discrimination complaint.

Categories of records in the system:

The letter or document initiating complaint, directions to services on investigating complaint, services' investigatory report, and copies of response to complainant.

Authority for maintenance of the system:

10 USC 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the file is to cause action to be taken on discrimination complaints.

Office of the Deputy Assistant Secretary of Defense (Equal Opportunity) - used to answer queries concerning status or disposition of complaints, for assigning actions and reviewing actions on complaints, and for analyses of trends or patterns in discrimination complaints.

Records in the system may be transferred to any other Department of Defense component having the need to know in the performance of official business.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder.

Retrievability:

Filed by first letter of last name for service and year.

Safeguards:

Kept in file drawer; building has security guards.

Retention and disposal:

Files are retained for one year in active status, one year in inactive status, and then destroyed.

System manager(s) and address:

Deputy Assistant Secretary of Defense (Equal Opportunity), Room 3E319, The Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from:
Deputy for Plans and Policy
Office of the Deputy Assistant Secretary of Defense (Equal Opportunity)
Room 3E319
The Pentagon
Washington, D.C. 20301
Telephone: 202-695-0107

Record access procedures:

Requests from individuals should be addressed to: Deputy for Plans and Policy, Office of the Deputy Assistant Secretary of Defense (Equal Opportunity), Room 3E319, The Pentagon, Washington, D.C. 20301.

Written requests for information should contain the full name of the individual, Service, current address, and telephone number.

For personal visits, the individual should be able to provide some acceptable identification such as a driver's license or other ID card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and Administrative Instruction No. 81.

Record source categories:

Information contained in the file is obtained from the individual or someone acting on his behalf, from the Services' investigation of the complaints.

Systems exempted from certain provisions of the act:

None

## DMRA&L 12.0

System name:

Reserve Components Common Personnel Data System (RCCPDS)

System location:

Air Force Data Service Center, Room 1D167, The Pentagon, Washington, D. C. 20330.

Back-up locations for processing: U.S. Army Management Systems Support Agency, Room BD972, The Pentagon, Washington, D. C. 20310.

W.R. Church Computer Center, Naval Postgraduate School, Monterey, CA 93940.

National Military Command System Support Center, Room BE685, The Pentagon, Washington, D. C. 20331.

Categories of individuals covered by the system:

Any individual currently a member of any Reserve or National Guard component, and retired reservists.

Categories of records in the system:

File contains individual's Social Security Account Number, component, and other personnel information such as race, sex, rank, age, and length of service.

Authority for maintenance of the system:

10 U.S.C. 136.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the file is to generate official statistics concerning Reserve Forces' strength, gains, losses and characteristics of the force.

Office of the Deputy Assistant Secretary of Defense (Reserve Affairs) - used to generate and disseminate official statistics. Individual records are used to provide aggregate statistical data.

Any individual record contained in the system may be transferred to any other Department of Defense Component having the need-to-know in the performance of official business.

Records may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Records of Federal civilian employees who are reservists may be disclosed to Federal agencies for use in emergency mobilization plan-

ning. Records may be disclosed to the Civil Service Commission concerning pay benefits, retirement deductions, and other information necessary for the Commission to carry out its Government-wide personnel management functions.

Records may be disclosed to the Director, Selective Service System upon official request.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic computer tape.

**Retrievability:**

Records are retrievable by component, rank, age, sex, location, or other attributes, including Social Security Account Number.

**Safeguards:**

The primary location is a TOP SECRET facility. The U.S. Army Management Systems Support Agency is a TOP SECRET facility. The National Military Command Systems Support Center is a TOP SECRET facility. Tapes located at the W.R. Church Computer Center, Monterey, CA. are stored in a locked cage in machine room, which is a controlled access area; tapes can be physically accessed only by computer center personnel and can be mounted for processing only if the appropriate security code is provided.

**Retention and disposal:**

Inventory files are current; quarterly history files for the master and transaction files are maintained on a permanent basis.

**System manager(s) and address:**

Deputy Assistant Secretary of Defense (Reserve Affairs), Room 3C980, The Pentagon, Washington, D. C. 20301.

**Notification procedure:**

Information may be obtained from:

Assistant Director, Reserve Personnel Program
Office of the Deputy Assistant Secretary of Defense (Reserve Affairs)
Room 3C980
The Pentagon
Washington, D. C. 20301.
Telephone: 202-697-0624.

**Record access procedures:**

Requests from individuals should be addressed to: Assistant Director, Reserve Personnel Program, Office of the Deputy Assistant Secretary of Defense (Reserve Affairs), Room 3C980, The Pentagon, Washington, D. C. 20301.

Written requests for information should contain the full name, Social Security Account Number, component, and current address and telephone number of the individual.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license, or military or other ID card.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

Data records are obtained from the six Reserve components.

**Systems exempted from certain provisions of the act:**

None

## DMRA&L 15.0

**System name:**

Reports of Defense Related Employment.

**System location:**

Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), Pentagon, Washington, D.C. 20301.

**Categories of individuals covered by the system:**

Retired or former military officers in grades of major or lieutenant commander or above and former civilian officers and employees of the Department of Defense employed at or above the minimum salary of GS-13, who, during any of the first three years after termination of service or employment with the Department of Defense, are employed at fifteen thousand dollars or more per year by a Defense contractor who, during that year, was awarded contracts by the Department of Defense totaling ten million dollars. Also covered are current officers and employees of the Department of Defense employed at or above the minimum salary level of GS-13, who within the preceding three years were employed by such a Defense contractor.

**Categories of records in the system:**

Copies of report DD Form 1787 completed by individuals covered by the system and forwarded to the Department of Defense describing their employment with the Department of Defense and with the Defense contractor and a listing showing the names of individuals who submitted completed DD Form 1787.

**Authority for maintenance of the system:**

The system was established and is maintained as required by Public Law 91-121, section 410, approved November 19, 1969.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The records are available for public inspection in accordance with the specific terms of section 410(d) of Public Law 91-121. There is no limitation or restriction on use by the public of the information contained in the report.

Section 410 (d) of Public Law 91-121 requires the submission to the President of the Senate and Speaker of the House of Representatives by December 31 of each year of information in the reports submitted by individuals during the preceding Fiscal Year.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

In metal file cabinet.

**Retrievability:**

Alphabetical by name of individual.

**Safeguards:**

Maintained in unlocked file cabinet when not in use.

**Retention and disposal:**

No current criteria for disposition of reports.

**System manager(s) and address:**

The Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), Pentagon, Washington, D.C. 20301.

**Notification procedure:**

Any individual who desires to know whether a report DD Form 1787 submitted by him is on file may address a letter inquiry to the SYSMANAGER, Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics), Pentagon, Washington, D.C. 20301. Inasmuch as the reports are available for public inspection no proof of identity is required.

**Record access procedures:**

On request of any individual the reports on file are made available for inspection in the office of the SYSMANAGER, Room 3C980, Pentagon, Washington, D.C.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

The individual submitting the DD Form 1787.

**Systems exempted from certain provisions of the act:**

None

## DMRA&L 16.0

**System name:**

Retired Personnel Master File

**System location:**

Air Force Data Services Center, Room 1D167, Pentagon, Washington, D. C. 20330.

**Categories of individuals covered by the system:**

All retired military personnel and survivor beneficiaries, and reservists drawing retainer pay.

**Categories of records in the system:**

SSAN, birth date, retirement date, pay grade at retirement, amount of retired, survivor, or retainer pay, type of retirment, date of death (in cases of survivor beneficiary records), pension and benefits system elected, Service, years of active service.

**Authority for maintenance of the system:**

10 USC 136.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Actuary, Office of the Deputy Assistant Secretary of Defense (Military Personnel Policy), used for statistical purposes in estimating retired pay budgets, future retired populations, trends in retirement

rates, costs or increases in retired pay; answer Congressional inquiries. U.S. Civil Service Commission to identify accurately retired military personnel who are Federal civilian employees; any individual record in the system may be transferred to any component of the Department of Defense having need to know in performance of official business.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape

Retrievability:

Records can be retrieved by SSAN, Service, age, etc.

Safeguards:

The Air Force Data Services Center is a TOP SECRET facility.

Retention and disposal:

Records are retained for eight weeks. Aggregated records produced from the individual record file are retained indefinitely.

System manager(s) and address:

Actuary, ODASD(MPP), Room 2C263, 202-697-1678, The Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from Actuary, ODASD(MPP), Room 2C263, The Pentagon, Washington, D. C. 20301. Telephone: 202-697-1678.

Record access procedures:

Requests from individuals should be addressed to: Actuary, ODASD(MPP), Room 2C263, The Pentagon, Washington, D. C. 20301. Written requests for information should contain the full name, SSAN, and current address and telephone number of the requester. For personal visits, the individual should be able to provide some acceptable identification such as driver's license or military or other ID card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

The information is obtained from the Military Departments.

Systems exempted from certain provisions of the act:

None

DMRA&L 17.0

System name:

DoD Overseas Dependent School Teachers Retroactive Pay Project

System location:

DoD Office of Dependents Schools, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

Categories of individuals covered by the system:

All former DoD Overseas Dependents School teachers who were paid under Public Law 89-391, dated April 14, 1966.

Categories of records in the system:

System is comprised of names, Social Security Numbers, and Dates of Birth of former DoD overseas teachers, and information extracted from their Official Personnel Records which will effect computation of their retroactive pay; and current addresses of former teachers.

Authority for maintenance of the system:

Court Decision in the case called Virginia J. March et al, v. United States of America (Civil Action 3437-70, U.S. District Court, District of Columbia, June 30, 1975) on intent of Public Law 89-391, dated April 14, 1966.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL USERS, USES, AND PURPOSES

Used by Office of Dependents Schools Back Pay Project workers to compute back pay as it applies to individual teacher; prepare necessary updating for individual's Official Personnel Record, life insurance entitlement where applicable; prepare reports to individual teachers, Treasury, Social Security, Office of Personnel Management, Attorneys for the teachers, and General Accounting Office. Addresses will be used for mailing purposes.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer tapes, computer printouts.

Retrievability:

Social Security Number and name.

Safeguards:

All records are stored under strict control, maintained in spaces normally accessible only to authorized personnel, in cabinets in locked room.

Retention and disposal:

Records will be maintained in this office until all requirements of the judgment and will be destroyed when they are no longer useful.

System manager(s) and address:

Director, DoD Office of Dependents Schools, Office of the Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics).

Notification procedure:

Requests by correspondence should be addressed to Director, DoD Office of Dependents Schools, Attn: Back Pay Project, 2461 Eisenhower Avenue, Room 148, Alexandria, Va. 22331. Telephone: 202-325-0660. Letter should contain the full name and signature of the requester.

Record access procedures:

Requests from individuals should be addressed to same address as stated in the Notification section, above.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Official Personnel Records obtained from Federal Records Center and other agencies currently employing individuals concerned.

Systems exempted from certain provisions of the act:

None

DMRA&L 18.0

System name:

Administrative Files (MRA&L)

System location:

Office of Assistant Secretary of Defense (Manpower, Reserve Affairs and Logistics) (OASD(MRA&L)).

Categories of individuals covered by the system:

All civilian and military personnel assigned or detailed to OASD(MRA&L).

Categories of records in the system:

Files contain name, ceiling space number, position title, position number, GS rating or rank, SSN, date of birth, entered on duty date and projected loss date (for military personnel), education, primary experience area; planned retirement date (if known), recent awards, name of spouse, home address, office and home telephone numbers, records of travel order and payment vouchers

Authority for maintenance of the system:

Various provisions of 10 USC.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To control and accomplish administrative personnel actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.
Visible file cards.
Loose leaf binders.
Telephone index containers.

Retrievability:

Filed alphabetically by last name.
Filed by ceiling space number.

Safeguards:

Building employs security guards. Records are maintained in offices that are staffed during all duty hours. Records accessible only to authorized OSD personnel

Retention and disposal:

Records are retained only for the period of time employee is assigned to OASD(MRA&L). Records are destroyed upon employee's departure from OASD(MRA&L).

System manager(s) and address:

The Administrative Officer, OASD(MRA&L), Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from:
OASD(MRA&L) (AD)
Room 3E787
Pentagon
Washington, D. C. 20301
Telephone: 202-695-5592.

Record access procedures:

Requests from individuals should be addressed to: OASD(MRA&L)(AD), Room 3E787, Pentagon, Washington, D. C. 20301

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to MRA&L Admin Office, Room 3E787, Pentagon, Washington, D. C. 20301.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified with the records that pertain to him.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Notification of Personnel Actions, SF-50, from the Director for Personnel and Security, Washington Headquarters Services, Department of Defense, OSD SF-171's submitted by individual employees, Notification of Incoming Personnel (military personnel only), Civilian Personnel Staffing Summary supplied by Director for Personnel and Security, Washington Headquarters Services, Department of Defense, T.O. as approved.

Systems exempted from certain provisions of the act:

None

## DMRA&L 19.0

System name:

Automated Career Management System (ACMS) DD-M(AR)1456.

System location:

Defense Electronics Supply Center, 1507 Wilmington Pike, Dayton, Ohio 45444.

Categories of individuals covered by the system:

All Department of Defense General Schedule civilian career program employees GS-5 or higher and former employees.

Categories of records in the system:

Name, home and work addresses, Social Security Account Number, educational background, work experience, grade and salary, occupation, age, special qualifications, awards, military reserve status, and supervisory appraisals.

Authority for maintenance of the system:

Title 5, U.S.C., Sections 301 and 302, which authorize Agency Heads to: establish civilian personnel management programs; maintain files and records necessary to operate such programs; and delegate civilian personnel management authorities to subordinate officials.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This system provides a list of eligible candidates qualified to file position vacancies normally at GS-13 and higher grade levels and to provide information for program analyses and management.

INTERNAL USERS, USES, AND PURPOSES

All DoD Civilian Personnel Offices and the DoD Components serviced by these offices are required to submit job vacancies to designated occupation series against ACMS for the generation of a list with resumes of qualified candidates for consideration by a selection panel and others.

Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy)-Used for statistical analyses of civilian work force, and management and evaluation of specific employment programs within the Department of Defense.

Any individual records contained in the system might be transferred to any component of the Department of Defense having the need-to-know in the performance of official business.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Disc packs.

Retrievability:

Retrievable by occupation, Social Security Account Number, name, specific skills, educational background, or training background.

Safeguards:

The location is identified as a secure area; access is through electrically controlled doors and cypher locks; disc packs are stored in a vault when not in use.

Retention and disposal:

Active records are maintained up to one year after termination of the individual's employment with the Department of Defense, or upon notification that the individual no longer is employed in a position for which registration is required. Inactive records of personnel are retained indefinitely.

System manager(s) and address:

Director of Staffing and Career Management, Office of the Deputy Assistant Secretary of Defense (Civilian Personnel Policy), Room 3D281, Washington, D. C. 20301. Telephone: 202-697-3402.

Notification procedure:

Information may be obtained from the System Manager.

Record access procedures:

Written requests from individuals should be addressed to Director, Centralized Referral Activity, Defense Electronics Supply Center, 1507 Wilmington Pike, Dayton, Ohio 45444.

For personal visits, the individual should be able to provide some acceptable form of identification, such as a driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Data are obtained from record subjects, from their official personnel folders, and from supervisory appraisals.

Systems exempted from certain provisions of the act:

None

## DOCHA 01

System name:

Health Benefits File

System location:

Primary System-Directorate of Health Benefits (DHB), OCHAMPUS, DoD, Denver, Colorado 80240.

Decentralized Segment--Office of Appeals and Hearings, OCHAMPUS, DoD, Denver, Colorado 80240.

Categories of individuals covered by the system:

All individuals who seek health care under the Program for the Handicapped as CHAMPUS beneficiaries and/or under the basic program extended hospitalization as CHAMPUS/CHAMPVA beneficiaries.

Categories of records in the system:

Original correspondence with individuals, medical statements, congressional inquiries, medical treatment records, authorizations for care, case status sheets, memos for record, follow-up reports justifying extended care, correspondence with contractors and work-up sheets maintained by case workers, and appeals and hearings case files consisting of transcript and/or other documentation pertaining to reconsiderations or appeals of adverse determinations affecting an individual's benefits under CHAMPUS.

Authority for maintenance of the system:

Title 44, United States Code, section 3101; Title 41, Code of Federal Regulations, Parts 101-1100 et. seq.; Chapter 55, Title 10, United States Code.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Office of the Civilian Health and Medical Program of the Uniformed Service (OCHAMPUS) uses the information to determine the eligibility of an individual for health care under CHAMPUS/CHAMPVA; to authorized payment of health care claims by CHAMPUS beneficiaries to respond to inquiries from congressional offices made at the request of the individual covered by the system; for referral to the Department of Justice and/or foreign law enforcement agencies for possible criminal prosecution; and for referral to the Secretary of the Department of Health, Education and Welfare and/or the Administrator of the Veterans' Administration consistent with their statutory administrative responsibilities as concerns CHAMPUS/CHAMPVA.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed numerically by case number, then alpha, character in seventh digit family participants.

Safeguards:

Fitzsimons Army Medical Center (FAMC) provides security force. Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Psychiatric cases are permanent; medical cases are held four years after closure and equipment cases are held two years after closure.

System manager(s) and address:

Director of Health Benefits (DHB), OCHAMPUS, DoD, Denver, Colorado 80240.

Notification procedure:

Information may be obtained from:
OCHAMPUS, DoD
Building 611, First Floor
Denver, Colorado 80240
Telephone: 303-341-8609

Record access procedures:

Requests from individuals should be addressed to: Directorate of Health Benefits (DHB), OCHAMPUS, DoD, Denver, Colorado 80240

Written requests for information should include the full name of the beneficiary, the full name of the sponsor, current address and telephone number. Written requests for information from medical records shall include the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered by the system of the contents of that medical record.

For personal visits, the individual should provide some acceptable identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Records of fiscal intermediaries (FI), contractors, CHAMPUS advisors, all branches of the military service, Congressional inquiries, private physicians, consultants, inquiries made by individuals.

Systems exempted from certain provisions of the act:

None.

## DOCHA 02

System name:

AR 340-18-9 Medical Care Inquiry Files

System location:

Administrative Services, OCHAMPUS (DOD) Denver, CO 80240

Categories of individuals covered by the system:

Documents reflecting inquiries received from private individuals and Congress for nonprivileged information on such matters as medical treatment received, eligibility for medical care under CHAMPUS. Included are notifications to individuals for approval or termination of treatment, and similar or related documents.

All individuals who seek information concerning health care under the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) and the Civilian Health and Medical Program-Veterans Administration (CHAMPVA).

Categories of records in the system:

Files contain individual inquiries from personnel concerning eligibility under CHAMPUS and replies thereto; Congressional inquiries on behalf of constituents concerning eligibility under CHAMPUS and replies thereto; Files notifying personnel of eligibility or termination of benefits under CHAMPUS

Authority for maintenance of the system:

Public Law 569 - 84th Congress, Chapter 374, 2d Session, H.R. 9429 Dependents' Medical Care Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Office of the Civilian Health and Medical Program of the Uniformed Service (OCHAMPUS) uses the information to establish eligibility for health care under CHAMPUS/CHAMPVA: to respond to an individual's inquiry concerning CHAMPUS/CHAMPVA: to respond to inquiries from Congressional offices made at the request of the individual covered by the system; for referral to the Secretary of the Department of Health, Education and Welfare and/or the Administrator of the Veterans' Administration consistent with their statutory administrative responsibilities as concerns CHAMPUS/CHAMPVA; and for referral to the Department of Justice and/or foreign law enforcement agencies for possible criminal prosecution.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed alphabetically by last name of inquirer. No indices are required.

Safeguards:

Buildings are patrolled by military security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Records are destroyed after 6 years. They are retained in active file until end of calendar year in which inquiry occurred, held 5 additional years in inactive files and then destroyed by burning.

System manager(s) and address:

Administrative Services, OCHAMPUS (DOD) Denver, Colorado 90240

Notification procedure:

Information may be obtained from:
Administrative Services (CH.06) OCHAMPUS (DOD) Denver, Colorado 80240
Room 113
Building 618
OCHAMPUS (DOD) Denver, Colorado 80240
Telephone: Area Code 303/341-8800

Record access procedures:

Requests from individuals should be addressed to: Administrative Services, OCHAMPUS (DOD) Denver, Colorado 80240

Written requests for information should contain the full name of the individual, or his military sponsor, current address and telephone number, case number if one has been assigned and the office symbol, on all correspondence received from this office. Visits may be made to the Assistant Chief, Administrative Services (CH.06), Building 618, Fitzsimons Army Medical Center, Denver, Colorado 80240

For personal visits, the individual should be able to provide some acceptable identification, that is, military identification card, and give some verbal information that could be verified with his 'case' file.

Written requests for information from medical records shall include the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered by the system of the contents of that medical record.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Private Physicians, Blue Cross/Blue Shield serving the state in which the medical services were rendered, CHAMPUS Fiscal Administrators, Individual members of The Congress of the United States, CHAMPUS advisors, Hq. DA, Hq. USAF, Hq. USN, Hq. USMC, Hq. USCG, NOAA, FBI, research notes concerning replies to individual inquiries

Systems exempted from certain provisions of the act:

NONE

DOCHA 03

System name:

Health Benefits Preapproval Files

System location:

Primary System - Data Automation Division, Directorate of Management Information Services, Office for the Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS), DoD, Denver, Colorado 80240.

Decentralized Segments-Office of Appeals and Hearings, OCHAMPUS, DoD, Denver, Colorado 80240; Blue Shield of California, P. O. Box 85035, San Diego, California 92138.

Categories of individuals covered by the system:

Eligible beneficiaries of the Civilian Health and Medical Program of the Uniformed Services who have been approved for medical care under the program for the handicapped and/or eligible beneficiaries of the Civilian Health and Medical Program-Veterans Administration (CHAMPVA) who have been approved for extended hospital care.

Categories of records in the system:

File contains an assigned case number, sponsors name, social security account number, current address, military grade or rank and pay status, military branch of service and status; beneficiaries name, address, date of birth, sex, relationship to sponsor; the medical diagnosis code and the approved medical treatment code, the approval period of time, the number of units approved and the estimated unit of cost, providers of care codes and/or name and address of multi-providers, and appeals and hearing case files consisting of hearing transcripts and/or other documentation pertaining to reconsiderations and appeals of adverse determinations affecting on individual's benefits under CHAMPUS.

Authority for maintenance of the system:

44 USC 3101, 41 CFR 101-1100 et seq., Chapter 55, Title 10, USC.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

OCHAMPUS Directorate of Health Benefits (DHB)-For approval of medical care under the provisions of the Program for the Handicapped of CHAMPUS and/or approval for extended hospitalization; to control and review health care management plans for beneficiaries approved for medical care by providers of service.

OCHAMPUS Directorate of Management Information Services-For control and accomplishment of reviews of approvals; to coordinate subject matter clearances for congressional committees and auditors.

The Office of the Civilian Health and Medical Program of the Uniformed Service (OCHAMPUS) uses the information for approval of health care under the Program for the Handicapped; for approval of extended hospital care; to control and review health care management plans of providers of services for individuals approved for health care; to respond to inquiries from congressional offices made at the request of the individual covered by the system; for referral to the Secretary of the Department of Health, Education and Welfare and/or the Administrator of the Veterans Administration consistent with their statutory administrative responsibilities as concerns CHAMPUS/CHAMPVA; and for referral to the Department of Justice and/or foreign law enforcement agencies for possible criminal prosecution.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on magnetic tape and disk.

Retrievability:

Information is retrieved by assigned case number, sponsor's social security account number (SSAN), sponsor's or beneficiaries' name, classification of medical diagnosis or medical treatment codes or provider of service code or approval dates or geographical location.

Safeguards:

Records are maintained in areas accessible to authorized personnel. Records are maintained on magnetic tape readable through the medium of OCHAMPUS prepared computer programs. Military policy security and manned 24 hours daily.

Retention and disposal:

Records are permanent. They are maintained on magnetic tape as individual annual files.

System manager(s) and address:

Director, Office for the Civilian Health and Medical Program of the Uniformed Services, ATTN: Director of Management Information Services, Denver, Colorado 80240.

Notification procedure:

Information may be obtained from:

Director of Management Information Services
Office for the Civilian Health and Medical Program of the Uniformed Services
Denver, Colorado 80240
Telephone: 303-341-8005

Record access procedures:

Requests from individual should be addressed to: Director, Office for the Civilian Health and Medical Program of the Uniformed Services, ATTN: Director of Management Information Services, Denver, Colorado 80240.

Written request for information should contain full name of individual, sponsor's social security account number and the visits are limited to Directorate of Management Information Services, OCHAMPUS, Denver, Colorado 80240.

For personal visits, the individual should be able to provide a Uniformed Services identification card and a driver's license or other positive identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Sponsors application, provider of medical care statement.

Systems exempted from certain provisions of the act:

None

DOCHA 04

System name:

AR 340-18-4 Legal Opinion Files

System location:

Office of Legal Counsel, OCHAMPUS (DOD) Denver, CO 80240

Categories of individuals covered by the system:

Individuals who are the subject of inquiries from the individual himself (herself), attorneys, fiscal administrators, hospital contractors, other Government agencies, directorates and offices of OCHAMPUS and Congressional offices concerning such matters as medical treatment, eligibility for medical care under CHAMPUS/CHAMPVA, approval or termination of medical treatment, and similar or related inquiries.

Documents reflecting inquiries received from private individuals, attorneys, fiscal administrators,hospital contractors, other Government agencies, directorates and offices of OCHAMPUS and Congress for nonprivileged information on such matters as medical treatment received, eligibility for medical care under CHAMPUS. Included are notifications to individuals for approval or termination of treatment, and similar or related documents.

Categories of records in the system:

Files contain legal opinions; correspondence between (1) CHAMPUS Manager, (2) Fiscal Administrators, (3) Hospital Contractors, (4) CHAMPUS beneficiaries, (5) sponsors, (6) attorneys (7) directorates and offices of OCHAMPUS, (8) other Government agencies; memorandums for the record and selected documents.

Authority for maintenance of the system:

44 USC 3101, 41 CFR 101-1100 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Legal Counsel to maintain file of legal opinions rendered for use as precedent and for record purposes (1) for record purposes documenting responses to request for legal opinion (2) Office of Legal Counsel and other directorates and offices, OCHAMPUS; (3) for research, precedent and historical purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by subject matter

Safeguards:

Buildings are patrolled by military security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Records are permanent to be destroyed when superseded, replaced or obsolete.

System manager(s) and address:

Office of Legal Counsel, OCHAMPUS (DOD), Denver, Colorado 80240

Notification procedure:

Information may be obtained from:
Office of Legal Counsel (CH.04) OCHAMPUS (DOD) Denver, Colorado 80240
Room 205
Building 618
OCHAMPUS (DOD) Denver, Colorado 80240
Telephone: Area Code 303/341-8506

Record access procedures:

Written requests for information from medical records shall include the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered by the system of the contents of that medical record.

Requests from individuals should be addressed to: Legal Counsel, OCHAMPUS (DOD) Denver, Colorado 80240

Written requests for information should contain the full name of the individual, or his military sponsor, current address and telephone number, case number if one has been assigned and the office symbol, on all correspondence received from this office. Visits may be made to the Legal Counsel (CH.04) Building 618, Fitzsimons Army Medical Center, Denver, Colorado 80240.

For personal visits, the individual should be able to provide some acceptable identification, that is, military identification card, and give some verbabl information that could be verified with his 'case' file.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Correspondence from persons, agencies and sources listed in RECORD-CATEGORY and oral and written requests initiated by Legal Counsel Office.

Systems exempted from certain provisions of the act:

NONE

## DOCHA-05

System name:

Health Facilities File

System location:

Directorate of Health Services, OCHAMPUS (DOD), Denver, Colorado 80240

Categories of individuals covered by the system:

All facilities who seek a provider number for payment for CHAMPUS beneficiaries must have approval as a source of care. Beneficiaries who are the subject of policy or precedent decisions concerning administration of CHAMPUS/CHAMPVA.

Categories of records in the system:

Original correspondence with an individual facility, state authorities and professional consultants; various evaluations, approvals and memos for the record.

Authority for maintenance of the system:

PL 569, 84th Congress, 374, Second Session, H.R. 9429 Dependents Medical Care Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Health Resources Division, to determine the eligibility of a facility as a source of care for CHAMPUS beneficiaries.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed numeric by state, then numeric by facility when requesting a provider number.

Safeguards:

FAMC provides security force. Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Records are permanent

System manager(s) and address:

Staff Assistant, OCHAMPUS, DOD, Building 611, First Floor, Denver, Colorado 80240

Notification procedure:

Information may be obtained from OCHAMPUS, DOD, Building 611, First Floor, Denver, Colorado 80240, Telephone: Area Code 303/341-8609.

Record access procedures:

Requests from individuals representing facilities should be addressed to:
Directorate of Health Services (HRD)
OCHAMPUS, DOD
Denver, Colorado 80240

Written requests for information should include the full name of the facility, full name and title of individual requesting information, current address and telephone number.

For personal visits, the individual should provide some acceptable identification.

Written requests for information from medical records shall include the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered by the system of the contents of that medical record.

Contesting record procedures:

OCHAMPUS' rules for contesting contents and appealing initial determination may be obtained from Directorate of Health Services (HED) OCHAMPUS, (DOD) Denver, Colorado 80240

Record source categories:

Records of fiscal agents (FA), contractors, CHAMPUS advisors, all branches of the military service, Congressional inquiries, private physicians, consultants, facilities and research concerning the replies to inquiries made by individuals.

Systems exempted from certain provisions of the act:

NONE

## DOCHA-06

System name:

AR 340-18-9 Policy and Precedent Files

System location:

Contract Operations Division, OCHAMPUS (DOD) Denver, Colorado 80240

Categories of individuals covered by the system:

Documents reflecting policy or precedent decisions on CHAMPUS beneficiaries, received from providers of care, medical facilities, professional medical organizations, and CHAMPUS contractors. Limited information on CHAMPUS authorized providers of care, i.e., physicians, psychiatrists, etc.

Categories of records in the system:

Files contain all types of medical benefit decisions on CHAMPUS beneficiaries to include the sponsor's name and SSN and names of family members if related to the questionable benefit. File also contains audit documents and management reports relating to CHAMPUS contractors for the United States, Canada and Mexico.

Authority for maintenance of the system:

Public Law 569 - 84th Congress, Chapter 374, 2d Session, H.R. 9429 Dependents' Medical Care Act.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information in files is used by OCHAMPUS personnel for management control and to coordinate questionable benefit areas throughout the program and with CHAMPUS contractors.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed alphabetically by subject or by contractor. No indices are required.

Safeguards:

Buildings are patrolled by military security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Records are destroyed after 6 years. They are retained in active file until end of calendar year in which inquiry occurred, held 5 additional years in inactive files and then destroyed by burning.

System manager(s) and address:

Contract Operations Division, OCHAMPUS (DOD), Denver, Colorado 80240

Notification procedure:

Information may be obtained from Contract Operations Division (CH.18), OCHAMPUS (DOD) Denver, Colorado 80240.

Building 611
OCHAMPUS (DOD) Denver, Colorado 80240
Telephone: Area Code 303/341-8627

Record access procedures:

Requests from individuals should be addressed to: Contract Operations Division, OCHAMPUS (DOD) Denver, Colorado 80240

Written requests for information should contain the full name of the individual, or his military sponsor, current address and telephone number, case number if one has been assigned and the office symbol, on all correspondence received from this office. Visits may be made to the Contract Operations Division (CH.18), Building 611, Fitzsimons Army Medical Center, Denver, Colorado 80240.

For personal visits, the individual should be able to provide some acceptable identification, that is, military identification card, and give some verbal information that could be verified with his 'case' file.

Written requests for information from medical records shall include the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered by the system of the contents of that medical record.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Private Physicians, Blue Cross/Blue Shield serving the state in which the medical services were rendered, CHAMPUS Fiscal Administrators, individual members of The Congress of the United States, CHAMPUS Advisors, Hq, DA, Hq, USAF, Hq, USN, Hq, USMC, Hq, USCG, NOAA, FBI, research notes concerning replies to the above individuals or organizations.

Systems exempted from certain provisions of the act:

NONE

## DOCHA 07

System name:

Medical Claim History Files

System location:

Primary System - Data Automation Division, Directorate of Management Information Services, Office for the Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS), DoD, Denver, Colorado 80240.

Decentralized Segments - Office of Appeals and Hearings, (OCHAMPUS), DoD, Denver, Colorado 80240; Fiscal Intermediaries/Contractors under contract to OCHAMPUS. Each company listed below maintains claim files on beneficiaries in their respective geographical areas.

Mutual of Omaha Insurance Company, 3301 Dodge Street, Omaha, NB 68131

California Blue Shield, P. O. Box 85020, San Diego, CA 92138

California Blue Shield, P. O. Box 85035, San Diego, CA 92138 (Dental)

Hawaii Medical Service Association, P. O. Box 860, Honolulu, HI 96808

Maryland Blue Shield, Inc., 700 East Joppa Road, Towson, MD 21204

Blue Shield of Massachusetts, Inc., P. O. Box 2194, Boston, MA 02106

Blue Shield of Michigan, 600 Lafayette East, Detroit, MI 48226

Blue Cross/Blue Shield of Mississippi, Inc., P. O. Box 1043, Jackson, MS 39205

Dikewood Industries, Inc., 1009 Bradbury Drive, S.E., University Research Park, Albuquerque, New Mexico 87106

Blue Cross/Blue Shield of North Carolina, P. O. Box 2291, Durham, NC 27702

Blue Shield of Pennsylvania, Blue Shield Building, Box 65, Camp Hill, PA 17011

Blue Cross of Rhode Island, One Weybosset Hill, Providence, RI, 02901

Blue Cross/Blue Shield of Tennessee, Blue Cross Building, 801 Pine Street, Chattanooga, TN 37402

Blue Cross of Southwestern Virginia, P. O. Box 13828, Roanoke, VA 24001

Wisconsin Physicians Service, P. O. Box 1787, Madison, WI 53701

Categories of individuals covered by the system:

Eligible beneficiaries of the Civilian Health and Medical Program of the Uniformed Services (Dependents of Active Duty Members of the Uniformed Services, retired members of the Uniformed Services and dependents of retired or deceased members of the Uniformed Services) eligible beneficiaries of the Civilian Health and Medical Program of the Veterans Administration (spouse or child of a veteran who has a total disability, permanent in nature, resulting from a service-connected disability or surviving spouse or child of a veteran who has died as a result of a service-connected disability) who received benefits under the provisions of the program.

All individuals who seek health care under the Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) and the Civilian Health and Medical Program-Veterans Administration (CHAMPVA).

Categories of records in the system:

File contains sponsor's Social Security Account Number/Service Number, branch of service, status (active duty, retired or deceased), beneficiary's last name, initials, age, sex, relationship to sponsor, type of costs and date of medical care provided, provider of care identification, and appeals and hearing case files consisting of hearing transcripts and/or other documentation pertaining to reconsiderations or appeals of adverse determinations of benefits under CHAMPUS.

Authority for maintenance of the system:

Title 44, United States Code 3101; Title 41, Code of Federal Regulations, Parts 101-1100 et. seq.; Chapter 55, Title 10, United States Code.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Office of the Civilian Health and Medical Program of the Uniformed Services and CHAMPUS contractors use the information to control and process medical claims for payment; for control and approval of medical treatments and interface with providers of health care; to control and accomplish reviews of utilization; for review of claims related to possible third party liability cases and initiation of recovery actions; for referral to Peer Review Committees or similar professional review organizations to control and review providers of health care; for disclosure to third party contacts without the consent of the individual to whom the information pertains in situations where the party to be contacted has, or is expected to have, information necessary to establish the validity of evidence or to verify the accuracy of information presented by the individual concerning the individual's egibility to benefits under CHAMPUS/CHAMPVA, the amount of benefit payments, any review of suspected abuse or fraud, or any concern for program integrity or quality appraisal; for the issuance of deductible certificates, to respond to inquiries from congressional officies made at the request of the individual covered by the system; for referral to the Secretary of the Department of Health, Education and Welfare and/or the Administrator of the Veterans Administration consistent with their statutory administrative responsibilities under CHAMPUS/CHAMPVA; for referral to the Department of Justice and/or foreign law enforcement agencies for investigation and possible criminal prosecution; and, for referral to the Department of Justice for representation of the Secretary of Defense in civil actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on magnetic tape and disc.

Retrievability:

Information is retrieved by sponsor's Social Security Account Number (SSAN), beneficiaries last name, classification of medical diagnosis or procedure codes or geographical location of care provided and selected utilization limits.

Safeguards:

Records are maintained in areas accessible to authorized personnel. Records are maintained on magnetic tape readable through the medium of OCHAMPUS prepared computer programs. Military Policy Security and manned 24 hours daily.

Retention and disposal:

Records are permanent. They are maintained on magnetic tape as individual annual files.

System manager(s) and address:

Director, Office for the Civilian Health and Medical Program of the Uniformed Services, ATTN: Director of Management Information Services, Denver, Colorado 80240.

Notification procedure:

Information may be obtained from:
Director of Management Information Services
Office for the Civilian Health and Medical Program of the Uniformed Services
Denver, Colorado 80240
Telephone: 303-341-8005

Record access procedures:

Requests from individual should be addressed to: Director, Office for the Civilian Health and Medical Program of the Uniformed Services, ATTN: Director of Management Information Services, Denver, Colorado 80240.

Written requests for information should contain full name of individual, sponsor's Social Security Account Number and personal visits are limited to Director of Management Information Services, OCHAMPUS, Denver, Colorado 80240. Written requests for information from medical records shall include the name and address of a physician who would be willing to receive the medical record and, at the physician's discretion, inform the individual covered by the system of the contents of that medical record.

For personal visits, the individual should be able to provide a Uniformed Services Identification Card and a driver's license or other positive identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

CHAMPUS Medical Claims Forms, private physicians, hospitals, and other sources of care.

Systems exempted from certain provisions of the act:

None

## DOCHA 08

System name:

DoD Health Services Enrollment/Eligibility System.

System location:

Tri-Service Medical Information System (TRIMIS) Project Office, Pentagon, Washington, D. C. 20301, and various contractual facilities.

Categories of individuals covered by the system:

Active duty Armed Forces personnel and their dependents; retired Armed Forces personnel and their dependents; surviving dependents of deceased active duty or retired personnel; Coast Guard personnel and their dependents; Public Health Service (PHS) personnel (Commissioned Corps) and their dependents; and National Oceanic and Atmospheric Administration (NOAA) employees (Commissioned Corps) and their dependents.

Categories of records in the system:

File contains beneficiary's name, Service Number of sponsor, enrollment number, relationship of beneficiary to sponsor, residence address of beneficiary (includes zip code), date of birth of beneficiary, sex of beneficiary, branch of service of sponsor, dates of eligibility, marital status and dates of beneficiary, number of dependents of sponsor, primary unit duty location of sponsor, race and ethnic origin of beneficiary, occupation of beneficiary, rank/pay grade of sponsor.

Authority for maintenance of the system:

Chapter IV, Title 10, United States Code, Section 136, 1969 Pub. L. 91-121, section 404(A)(2), 'Establishment of the Assistant Secretary of Defense for Health Affairs; the Presidentially Commissioned Department of Defense, Department of Health, Education and Welfare, Office of Management and Budget Report of the Health Care Study (completed December 1975)'; Memorandum, 'Establishment of the DoD Health Council,' dated December 28, 1976, and the DoD Appropriations Bill for FY 1976.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL USERS, USES, AND PURPOSES

Offices of the Surgeons General of the Army, Navy and Air Force for determination of eligibility to receive health care benefits from the Uniformed Health Services Delivery System.

Office of Civilian Health and Medical Program of the Uniformed Services (OCHAMPUS), for determination of eligibility to receive health care benefits and to receive reimbursement for health care services claimed under CHAMPUS.

Office of the Assistant Secretary of Defense (Health Affairs) and the Offices of Surgeons General of the Army, Navy and Air Force, for the conduct of health care studies and research on a longitudinal basis, and for planning, management and allocation of medical resources.

Offices of the Surgeons General of the Army, Navy and Air Force, and OCHAMPUS for dissemination of health care information.

EXTERNAL USERS, USES, AND PURPOSES

Department of Health, Education and Welfare; Veterans Administration; Federal Preparedness Agency and Commerce Department for the conduct of health care studies and for the planning and allocation of medical resources. The data will include summary data on ages, sex, residence, and other demographic parameters.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained on magnetic tapes and discs housed in a controlled computer media library.

Retrievability:

Records about individuals are retrieved by an algorithm to be determined by contractor which uses name, enrollment number, which is not Social Security Number, date of birth, rank and duty location as possible inputs.

Retrievals are made on a summary basis by geographic location and demographic characteristics. Information about individuals will not be distinguishable in such summary retrievals.

Retrievals for the purposes of generating address lists for direct mail distribution of health care information may be made using selection criteria based on geographic and demographic keys.

Safeguards:

Computerized records are maintained in a controlled area accessible only to authorized personnel. Entry to these areas shall be restricted to those personnel with a valid requirement and authorization to enter. Physician entry shall be restricted by the use of locks, guards, administrative procedures (e.g., fire protection regulations). Exits used solely for emergency situations shall be secured to prevent unauthorized intrusion.

Personal data stored at a separate location for backup purposes shall be afforded protection at least comparable to the protection provided at the primary location.

Requirements for protection of information are binding on contractors or their representatives and are subject to the following minium standards:

Restrict access to personal information to those who require the records in the performance of their official duties, and to the individual who is the subject of the record or authorized representative. Access to personal information shall be restricted by the use of passwords which are changed periodically.

Insure that all whose official duties require access to, or processing and maintenance of, personal information are trained in the proper safeguarding and use of such information.

Retention and disposal:

Computerized records on an individual are maintained as long as the individual is legally eligible to receive health care benefits from the Uniformed Health Services Delivery System. The records are maintained for two (2) years after termination of eligibility.

Records may be disposed of or destroyed only in accordance with DoD Component record management regulations which conform to the controlling disposition of such material as set forth in 44 U.S.C. 3301-3314. Nonrecord material containing personal information and other material of similar temporary nature, shall be destroyed as soon as its intended purpose has been served under procedures established by the Head of the DoD Component consistent with the following requirement. Such material shall be destroyed by tearing, burning, melting, chemical decomposition, pulping, pulverizing, shredding, or mutilation sufficient to preclude recognition or reconstruction of the information.

System manager(s) and address:

Director, Health Systems Planning, Office of the Assistant Secretary of Defense (Health Affairs), Room 3E173, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Director, Tri-Service Medical Information System Program Office, Office of the Assistant Secretary of Defense (Health Affairs), Room 3E182, Pentagon, Washington, D. C. 20301.

Record access procedures:

Requests from individuals should be addressed to: Director, Tri-Service Medical Information System Program Office, Office of the Assistant Secretary of Defense (Health Affairs), Room 3E182, Pentagon, Washington, D. C. 20301.

Written requests for the information should contain full name of individual and sponsor if applicable and other attributes required by previously mentioned search algorithm.

Visits are limited to: Director, Tri-Service Medical Information System Program Office, Office of the Assistant Secretary of Defense (Health Affairs) Room 3E182, Pentagon, Washington, D. C. 20301.

For personal visits the individual should be able to provide a data element required to satisfy the previously mentioned algorithm.

Identification should be corroborated with a driver's license or other positive identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Military Department's personnel and financial pay systems.

Systems exempted from certain provisions of the act:

None.

## DPA DCR.A 01

System name:

Joint Civilian Orientation Conference Files

System location:

Directorate for Community Relations, Office of the Assistant Secretary of Defense (Public Affairs).

Categories of individuals covered by the system:

Any person nominated to participate in the Joint Civilian Orientation Conference

Categories of records in the system:

Nominating letters, biographical information and administrative processing papers.

Authority for maintenance of the system:

Title 10, United States Code, Section 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide factual data to the Assistant Secretary of Defense and his immediate subordinates upon which to base a selection of participants representing the broadest possible cross-section of nominees, and to prevent administrative duplication.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

By name

Safeguards:

Records are maintained in locked file case and accessible only to authorized personnel.

Retention and disposal:

Name, address and title files are permanent. Nomination files are retained while nominations are active, then destroyed.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301

Notification procedure:

Information may be obtained from:
Director for Community Relations
Office of the Assistant Secretary of Defense (Public Affairs)
Room 1E798, The Pentagon
Washington, D. C. 20301
Telephone: Area Code (202) 595-2113

Record access procedures:

Requests should be addressed to:
Office of the Assistant Secretary of Defense (Public Affairs)
The Pentagon
Washington, D. C. 20301

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301

Record source categories:

Secretary of Defense, Assistant Secretary of Defense, Chairman of the Joint Chiefs of Staff, Secretaries of the Military Departments, Military Service Chiefs, Commanders of Major Military Commands, Directors of Defense Agencies, former conference participants, and occasionally Members of Congress.

Systems exempted from certain provisions of the act:

None

## DPA DDI.A 02

System name:

Biography File

System location:

Directorate for Defense Information, Office of Assistant Secretary of Defense (Public Affairs)

Categories of individuals covered by the system:

Military and Civilian members of the Department of Defense

Categories of records in the system:

Biographical information prepared and approved for public release

Authority for maintenance of the system:

Title 10, United States Code, Section 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To respond to public and news-media interest, and for record purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files in paper containers

Retrievability:

By name

Safeguards:

Accessible to authorized personnel

Retention and disposal:

Permanent. Retain one copy permanently, destroy remaining copies when superseded.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301

Notification procedure:

Information may be obtained from:
Director for Defense Information
Office of the Assistant Secretary of Defense (Public Affairs)
Room 2E765, The Pentagon
Washington, D. C. 20301
Telephone: 202-695-3886

Record access procedures:

Requests should be addressed to:
Office of the Assistant Secretary of Defense (Public Affairs)
The Pentagon
Washington, D. C. 20301

Contesting record procedures:

The Agency's rules for access to records, and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Military Services and Civil Service Offices

Systems exempted from certain provisions of the act:

None

DPA DDLB 03

System name:

Portrait-Photograph File

System location:

Directorate for Defense Information, Office of Assistant Secretary of Defense, (Public Affairs)

Categories of individuals covered by the system:

Military and Civilian members of the Department of Defense

Categories of records in the system:

Photographs approved for public release

Authority for maintenance of the system:

Title, 10, United States Code, Section 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To respond to public and news-media interest, and for record purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Photographic prints in paper folders

Retrievability:

By name

Safeguards:

Accessible to authorized personnel

Retention and disposal:

So long as public and/or news-media interest requires. Then destroyed.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301

Notification procedure:

Information may be obtained from:
Director for Defense Information
Office of the Assistant Secretary of Defense (Public Affairs)
Room 2E765, The Pentagon
Washington, D. C. 20301
Telephone: Area Code (202) 695-3886

Record access procedures:

Requests should be addressed to:
Office of the Assistant Secretary of Defense (Public Affairs)
The Pentagon
Washington, D. C. 20301

Contesting record procedures:

The Agency's rules for access to records, and for contesting contents and appealing initial determinations may be obtained from the Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301.

Record source categories:

Military Services and Civil Service Offices

Systems exempted from certain provisions of the act:

None

DPA DDLC 04

System name:

Case Files

System location:

Directorate for Defense Information, Office of Assistant Secretary of Defense (Public Affairs)

Categories of individuals covered by the system:

Military and Civilian members of the Department of Defense

Categories of records in the system:

Published material, released material, and material prepared and approved for release.

Authority for maintenance of the system:

Title 10, United States Code, Section 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To respond to public and news-media interest, and for record purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files in paper containers

Retrievability:

By name

Safeguards:

Accessible to authorized personnel

Retention and disposal:

So long as public and/or news-media interest requires. Then destroyed.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301

Notification procedure:

Information may be obtained from:
Director for Defense Information
Office of the Assistant Secretary of Defense (Public Affairs)
Room 2E765, The Pentagon
Washington, D. C. 20301
Telephone: Area Code (202) 696-3886

Record access procedures:

Requests should be addressed to:
Office of the Assistant Secretary of Defense (Public Affairs)
The Pentagon
Washington, D. C. 20301

Contesting record procedures:

The Agency's rules for access to records and determinations may be obtained from the Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301.

Record source categories:

Military Services and Civil Service Offices

Systems exempted from certain provisions of the act:

None

DPA DFOIA 05

System name:

Freedom of Information Program Case Files

System location:

Primary system: Directorate for Freedom of Information and Security Review, Office of Assistant Secretary of Defense (Public Affairs).

Decentralized segments: Under Secretaries of Defense, Assistant Secretaries of Defense, Assistants to the Secretary of Defense, or equivalent, the Organization of the Joint Chiefs of Staff, and other activities assigned to Office Secretary of Defense for administrative support.

Categories of individuals covered by the system:

Any citizen who makes a request for records under the Freedom of Information Program to the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, or activity assigned to Office Secretary of Defense for administrative support.

Categories of records in the system:

Name; firm; address of individual requester, identification of records requested, dates and summaries of action taken, and documents for establishing collectable fees and processing cost to the government.

Names, titles or positions of each person primarily responsible for an initial or final denial on appeal of a request for a record.

The results of any disciplinary proceeding, including an explanation of a decision not to discipline, that was initiated against an officer or employee because a court determined arbitrary of capricious action.

Authority for maintenance of the system:

Title 5, United States Code, Section 552, The Freedom of Information Act, as amended by Public Law 93-502.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Primary system and decentralized segments are used by officials in the locations described above to administratively control requests to insure compliance with Public Law 93-502, and to research historical data on release of records so as to facilitate conformity in subsequent actions.

Primary system used for development of annual report data required by Public Law 93-502 and to compute processing costs to the government, and other management data such as, but not limited to number of requests, type or category of records requested, average processing time, average cost to requester, percentage of denials, and number of denials by exemption.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic disks, computer paper printout, index file cards, and paper records in file folders.

Retrievability:

Filed by request number and retrieval by name, subject material (to include dates) and request number using conventional indices.

Safeguards:

Paper records are maintained in security containers with access only to officials whose access is based on requirements of assigned duties. Computer access is by verification of Identification codes; one for search and another for maintenance.

Retention and disposal:

Annual departmental reports are permanent records. All other reports and files, other than appeal and control files, may be destroyed two to five years after reply, depending on document status. Appeal files are destroyed four years after final determination, or three years after final adjudication, whichever is later. FOIA control files are destroyed five years after date of last entry. Official file copies of records are disposed of in accordance with approved departmental disposition instructions or with related FOIA request, whichever provides the later disposal date.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), the Pentagon, Washington, D. C. 20301

Notification procedure:

Information may be obtained from:
Director, Freedom of Information and Security Review, Office, Assistant Secretary of Defense (Public Affairs)
Room 2C757, the Pentagon
Washington, D. C. 20301
Telephone: 202-697-1180

Record access procedures:

Requests from individuals should be addressed to:
Director, Freedom of Information and Security Review
Office, Assistant Secretary of Defense (Public Affairs)
Room 2C757, the Pentagon
Washington, D. C. 20301

Requests should include full name, address and affidavit or identification which is required for release of record. Personal visits are restricted to Room 2C757. Individual should be able to present acceptable identification; that is, driver's license or comparable identity card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Requests for records originating from citizens under the Freedom of Information Act and subsequent data provided by form and memorandum by officials who hold the requested records, act upon the request, or who are involved in legal action stemming from action taken.

Systems exempted from certain provisions of the act:

None

## DPA DSR.A 06

System name:

Security Review Index File

System location:

Directorate for Freedom of Information and Security Review, Office of Assistant Secretary of Defense (Public Affairs).

Categories of individuals covered by the system:

Department of Defense officials who present statements, testify, or who furnish information to the Congress of the United States.

Department of Defense officials and citizens of organizations outside the Defense Department who submit documents, such as but not limited to, speeches and articles, for clearance prior to public release.

Categories of records in the system:

Name, organization of individual submitting document for clearance.

Authority for maintenance of the system:

Title 10, United States Code, Section 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

System used by officials of the location office to identify and locate documents which are maintained in a separate classified file in order to facilitate research of historical data in previously processed documents to ensure conformity in subsequent actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Index file cards in card file cabinets.

Retrievability:

Filed by case number, name, source (Organization), and subject-numerical.

Safeguards:

Index file cards are maintained in security containers with access only to officials in accordance with assigned duties.

Retention and disposal:

Records are permanent. Files are cut off at end of each calendar year. Cut off files are maintained in current files area.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301

Notification procedure:

Information may be obtained from:
Director, Freedom of Information and Security Review
Office, Assistant Secretary of Defense (Public Affairs)
Room 2C757, Pentagon, Washington, D. C. 20301
Telephone: Area Code (202) 697-2023

Requests should include full name, organization, address and affidavit, or identification which is required for release of record. Personal visits are restricted to Room 2C757. Individual should be able to present acceptable identification; that is, driver's license or comparable identity card.

Record access procedures:

Requests should be addressed to:
Office of the Assistant Secretary of Defense (Public Affairs)
The Pentagon
Washington, D. C. 20301

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301.

Record source categories:

Requests for clearance of documents originating from officials, organizations, or individuals under Title 10, United States Code, Section 136.

Systems exempted from certain provisions of the act:

None

## DPA DXA.A 07

System name:

Personnel Files

System location:

Office of the Executive Assistant to the Assistant Secretary of Defense (Public Affairs) with partial files in the Offices of the Directors for Defense Information, Community Relations, and Freedom of Information and Security Review.

Categories of individuals covered by the system:

Military and Civilian personnel assigned to the Office of the Assistant Secretary of Defense (Public Affairs)

Categories of records in the system:

Partial file containing copies of material contained in each individual's master personnel record. This system contains name, address, telephone number, social security number, rank or grade, position held, temporary assignments, and other related papers pertaining to present assignment.

Authority for maintenance of the system:

Title 10, United States Code, Section 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by The Assistant Secretary of Defense (Public Affairs) and his immediate assistants to assign personnel to duties, to maintain manning levels in timely fashion, and to provide information to each individual as required.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

By name

Safeguards:

Records are maintained in locked file cabinet with access only to officials who are involved in personnel actions.

Retention and disposal:

Records are maintained while individual is assigned to Office, Assistant Secretary of Defense (Public Affairs), and for three years thereafter and are then destroyed.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301

Notification procedure:

Information may be obtained from:
Executive Assistant
Office of Assistant Secretary of Defense (Public Affairs)
Room 2E813, The Pentagon
Washington, D. C. 20301
Telephone: 202-697-0792

Record access procedures:

Requests from individuals should be addressed to:
Office of the Assistant Secretary of Defense (Public Affairs)
The Pentagon
Washington, D. C. 20301

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Central personnel files of the Military Services or the United States Civil Service

Systems exempted from certain provisions of the act:

None

## DPA DXA.B 08

System name:

Contact Files

System location:

Decentralized files in the Office of the Assistant Secretary of Defense (Public Affairs), and the various Offices of the Directors for Community Relations, Defense Information, and Security Review and Freedom of Information.

Categories of individuals covered by the system:

Persons with whom the official business of the Assistant Secretary of Defense (Public Affairs) is conducted.

Categories of records in the system:

Names, firms or Agencies, addresses, and telephone numbers.

Authority for maintenance of the system:

Title 10, United States Code, Section 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by officials in the Office of the Assistant Secretary of Defense (Public Affairs) to communicate with persons involved in the business of that office.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Index cards and paper lists.

Retrievability:

By individual, or firm or agency name.

Safeguards:

Files maintained in personal custody.

Retention and disposal:

Indefinite. Files are retained so long as individuals are directly involved in the business of the Office of the Assistant Secretary of Defense (Public Affairs), then destroyed.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301

Notification procedure:

Information may be obtained from:
Executive Assistant
Office of the Assistant Secretary of Defense (Public Affairs)
Room 2E813, The Pentagon
Washington, D. C. 20301
Telephone: Area Code (202) 697-0792

Record access procedures:

Requests should be addressed to:
Office of the Assistant Secretary of Defense (Public Affairs)
The Pentagon
Washington, D. C. 20301

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301.

Record source categories:

Published telephone directories, letterheads, and other published material containing the information.

Systems exempted from certain provisions of the act:

None

## DPA DXA.C 09

System name:

Public Correspondence Files

System location:

Office of the Staff Assistant for Public Correspondence, Office of the Assistant Secretary of Defense (Public Affairs)

Categories of individuals covered by the system:

Any person who writes to the Department of Defense requesting general information.

Categories of records in the system:

Letters of Inquiry and replies.

Authority for maintenance of the system:

Title 10, United States Code, Section 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide a record of answers to general inquiries submitted by the public.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files in paper folders

Retrievability:

by name

Safeguards:

Access by authorized personnel only

Retention and disposal:

Retained for two years, then destroyed.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301

Notification procedure:

Information may be obtained from:
Staff Assistant for Public Correspondence
Office of the Assistant Secretary of Defense (Public Affairs)
Room 2D771, The Pentagon
Washington, D. C. 20301
Telephone: Area Code (202) 697-5737

Record access procedures:

Requests should be addressed to:
Office of the Assistant Secretary of Defense (Public Affairs)
The Pentagon
Washington, D. C. 20301

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations may be obtained from the Assistant Secretary of Defense (Public Affairs), The Pentagon, Washington, D. C. 20301.

Record source categories:

Any individual inquiry and response thereto.

Systems exempted from certain provisions of the act:

None

DPA DXA.D 10

System name:

Privacy Act Request for Access Files

System location:

Primary System-Directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs), Washington, D. C. 20301.

Decentralized Segments-Offices of the Under Secretaries of Defense, Assistant Secretaries of Defense, Assistants to the Secretary of Defense, or equivalent, the Organization of the Joint Chiefs of Staff, and other activities assigned to the Office of the Secretary of Defense for administrative support.

Categories of individuals covered by the system:

Any citizen who makes a request for access to records under the Privacy Act to the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, or activity assigned to the Office of the Secretary of Defense for administrative support. Requests from the public for amendment of records, other questions concerning the Privacy Act, and matters pertaining to Privacy Act Program management are acted upon by the Records Administrator, Office of the Secretary of Defense, Room 5C315, Pentagon, Washington, D. C. 20301.

Categories of records in the system:

Name, firm, address, and other personal identifiers of the individual requester, identification of records requested, dates and summaries of action taken, and related documents associated with processing requests. In addition, names, titles or positions of each person primarily responsible for action on requests for records. Results of follow-on action, if any, to include request for review of refusal of the individual's request.

Authority for maintenance of the system:

Title 5, U.S.C. 552a, the Privacy Act of 1974; Public Law 93-579.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Files are used by officials in the locations described above to control administratively requests to insure compliance with Public Law 93-579, and to research historical data for annual report statistics and other management information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Index file cards and paper records in file folders.

Retrievability:

Filed chronologically by request number and retrieved by name and/or request number using conventional indices and cross-references.

Safeguards:

Records are maintained in security containers with access only to officials whose access is based on requirements of assigned duties.

Retention and disposal:

Files are kept for five years after date of reply in denial cases which are not appealed. Appealed cases are kept 4 years after final determination or 3 years after final adjudication by the courts whichever is later. Where access is granted, files are destroyed after two years.

System manager(s) and address:

Assistant Secretary of Defense (Public Affairs), Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from the Director, Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs), Room 2C757, Pentagon, Washington, D. C. 20301. Telephone: Area Code 202/697-1180.

Record access procedures:

Requests from individuals should be addressed to the office stated above and should include full name, address, and notarized signature. For personal visits, individuals should be able to present acceptable identification; that is, driver's license or comparable identity card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Requests for access to records--under the Privacy Act--originating from citizens, and subsequent data provided by officials who hold the requested records, act upon the request, and who are involved in the review of denials of the requests.

Systems exempted from certain provisions of the act:

None

DPA&E 02

System name:

Administrative Files for Office of the Assistant Secretary of Defense for PA&E

System location:

Office of the Assistant Secretary of Defense (Program Analysis and Evaluation), The Pentagon, Washington, D.C. 20301

Categories of individuals covered by the system:

All current and former military and civilian personnel employed by or assigned to PA&E since 1965

Current and some past applicants or prospects for civilian or military jobs

Some contractor personnel

Other DoD or outside personnel currently or previously assigned, or under consideration, to provide support or work with PA&E

Categories of records in the system:

System contains individual application forms; biographical data; employment history; professional and military experience; schooling and academic records; performance effectiveness data; honors, awards and decorations; security forms; security clearances; security violations publications; training and career development information; telephone rosters; certain financial interest and medical history data; information used to evaluate individuals for employment, promotion, reassignment, training, retention and awards; job descriptions; letters of commendation or appreciation; earnings and leave statements; overtime pay records; travel orders; certain travel vouchers; retirement application papers; tenure data; next employment information; savings bond and combined federal campaign (CFC) data (current year only); and miscellaneous personnel and administrative data of like nature

Authority for maintenance of the system:

10 U.S.C. Section 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

OASD(PA&E) - To evaluate current and prospective employees; to locate former personnel and prospects; to analyze professional staff background; to make decisions on hiring, promotion, training, awards, or disciplinary actions; to make comparative analyses of personnel data such as turnover rates, awards, academic degrees, average age, travel, and overtime; to determine level of security access permissible; to evaluate conformance with standards of conduct rules; to evaluate contractor capabilities; to provide information on current or former personnel to authorized investigators and potential outside employers; to make campaign reports; to evaluate effectiveness of PA&E personnel operations; to input selected data to computer systems; to perform computer analyses of the data; and to prepare reports, rosters and statistical data

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders
Biography book
Computer disks
Computer paper printouts
Charts

Retrievability:

Information accessed by last name of individual

Individual user codes and passwords required to access information stored in computer

Safeguards:

Building employs security guards

Sensitive manually stored data kept in locked cabinets or safes and may be accessed only by authorized personnel

Computer stored data is kept in a secure computer facility and may be accessed only by authorized, properly trained personnel who have access codes and passwords

Retention and disposal:

Records on current and former personnel and permanent. Travel orders; overtime authorizations and similar fiscal records are kept for three years. Applicant files are screened about one a year and infor-

mation outdated or no longer needed is destroyed. Campaign data for other than current year is destroyed annually.

System manager(s) and address:

Assistant Secretary of Defense (Program Analysis and Evaluation), Room 2D321, The Pentagon, Washington, D.C. 20301

Notification procedure:

Information may be obtained from:
OASD(PA&E), Assistant for Management
Room 2D321
The Pentagon
Washington, D.C. 20301
Telephone: Area Code 202/697-9189

Record access procedures:

Requests from individuals should be addressed to: OASD(PA&E), Assistant for Management, Room 2D321, The Pentagon, Washington, D.C. 20301

Written request must contain full name and identification of the individual. Visitors may be required to provide identification.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Current and previous employers, instructors, associates and contacts; DoD civilian and military personnel offices; DoD security offices; DOD payroll, travel and fiscal offices; Civil Service Commission; contractors; Air Force Data Services Center; PA&E personnel; educational institutions; financial institutions

Systems exempted from certain provisions of the act:

NONE

DSMC-01

System name:

Defense Systems Management College (DSMC) Personnel Information Files

System location:

Administration Division, Defense Systems Management College (DSMC), Ft. Belvoir, Va. 22060.

Systems Management Department, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

Categories of individuals covered by the system:

Military and civilian personnel assigned or attached to the Defense Systems Management College.

Categories of records in the system:

Data includes summary of occupational experience, education, training, security clearance, home address, home telephone number, dependent status, awards and decorations, promotion status, pay status.

Authority for maintenance of the system:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Supervisory officials to obtain information on which to base decisions.

Assigned Personnel Management Technicians for accomplishment of records maintenance and personnel services to individuals assigned and attached.

For publication of biographical data booklets, personnel rosters, telephone directories, and organizational charts by the Administrative Officer.

Information from records contained in the system may be provided to any component of the Department of Defense.

Disclosure to law enforcement or investigative authorities for investigations and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Primary files are paper records in file folders and punched cards.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Building is locked during nonbusiness hours.

File storage is in locked file cabinets. Only authorized personnel have access to files.

Retention and disposal:

Files are retained for one year after individual transfers, separates or retires; then are destroyed.

System manager(s) and address:

Chief, Administration Division, Defense Systems Management College, Ft. Belvoir, Va. 22060.

Notification procedure:

Information may be obtained from the SYSMANAGER. Telephone: 703-664-3118.

Record access procedures:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain the full name, current address of the individual.

For personal visits, the individual must provide acceptable identification, such as ID card or driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Data is obtained from the individual, from official personnel folders (201 Files), from Standard Form 171, and from supervisory officials.

Systems exempted from certain provisions of the act:

None

DSMC-02

System name:

Defense Systems Management College (DSMC) Student Files

System location:

Office of the Registrar, Defense Systems Management College (DSMC), Building 202, Ft. Belvoir, Va. 22060.

Categories of individuals covered by the system:

All current, former, and nominated students of the Defense Systems Management College (DSMC).

Categories of records in the system:

Data includes name, dependent data, SSAN, career brief application form, security clearance, college transcripts, correspondence, DSMC grades, instructor and advisor evaluations, education reports, official orders, current address, and individual's photograph.

Authority for maintenance of the system:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the file is to provide for the administration of and a record of academic performance of current, former and nominated students.

Used by College officials to verify attendance and grades; to select instructors; to make decisions to admit students to programs and to release students from programs; to serve as basis for studies to determine improved criteria for selecting students; to develop statistics relating to duty assignments and qualifications.

Preparation by the Registrar of locator directories of current and former students which are disseminated to students, former students and other appropriate individuals and agencies for purpose of administration.

Preparation by College officials of student biographical booklets, student rosters, and press releases of student graduations.

Information contained may be reported to any agency of the Department of Defense having an official requirement for the information.

Records may be disclosed to law enforcement or investigatory authorities for investigations and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Files are sequenced alphabetically by last name by class and course. Locator cards are filed alphabetically in two categories: active students (by course) and former students.

Safeguards:

Records are maintained in locked cabinets, in an area accessible only to authorized personnel. Building is locked during non-business hours.

Only individuals designated as having a need for access to files by the System Manager are authorized access to information in the files.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Registrar, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

Notification procedure:

Information can be obtained from SYSMANAGER. Telephone: 703-664-3120

Record access procedures:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain the full name, current address and telephone number, and course and class of individual.

For personal visits, the individual must provide acceptable identification, such as ID card or driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by the individual, supervisors, employers, instructors, advisors, examinations, and official military records.

Systems exempted from certain provisions of the act:

None

DSMC-03

System name:

Defense Systems Management College (DSMC) Track Record System

System location:

Primary Location - Computer Sciences Corporation, Information Network Division, 650 North Sepulveda Bouvelard, El Segundo, Ca. 90245.

Hard copy back-up files and punched card back-up files located in Systems Management Department, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

Categories of individuals covered by the system:

All current and former students of the Defense Systems Management College (DSMC).

Categories of records in the system:

Files contain name, SSAN, marital status, sex, date of birth, nickname, professional society membership, spouse's name, children's names, accompanied status, years of service, promotion history, job or assignment history, current years of service, current assignment code, military or civilian occupational code, DSMC assignment status, security clearance, current business telephone numbers, retirement status, educational history, class at DSMC, Grade Point Average (GPA), functional course grades, graduation status, individual survey responses, awards and recognition.

Authority for maintenance of the system:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purposes of the system are to assemble career information on current and former students of DSMC in order to provide data to enable DSMC to monitor utilization of former students; to enable DSMC to perform research to assist in refinement of student selection criteria; to provide a data base to research for the improvement of program management; to provide a system for generating student transcripts; and to provide a data base for the DSMC Mailing List System, student and graduate registers.

The Defense Systems Management College - Used in assessing incoming student experience and educational levels; to produce student registers; to monitor utilization of former students by DoD Components; to verify and consolidate measures of student performance, to produce student transcripts which may be required by former students in her/his later educational process; to perform research into the success of former students; to provide input into the DSMC Mailing List System in order to mail surveys, newsletters and other items of interest to former students including graduate registers; to perform research to improve program management.

Computer Sciences Corporation - mounts tapes and disc packs which contain files and operates the system; does not maintain the system.

Individual records in a system of records might be transferred to any component of the Department of Defense (except GPA, functional course grades and individual survey responses).

Individual records of civilian industry students or former students might be transferred to the corporation sponsoring the individual (except GPA, functional course grades and individual survey responses).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Primary file is magnetic disc.

Back-up files are magnetic computer tape and punched cards.

Hard copy back-up files are paper records in file folders.

Retrievability:

Files are sequenced by Social Security Account Number.

Safeguards:

Primary location is a controlled access area.

Operator personnel are screened and cleared in accordance with Government Services Administration contract procedures.

Access to magnetic disc and computer tapes requires computer phone number, user ID, password and project code which are only accessible to personnel authorized by the System Manager.

Back-up file storage is in a building which is locked during non-business hours and is located on a military installation.

Only individuals designated as having a need for access to files by the Systems Manager are authorized access to information in the files.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Director, Department of Plans and Curriculum Development, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

Notification procedure:

Information may be obtained from the SYSMANAGER. Telephone: 703-664-2017.

Record access procedures:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain the full name of the individual, SSAN, current address and telephone number.

For personal visits, the individual must contact the Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060, and provide acceptable identification, such as, military or other ID card, driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by the individual, employer, staff and faculty of DSMC, each DoD Component, and the U. S. Civil Service Commission (including their automated personnel systems).

Systems exempted from certain provisions of the act:

None

DSMC-04

System name:

Defense Systems Management Collge (DSMC) Academic Analysis System

System location:

Primary Location-Office of the Commandant, Defense Systems Management College (DSMC), Ft. Belvoir, Va. 22060.

Back-up Data File-Dept of Systems Management, Defense Systems Management College, Ft. Belvoir, Va. 22060.

Categories of individuals covered by the system:

All current and former Program Management Course (PMC) students and participants in DSMC Cooperative Graduate Programs.

Categories of records in the system:

File contains individual's name, SSAN, sex, date of birth, service affiliation, affiliation status, years of service, promotion history, job or assignment history, current assignment code, military or civilian occupation code, educational history, class at DSMC, DSMC class standing, DSMC grade point average, DSMC functional course grades, graduation status, pre-and post-test scores, Miller Analogies Test scores, Graduate Record Exam scores, individual survey responses, and course enrollment data and course grades in DSMC Cooperative Graduate Programs.

Authority for maintenance of the system:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purposes of this system are: To provide a research data base for improvement of the PMC academic program and its integration with DSMC Cooperative Graduate Programs, to provide a research data base for evaluating the quality and performance of current and former PMC students as well as DSMC Cooperative Graduate Program participants, and to facilitate administration of DSMC Cooperative Graduate Programs.

DSMC officials designated by the Commandant-Used to determine areas for improvement of the PMC academic program and its integration with DSMC Cooperative Graduate Programs; used to evaluate the quality and performance of current and former PMC students as well as participants in DSMC-Cooperative Graduate Programs; used to administer DSMC Cooperative Graduate Programs; used for monitoring participation in DSMC Cooperative Graduate Programs and for counseling PMC students regarding participation; used to furnish DSMC Cooperative Graduate Program enrollment data for PMC student academic evaluation reports.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Primary file is paper records in file folders.

Back-up data file is punched cards.

Retrievability:

Filed by class alphabetically by last name of PMC student and participant in Cooperative Graduate Programs.

Safeguards:

Primary file is in a locked cabinet.

Back-up data file is in a building which is locked during nonbusiness hours and is located on a military installation.

Only individuals designated as having a need for access to files by the System Manager are authorized access to information in the files.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Commandant, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

Notification procedure:

Information may be obtained from the SYSMANAGER. Telephone: 703-664-2017.

Record access procedures:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain the full name of the individual, SSAN, current address and telephone number.

For personal visits, the individual must contact the Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060, and provide some acceptable identification, such as military or other identification card, driver's license.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administration Instruction No. 81.

Record source categories:

Information is provided by the individual, staff and faculty of DSMC, each DOD Component and the U. S. Civil Service Commission (including their automated personnel systems), educational institutions and testing services.

Systems exempted from certain provisions of the act:

None

DSMC-05

System name:

Biographical Record System

System location:

Program Manager Biographies-Department of Research and Publications, Defense Systems Management College.

Board of Visitor Biographies, Department of Plans and Curriculum Development, Defense Systems Management College.

Program Management Course Guest Lecturer Biographies-Department of Program Management, Defense Systems Management College.

Executive Course Guest Lecturer Biographies-Department of Executive Management, Defense Systems Management College.

Categories of individuals covered by the system:

Key governmental officials.

Guest Lecturers at the Defense Systems Management College.

Present and past members of the Board of Visitors and Policy Guidance Council.

Categories of records in the system:

Files contain official biographic data, such as: individual's position, title, current business affiliation, record of past experience and education, awards and honors, memberships, addresses, phone numbers, photographs, etc.

Authority for maintenance of the system:

10 USC 136, and Department of Defense Directive 5160.55, 'Defense Systems Management College,' January 5, 1977.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose is to provide information for selection and introduction of guest lecturers and to perform research.

Department of Plans and Curriculum Development-To develop statistical data on Department of Defense Program Management Offices; to present data to Policy Guidance Council to determine worthiness of nominees to serve on Board of Visitors.

Department of Program Management-To provide the credentials of guest lecturer to the students prior to the presentation.

Department of Executive Management-To present the credentials of guest lecturer to the students prior to the presentation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name, except program manager/deputy program manager files which are filed by organization titles.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Director, Department of Research and Publications, Defense Systems Management College, Ft. Belvoir, Va. 22060.

Notification procedure:

Information may be obtained from the SYSMANAGER. Telephone: 703-664-5783.

Record access procedures:

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain full name of the individual, current position and affiliation.

Visits are limited to the departments at the school where the information is filed. For personal visits, the individual must provide acceptable identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Key official data from official Governmental files.

Board of Visitors nominee data from Policy Guidance Council members, present Board of Visitors members, DSMC Commandant and 'Who's Who.'

Guest Lecturer data from guest lecturers themselves, from their offices, or from Agency Public Affairs Offices.

**Systems exempted from certain provisions of the act:**

None

DSMC-06

**System name:**

Defense Systems Management College (DSMC) Mailing List

**System location:**

Primary location-Computer Sciences Corporation, Information Network Division, 650 North Sepulveda Boulevard, El Segundo, Ca. 90245.

Hard copy back-up files and punched card back-up files located in Systems Management Department, Defense Systems Management College, Building 202, Fort Belvoir, Va. 22060.

**Categories of individuals covered by the system:**

All former students of the Defense Systems Management College (DSMC); members of the DSMC Policy Guidance Council and Board of Visitors; program managers associated with defense systems acquisition programs; key acquisition managers throughout Department of Defense; former staff and faculty members of the DSMC and individuals desiring to be included in the system.

**Categories of records in the system:**

File contains name, SSAN, Class at DSMC, job code, mailing address, rank or grade, position and professional title and affiliation.

**Authority for maintenance of the system:**

10 USC 136, and Department of Defense Directive 5160.55, "Defense Systems Management College," January 5, 1977.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The purpose of the system is to provide a mailing list for distribution of newsletters, surveys, graduate registers and other information relating to acquisition management which is of interest to individuals included in the system.

DSMC - Used to disseminate newsletters, surveys, graduate registers and other information relating to acquisition management which is of interest to individuals on the DSMC mailing list; to prepare registers of former graduates; to prepare lists of Department of Defense Program Managers.

Computer Science Corporation - Mounts tapes and disc packs which contain files and operates the system; does not maintain the system.

Any individual records in a system of records might be transferred to any component of the Department of Defense or other Government agency.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Primary file is magnetic disc.

Back-up files are magnetic computer tape and punched cards.

Hard copy back-up files are paper records in file folders.

**Retrievability:**

Files are retrievable by name, SSAN, class, job code and zip code.

**Safeguards:**

Primary location is a controlled access area.

Operator personnel are screened and cleared in accordance with Government Services Administration contract procedures.

Access to magnetic disc and computer tapes requires computer phone number, user ID, password and project code which are only accessible to personnel authorized by the System Manager.

Back-up file storage is in a building which is locked during non-business hours and is located on a military installation.

Only individuals designated as having a need for access to files by the Systems Manager are authorized access to information in the files.

**Retention and disposal:**

Records are permanent.

**System manager(s) and address:**

Director, Department of Research and Publications, Defense Systems Management College, Building 202, Ft. Belvoir, Va. 22060.

**Notification procedure:**

Information may be obtained from the SYSMANAGER. Telephone: 703-664-5783.

**Record access procedures:**

Requests from individuals should be addressed to: Commandant, Defense Systems Management College, ATTN: Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060.

Written requests for information should contain the full name of the individual, SSAN, current address and telephone number.

For personal visits, the individual must contact the Chief, Administration Division, Building 202, Ft. Belvoir, Va. 22060, and provide acceptable identification, such as, military or other ID card, driver's license.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

Information is provided by the individual, employer, staff and faculty of DSMC, each DoD Component and the U. S. Civil Service Commission (including their automated personnel systems).

**Systems exempted from certain provisions of the act:**

None

DUSDRE 02

**System name:**

OUSDRE Personnel Administration Files

**System location:**

Office of the Under Secretary of Defense for Research and Engineering (OUSDRE), Office Secretary of Defense, Room 3E1006, Pentagon, Washington, D. C. 20301.

**Categories of individuals covered by the system:**

All employees assigned to or considered for positions in OUSDRE including civilian and military personnel and consultants.

**Categories of records in the system:**

These files contain position descriptions; biographical resumes, qualification statements, (SD 171, SD 173, SD 398, SF 161, etc.); Confidential Statement of Affiliations and Financial Interests, Department of Defense Personnel (DD Form 1555); requests for personnel actions (SD 52, 108); notification of Personal Action (SD 50); appointments affidavits (SF 61, 61B); award recommendations; appraisals and efficiency reports; time and attendance records (SF 1135); travel orders and vouchers; and security clearance information.

**Authority for maintenance of the system:**

10 USC 133

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

These files are used primarily for internal personnel and administrative management. Specific uses include: Determining eligibility for appointment to positions; reviewing financial interest and background of individual applying for appointments; comparing individuals resumes with job requirements. Used to keep accounting of time worked; travel performed; orders issued awards given to personnel and security clearance granted. The information contained in these personnel files is used by the office manager, supervisory personnel and the Under Secretary of Defense for Research and Engineering in the management of his organization.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of the individual concerned.

**Safeguards:**

Building guards and locked file containers. Records are maintained in areas accessible only to authorized personnel.

**Retention and disposal:**

Records are temporary in nature and are destroyed after individuals leave employment of OUSDRE or are no longer under consideration for employment.

**System manager(s) and address:**

Executive Assistant to USDRE, Office of the Secretary of Defense, Washington, D. C. 20301.

**Notification procedure:**

Information may be obtained from:

Personnel Assistant
Office of the Executive Assistant to USDRE

Room 3E1006, Pentagon
Washington, D. C. 20301
Telpehone: 202-695-6556

Written requests for information should contain the full name of the individual, current address, telephone number, and any other information which would help in identifying the desired information.

For personal visits, the individual must be able to provide acceptable identification, that is, driver's license, employing office's identification card, and give verbal information that could be vertified with his 'case folder'.

Record access procedures:

Request should be addressed to SYSMANAGER as shown above.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by the Directorate for Personnel and Security, Security Division, Washington Headquarters Services, Department of Defense, individuals concerned, travel vouchers, security forms, travel orders, individual's supervisors, and time and attendance clerks.

Systems exempted from certain provisions of the act:

None

## DUSDRE 03

System name:

Office of the Under Secretary of Defense for Research and Engineering (OUSDRE), Inventor's File.

System location:

Office of the Under Secretary of Defense for Research and Engineering (OUSDRE), Office Secretary of Defense, Room 3E1006, Pentagon, Washington, D.C. 20301

Categories of individuals covered by the system:

All persons who have submitted inventions, ideas, and proposals for consideration by the Department of Defense.

Categories of records in the system:

These files contain correspondence with individuals concerning their inventions, ideas, and proposals submitted to the Department of Defense; evaluations by government employees of those inventions, ideas, and proposals.

Authority for maintenance of the system:

10 USC 133

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information in this file is primarily collected to give consideration to the inventions, ideas, and proposals submitted by the public. These files are used to reply to correspondence and inquiries from the public and other government agencies. The information contained in these files is used by the staff of OUSDRE.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Building guards and locked file containers. Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Retained in active files for a period of five years and then transferred to the Washington National Records Center, Suitland, Maryland, 20409.

System manager(s) and address:

Director, Program Control and Administration, Office of the Secretary of Defense, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from:
Assistant Director, Program Control and Administration
Room 3E1030, Pentagon
Washington, D.C. 20301
Telephone: 202-697-4994

Written requests for information should contain the full name of the individual, current address and telephone number and any other information which would help in identifying the desired information.

For personal visits, the individual must be able to provide acceptable identification, that is, driver's license, employing office's identification card, and give verbal information that could be verified with his 'case folder'.

Record access procedures:

Request should be addressed to SYSMANAGER as shown above.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by individuals who send their inventions, ideas, and proposals to the Department of Defense and government employees who evaluate the inventions, ideas, and proposals.

Systems exempted from certain provisions of the act:

None

## DUSDRE 04

System name:

Requests for Two-year Foreign Residence Waiver Files

System location:

Security Policy and Review Division-Office of the Director Program Control and Administration, Office of the Under Secretary of Defense for Research and Engineering, Office of the Secretary of Defense.

Categories of individuals covered by the system:

Any foreigner applying for a Waiver of Foreign Residency.

Categories of records in the system:

Files contain requests for waiver of foreign residency.

Authority for maintenance of the system:

Mutual Educational and Cultural Exchange Act of 1961 (75 Stat. 535).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Security Policy and Review Division-To evaluate requests for Waivers.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper Records in file folders.

Retrievability:

Filed alphabetically by last name of individual

Safeguards:

Records are located in a facility guarded by Military and GSA Guards 24 hours a day seven days a week. Records are maintained in an area accessible only to authorized personnel.

Retention and disposal:

Records are permanent. Retained in active file for ten years.

System manager(s) and address:

Director, Program Control and Administration, OUSDRE, Office of the Secretary of Defense, Pentagon Building, Washington, D. C.

Notification procedure:

Information may be obtained from:
Security Policy and Review Division
Room 3D1067
Pentagon Building
Washington, D. C. 20301
Telephone: 202-697-3459

Record access procedures:

Requests from individuals should be addressed to: Under Secretary of Defense for Research and Engineering, Office of the Secretary of Defense, Pentagon Building, Washington, D. C. 20301

Written requests for information should contain full name of individual, current address and telephone number and approximate date of waiver request.

For personal visits individual should be able to provide appropriate identification

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned

are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

Application and related correspondence from sponsor and individual requesting waiver.

**Systems exempted from certain provisions of the act:**

None

**DWHS BF01**

**System name:**

Travel Files

**System location:**

Directorate for Budget and Finance, Travel Division, Washington Headquarters Services (WHS), Department of Defense (DoD), Pentagon, Washington, D.C. 20301.

**Categories of individuals covered by the system:**

Personnel assigned to the Office of the Secretary of Defense and the Organization of the Joint Chiefs of Staff who perform travel, includes military, civilian and WOC/WAE consultants.

**Categories of records in the system:**

File contains copy of travel orders, paid travel claims, airline schedule and copy of Government Transportation Requests (GTRs) issued.

**Authority for maintenance of the system:**

10 USC 136(b)

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

INTERNAL USERS, USES AND PURPOSES

Determination of the costs of trips performed by OSD and OJCS personnel.

Find out if travelers have filed their vouchers after completion of trips.

Determine indebtedness to the Government if per diem payments do not liquidate travel advances.

Individuals assigned to OSD/OJCS components authorized to research files to collect appropriate data to fulfill missions of component.

EXTERNAL USERS, USES AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Building employs security guards. Records kept in unlocked file cabinets.

**Retention and disposal:**

Records maintained by fiscal year, current and previous fiscal year on hand, subsequently retired to Washington National Records Center.

Disposal in accordance with OSD Administrative Instruction No. 15.

**System manager(s) and address:**

Chief, Travel Division, Directorate for Budget and Finance, Washington Headquarters Services, Department of Defense, Pentagon, Washington, D.C. 20301.

**Notification procedure:**

Information may be obtained from:
Chief, Travel Division
Directorate for Budget and Finance
Washington Headquarters Services
Department of Defense
Room 3B279, Pentagon
Washington, D.C. 20301
Telephone: 202-697-1269

**Record access procedures:**

Requests from individuals should be addressed to: Chief, Travel Division, Directorate for Budget and Finance, Washington Headquarters Services, Department of Defense, Room 3B279, Pentagon, Washington, D.C. 20301.

Written requests for information should contain the full name of individual with notarized signature, current address and telephone number, and include fiscal year of travel.

Visits are limited to Travel Division, Directorate for Budget and Finance, Washington Headquarters Services, Department of Defense, Pentagon, Washington, D.C. 20301.

For personal visits the individuals should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that can be verified with his folder.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

Travel orders, travel vouchers, airline schedules, copy of GTRs.

**Systems exempted from certain provisions of the act:**

None

**DWHS CD01**

**System name:**

OSD General Correspondence Files

**System location:**

Correspondence Control Division, Directorate for Correspondence and Directives, Washington Headquarters Services (WHS), Department of Defense (DoD), Room 3A948, Pentagon, Washington, D. C. 20301.

**Categories of individuals covered by the system:**

Individuals who address a variety of subjects to the Office of the Secretary of Defense, and those who address Defense-related matters to the White House.

**Categories of records in the system:**

Includes general correspondence addressed to and emanating from the Office of the Secretary and the Deputy Secretary of Defense, and correspondence addressed to White House officials and, because the subject matter, referred to DoD for reply.

**Authority for maintenance of the system:**

5 USC 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Reference material for follow-up actions and responses to additional inquiries from the same persons.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Microfiche with hard-copy backup in file folders.

**Retrievability:**

Filed by subject matter with alphabetical sub-system.

**Safeguards:**

Building protected by security guards. Records are maintained in a secure area accessible only to authorized personnel.

**Retention and disposal:**

Records are retained in active file until end of the calendar year, held one additional year in inactive file and subsequently transferred to the the National Records Center, where records are destroyed or permanently preserved in accordance with records disposal authority as dictated by subject matter.

**System manager(s) and address:**

Chief, Correspondence and Control Division, Directorate for Correspondence and Directives, Washington Headquarters Services, Department of Defense, Room 3A948, Pentagon, Washington, D. C. 20301.

**Notification procedure:**

Information may be obtained from:
Director for Correspondence and Directives, Washington Headquarters Services,
Department of Defense
Room 3B946
Pentagon
Washington, D.C. 20301
Telephone: 202-697-8261

**Record access procedures:**

Requests from individuals should be addressed to: Director for Correspondence and Directives, Washington Headquarters Services, Department of Defense, Room 3B946, Pentagon Washington, D.C. 20301.

Written requests for information should contain the full name of the individual, current address and telephone number, a brief description of the subject matter, and the approximate date of the communication, if known.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license or employing office's identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Correspondence originating with the individual, DoD agencies, and other Federal agencies.

Systems exempted from certain provisions of the act:

None

DWHS CD02

System name:

Cable Division Personnel Administration Files

System location:

Cable Division, Directorate for Correspondence and Directives, Washington Headquarters Services (WHS), Department of Defense (DoD), Room 3E925, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

All individuals employed or military assigned to the Cable Division.

Categories of records in the system:

These files contain position descriptions; qualification statements, (SF 171, SF 172, OP 8, SD 295, SD 37, etc.); Confidential Statement of Affiliations and Financial Interests Department of Defense Personnel (DD Form 1555); requests for personnel actions (SD 52); notification of Personnel Action (SD 50); award recommendations; appraisals and efficiency reports; security clearance information DD Forms 398, DD Forms 1584, CS 8.

Authority for maintenance of the system:

10 USC 133

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These files are used primarily for internal personnel and administrative management. Specific uses include: Determining eligibility for assignment to positions; comparing individual's resumes with job requirements; used to keep abreast of performance, awards given to personnel and security clearances granted. The information contained in these personnel files is used by the office manager and supervisory personnel in the Cable Division.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name and Social Security Number of individual concerned.

Safeguards:

Building guards. Records are maintained in a secure area accessible only to authorized personnel.

Retention and disposal:

Records are retained in active file until military reassignment or individual leaves employment of the Cable Division; and in an inactive file until no longer under consideration for reemployment.

System manager(s) and address:

Director for Correspondence and Directives, Washington Headquarters Services (WHS), Department of Defense, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from:
Chief, Cable Division
Directorate for Correspondence and Directives, Washington Headquarters Services, Department of Defense.
Room 3E925, Pentagon
Washington, D.C. 20301
Telephone: 202-697-8151

Written requests for information from individuals should be addressed to Directorate for Correspondence and Directives, Cable Division, Washington Headquarters Services, Department of Defense, Room 3E925, Pentagon, Washington, D.C. 20301.

Written requests for information should contain the full name of the individual, current address and telephone number and any other information which would help in identifying the desired information.

For personal visits, the individual must be able to provide acceptable identification; that is, driver's license, employing office's identification card, give verbal information that could be verified with his/her 'case folder'.

Record access procedures:

Request should be addressed to SYSMANAGER as shown above.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is provided by the Directorate for Personnel and Security, WHS, the individual concerned, and the individual's supervisors.

Systems exempted from certain provisions of the act:

None

DWHS IO&R01

System name:

Combat Area Casualties

System location:

Directorate for Information Operations and Reports, Washington Headquarters Services, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Names of all military personnel who were killed, missing, captured, or interned in Southeast Asia.

Categories of records in the system:

Files contain a completed Report of Casualty (DD Form 1300).

Authority for maintenance of the system:

Executive Order 11216, 3 CFR 301 (1964-1965 Compilation), 'Designation of Vietnam and Waters Adjacent thereto as a Combat Zone for the purposes of Section 112 of the Internal Revenue Code of 1954,' approved April 24, 1965; and Pub.L. 95-479, 92 Stat. 1565, 'Veterans Disability Compensation and Survivors' Benefits Act of 1978,' approved October 18, 1978.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL USERS, USES, AND PURPOSES

The purpose of this system of records is to compile a list of all military personnel who were killed, missing, captured, or interned in Southeast Asia. This list is used by the Office of the Assistant Secretary of Defense (International Security Affairs) (OASD(ISA)), the Defense Intelligence Agency (DIA), and other OSD activities.

EXTERNAL USERS, USES, AND PURPOSES

To the Veterans Administration - listing the name, Social Security Number (SSN), and rank of all former prisoners-of-war of the Vietnam conflict for the purpose of conducting comprehensive studies of the disability compensation awarded to and the health care needs of veterans. To any public or private person for statistical purposes. The name, grade, date of birth only are released on those who are currently missing, captured, or interned.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

DD 1300s are filed in file reference order by service, country of occurrence.

Retrievability:

Data may be retrieved by name or file reference number.

Safeguards:

All information is maintained in locked safes.

Retention and disposal:

Records are permanent. ADP files will be made available to National Archives when no longer required by Office of the Secretary of Defense (OSD).

System manager(s) and address:

Director of Information Operations and Reports, Washington Headquarters Services, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from:

Director of Information Operations and Reports
Washington Headquarters Services
Department of Defense
Room 4B938
Pentagon
Washington, D. C. 20301
Telephone: 202-697-6107

**Record access procedures:**

Requests should be addressed to the System Manager.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

The source of this information is the serviceman's casualty section.

**Systems exempted from certain provisions of the act:**

None

## DWHS P01

**System name:**

Supergrade Correspondence, Reports, and Case Files

**System location:**

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301

**Categories of individuals covered by the system:**

Any candidate who is being recommended for an executive level position.

**Categories of records in the system:**

File contains copy of individuals SF-171, position description, organizational chart, applicable CSC forms, SF-161 or 161A, correspondence between Directorate for Personnel and Security, WHS, and CSC, management officials and other selected documents.

**Authority for maintenance of the system:**

5-USC 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Directorate for Personnel to maintain a case file of background information for each executive level request, both approved and disapproved. Armed Forces Information Service (AFIS), Court of Military Appeals (COMA), Defense Advanced Research Projects Agency (DARPA), Defense Security Assistance Agency (DSAA), Office of Dependents Education, Organization of the Joint Chiefs of Staff (OJCS), the President's Commission on Military Compensation, The TriService Medical Information System (TRIMIS), Washington Headquarters Services (WHS), and the Civil Service Commission for information necessary for the Commission to carry out its Government-wide personnel management functions is part of routine use.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed by organization, then alphabetically by name.

**Safeguards:**

Building employs security guards. Records are maintained in file cabinets in areas accessible only to authorized personnel who are properly screened and trained.

**Retention and disposal:**

Files maintained indefinitely.

**System manager(s) and address:**

Director for Personnel and Security, (WHS), Room 3B347, Pentagon, Washington, D. C. 20301

**Notification procedure:**

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 2026973305.

**Record access procedures:**

Requests from individuals should be addressed to the above SYS-MANAGER.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

SF-171 from individual, other material obtained from personnel office, records and statements from management officials.

**Systems exempted from certain provisions of the act:**

None

## DWHS P02

**System name:**

Job Opportunity Announcements

**System location:**

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

**Categories of individuals covered by the system:**

Any applicant for employment who applies for a specific vacancy.

**Categories of records in the system:**

File contains copies of SF-171's plus any attachments submitted by applicant, copies of supervisory appraisals, copies of Job Opportunity Announcement, original certificate of eligibles, rating sheet for all applicants, rating schedule or definition of 'best qualified' and copies of nonselection and not certified letters.

**Authority for maintenance of the system:**

5 USC 3301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

INTERNAL USERS, USES, AND PURPOSES:

Personnel and Security Directorate - To advertise vacant positions and to solicit applications for employment from qualified individuals for organizations serviced. Armed Forces Information Service (AFIS), Court of Military Appeals (COMA), Defense Advanced Research Projects Agency (DARPA), Defense Security Assistance Agency (DSAA), Office of Dependents Education, Organization of the Joint Chiefs of Staff (OJCS), TriService Medical Information System (TRIMIS), and Washington Headquarters Services (WHS), are part of routine users.

EXTERNAL USERS, USES, AND PURPOSES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

Documents filed in folders by Job Opportunity Announcement (JOA) number and title, series and grade of position.

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed by Job Opportunity Annoucement (JOA) number and title.

**Safeguards:**

Building employs security guards. Records are maintained in file cabinet in areas accessible only to authorized personnel who are properly screened and trained.

**Retention and disposal:**

Records are maintained for a two year period or Office of Personnel Management (OPM) inspection, whichever occurs earlier. Then they are destroyed.

**System manager(s) and address:**

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

**Notification procedure:**

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

**Record access procedures:**

Requests from individuals should be addressed to the above System Manager.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

Application and related forms from the individual applying for position, supervisory appraisals from current or previous employers,

forms completed by persons whose names are given as a reference, ratings and correspondence from Directorate for Personnel and Security, WHS, and supervisory officials.

Systems exempted from certain provisions of the act:

None

DWHS P03

System name:

DoD Program for Stability of Civilian Employment

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Employees of OSD who have been affected by Reduction-in-Force and who were eligible and elected to register in the program and employees and reinstatement eligibles who registered for overseas employment consideration.

Categories of records in the system:

Standard Form 171, with attachments, if any, registration form, computer printed resume and related forms.

Authority for maintenance of the system:

5 USC 3501

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Civilian Personnel Offices throughout Defense Department to maintain a record of persons registered into program by each employing CPO. System includes file of employees serviced by the System Manager, who are entitled to Priority Referral for repromotion and reemployment. Central Referral Activity, Dayton, Ohio maintains automated system and refers eligible employees to other DoD activities as required by regulation. Armed Forces Information Services (AFIS), Defense Advanced Research Projects Agency (DARPA), Defense Security Assistance Agency (DSAA), the Office of Dependents Education, the Organization of the Joint Chiefs of Staff (OJCS), Tri-Service Medical Information System (TRIMIS), and Washington Headquarters Services (WHS), are part of routine uses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Folders maintained in active file until employee is either placed or declines placement or eligibility expires, then moved to inactive file. Files maintained for two years from date dropped from the program.

Storage:

Paper records in file folders.

Retrievability:

Filed by name, alphabetically.

Safeguards:

Building employs security guards. Records are maintained in file cabinets in the areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Files are maintained for a two year period from the date the person is dropped from the system, then they are destroyed.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Application and related forms from individual, registration forms completed by Personnel Operations Division, resume and related automated forms furnished by Central Referral Activity, Dayton, Ohio.

Systems exempted from certain provisions of the act:

None

DWHS P04

System name:

Reduction-In-Force Case Files.

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Civilian employees serviced by Office of the Secretary of Defense (OSD) System Manager, who have been reached for reduction-in-force actions.

Categories of records in the system:

Copies of retention registers, letters from management officials, letters prepared by Personnel to individual regarding type of action required, correspondence from individual concerned and other miscellaneous correspondence concerning the specific action.

Authority for maintenance of the system:

5 USC 1302, 3502

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL USERS, USES, AND PURPOSES

To maintain a case file on each reduction-in-force situation in serviced organizations for record purposes of the System Manager. Background information for the Merit System Promotion Board (MSPB) in case of appeal. Review by OSD management officials in cases of questions of qualifications. Armed Forces Information Service (AFIS), Court of Military Appeals (COMA), Defense Advanced Research Projects Agency (DARPA), Defense Security Assistance Agency (DSAA), Office of Dependents Education, Organization of the Joint Chiefs of Staff (OJCS), Tri-Service Medical Information System (TRIMIS), and Washington Headquarters Services (WHS), are part of routine users.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name. Destroy two years after case is closed.

Safeguards:

Building employs security guards. Records are maintained in file cabinets in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Destroy two years after case is closed.

System manager(s) and address:

Director of Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Adminsitrative Instruction No. 81.

Record source categories:

Letters to individuals originated by Personnel, Retention Registers furnished by Personnel, correspondence from management officials, correspondence from individual concerned, correspondence from MSPB/OPM and correspondence from appeals examiner in case of an appeal.

Systems exempted from certain provisions of the act:

None

DWHS P05

System name:

Roster of When Actually Employed Employees

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Clerical civilian employees employed by the Office of the Secretary of Defense on a 'when actually employed' basis.

Categories of records in the system:

Alphabetical list of employees and 3x5 card file also filed alphabetically. Request from management for services of When Actually Employed employee.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For use in Civilian Personnel Operations Division, to maintain record of WAE clerical employees, where they are assigned, working hours, contact address and telephone number, title and grade of their position and type of security clearance.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Alphabetical list maintained in three-ring binder, updated as changes occur. 3x5 cards maintained in same manner. Requests from management retained until requirements completed.

Storage:

Paper records in notebook and card file.

Retrievability:

Information retrieved alphabetically, by last name.

Safeguards:

Building employs security guards. Records are maintained in file cabinets in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Information maintained on a current basis only.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 2026973305.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information obtained from individuals Official Personnel Folder and individual concerned.

Systems exempted from certain provisions of the act:

None

DWHS P06

System name:

DoD-Wide Civilian Career Program for Comptroller/Financial Management Personnel

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All employees in organizations serviced by SYSMANAGER who are eligible for GS-14 and above vacancies in the following job classification series: 501, 504, 505, 510 and 560, and positions of Comptroller or Deputy Comptroller regardless of series.

Categories of records in the system:

Standard Form 171's, supervisory appraisals and copy of Job Opportunity Announcement.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Applications are accepted for referral for current vacancies, located at the Office of the Secretary of Defense or other Department of Defense components, i.e., Department of Army, Department of Navy, Department of Air Force, Armed Forces Information Services (AFIS), Defense Advanced Research Projects Agency (DARPA), Defense Communications Agency (DCA), Defense Contract Audit Agency (DCAA), Defense Intelligence Agency (DIA), Defense Investigative Service (DIS), Defense Mapping Agency (DMA), Defense Nuclear Agency (DNA), Defense Security Assistance Agency (DSAA), Defense Supply Agency (DSA), Office of Dependents Education, Organization of the Joint Chiefs of Staff (OJCS), Tri-Service Medical Information System (TRIMIS), and Washington Headquarters Services (WHS), are part of routine uses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Applications filed in folders by title and grade level of position. Supervisory career appraisals filed with application.

Storage:

Paper records in file folders.

Retrievability:

Information located by title and series of vacancy applied for.

Safeguards:

Building employs security guards. Records are maintained in file cabinets in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Applications retained until position filled. Applications of non-selected candidates returned to them. Application of selectee filed in official Personnel Folder or returned to candidate if up-to-date application on file.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Applications from individuals, supervisory appraisals from current and former supervisors, information for Job Opportunity Announcements from Department of Defense Agency with vacancy.

Systems exempted from certain provisions of the act:

None

DWHS P07

System name:

Incentive Awards Records

System location:

Directorate for Personnel and Security, Washington Headquarters Serices (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Civilian Employees recommended for awards: Quality Salary Increases, Outstandings, Sustained Superior Work Performance Awards, Secretary of Defense Meritorious Civilian Service Award, Department of Defense Distinguished Civilian Service Award, Department of Defense Distinguished Public Service Award, Secretary of Defense Outstanding Public Service Award and various non-government awards.

Categories of records in the system:

Master log maintained on above awards, copies of signed citations by the Secretary of Defense, nominations which contain name, grade and title, period of recommendation and assigned activity. Disclosure file maintained on all nominations for awards which require name, address, occupation, telephone number, and educational background, and are submitted to non-government agencies.

Authority for maintenance of the system:

5 USC 451

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Civilian Personnel-to determine eligibility for awards, statistical data regarding awards. Non-Government agencies which offer awards programs such as the William A. Jump Memorial Foundation, the Rockefeller Public Service Awards Program, and the Arthur S. Flemming Awards Commission. The Civil Service Commission for information necessary for the Commission to carry out its Government-wide personnel management functions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To provide assistance in writing justifications for awards and to process the awards in a reasonable amount of time.

Storage:

Metal five drawer legal size file cabinet.

Retrievability:

Filed by Fiscal Year with a master log.

Safeguards:

Building patrolled by security guards. File is maintained in an area which is secured during non-working hours.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 2026973305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Recommendations received from the Immediate Office of the Secretary of Defense, Joint Chiefs of Staff, all Offices of the Secretary of Defense elements, Military Departments, Defense Agencies, private citizens.

Systems exempted from certain provisions of the act:

None

## DWHS P08

System name:

Worker's Compensation-On-The-Job Injuries Report File

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301

Categories of individuals covered by the system:

Civilian employees injured on the job.

Categories of records in the system:

Case files containing required injury reports which include name, SSN, DOB, telephone number, type of injury, address, and assigned activity.

Authority for maintenance of the system:

5 USC 8101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Director for Personnel and Security, WHS, and Labor Department for purposes of determining eligibility for Worker's Compensation, statistical data regarding leave taken and to review cases being processed.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To provide assistance in submitting appropriate forms for injuries.

Storage:

Metal five drawer legal size file cabinet

Retrievability:

Filed by name of employee with card index.

Safeguards:

Building patrolled by security guards. File is maintained in an area which is secured during non-working hours.

Retention and disposal:

Files are permanent.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 2026973305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Civilian employees of the Office of the Secretary of Defense and Organization of the Joint Chiefs of Staff, and activities serviced by WHS.

Systems exempted from certain provisions of the act:

None

## DWHS P09

System name:

Computer Data Base.

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All civilian employees serviced by Directorate for Personnel and Security, WHS.

Categories of records in the system:

The following data is stored in addition to that required by Office of Personnel Management (OPM); Position Number, Position Tenure, Organization Code, Building Code, Date of Last Within Grade Increase, Due Date for Within Grade Increase, Highest Grade Held, Date of Last Promotion, Expiration Date of Appointment (If applicable), Nine Month Appraisal Date (If applicable), Leave Category, Special Category, Type of Appointment, Date of Current Appointment, Marital Status, Legal Residence, Security Clearance and Health Benefits Status.

Authority for maintenance of the system:

EO 9830 and 5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL USERS, USES, AND PURPOSES

Personnel and Security Directorate - Date extracted as required by Office of Personnel Management for Central Personnel Data File. Certain fields used as required for statistical data. Stored data printed on personnel change forms to report a change in status, i.e., Standard Form 50, DA 2515. Extracts of data base used periodically to insure currency of files. Alphabetic locator to verify employment organization staffing summary.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

IBM Computer 370.

Retrievability:

Files may be retrieved and sorted by any field in Data Base.

Safeguards:

Building has security guards. User of Data Base must have a 'user code' in order to be admitted access to computer room.

Retention and disposal:

Records are permanent and current as long as the employee is employed.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Processing documents initiated by the Directorate for Personnel and Security and employee's Standard Form 171.

Systems exempted from certain provisions of the act:

None

## DWHS P10

System name:

Training File.

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Employees applying for Training Program.

Categories of records in the system:

Standard Form 171, Optional Form 37, Optional Form 170, DD Form 1556, SD Forms 446 and 447, Training Record Card File, which contains name, social security number, date of birth, home address, annual salary, and office and home telephone number.

Authority for maintenance of the system:

5 USC 4101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL USERS, USES, AND PURPOSES

The Personnel and Security Directorate to determine eligibility for training assignments.

EXTERNAL USERS, USES, AND PURPOSES

Office of Personnel Management for information necessary for OPM to carry out its Government-wide personnel management functions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To ensure that complete records are maintained for program evaluation purposes.

Storage:

Metal file drawer legal size file cabinet without lock.

Retrievability:

Filed by training program name and employee name.

Safeguards:

Building has security guards. File is maintained in an area which is secured during nonworking hours.

Retention and disposal:

Records are permanent. Maintained in the Training and Career Development Branch at all times.

System manager(s) and address:

Director of Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301

Notification procedure:

Information may be obtained from Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Employees submit application forms.

Systems exempted from certain provisions of the act:

None

## DWHS P12

System name:

Executive Development Programs File

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B 347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Employees applying for executive development programs.

Categories of records in the system:

Optional Form 69 individual development plans, SF-171, SF-59, which contain name, social security number, date of birth, home address, annual salary, and office and home telephone number.

Authority for maintenance of the system:

5 USC 4101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL USERS, USES, and PURPOSES

Personnel and Security Directorate - To determine eligibility for specialized development programs.

EXTERNAL USERS, USES, AND PURPOSES

The Office of Personnel Management (OPM) for information necessary for OPM to carry out its Government-wide personnel management functions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To ensure that complete records are maintained for program evaluation purposes.

Storage:

Metal five drawer legal size file cabinet without lock.

Retrievability:

Filed by training program name and employee name.

Safeguards:

Building has security guards. File is maintained in an area which is secured during non-working hours.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Employees submit application forms.

Systems exempted from certain provisions of the act:

None

DWHS P13

System name:

Management Intern File

System location:

Directorate for Personnel and Security, Washington Headquarters Services, (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Management trainees on rotational assignments.

Categories of records in the system:

Standard Form 171 and resumes which contain name, Social Security Number, date and place of birth, home address, annual salary, and office and home telephone number.

Authority for maintenance of the system:

5 USC 3301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel and Security Directorate: for purposes of determining appropriate rotational assignment of management interns.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To ensure that complete records are maintained for trainee evaluation.

Storage:

Metal five drawer legal size file cabinet without lock.

Retrievability:

Filed by trainee's name.

Safeguards:

Building has security guards. File is maintained in an area which is secured during nonworking hours.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information obtained from employment applications submitted by individual; supervisory evaluation from previous employers.

Systems exempted from certain provisions of the act:

None

DWHS P14

System name:

Blood Donor Files

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Any blood donor with the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, and activities serviced by WHS.

Categories of records in the system:

File cards contain name, rank (if military), duty phone, home phone, duty activity and room number, blood type and dates of donations.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Military Personnel Division-to determine eligibility for blood replacement. To provide source of contacts for emergency blood requirements. To determine eligibility for issuance of gallon donor certificates.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Weekly screening of cards to determine if individual is eligible to donate blood.

Storage:

3x5 Cardex File.

Retrievability:

Filed alphabetically by last name of donor.

Safeguards:

Building has security guards. File is maintained in an area accessible only to authorized personnel.

Retention and disposal:

Records are permanent for the duration of the individual's participation as a blood donor.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 2026973305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Civilian Health Clinic-Pentagon and the individual blood donors.

Systems exempted from certain provisions of the act:

None

DWHS P17

System name:

Assignment Folders

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All military personnel currently on duty with the Office of the Secretary of Defense, and activities serviced by WHS.

Categories of records in the system:

File folders on each individual which contains all pertinent information on his nomination, selection, and duty tour within the Office of the Secretary of Defense.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Military Personnel Division-to have a basic source folder of military personnel assigned which includes name, grade, social security number, service, previous duty station, schooling, duty title, duty activity, and other pertinent data relating to the individuals career and assignment with the Office of the Secretary of Defense, and activities serviced by WHS.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To have a source document pertaining to personnel assigned to the Office of the Secretary of Defense. and activities serviced by WHS. To insure that a folder is initiated on all individuals upon acceptance for assignment to the Office of the Secretary of Defense, and activities serviced by WHS.

Storage:

Metal five drawer file cabinet with lock.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Building has security guards. Files are maintained in an area that is secured during non-working hours.

**Retention and disposal:**

Records are retained for approximately six months after individual's departure then they are destroyed.

**System manager(s) and address:**

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

**Notification procedure:**

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

**Record access procedures:**

Requests from individuals should be addressed to the above SYS-MANAGER.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:** Information is provided from nomination folder and actions initiated by the Office of the Secretary of Defense.

**Systems exempted from certain provisions of the act:**

None

## DWHS P18

**System name:**

The Office of the Secretary of Defense Identification Badge Suspense Card System.

**System location:**

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

**Categories of individuals covered by the system:**

All military personnel assigned to the Office of the Secretary of Defense, and activities serviced by WHS.

**Categories of records in the system:**

All military personnel who are eligible for the Office of the Secretary of Defense Identification Badge after being assigned on permanent duty with the Office of the Secretary of Defense, and activities serviced by WHS, for a period of one year. Data includes names, social security account number, the Office of the Secretary of Defense activity, grade, service, and dates.

**Authority for maintenance of the system:**

10 USC 1125

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

INTERNAL USERS, USES, AND PURPOSES

Military Personnel Division - To establish who is eligible for the Office of the Secretary of Defense Identification Badge after being assigned to an authorized space in the Office of the Secretary of Defense, and activities serviced by WHS.

EXTERNAL USERS, USES, AND PURPOSES

See the Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

Issuance of the Office of the Secretary of Defense Identification Badges at end of each month for eligible personnel.

**Storage:**

3x5 Cardex File

**Retrievability:**

Filed alphabetically by last name of recipient.

**Safeguards:**

Building has security guards. Office locked during nonworking hours.

**Retention and disposal:**

Records are permanent. Maintained in the Military Personnel Division at all times.

**System manager(s) and address:**

Director of Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

**Notification procedure:**

Information may be obtained from Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

**Record access procedures:**

Requests from individuals should be addressed to the above System Manager.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

Written or verbal inquiries.

**Systems exempted from certain provisions of the act:**

None.

## DWHS P19

**System name:**

General/Flag Officer Files

**System location:**

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

**Categories of individuals covered by the system:**

All General/Flag Officers assigned to the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, WHS, and Defense Agencies.

**Categories of records in the system:**

Separate file on each General/Flag officer position in the Office of the Secretary of Defense and the Organization of the Joint Chiefs of Staff, WHS, and Defense Agencies. Each file contains information on the position (SD Form 37, Position Description), and information on the General or Flag Officer filling the position, to include all correspondence nominating him for the position and a summary of his military record, including prior assignments, awards, etc.

**Authority for maintenance of the system:**

5 USC 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

INTERNAL USERS, USES, AND PURPOSES

To provide a centralized file to incorporate all staffing and personnel correspondence dealing with General/Flag officer positions and incumbents in the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff, WHS, and Defense Agencies.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

Maintain files and update as correspondence relating to the General/Flag officer position as it is received.

**Storage:**

Metal five-drawer file cabinet with lock.

**Retrievability:**

Filed by organization and position.

**Safeguards:**

Building has security guards. File is maintained in an area that is secured during nonworking hours.

**Retention and disposal:**

Manpower authorizations: transfer one year after no longer current to Washington National Records Center (WNRC). Destroy when forty years old.

**System manager(s) and address:**

Director of Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

**Notification procedure:**

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

**Record access procedures:**

Requests from individuals should be addressed to the above System Manager.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

All documents relating to General/Flag officers and/or their positions.

Systems exempted from certain provisions of the act:

None

DWHS P20

System name:

Report of Personnel Assigned Outside of Department of Defense

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All Department of Defense personnel working in any organization outside the realm of the Department of Defense.

Categories of records in the system:

Reflects personnel and assignment data in each Department of Defense personnel working outside the Department of Defense. This data includes name of individual, rank, social security number, service (GS rating if civilian), organization assigned to, and title of job. Also, included is the date of assignment and projected loss date of the individual concerned. The report also reflects in each case whether the position is reimbursable or non-reimbursable.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Serves as a central Department of Defense record of what Department of Defense personnel are working outside the Department of Defense and for what organization.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

This report is updated quarterly, based on information obtained from the military departments.

Storage:

Metal five drawer file cabinet with lock.

Retrievability:

Filed by month and year of report.

Safeguards:

Building has security guards. File is maintained in an area that is secured during non-working hours.

Retention and disposal:

Records are permanent. Maintained in the Military Personnel Division at all times.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Quarterly reports received from the military departments.

Systems exempted from certain provisions of the act:

None

DWHS P21

System name:

Duty Status Cards

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All military personnel currently on duty with the Office of the Secretary of Defense and activities serviced by WHS, and all military personnel who have departed.

Categories of records in the system:

5x8 cards which include name, grade, social security number, service, duty title, duty activity, and other related information pertaining to the individual's duty assignment with the Office of the Secretary of Defense, and activities serviced by WHS.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Military Personnel Division-Duty tour suspense, personnel requisition suspense, locator index of personnel who have departed and record of individual's duty status within the Office of the Secretary of Defense, and activities serviced by WHS and other related information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

To have a basic source document for military personnel. To insure that a status card is initiated on all military personnel (permanent and temporary) upon arrival to the Office of the Secretary of Defense, and activities serviced by WHS.

Storage:

Metal file cabinet.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Building has security guards. File is maintained in an area that is secured during non-working hours.

Retention and disposal:

Records are permanent. Maintained in Military Personnel Division permanently.

System manager(s) and address:

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information provided by the nomination folder and from the individual being assigned.

Systems exempted from certain provisions of the act:

None

DWHS P22

System name:

General/Flag Officer Roster

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All General and Flag Officers assigned to the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff and the Defense Agencies.

Categories of records in the system:

Contains data on each General/Flag officer possition in the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff and the Defense Agencies. Position information included Organization and Title of Position, Authorized Grade and Service and Rotation sequence among the services. Information on the individual

inlcudes: Name, rank, assigned grade and service, Social Security Number, date assigned, projected loss date and date of rank.

**Authority for maintenance of the system:**

5 USC 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To provide centralized base for recording all General/Flag officer staffing changes in the Office of the Secretary of Defense, Organization of the Joint Chiefs of Staff and Defense Agencies with regard to: Requisitioning of personnel, notification of arrival and departure of personnel and changes in pertinent personnel data. To provide pertinent data for use in the Department of Defense wide General/Flag officer reduction program.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

Computer printout updated quarterly.

**Storage:**

Printouts filed in secured metal cabinets.

**Retrievability:**

Filed by month and year of issue.

**Safeguards:**

Building has security guards. File is maintained in an area that is secured during nonworking hours.

**Retention and disposal:**

Records are maintained for approximately two years, then destroyed.

**System manager(s) and address:**

Director of Personnel and Security, (WHS), Room 3B347, Pentagon, Washington, D. C. 20301.

**Notification procedure:**

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

**Record access procedures:**

Requests from individuals should be addressed to the above SYS-MANAGER.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

All personnel and assignment actions relating to General and Flag officer positions and personnel.

**Systems exempted from certain provisions of the act:**

None

## DWHS P23

**System name:**

Roster of Military Personnel.

**System location:**

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

**Categories of individuals covered by the system:**

All military personnel assigned to the Office of the Secretary of Defense, and activities serviced by WHS.

**Categories of records in the system:**

Computer printout reflects data in each position in the Office of the Secretary of Defense and activities serviced by WHS, and the individual filling it. Position information includes organization and title of position, authorized grade, authorized service and the military class code of the position. Information on the individual includes name, rank, social security number, date of rank, service, date assigned to the Office of the Secretary of Defense and activities serviced by WHS, and their projected loss date.

**Authority for maintenance of the system:**

5 USC 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

INTERNAL USERS, USES, AND PURPOSES:

Military Personnel Division/Office of the Secretary of Defense and activities serviced by WHS/Defense Agencies/and the Military Departments - To provide a base for recording all military personnel changes in the Office of the Secretary of Defense and activities serviced by WHS with regard to: requisitioning personnel, notification of their arrival, all changes in rank, dates of arrival and departure. For use by the Military Personnel Division to facilitate personnel records checks and various military staffing action.

EXTERNAL USERS, USES, AND PURPOSES:

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

Computer printout updated monthly-copies sent to Military Departments and all activities within the Office of the Secretary of Defense for information and manning purposes.

**Storage:**

Metal five drawer file cabinet with lock.

**Retrievability:**

Filed by month and year of issue.

**Safeguards:**

Building has security guards. File is maintained in an area that is secured during nonworking hours.

**Retention and disposal:**

Records are permanent. Maintained in the Military Personnel Division at all times.

**System manager(s) and address:**

Director for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301.

**Notification procedure:**

Information may be obtained from Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

**Record access procedures:**

Requests from individual should be addressed to the above System Manager.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

All personnel and assignment related actions initiated in/out of the Office of the Secretary of Defense and WHS.

**Systems exempted from certain provisions of the act:**

None

## DWHS P25

**System name:**

Overseas Staffing Files.

**System location:**

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

**Categories of individuals covered by the system:**

Personnel assigned to positions overseas.

**Categories of records in the system:**

Standard For 171's, SF 1190's, travel orders, letters to Army Finance Office concerning pay, overseas quarters allowances, post differentials, etc., Standard Form 52, messages concerning the individual's return rights, home leave, etc., to and from overseas area.

**Authority for maintenance of the system:**

5 USC 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

INTERNAL USERS, USES, AND PURPOSES

Files are used as records of individuals employed in overseas positions located in Defense Advanced Research Projects Agency (DARPA), North Atlantic Treaty Organization (NATO), and U.S. Mission to NATO.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

Applications and documents filed in folders by name and title of position.

Storage:

Paper records in file folders.

Retrievability:

Filed by employee name.

Safeguards:

Building employs security guards. Records are maintained in file cabinets in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Retained until individual returns to the United States, then destroyed.

System manager(s) and address:

Director of Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301, Telephone: 202-697-3305.

Notification procedure:

Information may be obtained from: Directorate for Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

The individual, overseas staff office, other Federal Agency offices.

Systems exempted from certain provisions of the act:

None

DWHS P26

System name:

Protective Services File

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Security Division, Room 3B278, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Any individual who initiates contact with the Secretary or Deputy Secretary of Defense in person, by United States mail, or telephonically who may possibly pose a threat to the personal safety of the Secretary or Deputy Secretary of Defense or other United States Government Officials.

Categories of records in the system:

File cards containing only data provided by the individual, which normally includes individual's name, address, type of communication, and a brief description of the message the individual intended to relay to the official or officials noted.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Physical Security Branch, Security Division, Directorate for Personnel and Security, WHS-to maintain a listing of those individuals who may pose a threat to the personal safety of the Secretary or Deputy Secretary of Defense or other United States Government officials. Routine exchange of data is made with the United States Secret Service.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Filed by name and by residence of the sender, caller or visitor.

Storage:

Vertical File Cards.

Retrievability:

By name and by residence of the sender, caller or visitor.

Safeguards:

Secure room.

Retention and disposal:

Indefinite.

System manager(s) and address:

Chief, Security Division, Directorate for Personnel and Security, Washington Headquarters Services, Department of Defense, Room 3B278, Pentagon, Washington, D. C. 20301.

Notification procedure:

See Exemption

Record access procedures:

See Exemption

Contesting record procedures:

See Exemption

Record source categories:

See Exemption

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 522a (j) or (k) as applicable. For additional information contact the SYSMANAGER.

DWHS P27

System name:

Pentagon Building Pass Application File

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Security Division, Room 3B278, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Any Office of the Secretary of Defense military or civilian employee, any Defense contractor associated with the Office of the Secretary of Defense or other persons who have reason to enter the Pentagon for official Office of the Secretary of Defense business and who therefore require an entry pass.

Categories of records in the system:

File cards containing name, sponsoring office with the Office of the Secretary of Defense and activities serviced by WHS, height, weight, date and place of birth. In addition, the entry pass identification number and expiration date are noted.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Physical Security Branch, Security Division, Directorate for Personnel and Security, WHS-to maintain a listing of personnel who are authorized a Pentagon building pass by the Office of the Secretary of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Filed by the individual's name or entry pass number.

Storage:

3x5 file cards.

Retrievability:

By the individual's name or entry pass number.

Safeguards:

Secure room.

Retention and disposal:

File cards are destroyed after termination of the individual's affiliation with the Office of the Secretary of Defense and activities serviced by WHS.

System manager(s) and address:

Chief, Security Division, Directorate for Personnel and Security, Washington Headquarters Services, Department of Defense, Room 3B278, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from: Physical Security Branch, Security Division, Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B278, Pentagon, Washington, D. C. 20301. Telephone: 202-697-7396.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

All data maintained in the system is received voluntarily from individual Pentagon Building pass applicants.

Systems exempted from certain provisions of the act:

None

DWHS P28

System name:

The Office of the Secretary of Defense Clearance File

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Security Division, Room 3B278, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Military and civilian employees of the Office of the Secretary of Defense, its components and support organizations including the United States Court of Military Appeals and the United States Mission to NATO; experts and consultants serving with or without compensation; staff members of congressional committees requiring access to classified information or material, employee of other agencies detailed to the Office of the Secretary of Defense, very important people selected to attend orientation conferences, USO and Red Cross applicants for overseas posts.

Categories of records in the system:

Background investigations, national agency checks, security clearance actions, security violations, and supporting documents, briefings and debriefings.

Authority for maintenance of the system:

EO 10450

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Security Division, Directorate for Personnel and Security, WHS-to grant and maintain security clearances or access. Other Government agencies: To make available investigative material to authorized representatives of other security offices for extension of clearance to other Government agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Active clearance files maintained alphabetically by last name of subject. Inactive clearance files serially numbered and indexed alphabetically.

Storage:

Files maintained in file folders.

Retrievability:

Active clearance files maintained alphabetically by last name of subject. Inactive clearance files serially numbered and indexed alphabetically.

Safeguards:

Files are maintained in vaulted alarmed areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are permanent. Retained in active files until separation or end of requirement for security clearance. Held in waiting file for 10 years.

System manager(s) and address:

Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

See Exemption

Record access procedures:

See Exemption

Contesting record procedures:

See Exemption

Record source categories:

See Exemption

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 522a (j) or (k), as applicable. For additional information, contact the SYSMANAGER.

DWHS P29

System name:

Employee Assistance Program Case Record Systems

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All civilian employees who are referred by management for, or voluntarily request, counseling assistance.

Categories of records in the system:

Systems are comprised of case records on employees which are maintained by counselors and consist of information on condition, current status, and progress of employees who have alcohol, drug, emotional, or other job performance problems.

Authority for maintenance of the system:

Drug Abuse Office and Treatment Act of 1972, as amended by Public Law 93-282 (21 U.S.C. 1175); Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, as amended by Public Law 93-282 (42 U.S.C. 4582); Subchapter A of Chapter I, Title 42, Code of Federal Regulations; Chapter 43 of Title 5, U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the counselor in the execution of his/her counseling function as it applies to the individual employee. With specific, written authority of the employee, selected information may be provided to and used by other counselors or medical personnel, research personnel, employers, representatives such as legal counsel, and to the other agencies or individuals when disclosure is to the employee's benefit, such as for processing retirement applications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Case records are stored in paper file folders.

Retrievability:

By employee name or by locally assigned identifying number.

Safeguards:

all records are stored under strict control. They are maintained in spaces normally accessible only to authorized persons, normally in locked cabinets.

Retention and disposal:

Records are purged of identifying information within five years after termination of counseling or destroyed when they are no longer useful.

System manager(s) and address:

Director for Personnel and Security, Washington Headquarters Services (WSH), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Requests from individuals should be addressed to the above SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Counselors, other officials, individuals or practitioners, and other agencies both in and outside of Government.

Systems exempted from certain provisions of the act:

None

DWHS P30

System name:

Labor Management Relations Records Systems

System location:

Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Civilian employees who are involved in a grievance which has been referred to an arbitrator for resolution; civilian employees in-

volved in the filing of an Unfair Labor Practice complaint which has been referred to the Assistant Secretary of Labor-Management Relations; union officials, union stewards; and representatives.

Categories of records in the system:

Records comprise: Manual files, maintained in paper folders, manually filed by type of case and case number (not individual). Folder contains all information pertaining to a specific arbitration case or specific Unfair Labor Practice with whom OSD has dealings: field activities maintain manual roster of local union officials and union stewards.

Authority for maintenance of the system:

Executive Order 11491, as amended 'Labor-Management Relations in the Federal Service.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of Defense (to include Army, Navy, Air Force, and other DoD agencies) in the performance of their official duties related to the Labor-Management Relations Program, e.g., Administration implementation of arbitration awards; interpretation of the Executive Order through third party case decisions; National consultation and other dealings with the recognized unions. Representatives of the U.S. Civil Service Commission on matters relating to the inspection, survey, audit, or evaluation of Civilian Personnel Management Programs. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Labor Management Relations Program. Officials and employees of other components of the Department of Defense in the performance of their official duties related to the administration of the Labor Management Relations Program. A duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual records are stored in paper folders.

Retrievability:

Manual records are retrieved by case subject, case number, and/or individual employee names.

Safeguards:

All manual files are accessible only to authorized personnel having a need to know.

Retention and disposal:

Case files are permanently maintained. Union official rosters are normally destroyed after a new roster has been established.

System manager(s) and address:

Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, The Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, The Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305.

Record access procedures:

Request for access to records may be obtained from the SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Arbitrator's office; Office of the Assistant Secretary of Labor for Labor-Management Relations; union headquarters officers.

Systems exempted from certain provisions of the act:

None.

## DWHS P32

System name:

Standards of Conduct Inquiry File

System location:

Primary System-Office of the Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Individuals who have been alleged to have violated the Department of Defense Standards of Conduct or the conflict of interest statutes.

Categories of records in the system:

Files in the Office of the Director for Personnel and Security, WHS, which are used in the performance of the functions of the office. The files contain information about individuals in regard to allegations of violations of the Department of Defense Standards of Conduct or the conflicts of interest statutes.

Authority for maintenance of the system:

Title 10, U.S. Code, Section 137/EO 11222

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Routine use of the files is by the professional personnel in the Office of the Director for Personnel and Security, WHS, and Office of the General Counsel, Office of the Secretary of Defense, Department of Justice and DoD Components. Purpose of the files is to provide information for professional personnel in the Office of the Director for Personnel and Security, WHS, and Office of General Counsel to resolve various standards of conduct problems.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by name.

Safeguards:

Stored in metal filing cabinets with locking devices and metal combination safes depending on classification.

Retention and disposal:

Files are retained as long as there is official interest in the case; then destroyed or retired to the Federal Records Center, Suitland, Maryland.

System manager(s) and address:

Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301.

Notification procedure:

Written request for information should be addressed to the System Manager, Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305. Valid proof of identity is required.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information contained in files is obtained from various sources including correspondence, press releases, investigations performed by the Department of Defense and other agencies and congressional committees, and other systems of records in the Department of Defense.

Systems exempted from certain provisions of the act:

This system of records is exempt under the authority of (k)(2) and (5) of Title 5, U.S.C. Section 552a from subsections (c)(3) and (d) of that statute which would require the disclosure of: (a) investigatory material compiled for law enforcement purposes. However, if any individual is denied any right, privilege, or benefit that he would otherwise be entitled by Federal law, or otherwise be eligible, as a result of the maintenance of such material, the material shall be provided to that individual, except to the extent that its disclosure would reveal the identity of a source who furnished information to the Government under an express promise or, prior to September 27, 1975, under an implied promise that the identity of the source would be held in confidence, or; (b) investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, military service, or Federal contracts, but only to the extent that the disclosure of such material would reveal the identity of a source who furnished information to the Government under an express promise or, prior to September 27

1975, under an implied promise that the identity of the source would be held in confidence.

At the time of the request for a record, a determination will be made concerning whether a right, privilege, or benefit is denied or the specific information which would reveal the identity of a source.

## DWHS P33

System name:

Statements of Affiliations and Financial Interests File

System location:

Primary System-Office of the Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense Room 3B347, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Individuals who have been required to file Confidential Statement of Affiliations and Financial Interests-Department of Defense Personnel (DD Form 1555).

Categories of records in the system:

Files in the Office of the Director for Personnel and Security, WHS which are used in the performance of the functions of the office. The files contain information about individuals in regard to their financial interests and affiliations which may impact on their official duties.

Authority for maintenance of the system:

Title 10, U.S. Code, Section 137/EO 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Routine use of the files is by the professional personnel in the Office of the Director for Personnel and Security, WHS, and Office of the General Counsel, Office of the Secretary of Defense, Department of Justice and DoD Components. Purpose of the files is to provide information for professional personnel in the Office of the Director for Personnel and Security, WHS, and Office of the General Counsel to avoid and resolve conflict of interest problems.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by name.

Safeguards:

Stored in metal filing cabinets with locking devices and metal combination safes depending on classification.

Retention and disposal:

Files are retained as long as there is official interest in the case; then destroyed or retired to the Federal Records Center, Suitland, Maryland.

System manager(s) and address:

Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washingon, D. C. 20301.

Notification procedure:

Written request for information should be addressed to the System Manager, Director of Personnel and Security, Washington Headquarters Servicess (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D. C. 20301. Telephone: 202-697-3305. Valid proof of identity is required.

Record access procedures:

Requests from individuals should be addressed to the above SYS-MANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information contained in files is obtained directly from the individual on DD Form 1555, 'Confidential Statement of Affiliations and Financial Interests - Department of Defense Personnel.'

Systems exempted from certain provisions of the act:

None

## DWHS P34

System name:

Non-Career Personnel Job Files

System location:

Primary location-Directorate for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Information is collected concerning individuals employed by the Office of the Secretary of Defense who occupy non-career positions. Such information includes biographical information about these individuals. The following excepted positions are in included: Non-Career Assignments (NEA's) and Schedule C appointments. Reports are made for all authorized positions whether encumbered or vacant, new positions created or eliminated, vacancies filled, and new vacancies.

Categories of records in the system:

System contains the person's first and last name, date of appointment, date of initial appointment, date vacated, race, ethnic background, sex, year of birth, domicile, career status, mailing address, residence and business phones, whether the individual is a veteran or handicapped, and certain background information.

Authority for maintenance of the system:

Executive Order 11478, 'Equal Employment Opportunity in Federal Government,' and a Presidential Memorandum dated July 27, 1977, 'Non-Career Personnel Job File'.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The records are used to provide the Presidential Personnel Office with timely reports on the progress of hiring for non-career positions. Reports which include information on all current positions and incumbents are submitted to the Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, for submission to the Presidential Personnel Office. A consolidated monthly report from the Office of the Secretary of Defense and the Military Departments is forwarded by the 10th of the following month to the Presidential Personnel Office. Monthly reports include all changes since the previous report. Information in the Non-Career Personnel Job File is collected and maintained by the Office of the Secretary of Defense and transmitted solely to the Presidential Personnel Office.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and computer tapes.

Retrievability:

Filed by organization, then by grade in descending order.

Safeguards:

Records are maintained in locked file cabinets in areas accessible only to authorized personnel who are properly screened and trained.

Retention and disposal:

Data is updated every month with personnel changes. Records are maintained permanently.

System manager(s) and address:

Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

Notification procedure:

Written request for information should be addressed to the System Manager. Valid proof of identity is required (e.g., building pass with photograph or temporary building pass and driver's license, or Social Security Number).

Record access procedures:

Procedures for gaining access by an individual to his records may be obtained from the Office of the Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301. Telephone: 202-697-3305.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Personnel files are compiled in the Office of the Director for Personnel and Security, Washington Headquarters Services (WHS), Department of Defense, with information that has been obtained from applicants and incumbents of non-career positions by DD Form 2087.

Systems exempted from certain provisions of the act:

None

DWHS P36

System name:

Award records for military-Office of the Secretary of Defense (OSD) personnel.

System location:

Directorate for Personnel and Security, Washington Headquarters Services, Department of Defense, Room 3B347, Pentagon, Washington, D.C. 20301.

Categories of individuals covered by the system:

Military personnel recommended for Defense medals.

Categories of records in the system:

Master log, copy of approved award signed by the Secretary of Defense, which contains the name, grade, Social Security Number, duty title, duty activity and period of assignment.

Authority for maintenance of the system:

5 USC 301; 10 USC 1121; Executive Orders 11904 and 12019.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL USERS, USES AND PURPOSES

Military Personnel Division--To insure that certificate, citation, and medal are obtained and transmitted to the individual receiving the award.

EXTERNAL USERS, USES AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Metal five drawer legal size file cabinet with lock.

Retrievability:

Filed by case number with a master log.

Safeguards:

Building has security guards. File is maintained in an area which is secured during nonworking hours.

Retention and disposal:

OSD Award records are transferred to Washington National Records Center (WNRC) after three years, then destroyed when fifteen (15) years old. The appropriate Service files a record in the individual's personnel folder.

System manager(s) and address:

Director of Personnel and Security, WHS, Room 3B347, Pentagon, Washington, D.C. 20301.

Notification procedure:

Information may be obtained from:
Directorate for Personnel and Security
Washington Headquarters Services (WHS)
Department of Defense
Room 3B347, Pentagon
Washington, D.C. 20301
Telephone: 202-697-5271

Record access procedures:

Requests from individuals should be addressed to the above System Manager.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Recommendations received from various Department of Defense related activities.

Systems exempted from certain provisions of the act:

None

DWHS SPM001

System name:

Application for Pentagon Parking Permit

System location:

DoD Parking Control Office, Directorate for Space Management and Services, Washington Headquarters Services, Department of Defense, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

Parking applications received from employees of the Department of Defense.

Categories of records in the system:

File includes: DD Form 1199, Application for Pentagon Parking Permit, and DD Form 1200, Pentagon Parking Permit Replacement/Re-Use of Space Request.

Authority for maintenance of the system:

Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of this system is to assign Pentagon parking to eligible Department of Defense personnel.

INTERNAL USERS, USES, AND PURPOSES

To be used by DoD Parking Control Office to assign Pentagon parking to eligible DoD personnel.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card records in card file.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Under direct control of the DoD Parking Control Office. Office is locked and guarded.

Retention and disposal:

Records are kept on active applicants and destroyed when they depart Department of Defense.

System manager(s) and address:

Director, Space Management and Services, Washington Headquarters Services, Department of Defense, Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from:
Director, Space Management and Services
Washington Headquarters Services
Department of Defense
Room 3C345, Pentagon
Washington, D. C. 20301
Telephone: 202-697-7241

Record access procedures:

Requests from individuals should be addressed to: Director, Space Management and Services, Washington Headquarters Services, Department of Defense, Room 3C345, Pentagon, Washington D. C. 20301.

Written requests for information should contain the full name of the individual and the name of the employing component.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or Pentagon building pass.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Application for Pentagon Parking Permit, DD Form 1199, and related forms.

Systems exempted from certain provisions of the act:

None

DWHS SPM002

System name:

Pentagon Carpool Locator

System location:

Primary System - Air Force Data Services Center.

Decentralized Segments - DoD Parking Control Office, Directorate for Space Management and Services, Washington Headquarters Services, Department of Defense, Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All Department of Defense (DoD) personnel who participate in Pentagon Building carpools.

**Categories of records in the system:**

Name of individual, DoD Component Code, home address, working hours, Pentagon office room number, office phone number, map coordinate of home address.

**Authority for maintenance of the system:**

Federal Property and Administrative Services Act of 1949, 63 Stat. 377, as amended.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

This system assigns and administers allocated carpool parking spaces at the Pentagon.

INTERNAL USERS, USES, AND PURPOSES

DoD Parking Control Office - To assign and administer allocated carpool parking spaces at the Pentagon.

Air Forces Data Services Center - To provide a printout to each individual in the system which lists other participants who live near him/her who are potential carpool prospects, and to provide a complete printout of all participants to the DoD Parking Control Office and the General Services Administration (GSA).

Individuals - To contact other participants on either his/her individual printout or the DoD Parking Control Office's complete printout to determine their interest in carpooling.

EXTERNAL USERS, USES, AND PURPOSES

General Services Administration - To carpool data in area-wide system when and if implemented.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer magnetic tapes, disk and paper printouts.

**Retrievability:**

Information is accessed and retrieved by name and home address map grid.

**Safeguards:**

All participants have access to the data, which is under direct control of the DoD Parking Control Office. Office is locked and guarded. Computer media resident at the Air Force Data Services Center is stored in controlled areas. Dial-up computer terminal access is controlled by user passwords that are periodically changed.

**Retention and disposal:**

Data is retained only on active participants. Records of personnel removed from the Pentagon Carpool Locator shall be kept one to three months and then destroyed.

**System manager(s) and address:**

Director, Space Management and Services, Washington Headquarters Services, Department of Defense, Pentagon, Washington, D. C. 20301.

**Notification procedure:**

Information may be obtained from:
Director, Space Management and Services
Washington Headquarters Services
Department of Defense
Room 3C345, Pentagon
Washington, D. C. 20301
Telephone: 202-697-7241

**Record access procedures:**

Requests from individuals should be addressed to: Director, Space Management and Services, Washington Headquarters Services, Department of Defense, Room 3C345, Pentagon, Washington, D. C. 20301.

Written requests for information should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or Pentagon building pass.

The computer system has the facility to access all data stored in the data base. Central Parking control has exclusive access to the data base and controls updating the files.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

Carpool Locator Card (DD Form 2170).

**Systems exempted from certain provisions of the act:**

None

# DEFENSE ADVANCED RESEARCH PROJECT AGENCY

## REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

## BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

## ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

## ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

## ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

## ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will

be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

## ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

## ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

## ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

## ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

## ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

### E DARPA 001

System name:

Travel File

System location:

Administrative Services, Defense Advanced Research Projects Agency (DARPA), 1400 Wilson Boulevard, Arlington, Va. 22209.

Categories of individuals covered by the system:

All DARPA employees military and civilian who make one or more TDY trips for DARPA. Selected government employees who visit DARPA on official business at DARPA's expense and certain nongovernment personnel traveling on Invitational Travel Orders for DARPA.

Categories of records in the system:

Traveler's name, order number, order date, office, days authorized, travel date, estimated cost, remarks, origin, date travel voucher submitted to Finance, date returned from Finance, total cost, destination, estimated miles (rental car), actual miles (rental car), car cost, Government Transportation Request (GTR), GTR date, and airlines ticket costs.

Authority for maintenance of the system:

5 USC 301; Department of Defense Directive No. 5105.41, March 23, 1972, establishing DARPA as a separate agency of the Department of Defense under the direction, authority, and control of the Secretary of Defense.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Primarily for internal management administrative, and budgetary needs. Director and Deputy Director, DARPA Staff Assistants, all Project Officers, and Personnel & Administrative Officers. Provides daily, weekly and monthly status reports to top management and all Project Directors concerning status of travel funds, locations of travel, frequency of travel, per diem costs, transportation costs, number of days in travel, and various other matters regarding travel of personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer paper print outs, paper records and correspondence in file folders, also, magnetic disc.

Retrievability:

Accessed by last name, by office, or by any of the data fields listed in Record Category.

Safeguards:

Paper copies are maintained in areas accessible only to authorized personnel. Building employs security guards. File access is available to authorized personnel who have been assigned system pass words.

Retention and disposal:

Paper files will be destroyed by burning or pulping after audit or 3 years whichever occurs first. There are no plans to retire or destroy ADP files.

System manager(s) and address:

Director, Administrative Services, DARPA, 1400 Wilson Boulevard, Arlington, Va. 22209.

Notification procedure:

Information may be obtained from
Director, Administrative Services, DARPA
Room 605, Architect Bldg
1400 Wilson Blvd
Arlington, Va. 22209
Telephone: 202-694-3998

Record access procedures:

Requests from individuals should be addressed to: Director, Administrative Services, DARPA, 1400 Wilson Boulevard, Arlington, Va. 22209.

Written requests for information should contain the full name of the individual, the period for which the information is required and specific categories of information required.

For personal visits, the individual should be able to provide DoD Identification Card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

DARPA Special Orders (TDY, Invitational, PCS, etc.,) Travel Vouchers as submitted by travellers and as returned by the local finance offices.

Systems exempted from certain provisions of the act:

None

### E DARPA 002

System name:

Biographical Sketch

System location:

Administrative Office, Defense Advanced Research Projects Agency, (DARPA), 1400 Arlington Boulevard, Arlington, Va. 22209.

Categories of individuals covered by the system:

All DARPA current employees, military and civilian.

Categories of records in the system:

Biographical sketch contains name, place of birth, Date of Birth (DoB), home address, home phone; Service Computation Date (SCD), DARPA reporting date, DARPA project office, room number, office phone, position title and grade; experience; education,

degree/year and field; membership in professional societies/committees; awards or special achievements; professional or technical papers published, including dates; future training desired; spouse's name; names and ages of children; hobbies; remarks. Additional data for military personnel includes temporary rank/ grade, permanent rank/ grade; professional training received within past three years, current thoughts regarding future service assignments.

**Authority for maintenance of the system:**

5 USC 301; Department of Defense Directive No. 5105.41, March 23, 1972, establishing DARPA as a separate agency of the DoD under the direction, authority and control of the Secretary of Defense.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To update management with a concise sketch of DARPA employees, when needed for award ceremonies or interviews.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Biographical sketches are in employee's file folder.

**Retrievability:**

Accessed by last name

**Safeguards:**

Combination locked file cabinets. Material is maintained in areas accessible only to authorized personnel. Building employs security guards.

**Retention and disposal:**

Records are maintained while employee is with DARPA; records are destroyed by burning 2 years after employee has left DARPA.

**System manager(s) and address:**

Administrative Officer, Defense Advanced Research Projects Agency (DARPA), 1400 Wilson Boulevard, Arlington, Va. 22209.

**Notification procedure:**

Information may be obtained from:
Administrative Officer, DARPA
Room 827
1400 Wilson Boulevard
Arlington, Va. 22209
Telephone: 202-694-3236

**Record access procedures:**

Requests from individuals should be addressed to: Administrative Office, DARPA 1400 Wilson Boulevard, Arlington, Va. 22209.

Written requests for information should contain the full name of the individual, his project office, and period employed in DARPA.

For personal visits, the individual first needs to identify himself as a DARPA employee.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

Information is provided by individuals concerned.

**Systems exempted from certain provisions of the act:**

None

## E DARPA 004

**System name:**

DARPA Personnel.

**System location:**

Defense Advanced Research Projects Agency, 1400 Wilson Blvd., Arlington, Va. 22209.

**Categories of individuals covered by the system:**

Current and former DARPA employees, civilian and military, consultants, and part-time employees.

**Categories of records in the system:**

File contains individual's Biographical Data: Name, Prename, Date of Birth (DOB), Age, Education; Classification Data: Job Series, Job Title, Position Description Number, Salary; Grade Data: Grade Type, Grade Step, DARPA Promotion, Last Within Grade Increase (WGI), Next Within Grade Increase (WGI); Office of Personnel Management Data: Service Computation Date (SCD), Years in Government; DARPA Data: Project, Civilian-Military Professional Support, Project Number, Entered on Duty (EOD) DARPA; Left DARPA, Years in DARPA; Military Data: Rank, Service, Reassignment Due, Slot Rank, DARPA Award, Date of Rank, Position Description; Review Data; Clearance, Current Office Assignment Data, Eligibility for Retirement; Remarks; Mailing Data: Title, Name, Spouse's Name, Street, City, State, Zip Code, Home Phone; Office Data: Name, Office Phone, Room, Division.

**Authority for maintenance of the system:**

5 USC 301; Department of Defense Directive 5105.41, dated June 8, 1978, establishing DARPA as a separate Agency of the Department of Defense under the direction, authority, and control of the Secretary of Defense.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

INTERNAL USERS, USES, AND PURPOSES

Mainly for internal managerial and administrative needs. Director and Deputy Director, DARPA, Administrative Officer, Staff Assistant, Administrative Office, and Systems analysts have access to complete file. Information in different combinations is used for monthly manpower counts, staffing balance for civilian vs. military, professional vs. clerical; grade and salary count. Individual organizational configuration only is available to appropriate Office Director for their managerial needs.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Routine Uses at the head of this Component's published system notices.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic disk, computer paper printouts, paper records, and correspondence in file folders.

**Retrievability:**

Data is retrievable by last name as well as by any of the data fields listed in RECORD-CATEGORY.

**Safeguards:**

Access to total file limited by password, building employs security guards. Files are maintained in combination locked files and in areas accessible only to authorized personnel that are properly screened and trained.

**Retention and disposal:**

Files are permanent. There are no plans to retire or destroy ADP files. Paper files are destroyed by burning two years after employee has left DARPA.

**System manager(s) and address:**

Administrative Officer, DARPA, 1400 Wilson Blvd., Arlington, Va. 22209.

**Notification procedure:**

Information may be obtained from:
Administrative Officer, DARPA
Room 827, Architect Bldg.
1400 Wilson Blvd.
Arlington, Va. 22209
Telephone: 202-694-3236

**Record access procedures:**

Requests from individuals should be addressed to: Administrative Officer, DARPA, 1400 Wilson Blvd., Arlington, Va. 22209.

Written requests for information should contain the full name of the individual, the DARPA office assigned to currently or previously and the period of employment with DARPA.

For personal visits, the individual should be able to provide some acceptable identification, such as DARPA pass, DoD pass, or verbal information that could be verified in his file.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is gathered from SF 171, SF 50, DD 2515, Optional Form 8, OSD military staffing plan and roster, military award forms.

Systems exempted from certain provisions of the act:

None

BILLING CODE 3810-70 F

# UNITED STATES AIR FORCE

HOW SYSTEMS OF RECORDS ARE ARRANGED. In the Air Force, records are grouped by subject series. Each series has records about a specific activity or function to which a subject title and number is given. Systems of records are grouped in the same way. For example, a system of records on personnel security clearances may be found in 'Security - 205' and one about psychiatry in 'Medical Service - 160'. These numbers are part of the system identification (ID) which precede the notices in the Federal Register. They look like this: F20505 SPI A; F16001 SGPC A. The letter F means Air Force. The first three digits (205 and 160) show that the records pertain to Security and the Medical Service respectively; and the last two are a further breakdown of that series. The letters that follow these numbers are internal management accounting devices only. Other systems of records which differ from these examples but have similar documents may also be found in the same series.

HOW TO USE THE INDEX GUIDE. The systems of records maintained by the Air Force are contained within the subject series that are listed below. This list identifies each series in the order in which it appears in this issuance. Use the list to identify subject areas of interest. Having done so, use the series number (for example: 205 for Security) to locate the systems of records grouping in which you are interested.

| SUBJECT SERIES | SYSTEM IDENTIFICATION SERIES |
|---|---|
| Administrative Communications | 010 |
| Administrative Practices | 011 |
| Documentation | 012 |
| Organization and Mission - General | 020 |
| Management Engineering | 025 |
| Programming | 027 |
| Personnel | 030 |
| Military Personnel | 035 |
| Civilian Personnel | 040 |
| Reserve Forces | 045 |
| Training | 050 |
| Flying Training | 051 |
| Schools | 053 |
| Flying | 060 |
| Equipment Maintenance | 066 |
| Supply | 067 |
| Procurement | 070 |
| Transportation and Traffic Management | 075 |
| Motor Vehicles | 077 |
| Research and Development | 080 |
| Audio-Visual Systems | 095 |
| Communications-Electronics | 100 |
| Judge Advocate General | 110 |
| Military Justice | 111 |
| Claims | 112 |
| Inspector General | 120 |
| Inspection | 123 |
| Special Investigations | 124 |
| Security Police | 125 |
| Safety | 127 |
| Housekeeping and Nonhousekeeping Quarters | 140 |
| Medical Service | 160 |
| Aerospace Medicine | 161 |
| Dental Services | 162 |
| Veterinary Services | 163 |
| Aeromedical Evacuation | 164 |
| Medical Administration | 168 |
| Automatic Data Processing Systems and Procedures | 171 |
| Auditing | 175 |
| Nonappropriated Funds | 176 |
| Accounting and Finance | 177 |
| Management Analysis | 178 |
| Postal and Courier Operations | 182 |
| Information | 190 |
| Intelligence | 200 |
| Security | 205 |
| Personal Affairs | 211 |
| Libraries | 212 |
| Education Services Program | 213 |
| Dependents' Education | 214 |
| Recreation | 215 |
| Chaplain | 265 |
| Awards, Ceremonies, and Honors | 900 |

## REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

## BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained, within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

## ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

## ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

## ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

## ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

## ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

## ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

## ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

## ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

## ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

### F00401 05HCHLA

**System name:**

For Cause Separations of Personnel with Duty and Travel Restrictions (FCS/DTR)

**System location:**

Directorate of Security and Communications Management, Air Force Intelligence Service (AFIS), Pentagon, Washington DC 20330; Directorate of Security Police, Hq United States Air Force Security Service, San Antonio, Texas 78243; Office of Administrative Assistant to the Secretary of the Air Force, Pentagon, Washington DC 20330.

**Categories of individuals covered by the system:**

All personnel who are under current duty and travel restrictions who are being considered for seperation from service for either punitive or administrative (nonvoluntary) reason.

**Categories of records in the system:**

Initial submission and recomendations of the Air Force Major Command (MAJCOM) or Seperate Operating Agency (SOA) concerned and all supporting documents for the proposed action; AFIS Directorate of Security and Communication Management recommendations for disposition to the Assistant Chief of Staff for Intelligence Hq, US Air Force; if applicable, decisions and correspondence from Administrative Assistant to the Secretary of the Air Force.

Authority for maintenance of the system:

Title 10 USC 133

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by designated, responsible Air Force intelligence officials to recommend/ determine propriety of proposed action in light of individual's duty and travel restriction; substantive information is provided to responsible individual in the Secretary of the Air Force organization to assist in determining a final decision in some instances; copies maintained by Secretary of the Air Force organizations are used to evaluate the effectiveness of the program, to determine consistency of decisions and decision trends, and to provide program guidance to the System Manager

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

And grade/rank

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in security file containers/cabinets.

Records are stored in vaults.

Retention and disposal:

Records maintained in active status until final disposition of each separate file. After final disposition of the case the record is placed in inactive status for five years and then destroyed. File copies maintained in the Secretary of the Air Force organization are destroyed after 4 years Destruction is by pulping, burning, or shredding.

System manager(s) and address:

Assistant Chief of Staff, Intelligence, Headquarters United States Air Force.

The Director of Security and Communications Management, Air Force Intelligence Service, Pentagon, Washington DC 20330 is designated to act in the name of the Assistant Chief of Staff for Intelligence, Hq US Air Force

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Unclassified portions of file available upon request. Request must include full name, grade (where applicable), social security account number, date and place of birth, organization/activity to which assigned/employed at time of proposed For Cause Separation. Visits may be made to office of System Manager Individuals not authorized access to Pentagon working areas should contact System Manager by mail beforehand. Include all above information in letter.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual's Personnel records and MAJCOM/SOA Commander's proposal and

Systems exempted from certain provisions of the act:

NONE

## F01001 AFA A

System name:

01001 AFA A Cadet Administrative Records.

System location:

At United States Air Force Academy CO 80840.

Categories of individuals covered by the system:

AF Academy Cadets.

Categories of records in the system:

(1) Information on automobiles to be purchased by cadets; (2) List of items to be shipped at government expense for involuntarily dismissed cadets and cadets discharged from the Academy; (3) Substantiating documents to insure cadet store purchases over

25 are for personal use or a bonafide gift and controlling restrictive purchases; (4) Flight manifests, host information and TDY destinations for cadet movements away from the Academy.

Authority for maintenance of the system:

10 USC 8012 Secretary of the Air Force: powers and duties; delegation by; 10 USC 9331 Establishment; Superintendent; faculty.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Superintendent; faculty. (1) Provide supervisory personnel with immediate information concerning cadets of their automobiles which will aid in locating cadets or their autos or help supervisors make realistic decisions concerning automobile ownership or automobile related situations, alert supervisory personnel to the possibility of individual tendencies to commit unsafe acts and thus provide opportunity for corrective counseling; (2) Used by cadet and outprocessing section to accomplish required outprocessing actions and to establish a record of distinctive military items turned in to liquidate their indebtedness and record a clearance and itemized listing of articles shipped; (3) Used by cadet store management to insure cadet store purchases over

25 are for personal use or a bonafide gift and to record restrictive purchases; (4) Establish and maintain control of cadet contingents away from USAF Academy.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card file, file folders and computer paper printouts.

Retrievability:

Filed by name, identification number, system identifier or military service number.

Safeguards:

Records are accessed by person(s) responsible for servicing or using the record system in performance of their official duties.

Retention and disposal:

(1) Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning; (2) Retained in office files for six months after the individual terminates military service, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning; (3) Retained in office files until graduation or elimination from training, then transferred to staging area, USAF Academy, CO 80840 for one additional year, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning; (4) Retained in office files for two years after annual cut-off then retired to Washington National Records Center, Washington DC 20409, for permanent retention. Retained in office files until training is completed and posted to applicable documents, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commandant of Cadets, USAF Academy, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

From individuals, source documents and trip planning worksheets.

Systems exempted from certain provisions of the act:

NONE

F01001 CVAE A

System name:

01001 CVAE A Secretary of the Air Force Historical Records

System location:

Washington National Records Center, Washington DC 20409. Modern Military Branch Military Archives Division National Archives and Records Service, Washington DC 20408.

Categories of individuals covered by the system:

Employees and former employees of the Secretary of the Air Force, and anyone who has corresponded with the Secretary of the Air Force.

Categories of records in the system:

Secretary of the Air Force correspondence files covering calendar years 1947 through March, 1972, most of which does not contain personal information.

Authority for maintenance of the system:

5 United States Code 301; 10 United States Code 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used for research by Air Force Historian, other government agencies and private institutions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name and Dewey Decimal System.

Safeguards:

Access by direction of the Secretary of the Air Force only. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Staff, Headquarters United States Air Force, Washington, D.C. 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers, educational institutions, medical institutions, police and investigating officer, the public media, a corporation, and source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F01001 DAYYT A

System name:

Unusual and Incoherent Translation Material

System location:

Translation and Abbreviations Section, Directorate of Administration

At Headquarters United States Air Force, Washington DC 20330.

Categories of individuals covered by the system:

The category of individuals covered by the system includes individuals residing in the United States (aliens or United States citizens) or foreign nationals who have addressed correspondence regularly over a period of years to the Department of Defense, or to specific persons such as Secretary of the Air Force, or Secretary of Defense and so forth.

Categories of records in the system:

Complete or Summary translations of letters, articles, and documents.

Authority for maintenance of the system:

Title 10 United States Code Section 8034.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Translations of previous correspondence aid Translation and Abbreviations Section personnel in translating or summarizing similar correspondence when it is received.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are controlled by personnel screening.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Translation and Abbreviations Section, Directorate of Administration, Headquarters United States Air Force, Washington DC 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

The individual must furnish full name and address. The individual may visit the Translation and Abbreviations Section of the Directorate of Administration at Headquarters United States Air Force, Washington DC 20330. No identification is required to determine if the system contains records pertaining to a specific individual.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing address, Translation and Abbreviations Section, Directorate of Administration, Headquarters United States Air Force, Washington DC 20330

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information is in the form of translated correspondence.

Systems exempted from certain provisions of the act:

NONE

F01001 OBXQPCF

System name:

Planning and Resource Management Information System

System location:

At United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

Limited to USAFA Data Automation Personnel Involved with Data Automation Development Projects

Categories of records in the system:

Individual work schedules and individual workload forecast reports

Authority for maintenance of the system:

10 USC8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Individual Work Schedules are used to define work assignment and collect actual hours worked against planned estimated hours by development task for each individual expending hours against an automated data system development project. Individual workload forecasts are used to determine future (12 month) workload planned for each individual against pending projects.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer paper printouts.
Maintained on microfiche.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in locked cabinets or rooms.
Records are controlled by personnel screening.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Data Automation, United States Air Force Academy

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

F01001 REPX A

System name:

Inquiries (Presidential, Congressional)

System location:

At Headquarters United States Air Force, Washington DC 20330. Personnel Division Office of Air Force Reserve (AF REPX)

Categories of individuals covered by the system:

Air Force civilian employees.
Former Air Force civilian employees.
Air Force Reserve personnel.
Air National Guard personnel.
Retired Air Force military personnel.
Retired Air Force general officers.
Former Air Force Reserve Personnel.

Categories of records in the system:

Individual inquiries, research material and replies

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Reply to inquiries, Office of Secretary of Air Force, Air Reserve Personnel Center, HQ Air Force Reserve, reply to subsequent inquiries

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Air Force Reserve, Personnel Division, Headquarters USAF, Washington DC 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.
Requests should include the full name and SSAN. Individuals may visit the Personnel Division. Office of the Air Force Reserve, Pentagon, Washington DC and should provide military identification card or driver's license as means of identification.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F01001 SAFPC A

System name:

Air Force Discharge Review Board Retain Files

System location:

At Office of the Secretary of the Air Force, Washington DC 20330.

Categories of individuals covered by the system:

Former Air Force Personnel who submit applications for review of discharge/ separation/dismissal

Categories of records in the system:

File contains copies of correspondence between applicant and Discharge Review Board; duplicates of summary of board proceedings and summary of applicant's military record; and miscellaneous control records.

Authority for maintenance of the system:

10 United States Code 1553

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Air Force Discharge Review Board as a temporary reference file.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in safes.

Retention and disposal:

Retained in office files for one year from date of hearing and then destroyed by burning or shredding

System manager(s) and address:

Director, Secretary of the Air Force Personnel Council, Washington, D.C. 20330.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Written requests should contain the full name, service number and social security account number of the requestor. Personal visits may be made to room 920, Commonwealth Building, 1300 Wilson Blvd, Arlington, VA. Personal visitors must supply full name, service number, social security account number and some form of identification such as driver's license.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Individual's military personnel record

**Systems exempted from certain provisions of the act:**

NONE

**F01001 0CGBUZA**

**System name:**

01001 0CGBUZA Individual Weight Control File.

**System location:**

At Air Force (AF) unit of assignment; servicing medical facility. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132.

**Categories of individuals covered by the system:**

Air Force active duty military personnel. Air Force Reserve Personnel who are enrolled in the Weight Control Program.

**Categories of records in the system:**

File contains: individual weight control record; letters informing individual of overweight status, scheduling medical evaluation, and documenting monthly medical progress; general military training record.

**Authority for maintenance of the system:**

USC 8012 Secretary of the Air Force: powers and duties; delegation by.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

file purpose is to document a person's progress in Weight Control program. Those authorized access to the file are the individual, Unit Commander, Unit Weight Control Monitor, medical personnel, Major Command (MAJCOM) Monitor, CBPO and legal personnel on a need to know basis in performing offical duties. The file keeps individual informed of weight loss in attaining maximum allowable weight, provides history of weight loss and counseling, provides an input for medical determinations.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name by Social Security Number (SSN) and grade.

**Safeguards:**

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are controlled by personnel screening.

**Retention and disposal:**

When a person achieves the desired weight standard, file is forwarded to servicing medical facility to be included in individuals medical records.

**System manager(s) and address:**

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.

**Notification procedure:**

Commander, Unit of Assignment. Inquiries on existence of a file should include full name, grade, SSN, and should go to Unit of Assignment. Personal visit proof of identity requires possession of Armed Forces Identification Card.

**Record access procedures:**

Commander Unit of Assignment. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Individual.

**Systems exempted from certain provisions of the act:**

NONE

**F01001 0J DP F**

**System name:**

Drug Abuse Ledger

**System location:**

Headquarters Air Training Command(ATC) Deputy Chief of Staff for personnel(DCS/P) Randolph Air Force Base TX 78148.

**Categories of individuals covered by the system:**

All rated or flying training students who have drug abuse files

**Categories of records in the system:**

Composite listing containing personnel drug status data

**Authority for maintenance of the system:**

44 USC 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

DCS/P uses ledger to Monitor drug related case actions

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in note books/binders.

**Retrievability:**

Filed by Name.

Filed by other identification number or system identifier.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Stored in locked building

**Retention and disposal:**

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

DCS/P Randolph Air Force Base TX 78148

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

NONE

**F01001 0JDJDBB**

**System name:**

Administrative Discharge Information Summary

**System location:**

Quality Control Section, Consolidated Base Personnel Office, 3345 Air Base Group Chanute Air Force Base IL

**Categories of individuals covered by the system:**

All Air Force active duty military personnel.

**Categories of records in the system:**

Personnel administatively discharged for cause at Chanute Air Force Base, IL

**Authority for maintenance of the system:**

44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To monitor and provide trend analysis on discharge actions

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are stored in locked cabinets or rooms.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

One year from date of discharge. Destroy by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Consolidated Base Personnel Office, 3345 Air Base Group, Chanute AFB, IL

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual military personnel records and completed discharge case

Systems exempted from certain provisions of the act:

NONE

F01001 0JMPLSA

System name:

Instructor of the Month Records

System location:

At Officer Training School USAF at Lackland AFB TX 78236

Categories of individuals covered by the system:

All instructors nominated for Instructor of the Month

Categories of records in the system:

Narrative of instructor's job performance;

Authority for maintenance of the system:

44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Selection of the Instructor of the Month

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Retention and disposal:

Destroyed after 1 year by tearing into pieces, shredding, pulping, macerating, or burning

System manager(s) and address:

Dep Cmdr for Mil Tng Officer Tng School Lackland AFB TX 78236

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Observation by supervisor

Systems exempted from certain provisions of the act:

NONE

F01001 0KPNQSA

System name:

Potential Faculty Rating System

System location:

Squadron Officer School, Maxwell Air Force Base, AL 36112

Categories of individuals covered by the system:

Former Squadron Officer School students being considered for faculty duty

Categories of records in the system:

Individual rating of students

Authority for maintenance of the system:

44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Evalute individuals for potential assignment as faculty members

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in note books/binders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Student Operations Squadron Officer School, Maxwell Air Force Base, AL 36112

Notification procedure:

Requests should include the individual's name and Social Security Account Number. Individuals may visit Office of Sysmanager and present Military ID Card.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F01001 0QFJXTA

System name:

Office Projects/Studies (Behavioral Service Program)

System location:

Behavioral Services Office, 436 Military Airlift Wing, 436MAW/CCJ Dover Air Force Base DE 19901

Categories of individuals covered by the system:

Behavioral Service Clients

Categories of records in the system:

Training records, counselling notes

Authority for maintenance of the system:

10USC8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Research followup, Behavioral Service use only

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for one year after annual cut-off, transferred to a staging area for one additional year, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief,Behavioral Services

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

## F01001 0QKRSMA

System name:

Academic Completion Report

System location:

Evaluation Section, 1550th Aircrew Training and Test Wing, DDTEE Hill Air Force Base, UT 84406

Categories of individuals covered by the system:

Students who completed academic training

Categories of records in the system:

Training Completion Report

Authority for maintenance of the system:

10USC8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to report student performance and completion of academic training

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

and date of completion of academic training

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief Evaluation Section, 1550th Aircrew Training and Test Wing, Hill Air Force Base, UT 84406

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from individuals

Systems exempted from certain provisions of the act:

NONE

## F01001 0QVDYDA

System name:

Correspondence, Message and Project Files (Civil Reserve Air Fleet Personnel)

System location:

Military Airlift Command, Deputy Chief of Staff, Plans, Directorate of War Plans, Civil Air Division, Scott Air Force Base IL 62225.

Categories of individuals covered by the system:

All Civil Reserve Air Fleet Carrier personnel who have been granted a security clearance of Secret under the industrial security program.

Categories of records in the system:

Semi-annual report from the Civil Reserve Air Fleet Carriers identifying additions, deletions, and corrections to the previous report. Consolidated list prepared and published semi-annually by the System Manager.

Authority for maintenance of the system:

Executive Order 11490.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Carrier reports used to update consolidated list. Consolidated list published as attachment to Military Airlift Command Regulation 55-5, and distributed to appropriate agencies involved in releasing classified material to Civil Reserve Air Fleet Carrier personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer cards and computer paper printouts and in file folders.

Retrievability:

Filed alphabetically by last name, by Civil Reserve Air Fleet Carrier.

Safeguards:

Accessed by persons responsible for servicing the record system in performance of their official duties. Stored in security container (three combination safe).

Retention and disposal:

Retained in office safe until updated semi-annually. Cards withdrawn (deletions or corrections) are retained until next report received, then destroyed by tearing in half. Consolidated list becomes background material to the related publication which is retained as current record until the publication is rescinded, superseded, or obsoleted; then removed from the current file, placed in inactive file which is cutoff 31 December each year, retained in office files for one year after annual cutoff, transferred to the staging area for one additional year, then retired to the Washington National Records Center, Washington DC 20409 for permanent retention.

System manager(s) and address:

Deputy Chief of Staff, Plans, Headquarters Military Airlift Command, Scott Air Force Base, Illinois 62225.

Notification procedure:

Requests from individuals should be addressed to Systems Manager.

Record access procedures:

Individual gains access from Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

F01001 05HCHLC

System name:

01001 05HCHLC Air Force Attache Record System

System location:

Air Force Intelligence Service, Bolling AFB, DC 20332

Categories of individuals covered by the system:

Files are maintained on Air Force Attache applicants, current Air Force Attaches and former Attaches

Categories of records in the system:

Career Briefs, Officer Effectiveness Reports, Airman Performance Reports, Statements of Personal History, autobiographies, family photos, Armed Forces Language Aptitude and Proficiency Test scores, finger print card, Medical Fitness Statements, Statements of Interview by Commanders, Requests for National Agency Checks

Authority for maintenance of the system:

5 USC 301 and 10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The material is used by the Active Duty Military Staff Directory involved with the selection and service of Air Force Attaches. The purpose of collecting the information on Attache applications is to evaluate the suitability of an individual for Attache duty. The purpose of maintaining records on current Attaches is to assist in providing service to them while on station. The purpose of maintaining material on prior Attaches is to assist them in their applications for subsequent Attache duty and for analysis and historical purposes. The records are retained within the Air Force Attache System and not disclosed to personnel outside the Attache System

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets. safes, or locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director Air Force Attache Affairs, Air Force Intelligence Service, Ft Belvoir, VA 22060

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individuals, Air Force Military Personnel Center, Randolph Air Force Base Texas.

Systems exempted from certain provisions of the act:

NONE

F01001 05HCHLD

System name:

01001 05HCHLD USAF Prisoner of War (PW) Debriefing Files

System location:

7602 Air Intelligence Group (INXB), Ft Belvoir, VA 22060

Categories of individuals covered by the system:

Air Force returned PW.

Categories of records in the system:

Debriefing transcripts; messages concerning PWS; topical data.

Authority for maintenance of the system:

10USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Intelligence file; research source documents used by Air Force Intelligence Analysts, Physicians, Casualty Resolution Personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, on computer magnetic tapes and paper printouts and on microfiche.

Retrievability:

Filed by Name or by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in safes. Records are controlled by computer system software.

Retention and disposal:

Retire as permanent to Albert F. Simpson Historical Research Center, Maxwell AFB, AL 36112.

System manager(s) and address:

Assistant Chief of Staff, Intelligence, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

The individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Returned USAF prisoners of war.

Systems exempted from certain provisions of the act:

NONE

F01002 0QVDYDA

System name:

Military Airlift Command (MAC) Dishonored Check Program.

System location:

At consolidated base personnel offices only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All active duty military personnel.
Air Force civilian employees.
Air Force Reserve personnel.
Air National Guard personnel.
Retired Air Force military personnel.
Dependents of military personnel.
All Department of Defense civilian employees and all retired military personnel.

Categories of records in the system:

Copies of dishonored checks and correspondence pertaining thereto having individual's name, grade, SSAN, and unit of assignment.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose is to provide a basis of information for processing and reporting all dishonored checks. Category of user - Air Force Specific use - provides Unit Commanders, Base Personnel Officers, and Base check-cashing facilities name, grade, SSAN, and unit of assignment of individuals who have issued dishonored checks.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in note books/binders.
Maintained in card files.
Maintained on computer paper printouts.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are accessed by commanders of medical centers and hospitals.
Records are accessed by commanders of medical centers and hospitals.
Records are stored in security file containers/cabinets.
Records are stored in locked cabinets or rooms.
Records are controlled by personnel screening.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Consolidated Base Personnel Office Quality Force Section.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from financial institutions.
Information obtained from police and investigating officers.

Systems exempted from certain provisions of the act:

NONE

## F01003 0IACYVA

System name:

01003 0IACYVA Background Material

System location:

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve personnel.

Categories of records in the system:

Letter request for orders, amendments, including justification on files on special authorizations when required by order publishing activity.

Authority for maintenance of the system:

Title 10, United States Code, 1162.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information on form is utilized for publication of discharge orders used by military personnel and AF civilian employees within the office and verify that discharge orders were published.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name, Social Security Number (SSN) or by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander, Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, Colorado between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's SSN at time of discharge.

Record access procedures:

Individual can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver CO 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions, police and investigating officers, witnesses and source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

## F01101 DAYYT A

System name:

Operational Reference File

System location:

Translation and Abbreviations Section, Directorate of Administration.

At Headquarters United States Air Force, Washington DC 20330.

Categories of individuals covered by the system:

Categories of individuals covered by the system include language translators and interpreters, State Department personnel, Army and Navy translation activity personnel, commercial translation services personnel

Air Force civilian employees.
Former Air Force civilian employees.
Foreign Nationals residing in the United States.

Categories of records in the system:

File is comprised of individual personnel data cards.

Authority for maintenance of the system:

Title 10 United States Code, Section 8034.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Translation and Abbreviations Section personnel use the information contained in the system to check names and titles of foreign military and civilian government personnel which appear in correspondence received for translation. This system also serves as a listing of translators/interpreters available to provide translation and interpreting services in support of Headquarters United States Air Force requirements for such services.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Information retrieved by name or title.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are controlled by personnel screening.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Translation and Abbreviations Section, Directorate of Administration, Headquarters United States Air Force, Washington DC 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

The individual must furnish full name, and indicate whether military/civilian status and whether a resident or nonresident of the United States. The individual may visit the Translation and Abbreviations Section of the Directorate of Administration at Headquarters United States Air Force, Washington DC 20330. No identification is required to determine if the system contains records pertaining to a specific individual.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing address, Translation and Abbreviations Section, Directorate of Administration, Headquarters United States Air Force, Washington DC 20330

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers.

Information obtained from an international organization.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Information obtained from commercial translation service firms, from the Department of Defense or other United States Government translation activities, and from translated correspondence.

Systems exempted from certain provisions of the act:

NONE

## F01101 DPXJ B

System name:

Record of Air Force Personnel Assigned Outside the Department of Defense

System location:

At Headquarters United States Air Force, Washington DC 20330.

Categories of individuals covered by the system:

Air Force military and civilian personnel assigned to full time duty outside the Department of Defense.

Categories of records in the system:

Records include correspondence between the Air Force and non-military government agencies. Additionally, a by-name listing of personnel is forwarded on a quarterly basis to the Department of Defense.

Authority for maintenance of the system:

Title 44, United States Code , Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records used to maintain an accurate accounting of personnel. Principle users are Air Force personnel managers and the Deputy Assistant Secretary (Administration), Office of the Secretary of Defense . Purpose is to account for the personnel detailed outside the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained until an individual is returned to Air Force duties and then destroyed by tearing to pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Correspondence between the Air Force and non-military government agencies and information extracted from military personnel records.

Systems exempted from certain provisions of the act:

NONE

## F01101 DPXJC C

System name:

01101 DPXJC C USAF Reconstitution Requirements for Office of JCS and HQ USAF

System location:

HQ USAF/Deputy Chief of Staff, Personnel, USAF Personnel Readiness Center, Washington, DC 20330 (DC).

Categories of individuals covered by the system:

USAF Military and Civilian Personnel identified to fill reconstitution positions for the Office of Joint Chief of Staff (OJCS).

Categories of records in the system:

Records are maintained on electrical accounting machine (EAM) cards; cards contain name of selectee, Social Security Account Number, Command of Assignment, Installation Location, Grade of Selectee and the authorized position data.

Authority for maintenance of the system:

Title 44, United States Code (USC), Public Printing and Documents, Chapter 31, Records Management by Federal Agencies, Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used to identify individuals to fill reconstitution requirements. Records used within the Air Force (AF) and the National Military Command Center (NMCC) for AF General Officers in support of Contingency Operations Plan and the National Security Agency (NSA) for AF personnel designated to reconstitute NSA. Records are used to manage the personnel resource designated for reconstitution.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Complete file is maintained in accordance with USAF security directives.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information derived from military personnel records and authorized manning documents, position descriptions and related correspondence.

Systems exempted from certain provisions of the act:

NONE

F01101 PRES A

System name:

Check Cashing Privilege Files

System location:

Commissaries, Services, Clothing Sales Stores and any other check cashing facilities at Air Force installations. Official mailing addresses are in the Department of Defense Directory in the Appendix to the Air Force's System notice.

Categories of individuals covered by the system:

All active duty military personnel.
Dependents of military personnel.
Persons whose checks, presented at these facilities, have been dishonored and or whose check cashing privileges have been suspended or revoked.

Categories of records in the system:

Letters, cards and listings on individuals who have cashed bad checks at base facilities.

Authority for maintenance of the system:

10 U.S.C. 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Identify individuals whose check cashing privileges are suspended or revoked and to refuse check cashing services to such individuals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on paper records in card or listing media. Documents are filed in folders or card boxes and posted in or near the cashier's cage or cash register box at the check cashing facility.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.
Stored in locked cabinets, containers, or rooms.

Retention and disposal:

Retained in office files for two years after annual cut-off, then retired to Washington National Records Center, Washington DC 20409, for permanent retention.
Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

For commissaries and clothing sales stores; Director, Engineering and Services, Deputy Chief of Staff, Programs and Resources, Headquarters United States Air Force, Wash, DC, 20330; and Chief, Services Division at the installation having jurisdiction over commissary or clothing sales store. For all other check cashing facilities; Chief of the activity having the check cashing facility.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information received from check cashing sources.

Systems exempted from certain provisions of the act:

NONE

F01101 0J TTSB

System name:

Graduate Evaluation Master File

System location:

Air Training Command Technical Training Centers. Official mailing addresses are in the Department of Defense directory.

Categories of individuals covered by the system:

All active duty military personnel.
Air Force civilian employees.
Air Force Reserve personnel.
Air National Guard personnel.

Categories of records in the system:

Procedures for operating the data automation of graduate evaluation questionnaire system.

Authority for maintenance of the system:

44 United States Code 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Field evaluation of formal school graduates.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tape.

Retrievability:

SSAN computerized.

Safeguards:

Computer fail safe. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know and those servicing the record system in performance of their official duties.

Retention and disposal:

Destroy when purpose has been served by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Headquarters ATC Standards and Evaluation Directorate Evaluation Division, Randolph Air Force Base, TX 78148.

Notification procedure:

Headquarters Technical Training Centers, Standards and Evaluation Directorate, Evaluation Division (TTSE). Randolph Air Force Base TX 78148.

Record access procedures:

Centers TTSE Organizational Directory. Full name or social security account number.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Centers TTSE Organizational Directory.

Systems exempted from certain provisions of the act:

NONE

F01101 0KPNQSA

System name:

Air Force Reserve Officer Training Corps (AFROTC) Membership System

System location:

AFROTC/ACMA, Maxwell AFB AL 36112. Copies pertaining to each AFROTC detachment are located at the respective detachment.
Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Senior AFROTC contract cadets and special pursuing students.

Categories of records in the system:

Name, Social Security Account Number, AFROTC Detachment number, AFROTC Detachment assignment. Area crosstown/consortium student identification. Reason for AFROTC member given, type AFROTC program, AFROTC Aerospace studies course, AFROTC membership. status, intial AFROTC category when first enrolled, current AFROTC category, reason for change, Air Force officer qualifying test scores, established graduation date, current established commissioning date, field training status, AFROTC member field training rating academic specialty, date entered professional officer course training, prior military service, date of enlistment in the Air Force Reserve, sex, race, date of birth, AFROTC college scholarship status, AFROTC Aerospace studies course when scholarship was activated, length of AFROTC scholarship entitlement, date of scholarship activation, estimated date of scholarship completion, Junior Reserve Officer Training Corps/Civil Air Patrol progression level, Air Force Junior ROTC Corps identifier, year completed Air Force Junior ROTC, cumulative grade point average, type academic credit, Flight Instruction Program Status, category eligibility, service component, personnel accounting symbol, first assigment, additional scholarship information is proposed for future use.

Authority for maintenance of the system:

Title 10 United States Code Section 1031.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

System provides cadet personnel data for program management. Data are used by detachments, staff, and AFROTC Commandant to manage the program. Data occasionally used by United States Air Force and Department of Defense offices, organizations and agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.

Maintained on computer paper printouts.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Computerized data Transaction Identifiers (TI) are used to retrieve individual records from the system.

Safeguards:

Records are accessed by custodian of the record system.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Computer printouts are retained one year in office files then transferred to staging area for four additional years, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Computer history tapes are retained indefinitely.

System manager(s) and address:

Chief, Analysis and Evaluation Division, AFROTC/ACM, Maxwell Air Force Base, AL 36112.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Requests should include name, social security account number, detachment, and date enrolled. Applicant should present driver's license or SSAN card.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Information reported by the individual to AFROTC detachment personnel. Data are then forwarded to AFROTC Headquarters.

Systems exempted from certain provisions of the act:

NONE

F01101 0KPNQSB

System name:

Four Year Reserve Officer Training Corps (AFROTC) Scholarship Program Files

System location:

At Four Year AFROTC Scholarship Program Office, Maxwell Air Force Base AL 36112; at AFROTC and Air Force Junior Reserve Officer Training Corps (AFJROTC) detachments; at AFROTC area admission counselors located at selected AFROTC detachments; to congressman at their request; AFROTC detachment, AFJROTC units, and AFROTC area admission counselors. Addresses are maintained by the AFROTC Commandant, Maxwell Air Force Base, AL36112.

Categories of individuals covered by the system:

Senior and Junior Air Force Reserve Officers.

Those who are enrolled in the four year AFROTC scholarship program, and applicants for the program.

Categories of records in the system:

AFROTC administrative unit; applicant's address; Air Force officer qualifying test scores; AFROTC detachment located at the educational institution to be attended by the applicant; AFROTC detachment which the applicant desires to attend; AFJROTC unit attended by applicant; college entrance examination board scores; applicant's class standing and size of class; applicant disqualification causes; personal interview actions and associated waivers as required; applicant medical status; applicant's full name; AFROTC program qualification; applicant medical remedial requirements; applicant scholarship status; applicant social security account number; applicant test qualification; civil air patrol wing attended; applicant's high school and address; applicant high school decile placement; applicant grade point average; applicant telephone number; applicant date of birth; applicant statement of understanding and intent; medical testing facility; AFROTC area admission counselor's areas of responsibilities; applicant scholarship choices; AFROTC four year central scholarship selection board results; applicant's designated scholarship; civil involvement information and associated waivers as required; name of educational institution to be attended by applicant; applicant's high school principal evaluation; AFJROTC instructor evaluation of a cadet; high school transcripts; application forms.

Authority for maintenance of the system:

Public law 88-647, Title 10, United States Code, Section 3107 and amended by public law 92-166.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by AFROTC scholarship program office, used by AFROTC detachments, and AFROTC area admission counselors-purposes and uses are the processing and awarding of AFROTC 4-year scholarships; counseling applicants concerning application difficulties and problems; and the recruiting of applicants into the AFROTC program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained in visible file binders/cabinets.

Maintained on disks or drums.

Maintained on computer paper printouts.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Records are controlled by computer system software.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Senior Programs, AFROTC, Maxwell Air Force Base, AL 36112.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

Directorate of Senior Programs, Chief, Scholarship Division; Chief, 4-year Scholarship Branch, Maxwell Air Force Base, AL. Requests should include the full name, military-applicant status, and social security account number (SSAN) or military service number. Individuals may. visit the AFROTC scholarship Programs Office, Maxwell Air Force Base AL 36112. Individuals must provide their full name, military applicant status, and SSAN or service number.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from educational institutions.

Information obtained from automated system interfaces.

Information obtained from police and investigating officers.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

NONE

## F01101 0KPNQSC

**System name:**

Individual Weight Loss Record.

**System location:**

At Headquarters Air University, Maxwell Air Force Base, AL 36112.

**Categories of individuals covered by the system:**

Personnel in weight control program.

**Categories of records in the system:**

Record of individual weights.

**Authority for maintenance of the system:**

44 United States Code 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose-identify personnel exceeding weight standards. Users-commanders, medical personnel and legal staff. Use-monitor progress, initiate appropriate correction action.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in card files.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are accessed by commanders of medical centers and hospitals.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Chief Personnel Plans, HQ Air University, Maxwell Air Force Base, AL 36112.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

Requires name and military status. Must visit office of system manager, and present military ID card.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from medical institutions.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

NONE

## F01101 0KPNQSD

**System name:**

Air Force Reserve Officer Training Corps (AFROTC) Guest Lecture Files

**System location:**

At Headquarters Air University, Maxwell Air Force Base, AL 36112.

Chief of protocol. AFROTC/analysis and evaluation division, Maxwell Air Force Base al 36112. Copies pertaining to each AFROTC detachment are located at the respective detachment. Official mailing addresses of the detachments are in the Department of Defense Directory in the appendix to the Air Forces system notice.

**Categories of individuals covered by the system:**

Prominent military or civilian personnel who are used as guest lecturers at Air University, professional military education (PME) schools.

**Categories of records in the system:**

Records data pertaining to individual guest lecturer including name, address, lecture subject, number of personnel accompanying, dates of lecture, funds obligated and rating given lecturer.

**Authority for maintenance of the system:**

44 United States Code 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by faculty of professional military education schools to administer guest lecture program. Rating given to determine continued use/value of lecturer.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

Maintained in card files.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Chief of Protocol, Headquarters, Air University, Maxwell Air Force Base, AL 36112, submanagers- director of administration at Applicable professional military education schools. Offical mailing addressis are contained in the Department of Defense directory in the appendex to the Air Force system notice.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

Applicable submanager. Require full name, proof of identity. May visit office of chief of protocol, submanager and present proof of identity.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual lecturer, host officer, accounting and finance. Rating given by professional evaluation personnel which is derived from student and faculty critiques.

Systems exempted from certain provisions of the act:

NONE

F01101 0SAWUBB

System name:

Source Support - Control Data

System location:

At Air Force installations only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force active duty officer personnel.

Air Force active duty enlisted personnel.

Categories of records in the system:

Standard evaluation examination record.

Authority for maintenance of the system:

Title 10 United States Code 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Record type examination and grade for transfer to permanent records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Standardization Evaluation Division.

Deputy Chief of Staff/Research and Development, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Examination papers.

Systems exempted from certain provisions of the act:

NONE

F01101 0UJCGJA

System name:

01101 0UJCGJA Career Development Graduates Historical Roster/Course Enrollees

System location:

United States Air Force School of Applied Cryptologic Science (USAFSACS) Goodfellow Air Force Base TX 76903

Categories of individuals covered by the system:

Army, Navy and Marine Corps active duty military personnel. Air Force active duty officer personnel. Air Force active duty enlisted personnel.

Categories of records in the system:

Machine data record.

Authority for maintenance of the system:

10 United States Code 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by USAFSACS to identify graduates over a six-month period and to identify persons currently enrolled in course.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer paper printouts.

Retrievability:

Filed by Name. Filed by Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system. Records are controlled by computer system software.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

USAFSACS.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

F01101 02 ALSB

System name:

Complaints and Inquiries

System location:

Office of Inspector General, Alaskan Air Command, APO Seattle 98742

Categories of individuals covered by the system:

Civilian and military personnel who have submitted complaints or Congressional inquiries.

Categories of records in the system:

Complaint information consisting of name, grade, organization, date complaint received, type complaint, and action taken.

Authority for maintenance of the system:

10 USC 8032, Armed Forces - Air Staff - General duties.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Cross reference to case files and source of statistical information for reports. Category of user, Inspector General complaints system personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Inspector General, Alaskan Air Command.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Units complaints personnel and Congressional channels.

Systems exempted from certain provisions of the act:

NONE

F01102 ARPC A

System name:

01102 ARPC A Locator or Personnel Data.

System location:

At Air Reserve Personnel Center, 7300 East First Avenue, Denver CO 80280.

Categories of individuals covered by the system:

Air Force Reserve and Air National Guard personnel. Retired and former Air Force military personnel. ARPC civilian personnel. Air Force active duty military personnel.

Categories of records in the system:

Cards, forms, ledgers, record request, computer listings containing individual's name or names, Social Security Number (SSN), Air Force service number, grade, reserve status, present and former address, record of employer, parent and other relative of reservist or personnel data. Veterans Administration claim number, education institutes reservist attended, school affiliations. Correspondence to and from Federal agencies and employers trying to establish current address of reservists; vouchers for medical service, final payment of medical service bills, medical action required; notes indicating if individual is authorized to earn point credit; and other personnel data. Documents which contain a summary of action taken or to be taken.

Authority for maintenance of the system:

10 USC 267, Ready Reserve; Standby Reserve; Retired Reserve: placement and status of members; 10 USC 268, Ready Reserve: Training requirements; 10 USC 271, Ready Reserve: continuous screening; 10 USC 273, Standby Reserve: composition, inactive status list; 10 USC 275, Personnel records; 10 USC 278, Dissemination of Information; 10 USC 279, Training Reports; 10 USC 8012, Secretary of the Air Force: powers and duties, delegation by; 10 USC 591, Reserve components: qualifications; 10 USC 592, Commissioned officer grades; 10 USC 593, Commissioned officer: appointment, how made, term; 10 USC 594, Commissioned officers: original appointment limitation. Routine uses of records maintained in the system, including

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to control records distribution, to record location of record, actions taken or/to be taken, used to manage individual's records, to answer inquiries from individual and Air Force units to which individuals are assigned or are to be assigned or other agencies with a need to know of action taken, verify if author of a letter, was a member/or is a member of reserve and what his or her SSN should be, search for good address and stop computer mail from going to bad address, refer for administrative discharge action on reservist that cannot be located, advise reservist or civilian of reserve matters or center actions, provide comprehensive record of all medical actions taken by Surgeon's Office and record authorization for physical examinations at Government expense or no expense and record voucher number, preparing point credit authorization and forwarding authenticated point credit forms to servicing personnel office.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in note books/binders, in visible file binders/cabinets, in card files, on paper tape and on computer cards.

Retrievability:

Filed by Name, by Social Security Number (SSN), by Military Service Number, by other identification number or system identifier and/or voucher number, school affiliation, by Air Force Service Number, or by last address of Reservist.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, or macerating.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver CO 80280.

Notification procedure:

Request from individual should be addressed to Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver CO 80280. Written request for information should contain full name of individual, SSN (social security number), current address, and the case (control) number shown on correspondence received from Center. Records may be reviewed in records review room ARPC, 7300 East First Avenue, Denver CO 80280, between 8:00 A.M. and 3:00 P.M. on normal work days. For personal visits, the individual should provide current Reserve I.D. card and/or drivers license and give some verbal information that could verify his/her military records such as place of birth, reserve status.

Record access procedures:

Individual can obtain assistance in gaining access from Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280, telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Extract from individual records, individual advance personnel data computer system. For address information secured from last recorded employer, postmaster of city of last recorded address, telephone information operator at last city of good address, parents of reservist, other relatives of reservist, Veterans Administration if reservist has a claim number listed in master personnel record, college or university reservist attended, Selective Service Boards, Internal Revenue Service, public utilities or any other lead that may be found in the master personnel record of the reservist, military pay records at Air Force Accounting and Finance Center, Lowry AFB, Denver CO 80279, log books and from Consolidated Base Personnel Offices. Medical information is also secured from medical facilities, physicians, medical specialists.

Systems exempted from certain provisions of the act:

NONE

F01102 DAYX A

System name:

01102 DAYX A Base, Unit, and Organizational Military and Civilian Personnel Locator Files

System location:

At Headquarters, United States Air Force, and at Air Force Installations, to include bases, units, offices, and functions. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

Air Force active duty military personnel; Air Force Reserve and National Guard Personnel; Air Force civilian employees; dependents may be included at the option of the installation, unit, or organization.

Categories of records in the system:

Cards or listings may contain the individuals name, grade, military service identification number, social security number, duty location, office telephone number, residence address and residence telephone number, and similiar type personnel data determined to be necessary by the local authority.

Authority for maintenance of the system:

44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to locate personnel assigned to, attached to, tenanted on, or on temporary duty at the specific installation, office, base, unit, function, and/or organization in response to specific inquiries from official government activities for the conduct of business. Files are used locally to locate and administer programs and personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on paper records in card or form media in visible file binders/cabinets card files or on computer and computer products.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, or when superseded or no longer needed for reference, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Primary location: Director of Administration, Headquarters, US Air Force, Washington, DC Decentralized Location: Privacy officer of the installation, base, unit, organization, office or function to which the individual is assigned, attached, tenanted on or on temporary duty. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. Individual must furnish full name and the names of Air Force installation, unit and organization, office, or function to which assigned, attached, tenanted on or on temporary duty at, including the calendar years of such service. The individual may visit the Locator Office or Privacy Officer at the place of assignment. No identification is required to determine if the system contains records pertaining to a specific individual.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces or from individuals or personnel records.

Systems exempted from certain provisions of the act:

NONE

## F01102 DPEEB A

System name:

01102 DPEEB A Congressional and Other High Level Inquiries.

System location:

At Headquarters United States Air Force. Inquiries concerning Air Force or Air Force reserve personnel procurement policies and procedures may also be located at headquarters of the major air commands, numbered Air Force or comparable levels. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force military personnel serving on active duty, in the Air Force Reserve, or retired or discharged from the Air Force. Civilian personnel currently or formerly employed by the Air Force. Personnel attending Air Force training institutions or undergoing training under Air Force sponsorship.

Categories of records in the system:

Background information and information reflecting Air Force policies and procedures; copies of inquiries received from the Office of the President, Members of Congress and other high level sources requesting information by or oon behalf of a constituent; copies of replies to such inquiries including transmittal media used en route from and to the Air Force Office of Legislative Liaison (SAF/LL).

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: power and duties; delegation by; and 10 USC 8032, general duties.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information pertinent to the inquiry is forwarded to SAF/LL for preparation of the reply to the high level requester. In some instances, response may be direct to the requester without referral through SAF/LL; however, when required by directive, copies of such responses are furnished SAF/LL. The records may be used in responding to subsequent inquiries concerning the same individual. The record system may be audited periodically to determine trends on the nature of complaints and questions and for statistical purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by the custodian of the record system and by persons responsible for servicing the records in performance of their official duties who are properly cleared for need-to-know. Records are stored in security file containers/cabinets, locked cabinets or rooms.

Retention and disposal:

Retained for two years after end of year in which case was closed, then destroyed by tearing into pieces, shredding, macerating, pulping or burning.

System manager(s) and address:

Duputy Chief of Staff/Personnel, Headquarters United States Air Force; commanders of major air commands, numbered air forces or comparable level activities.

Notification procedure:

Requests from individuals must contain reasonable particulars about the subject in question and should be addressed to the respective system manager.

Record access procedures:

Individual can obtain assistance in gaining access from the respective system manager. Individual's request must contain reasonable identifying particulars about the subject in question.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information provided by major command or consolidated base personnel office personnel, manual or automated personnel records, Air Force policies and procedures, copies of inquiries, congressional/high level officials'/constituents' comments or requests and Air Force replies thereto.

Systems exempted from certain provisions of the act:

NONE

## F01102 DPXVH F

System name:

Congressional Inquiries

System location:

At Headquarters United States Air Force, Washington DC 20330. And Office of the Secretary of the Air Force Office of Legislative Liaison Congressional Inquiry Division, Washington, DC (HQ USAF/SAF/LL, Washington, DC 20330)

Categories of individuals covered by the system:

The categories of individuals on whom records are maintained: All personnel, military and civilian, who submitted a request for assistance or information to a Congressional member, the White House, Inspector General (IG), or other high level persons during the current calendar year concerning Air Force policy and/or procedures on housing.

Categories of records in the system:

Original (or copy) of individual's request for assistance or information, transmittal cover letter from the Office of the Secretary of the Air Force, Legislative Liason (SAF/LL), coordination copy of proposed response furnished to SAF/LL, and background information

Authority for maintenance of the system:

Title 10 United States Code, Sections 8012 and 8032; Title 44 United States Code, Section 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The information in the record system is collected to provide the information requested by the individual and pertains only to that individual request. The information collected is then forwarded to SAF/LL for use in providing a response. Such information may be utilized to provide answers to requests for similar information or to provide further information in response to a follow-up inquiry on behalf of the same individual. This information is provided the Congress and is furnished through the offices of the Department of the Air Force. Timely responses to inquiries from members of Congress, The White House, IG, and other high level inquiries.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained for one year after end of year in which the case was closed, transferred to a staging area for one additional year, then destroyed by tearing into pieces, shredding, pulping, macerating,or burning.

**System manager(s) and address:**

Deputy Chief of Staff, Programs and Resources, Headquarters USAF, Washington, DC 20330.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Air Force policy and procedures; responses to inquiries from members of Congress, the White House, Inspector General and other high level agencies; copies of responses generated thereto.

**Systems exempted from certain provisions of the act:**

NONE

## F01102 LLI A

**System name:**

01102 LLI A Microfilm Records Congressional/Executive Inquiries

**System location:**

Office of the Secretary of the Air Force, Washington DC 20330.

**Categories of individuals covered by the system:**

Air Force active duty officer and enlisted personnel. Air Force civilian employees and former Air Force civilian employees. Air Force Reserve and Air National Guard personnel. Retired Air Force military personnel. Retired Air Force general officers. Union or Association management personnel. Air Force Academy nominees/applicants. Air Force Academy cadets. Senior and Junior Air Force Reserve Officers. Dependents of military personnel. Anyone who has written to the President or a Member of Congress regarding an Air Force issue.

**Categories of records in the system:**

Copies of applicable Congressional/Executive correspondence and Air Force replies.

**Authority for maintenance of the system:**

10 United States Code 8012 and 5 United States Code 7102.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information is used as a reference base in the case of similar inquiries from other Members of Congress, in behalf of the same Air Force issue and/or follow-up by the same Member. Information may also be used by appropriate Air Force offices as a basis for corrective action and for statistical purposes.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in card files and on aperture cards.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Current year plus 2 years of microfilm records will be retained in the office, then destroyed by tearing, shredding, macerating, pulping or burning.

**System manager(s) and address:**

Director of Legislative Liaison, Office of the Secretary of the Air Force, Headquarters United States Air Force, Washington DC 20330.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Personnel Records. Congressional and Executive inquiries and information from Air Force offices andorganizations.

**Systems exempted from certain provisions of the act:**

NONE

## F01102 OBXQPCA

**System name:**

Student Information Cards

**System location:**

At United States Air Force Academy, CO 80840.

**Categories of individuals covered by the system:**

Air Force Academy cadets.

**Categories of records in the system:**

Student Information

**Authority for maintenance of the system:**

10USC8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Locator information on each Air Force Academy Cadet to include telephone numbers, and periods that they are free for flying training.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in card files.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Stored in locked cabinets or rooms

**Retention and disposal:**

Retained in office files until graduation or elimination from training, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Commander, 557th Flying Training Squadron (ATC), USAF Academy, CO 80840

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

From the student

Systems exempted from certain provisions of the act:

NONE

F01102 SGA B

System name:

Medical Service Corps Personnel Files

System location:

At Headquarters United States Air Force, Washington DC 20330.

Categories of individuals covered by the system:

All active duty and retired or separated medical service corps officers.

Categories of records in the system:

File contains personal correspondence to and from individual medical service corps officers and forms relating to assignment, extension, Air Force Specialty Code, and other selected documents.

Authority for maintenance of the system:

Title 10, US Code, Section 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used solely for the purpose of recommending individual for assignment, extension, statistical data, promotion or advanced training.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are stored in locked cabinets or rooms.

Retention and disposal:

Records are retained in active file as long as officer is on active duty. Records are retained in inactive file one year from date of retirement, resignation, or separation, and are then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

The Surgeon General, Headquaters United States Air Force, Washington, DC 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from educational institutions.

Information from Senior Medical Service Corps officers and US Air Force Military Personnel Center.

Systems exempted from certain provisions of the act:

NONE

F01102 SGPC C

System name:

Professional Inquiry Records System

System location:

At Headquarters United States Air Force, Office of the Surgeon General, Directorate of Professional Services, Clinical Medicine Division, 1000 Independence Avenue, Washington, DC 20314.

Categories of individuals covered by the system:

Persons who have corresponded with a member of Congress, White House, or other high level federal or state executive officials concerning the professional aspects of care provided in Air Force medical facilities.

Categories of records in the system:

File contains copies of all correspondence concerning the inquiry; substantiating documents, such as written correspondence or memorandums of telephone conversations with the appropriate medical facility, draft replies, medical records and any other background data.

Authority for maintenance of the system:

Title 10, United States Code, Section 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used as background data for statistical presentations, and historical evidence for repeat inquiries by the same individuals. Portions of records may be loaned or copies provided to ther Department of Defense activities for use as background data in evaluating inquiries.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are protected by guards.

Retention and disposal:

Retained in office files for two years after annual cut-off, then destoyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force. Washington DC 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

, name, social security number of sponsor.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F01102 SGPS D

System name:

Files of Waiver from flying duty (WAVR FILE)

System location:

At Headquarters United States Air Force and major command headquarters. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

This record system is maintained on all active duty Air Force officers who have been considered for medical waiver for flying duty due to conditions defined as serious illness or for medical waiver for flying training.

Categories of records in the system:

This record system contains the following categories of information: name, social security account number, date of birth, aeronautical rating, base of assignment, command of assignment, expiration date of waiver, initial date of waiver, intial waiver authority, renewal waiver date, and renewal authority.

**Authority for maintenance of the system:**

Title 10, USC, Section 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to tabulate, in computerized form, medical data on rated active duty personnel who have a medical waiver for flying duty.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained on computer magnetic tapes.
Maintained on computer paper printouts.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

/Office of the Surgeon General, Headquarters, US Air Force, Forrestal Bldg, Washington DC 20314

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from medical institutions.

**Systems exempted from certain provisions of the act:**

NONE

## F01102 SGPS F

**System name:**

High Level Inquiry File

**System location:**

HQ USAF, Surgeon General, (SGPS), Forrestal Bldg, Washington, DC 20314

**Categories of individuals covered by the system:**

This record system is composed of file copies of high level inquiries regarding medical criteria for Air Force accession; separation; retirement; continued active duty; and medical waivers for flying duty.

**Categories of records in the system:**

This file contains medical opinions generated as a result of high level inquiries regarding Air Force accession, separation, retirement, continued active duty, and medical waivers for flying duty.

**Authority for maintenance of the system:**

Title 10, USC, Section 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The record system is used as a cross reference to determine if action has been taken in response to high level inquiry.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
In unlocked filing cabinets.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Surgeon General, USAF, Forrestal Bldg, Washington DC 20314

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from medical institutions.

**Systems exempted from certain provisions of the act:**

NONE

## F01102 SGV A

**System name:**

Veterinary Personnel Files

**System location:**

At Headquarters United States Air Force, Washington DC 20330.

**Categories of individuals covered by the system:**

All active duty and retired or separated veterinary officers

**Categories of records in the system:**

File contains personal correspondence to and from individual veterinary officer and forms relating to assignment, extension, Air Force Specialty Code, promotion, and other selected documents.

**Authority for maintenance of the system:**

Title 10, US Code, Section 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information is used solely for the purpose of recommending individual for assignment, extension or advanced training.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Records are retained in active file as long as officer is on active duty. Records are retained in inactive file one year from date of retirement, resignation, or separation. Then they are destroyed by tearing into pieces,shredding, pulping, macerating or burning.

**System manager(s) and address:**

The Surgeon General, Headquarters United States Air Force. Washington, DC 20330.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from educational institutions.
Information from Command the AF Veterinarians and the AF Military Personnel Center Records.

Systems exempted from certain provisions of the act:

NONE

F01102 0IACYVB

System name:

01102 0IACYVB Locator Personnel Data.

System location:

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force active duty military personnel. Air Force Reserve and Air National Guard personnel. Retired Air Force military personnel. Former military personnel and ARPC civilian employees.

Categories of records in the system:

Cards, ledgers, record request containing individual's name or names, social security account number, and personnel data, which can contain summary of action taken or to be taken.

Authority for maintenance of the system:

Section 10 US Code 267, 268, 269, 270, 271, 273, 275, 279.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to control records distribution, to record location of record, actions taken or/to be taken used to manage individual's records, to answer inquiries from individual and Air Force units to which individuals are assigned or to be assigned.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in note books/binders, in visible file binders/cabinets, in card files, and on paper tape.

Retrievability:

Filed by Name, Social Security Number (SSN), Military Service Number, or by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC) 7300 East First Avenue, Denver CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, Colorado between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve idenfification card and/or driving license and some verbal information that could verify the person's SSN at time of discharge.

Record access procedures:

Individual can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver CO 80280, telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Extract from individual records.

Systems exempted from certain provisions of the act:

NONE

F01102 0MUHHZA

System name:

Air Force Office of Information/OI Personnel Background Record.

System location:

Air Force Reserve (AFRES) Office of Information, Robins Air Force Base GA 31098, and each Air Force Reserve region/tso.

At Air Force Reserve units. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All flying unit civilian and Reserve information personnel

Categories of records in the system:

Includes name, social security number, mailing address, grade promotion service date, reserve status, retirement data, flying status, duty and civilian phone and authorized position

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide professional background information in assigning personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Filed by unit of assignment and position.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Office of Information, HQ AFRES Robins Air Force Base, GA 31098.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

From individual.

Systems exempted from certain provisions of the act:

NONE

F01102 0MUHHZB

System name:

General/Colonel Status Board.

System location:

Air Force Reserve(AFRES) Robins Air Force Base, GA 31098 Headquarters, United States Air Force, Office of Air Force Reserve, Washington DC 20330

At Air Force Reserve units. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force Reserve Commanders and key personnel plus all active duty Officers occupying General/Colonel positions.

Categories of records in the system:

Photograph of status board in HQ AFRES/Director of Personnel showing name, date of rank, permanent grade, aviation service code, date assigned station, date of last permanent change of station, date of separation and authorized position.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide a ready reference of those individuals filling positions described above.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on board on wall in AFRES/DP. Photos mailed to other Offices periodically.

Retrievability:

By unit of assignment and position.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in Office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff Personnel HQ AFRES Robins Air Force Base, GA 31098.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from Advanced Personnel Data System.

Systems exempted from certain provisions of the act:

NONE

F01102 0RKNMDA

System name:

General Colonel Personnel Data Action Report.

System location:

At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Major Air Command and Consolidated Base Personnel Offices.

Categories of individuals covered by the system:

Air Force active duty officer personnel.

Applies to active duty Generals Colonel, Colonel selectees and Officers filling Colonel authorized positions.

Categories of records in the system:

Provides Officer assignment data such as date arrived, current duty station, projected date of retirement, data extracted from Air Force Standard Advanced Personnel Data System Record.

Authority for maintenance of the system:

Title 10 USC Section 8074.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by major Air Command to confirm designation of authority or assignment of duty as well as in identification of manning requirements due to medical evacuations or projected retirement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

PACAF assistance for senior Officer management mailing address is CINCPACAF/DPO APO San Francisco 96553.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

F01102 0UMCBVB

System name:

Visual Aid.

System location:

AFSPCOMMCEN OS San Antonio TX 78243.

Categories of individuals covered by the system:

Air Force active duty officer personnel.
Air Force civilian employees.

Categories of records in the system:

Names of all Officers and Civilians GS-9 and above.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(Officers, GS-9 and above) used by all elements of AFSPCOMMCEN for identification of key personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

AFSPCOMMCEN OS.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

By individual.

Systems exempted from certain provisions of the act:

NONE

F01102 02 ALSB

System name:

Civil Engineer Personnel Data Cards

System location:

At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All assigned military and civilian personnel.

Categories of records in the system:

Name and other personal identification data, training and experience data.

Authority for maintenance of the system:

44 USC, Chapter 31, Public Printing and Documents.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to check eligibility for additional professional training, to anticipate personnel rotations, and to check qualifications for Air Force Consulting Program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Industrial and Systems Management Division, Headquarters Alaskan Air Command, Elmendorf Air Force Base, Alaska, APO Seattle 98742

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Personnel Records

Systems exempted from certain provisions of the act:

NONE

F01103 OBXQPCC

System name:

Faculty Biographical Sketch

System location:

At United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

Air Force Academy Faculty Officers

Categories of records in the system:

Biographical information of education, job assignments, teaching experience publications, membership in professional societies and exit interview.

Authority for maintenance of the system:

10USC903

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of System: Used on a daily basis as the primary source for academic information on officers assigned to the faculty and as a sole source for academic information on officers who have left the faculty due to reassignment, separation, or retirement. Category of Users: Dean of Faculty and faculty staff. Specific Use: As a source of reference in answering queries to both military and civilian agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are controlled by personnel screening.

Stored in locked cabinets or rooms

Retention and disposal:

Retained in Faculty Administration Office, USAF Academy, CO 80840 for 10 years after departure and then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Dean of the Faculty, US Air Force Academy, CO 80205

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information is obtained from individual and department head.

Systems exempted from certain provisions of the act:

NONE

F01103XOBXQPCD

System name:

Class Committee Products

System location:

At United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

Air Force Academy cadets.

Categories of records in the system:

List of cadets academically deficient at progress reports; provides grades, military order of merit and other military and biographical information on cadets meeting committees; reports committee decisions and includes worksheets with coded recommendations to the Academy Board.

Authority for maintenance of the system:

10USC903

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of System: Provides data on academically deficient cadets. Category of Users: Class Committees and Academy Board. Specific Use: Used to make class committee recommendations to the Academy Board in deciding courses of action for certain cadets.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Maintained on computer paper printouts.

Retrievability:

Filed by Name.

Filed by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Dean of Faculty

Notification procedure:

See Exemption

Record access procedures:

See Exemption

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

See Exemption

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

F01201 DAD A

System name:

01201 DAD A Privacy Act Request File.

System location:

At all levels of the Air Force having responsibility for systems of records, to process requests, submit reports, and to document actions taken under the Privacy Act of 1974. This includes Headquarters United States Air Force staff agencies, major commands, separate operating agencies, installations, and activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Department of the Air Force system notices (40 FR 35726).

Categories of individuals covered by the system:

All persons who request access to, information from, or amendment of records about themselves from the Department of the Air Force under the provisions of the Privacy Act of 1974 (5 U.S.C. 552a).

Categories of records in the system:

Letters, memoranda, legal opinions, messages, and miscellaneous documents relating to an individual's request for access to or amendment of records concerning that person, including letters of denial, appeals, statements of disagreements, and related documents accumulated in processing requests received under the Privacy Act of 1974.

Authority for maintenance of the system:

5 U.S.C. 552a and 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to process and coordinate individual requests for access to or amendment of personal records; to process and record appeals on denials of requests for access or amendments to personal records; to prepare legal opinions and interpretations for systems managers and the Secretary of the Air Force. Used by the Air Force Audit Agency, the Air Force Inspector General, the Office of Management and Budget, the General Services Administration, the Civil Service Commission, the Justice Department, or other Government agencies having a direct interest in monitoring or evaluating compliance with the provisions of the Privacy Act by the Department of the Air Force, including the preparation of special studies or reports on the status of actions taken to comply with the Act, the results of those efforts, any problems encountered and recommendations for any changes in legislation, policies, or procedures. Also used by members of Congress or their staffs for resolution of constituent inquiries.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name of requester on whom the records pertain.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Disposition is pending approval under 44 U.S.C 3303(3).

System manager(s) and address:

The Director of Administration, Headquarters United States Air Force, Washington DC 20330; or the Director of Administration of the major command or separate operating agency, or Chief, Central Base Administration at the Air Force installation where the requested or disputed records are located.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. Written requests should include the person's full name grade (if applicable), and some other personal information which could be verified from the person's file. For personal visits, the individual should present a valid identification card or driver's license and some verbal information which could be verified from the person's case file.

Record access procedures:

Written requests should be addressed to the office that processed the initial inquiry, access request, amendment request, or appeal; or individual can obtain assistance in gaining access from the System Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices (40 FR 35726).

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Records are obtained from the individual requestor, Department of the Air Force organizations, other Department of Defense organizations, and agencies of Federal, state, and local governments, as applicable or appropriate for processing the case.

Systems exempted from certain provisions of the act:

NONE

F01201 0QPTFLA

System name:

Information Requests-Freedom of Information Act

System location:

At Air Force installations only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All persons who have requested documents under the provisions of the Freedom of Information Act.

Categories of records in the system:

Administration of release of information to the public.

Authority for maintenance of the system:

5 United States Code 552

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To control administrative processing of requests for information used by freedom of information manager.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for one year after annual cut-off, transferred to a staging area for four additional years, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Administration, Headquarters United States Air Force.

Notification procedure:

Chief central base administration at each Air Force Installation.

Record access procedures:

Chief of central base administration at each Air Force installation.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Freedom of information manager as result of requests for information from members of public.

Systems exempted from certain provisions of the act:

NONE

F01201X0IACYVA

System name:

01201X0IACYVA Fee Case File

System location:

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve and Air National Guard personnel.

Categories of records in the system:

Copies of general correspondence, chargeable case control, and public voucher for refunds involving collection of fees for reproduction of documents from an Air Force reserve or Air National Guard members master personnel record,at the request or authorization of the member for release to himself/or herself or approved agencies.

Authority for maintenance of the system:

10 United States Code 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose is for suspense and control to insure chargeable fees are collected and to verify action completed.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes.

Retention and disposal:

Filed for two years then destroyed by tearing, pulping, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, Colorado between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve idenfification card and/or driving license and some verbal information that could verify the person's SSN at time of discharge.

Record access procedures:

Individual can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280, telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from other military agencies and the National Personnel Records Center, St. Louis, MO 63132.

Systems exempted from certain provisions of the act:

NONE

F016301SGV A

System name:

Veterinary Records

System location:

At Air Force installations only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All active duty military personnel.
Air Force civilian employees.
Retired Air Force military personnel.
Dependents of military personnel.
Dependents of retired military personnel

Categories of records in the system:

Forms relating to animal bite/health records and food inspection and disease investigation

Authority for maintenance of the system:

Title 10, US Code, Sections 133 and 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Record animal health care procedures and investigation of diseases of animal and food origin

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force Washington, DC 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.
Information obtained from police and investigating officers.
Information obtained from a state or local government.

Systems exempted from certain provisions of the act:

NONE

F02501 0IACYVA

System name:

02501 0IACYVA Manpower standards study reports.

System location:

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force active duty military personnel. Air Force civilian employees.

Categories of records in the system:

workload and man hour record

Authority for maintenance of the system:

Title 31 US Code sections 18,18a and 18b.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

to collect man hour and workload data for the purpose of comparing work accomplished to the standard and to expected to be done, to indentify excessive workload buildups and to determine individual employee performance.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes. Maintained on computer paper printouts.

Retrievability:

Filed by Social Security Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, Colorado between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's SSN at time of discharge.

Record access procedures:

Individual can obtain assistance in gaining access from Documentation Management Officer, ARPC/DADP 7300 East First Avenue, CO, 80280, telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information collected from individual.

Systems exempted from certain provisions of the act:

NONE

F02503 DPCXP A

System name:

Committee Management Records

System location:

Primary system at Headquarters United States Air Force Directorate Civilian Personnel decentralized segments at Major Command Headquarters command security clearance granting authority

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Nongovernment employees serving in an advisory capacity serving on a part-time basis

Categories of records in the system:

Assignment record files include biographical data and letters of notification and selection

Authority for maintenance of the system:

Public Law 92-463 6 October 1972 Executive Order 11686 7 October 1972 Office Management and Budget Circular A63 27 March 1974

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Assignment record files are originated to identify control and administer individuals selected for assignment to Advisory Committees

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper Records
Maintained in file folders.
Maintained in card files.

Retrievability:

Filed by Committee

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in vaults.

All records are stored, processed, transmitted, with discretion.

Retention and disposal:

Appointment record files on individuals are retained during period of assignment, then destroyed by shredding or burning.

System manager(s) and address:

Chief, Directorate of Civilian Personnel, Headquarters United States Air Force, Washington DC 20330.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers.
Information obtained from financial institutions.
Information obtained from educational institutions.
Information obtained from medical institutions.
Information obtained from trade associations.
Information obtained from police and investigating officers.
Information obtained from a state or local government.
Information obtained from an international organization.
Information obtained from a corporation.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F02503 NB A

System name:

Biographical Information File

System location:

Scientific Advisory Board (SAB)
At Headquarters United States Air Force, Washington DC 20330.

Categories of individuals covered by the system:

Past and present members of the United States Air Force (USAF) Scientific Advisory Board and individuals assigned to the SAB Secretariat.

Categories of records in the system:

Biography, Confidential Statement of Employment and Financial Interests, Personal Security Clearance, Classified Storage Facility Certificate, Civil Service Commission Personnel Action Notices, Correspondence related to member's appointment to SAB and his SAB activities.

Authority for maintenance of the system:

Public Law 92-463, Section 8

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Reference for SAB Chairman, Military Director, and Executive Secretary in selecting members for participation in SAB activities. Used by SAB Secretariat as source documents for submission to the Office of the Secretary of Defense for appointment and reappointment to the SAB, source documents for certification of personal security clearance and facility clearance for mailing of classified material, and source for biographical information provided to other agencies prior to members' visits on SAB business.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in safes.

Retention and disposal:

Retained in office files for one year after reassignment or rotation off the SAB. Record is then screened, documents of historical significance are retained, remainder are destroyed by tearing into pieces.

System manager(s) and address:

Executive Secretary, SAB, Headquarters USAF Washington, DC 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Specify full name, social security number or service number, and date of birth.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers.
Information obtained from financial institutions.
Information obtained from educational institutions.
Information obtained from automated system interfaces.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F02503 0J DP A

System name:

Commander Commander selection file.

System location:

Headquarters Air Training Command(ATC) Deputy Chief of staff for personnel(DCS/p)

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All ATC Officers eligible for consideration for Squadron Commander duties in grade of Captain through Lt Colonel

Categories of records in the system:

Individual military records containing selection data.

Authority for maintenance of the system:

44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Data used to select Commanders for select units

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained on computer paper printouts.
Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Stored in locked building

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

DCS/P, Headquarters ATC Randolph Air Force Base Texas 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.
Information obtained from financial institutions.

Systems exempted from certain provisions of the act:

NONE

F02503 0J DP B

System name:

Brigadier General screening board results

System location:

Headquarters Air Training Command(ATC) Deputy Chief of staff. for personnel(DCS/p)

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All ATC active duty Colonels

Categories of records in the system:

Individual military records pertaining to eligibility consideration and recommendation for promotion.

Authority for maintenance of the system:

44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

ATC commander uses data to make promotion recommendations

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Sequenced by date of events

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

DCS/P Randolph AFB Texas 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F03001 SAC A

System name:

03001 SAC A Drug Rehabilitation Action Management Information System.

System location:

At servicing Air Force (AF) installation Social Actions Offices, Consolidated Base Personnel Offices, Strategic Air Command Headquarters, SAC Drug Rehabilitation Center and Air Force Manpower and Personnel Center. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force active duty military personnel who are identified as drug abusers.

Categories of records in the system:

As a minimum, the system contains computerized data and manual files related to drug abuse identification, category of abuse, acceptance of treatment, and subsequent personnel actions.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental regulations; and 10 U.S.C. 8074, Commands: territorial organization.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To identify and track a person's acceptance/declination and progress in the Strategic Air Command drug rehabilitation program and ultimate disposition (retained on active duty, separated, demoted, etc). Those authorized to have access to the files are base and command level social actions staffs, drug rehabilitation instructors, and selected command staff personnel. The files are used to maintain information on drug abusers, to measure the success of program objectives, to substantiate personnel actions, provide analysis reports to concerned managers and to support separation actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer disk/tape files and manual file folders.

Retrievability:

Filed by name, by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. The computer file is secured on computer disk/tape by computer operations personnel. Manual file folders are stored in security file containers/cabinet safes.

Retention and disposal:

Computerized and manual files will be retained indefinitely; disposed of in accordance with AFM 12-50.

System manager(s) and address:

Deputy Chief of Personnel, Strategic Air Command, SAC Drug Rehabilitation Center, McConnell AFB KS, and base level Social Actions Offices.

Notification procedure:

Chief, Social Action, Strategic Air Command Headquarters for Computer Files or Det 1, 3902 ASW/CC/ McConnell AFB KS, and base level Social Actions Offices for manual files. Requests to determine existence of record on file should include full name, grade, and unit of assignment. Personal visit proof of identification requires full name and possession of Department of Defense (DD Form 2AF) Armed Forces Identification Card, or driver's license and personrecognition of counselor.

Record access procedures:

Chief of Social Actions, Strategic Air Command Headquarters, Det 1, 3902 ABW/CC, McConnell AFB KS, or base level Social Actions Offices. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institution, personnel records, individuals.

Systems exempted from certain provisions of the act:

NONE

F03001 DPXVV A

System name:

File Designation, Drug Abuse, Waiver Requests

System location:

Accession Policy Branch, Accession Policy Division, Directorate of Personnel Plans (HQ USAF/DPXOA) Washington, D.C. 20330; Directorate of Student Resources, USAF Recruiting Service, Air Training Command, Randolph Air Force Base, Texas 78148 (ATC/RSS, Randolph AFB TX 78148); 3700Personnel Processing Group, Lackland AFB, Texas 78236 (3700 PPG, Lackland AFB, Texas 78236); USAF Recruiting Service Detachment Headquarters; USAF Recruiting Service Offices; Deputy Chief of Staff, Education, Headquarters Air University, Maxwell AFB, Alabama 36112 (AU/ED, Maxwell AFB AL 36112); Directorate of Senior Programs, Headquarters Air Force Reserve Officer Training Corps (AFROTC), Maxwell AFB, Alabama 36112 (AFROTC/SD, Maxwell AFB, Alabama 36112); AFROTC Detachments; Directorate of Admissions and Registrar, United States Air Force Academy, USAF Academy, Colorado 80840 (USAFA/RR, USAF Academy, Colorado 80840);

Categories of individuals covered by the system:

Applicants for enlistment or commissioning who have a history of pre-service drug abuse and who have requested a waiver of their disqualification.

Categories of records in the system:

A Copy of the USAF Drug Abuse Certificate and Drug Abuse Circumstances, Recommendation of Intermediate commands, and cover letter containing HQ USAF decision on waiver request are maintained

Authority for maintenance of the system:

Title 10 United States Code - Armed Forces, Chapter 31, Enlistments in Regular Component, Section 504 and Title 44 USC, Public Printing and Documents, Chapter 31, Records Management by Federal Agencies, Section 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This record is not released outside the Air Force. Records are maintained for future refer- ence in the case of further inquiries relative to approval or disapproval of the request for waiver of pre-service drug abuse.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in safes.

Records are stored in locked cabinets or rooms.

Retention and disposal:

After action on the request, the paper record is filed in secured file cabinets, retained for no more than six months, and destroyed by tearing into pieces.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Requests from individuals should be addressed to the system's manager

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Records maintained in the system are provided by either Air Training Command, Air University, or the USAF Academy

Systems exempted from certain provisions of the act:

NONE

F03001 JALA A

System name:

03001 JALA A Confidential Statement of Employment and Financial Interest

System location:

Office of the General Counsel, Office of the Secretary of the Air Force, Washington D.C. 20330 Headquarters United States Air

Force, Washington DC 20330. Headquarters of major commands and at all levels down to and including Air Force installations.

Categories of individuals covered by the system:

Air Force personnel paid at a level of the Executive Schedule in subchapter II of Chapter 53 of Title 5, USC; Air Force General Officers and civilian officers and employees in pay grades GS-16 to GS-18; Commanders and Vice Commanders of Divisions and Wings; Base and Deputy Base Commanders of major installations; all Air Force personnel with a grade or rank of GS-13 or above or Lieutenant Colonel and above or at a comparable pay level under another authority, whose basic duties and responsibilities require the exercise of judgment on Government decision making or taking action on (1) the administering or monitoring of grants or subsidies, (2) contracting or procurement, (3) auditing, or (4) any other government activity in which the final decision or action has a significant economic impact on the interest of any non-federal enterprise.

Categories of records in the system:

Contains the title of the individual's position, date of appointment in present position, agency and major organization segment of the position, employment and financial interests, creditors, interest in real property, and a list of persons from whom information can be obtained concerning the individual's financial situation.

Authority for maintenance of the system:

Executive Order 11222, 'Prescribing Standards of Ethical Conduct for Government Officers and Employees.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The review of the statements by the individual's supervisor and deputy counselor.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records maintained in file folders.

Retrievability:

Filed alphabetically by year.

Safeguards:

Stored in locked metal safes.

Retention and disposal:

Retained up to two years after the individual has left employment destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

The Assistant General Counsel (Personnel) The Judge Advocate General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information is obtained from the individual or from personnel designated by the individual.

Systems exempted from certain provisions of the act:

NONE

F03001 SPI A

System name:

Duty and Travel Restriction Notification Letters.

System location:

At Consolidated Base Personnel Offices, Consolidated Civilian Personnel Offices, Offices of The Chief of Security Police and offices of the issuing authority at Air Force installations where individuals are currently assigned or employed, or where separated, if applicable. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's System Notice.

Categories of individuals covered by the system:

Military members, civilian employees and defense contractors whose travel and duty assignments have been restricted because of current knowledge of certain sensitive classified information.

Categories of records in the system:

Letters imposing duty and travel restrictions.

Authority for maintenance of the system:

Title 10USC 8012, Title 44USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Persons assigned to positions requiring access to sensitive classified information are subject to specific restrictions in duty and travel. Restrictions are imposed while occupying such positions and normally remain in effect for one year after termination of access to the information associated with those positions. Letters inform individuals, supervisors, and personnel management officials of specific restrictions. May be used by personnel officials in determining duty assignments and by transportation officials in restricting or routing travel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Records are controlled by personnel screening.

Retention and disposal:

Notification letters are retained until termination of restriction, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Security Police, Headquarters United States Air Force. Washington D.C. 20330 Installation Chief of Consolidated Personnel Office (military or civilian, as applicable); installation Chief of Security Police; commander of unit issuing the restriction letter.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Write or visit the installation where currently assigned/employed or, if applicable, where separated from the Air Force. Written requests must be notarized; personal visits require positive identification. Provide full name, SSAN, and current military/civilian status. Former members also provide approximate date (month and year) when active military duty or civilian employment terminated.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Information from source documents such as clearance and access records; information from commanders and agency chiefs who granted access to the sensitive classified information.

Systems exempted from certain provisions of the act:

NONE

F03001 0CGBUZA

System name:

03001 0CGBUZA Drug/Alcohol Abuse Control Case Files

System location:

At servicing Air Force (AF) installation social actions office. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force active duty military personnel and dependents, Air Force civilian employees, and Air Force Reserve personnel, who are enrolled in a drug/alcohol rehabilitation program.

**Categories of records in the system:**

As a minimum, the file contains forms and commander's letters documenting date and means of identification, categorizing type of abuse and indicating whether a determination has been made as to entry into the rehabilitation and, if entered, progress of individuals toward rehabilitation.

**Authority for maintenance of the system:**

Section 408, drug-abuse office and treatment act of 1972 (Public Law 92-255; 21 United States Code 1175).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To determine whether an individual is to be entered in a rehabilitation program, and to document progress of individuals in a program. Those authorized to review, handle, or have access to the file are social actions and medical personnel directly engaged in rehabilitation of a person, Veterans Administration (VA) treatment personnel in cases of members transferred directly to VA in active duty status, official members of rehabilitation evaluation group, Commanders in member's chain of command, and persons authorized by Public Law 92-255, section 408(b)21 United States Code 1175(b). The file is used to develop a treatment regimem, to assist rehabilitation evaluation group make decisions for rehabilition program dispositions, and to prepare recurring reports.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name by other identification number or system identifier.

**Safeguards:**

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets safes and controlled by personnel screening.

**Retention and disposal:**

Destroy one year after completion of follow on phase or other termination and after rehabilitation, or three months after determination is made not to enter the individual in rehabilitation by tearing into pieces, shredding, pulping, macerating, or burning, unless needed as background for case files supporting a separation action or other actions under directives, in which case, disposition will be the same as the file which they support. Files at George AFB, CA and Nellis AFB, NV will be retained for one year after completion of rehabilitation, permanent change of station or separation or 31 Dec 79, whichever is later.

**System manager(s) and address:**

Deputy Chief of Staff Personnel, Headquarters United States Air Force. Subordinate systems managers are: (1) Director of Personnel at each major command and (2) Chief of Social Actions at Air Force installations for systems operated at each level.

**Notification procedure:**

Chief, Social Actions servicing AF installation. Requests to determine existence of a file should include full name, grade, and unit of assignment. Personal visit proof of identity requires full name and possession of Department of Defense (DD) Form, 2 AF, Armed Forces Identification Card; DD Form 1173, Uniformed Services Identification and Privilege Card; or driver's license and personal recognition of drug/alcohol specialist.

**Record access procedures:**

Chief social actions servicing AF installation. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from medical institutions, personnel records, individual.

**Systems exempted from certain provisions of the act:**

NONE

**F03001 0JMPLSC**

**System name:**

Drug Abuse Control Case Files

**System location:**

At consolidated base personnel offices. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At Air Force installations only. Drug Abuse Office 3700 Personnel Processing Group Lackland Air Force Base TX 78236

**Categories of individuals covered by the system:**

Air Force active duty enlisted personnel.
Air Force Reserve personnel.
referred to drug abuse office.

**Categories of records in the system:**

Various letters describing drug abuse information such as notification of disposition, recommendation for disposition, drug abuse determination of urinalysis cases.

**Authority for maintenance of the system:**

44 United States Code 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Discharge authority, drug abuse office, squadron commanders determine extent of prior service drug abuse and make determinations of discharge or retention in the Air Force.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Commander, 3700 Personnel Processing Group

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Sqdn commanders base surgeon classification interviewers
Information obtained from medical institutions.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

NONE

**F03001XOBXQPCB**

**System name:**

Military and Leadership Order of Merit System

**System location:**

At United States Air Force Academy, CO 80840.

**Categories of individuals covered by the system:**

Air Force Academy cadets.

**Categories of records in the system:**

Military Order of Merit System consists of AFCW Form 1, Cadet Performance Report, Work Sheet, Cadet Military Rating, Computer produced rosters listing final Military Order of Merit standing, Leadership Order of Merit. System consists of computer produced roster listing final Leadership Order of Merit standing.

Authority for maintenance of the system:

Title 44, USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used as an input in determining Military Order of Merit standing. Used as an input in determining Military Order of Merit standing. Used to record results from AFCW Form 11 for processing through computer. Used to record final Military Order of Merit standing. Used to record final Leadership Order of Merit standing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in note books/binders.

Maintained on computer paper printouts.

Retrievability:

Filed by Name.

Filed by Military Service Number.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director, Cadet Personnel , USAF Academy CO 80840

Notification procedure:

See Exemption

Record access procedures:

See Exemption

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

See Exemption

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

F03001X0IACYVB

System name:

03001X0IACYVB Inquiries on the Reserve Program

System location:

at Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, Co 80280.

Categories of individuals covered by the system:

Air Force active duty officer and enlisted personnel. Air Force civilian employees. Air Force Reserve and Air National Guard personnel. Retired Air Force military personnel. Civilians.

Categories of records in the system:

letters from active, reserve military personnel and civilians requesting assignment, vacancy search action in the Air Force reserve program.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

ARPC personnel answer questions on the reserve program and/or try to locate vacancies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name. Filed by Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are protected by guards.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, Colorado between 8:00 am and 3:00 pm on normal workdays. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify his/her inquiry.

Record access procedures:

Individual can obtain assistance in gaining access from the Documentation Management Officer ARPC/DADP, 7300 East First Avenue, Denver CO 80280, telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from individual.

Systems exempted from certain provisions of the act:

NONE

F03002 SPO A

System name:

Documentation for Identification and Entry Authority .

System location:

Kept by the Chief of Security Police at the installation where an individual is issued identification or entry authority credentials. Information copies of certain application forms for entry into certain restricted areas are also kept at an individual's duty assignment. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notice.

Categories of individuals covered by the system:

Persons who are issued identification credential for normal identity purposes or for entry into controlled or restricted areas.

Categories of records in the system:

Includes the documentation used to request identification or entry credential, information reports on the loss, theft, or destruction of these credentials, certain types of entry authority lists, and various accountability records.

Authority for maintenance of the system:

Title 10 USC 8012, Title 44 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the security police for issuing ID cards and certain restricted or controlled area badges which authorize entry into certain areas. Some organizations may routinely keep copies of the above documentation in order to maintain control over persons authorized entry into certain areas. Accountability documents are used to insure proper control over the various forms utilized in these functions. Routine use could include disclosure to law enforcement or investigatory authorities for investigation and possible criminal prosecution or civil court action. Any record or part thereof can be transferred to any component of the Department of Defense or to the Department of Justice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained in note books/binders.

Maintained in card files.

Maintained on computer magnetic tapes.

Maintained on computer paper printouts.

Retrievability:

Filed by Name.
Filed by other identification number or system identifier.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.
Records are stored in locked cabinets or rooms.
Records are protected by guards.
Records are controlled by computer system software.

**Retention and disposal:**

Accountability records are destroyed two years after issue of the last card or the last entry on a log, etc. Statements, certificates, and related correspondence reporting the loss, theft, or destruction of identification or entry credentials are destroyed one year after reported loss. Destruction of these items is by tearing into pieces.

**System manager(s) and address:**

Chief of Security Police, Headquarters United States Air Force. Installation Chief of Security Police.

**Notification procedure:**

The appropriate installation Chief of Security Police should be contacted for information. When requesting information in writing, individual should include full name, social security account number, military status, home address, and the letter will be notarized. During a personal visit, individual will be required to produce military ID, if applicable, a valid drivers license, or other appropriate proof of identity.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.
Contact the Chief of Security Police at the appropriate installation.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

NONE

## F03002 0IACYVA

**System name:**

03002 0IACYVA Applications for Identification (ID) cards.

**System location:**

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

**Categories of individuals covered by the system:**

Air Force Reserve personnel.

**Categories of records in the system:**

Applications for ID cards and discharge orders.

**Authority for maintenance of the system:**

title 18 U.S.Code 499, 506 and 701.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose is to suspend pending receipt of ID card or correspondence from reserviSt advising of prior disposition of identification card.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name and by Social Security Number (SSN).

**Safeguards:**

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

**Retention and disposal:**

Destroy when notified that creDential has been returned to issuing activity by tearing into pieces, shredding, pulping, mascerating, or burning.

**System manager(s) and address:**

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

**Notification procedure:**

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADp, 7300 East First Avenue, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, Colorado between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's SSN at time of discharge.

**Record access procedures:**

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, Colorado 80280; telephone (303) 394-4667.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information is extracted from maSter personnel record when individual is discharged from the Air Force Reserve.

**Systems exempted from certain provisions of the act:**

NONE

## F03003 DPMSACB

**System name:**

Deceased Service Member's Dependent File

**System location:**

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

**Categories of individuals covered by the system:**

Air Force Widows.

**Categories of records in the system:**

Name, Address, Social Security Account Number (SSAN) of Widow: Name, Grade, SSAN, Date of Death/Date of Retirement of Sponsor

**Authority for maintenance of the system:**

Title 10 United States Code - Armed Forces, Chapter 805, The Air Staff, Section 8032.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used only to identify Air Force Widows for purpose of mailing copies of the quarterly United States Air Force News for Retired Personnel.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Tape and Card

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Maintained permanently.

**System manager(s) and address:**

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph AFB, Texas 78148

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Widows request, ID card application, casualty notices.

Systems exempted from certain provisions of the act:

NONE

F03003 DPMSACC

System name:

Indebtedness, Nonsupport, Paternity

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

Categories of individuals covered by the system:

Active duty and retired personnel

Categories of records in the system:

Correspondance files containing name, grade, Social Security Account Nunber (SSAN), duty station, address, and financial status

Authority for maintenance of the system:

Title 10, United States Code - Armed Forces, Chapter 803, Department of the Air Force, Section 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Wives, former wives, commercial institutions, welfare agencies, and members of Congress based on allegations of indebtedness and non-support.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel Randolph AFB, Texas 78148

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individuals, private concerns, and government agencies with interests pursuant to subject records.

Systems exempted from certain provisions of the act:

NONE

F03003 DPMSC A

System name:

03003 DPMSC A Casualty Files

System location:

Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. Headquarters United States Air Force, Washington DC 20330. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. At headquarters of major commands and at bases of assignment of casualty or which provide casualty assistance to next of kin.

Categories of individuals covered by the system:

Any United States Air Force (USAF) member who is or might become a casualty.

Categories of records in the system:

Record of Casualty. This pertains to all personnel on active duty, to Air force Academy cadets, Air Force Reserve and Air National Guard personnel performing authorized inactive duty for training or traveling directly to or from such place of duty, and Air Force Reserve Officers Training Corps (AFROTC) applicants or members on annual training duty for 14 days or more or who are traveling to or from the designated place of such duty who become very seriously ill or injured (VSI), seriously ill or injured (SI), or suffer from an incapacitating illness or injury (III), or who become missing, missing in action, interned, captured or detained by a foreign power. These records pertain to certain civilian employees of the Air Force paid from appropriated funds who become missing, missing in action, interned, captured or detained by a foreign power while assigned overseas or who are on temporary duty from the Continental United States (CONUS) to overseas or who are traveling to or from the designated place of such duty under competent authority, certain unique situations on civilian employees and dependents of military personnel who become missing, missing in action, interned, captured or detained by a foreign power in mishaps while traveling aboard Military Airlift Command (MAC) or MAC-chartered flights or by other means of MAC oversea travel, and certain civilian employees in the CONUS when their missing status was the proximate result of their employment. Casualty Case File. These files pertain to all officers and airmen on active duty or extended active duty (including personnel in absent without leave, desertion, or dropped from the rolls status). The files also pertain to Air Force Academy cadets, all Air Force Reserve and Air National Guard officers and airmen performing authorized inactive duty for training or traveling directly to or from such place of duty, all AFROTC applicants or members on annual training duty for 14 days or more or traveling to or from the designated place of such duty, and certain civilian employees of the Air Force paid from appropriated funds who become missing, missing in action, interned, captured or detained by a foreign power while assigned overseas or who are on temporary duty (TDY) from CONUS to overseas or who are traveling to or from the designated place of such duty under competent authority. They pertain to certain civilian employees and dependents of military personnel who become missing, missing in action, interned, captured or detained by a foreign power in mishaps while traveling aboard MAC or MAC-chartered flights or by other means of MAC overseas travel and certain foreign nationals and certain employees in the CONUS when their missing status was the proximate result of their employment. A casualty is defined as any member of the armed forces or certain civilians who are lost to their organization by reason of having been declared missing, missing in action, wounded, injured, or diseased. The casualty case file is comprised of messages pertaining to the member; a copy of the Record of Emergency Data, Department of Defense Form 93 or Air Force Form 246; Air Force Military Personnel Center Form 238, CONUS Death/Missing, Report of Casualty, Department of Defense Form 1300; copy of assignment of assistance responsibility letter; Servicemen's Group Life Insurance Election, Veterans Administration (VA) Form 29-8286; correspondence from the base/AFMPC to/from the next of kin (NOK); Acknowledgement and/or Transfer of Casualty Assistance Case, Air Force Form 92; Statement of Service, Department of Defense Form 13; copy of notification message; Western Union messages; and other related correspondence and forms which pertain to the file. Record of Emergency Data being maintained on all Air Force personnel on extended active duty (EAD) and Air Force Academy cadets. Missing Persons Case Files. Reports submitted on United States Air Force (USAF) personnel who become missing as defined in 37 USC 551. Conveninnce rosters of those persons, copies of communications from and to next of kin, items received through news media, and some films.

Authority for maintenance of the system:

Chapter 31, Title 44, United States Code (USC) 3101-3107, Records Management by Federal Agencies; Chapter 33, Title 44, USC 3301-3314, Disposal of Records; Title 10, USC 2771, Armed Forces - Accountability and Responsibility; ; Sections 555 and 556, Chapter 10, Title 37, United States Code, Pay and Allowances of the Uniformed Services, Payments to Missing Persons.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Support of the Casualty Services Program. The information is used to assist the Air Force in effecting expeditious reporting, dignified

and humane notifications, and efficient and thorough assistance to the next of kin of all casualties as previously defined. Primary user is the Office of the Assistant for Casualty Matters Major Commands (MAJCOMs),bases of assignment and/or reporting installation and bases providing casualty assistance. Records contain histories of all known data surrounding the missing statuses, recording dealings with next of kin, and reflecting efforts to obtain all possible information through normal and intelligence channels as well as the results of those efforts. Contain record of personnel actions taken which involve the missing persons as well as actions taken in accordance with public law. Rosters are maintained for convenience of completing many actions. Primary users are personnel in the Office of the Assistant for Casualty MaForce Military Personnel Center. Decentralized segment is maintained for rapid response to queries by high-level personnel in the Washington, District of Columbia (DC) area. The Record of Emergency Data is used to show the names and addresses of service member's spouse, children, parents and other persons the member wants notified should he/she become a casualty. Serves as an official document required by law (Title 10, United States Code (USC) 2771) for designating beneficiaries for death gratuity and unpaid pay and allowances. Also used to designate a person to receive an allotment of pay if the member becomes missing, captured or interned. Primary user is the Office of the Assistant for Casua

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders, cabinets, and film cannisters.

**Retrievability:**

Filed by Name. Filed by Social Security Number (SSN).

**Safeguards:**

Casualty records are accessible only to authorized personnel assigned to the Office of the Assistant for Casualty Matters. Personnel are on duty 7 days per week, 24 hours a day. Also, access to the building after duty hours is controlled by Security Police personnel.

**Retention and disposal:**

Records may be temporary or permanent or supplemental in nature. They are retained in active file until the member's status is changed to deceased or returned to military control or no longer considered VSI, SI or III. One year after that time, selected temporary records are destroyed and all permanent records are retired to the National Personnel Records Center. Remaining temporary records are destroyed ten years after date of death or return to military control. Records of Casualty and casualty case files are permanent records. They are retained in active file until application or receipt of all allowable benefits, then forwarded to the National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132. Case files pertaining to civilians; foreign nationals; very seriously ill or seriously ill persons; and dependents of military personnel are destroyed 90 days after administrative closing of the case. Records of Emergency Data are retained until the member is relieved from active duty, then destroyed. Destroyed by shredding, burning, or by tearing into pieces.

**System manager(s) and address:**

Assistant Deputy Chief of Staff, Personnel for Military Personnel, Air Force Military Personnel Center, Randolph Air Force Base, Texas 78148.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Requests from individuals should be addressed to: Air Force Military Personnel Center/Office of the Assistant for Casualty Matters (AFMPC/DPMC), Randolph Air Force Base, Texas 781have been retired, the request will be forwarded to National Personnel Records Center (NPRC). Written requests should contain the full name and Social Security Account Number of the member as well as an indentification as complete as possible of the desired material including, if known, its title, description, number, date and issuing authority. For personal visits, the individual must provide some acceptable identification; that is, drivers license, identification card, or give some verbal information that can be verified in the case folder.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information provided by next of kin, organization of assignment, information extracted from Master Personnel Records, documents generated within the Casualty Division, Air Force Military Personnel Center, correspondence produced in providing casualty notification/assistance/processing.

**Systems exempted from certain provisions of the act:**

NONE

## F03003 XOXXX

**System name:**

03003 XOXXX Next of Kin Inquiries Civilian MIA/PWs

**System location:**

Headquarters United States Air Force, Washington DC 20330.

**Categories of individuals covered by the system:**

Dependents of military personnel. MIA/PW Sponsor Peace Corps and State Department personnel. and other US civilian employees

**Categories of records in the system:**

Correspondence Background data Intelligence Reports

**Authority for maintenance of the system:**

10 USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Background data for Plans and Policy Formulation

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in safes.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Division Chief, Plans and Policy Division, Hq USAF (XOXXX) Washington D.C. 20330

**Notification procedure:**

Requests from individuals should be addressed to the System Manager.

**Record access procedures:**

Individuals can obtain assistance in gaining access from the System Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Sources include information requests from next-of-kin, PW or MIA personnel; master personnel records, and intelligence reports.

**Systems exempted from certain provisions of the act:**

NONE

## F03004 AFDPMDA

**System name:**

Contingency Planning Support Capability (CPSC)-Data Systems Designator (DSD) A349

**System location:**

Headquarters Strategic Air Command, Offutt AFB, NB 68113, Headquarters Tactical Air Command, Langley AFB, VA 23365, Headquarters Military Airlift Command, Scott AFB, IL 62225, Headquarters Aerospace Defense Command, Ent AFB CO 80912, Headquarters Air Force Communications Service, Richards-Gebaur AFB MO 64030, Headquarters United States Air Forces Europe, Ramstein Air Base (AB), APO New York 09012, and Headquarters Pacific Air Forces, APO San Francisco 96553.

**Categories of individuals covered by the system:**

Records are maintained on officer and enlisted personnel that are projected or departed on Temporary Duty (TDY) in support of contingency deployment or manning assistance projects.

**Categories of records in the system:**

Data maintained on individuals consists of 200 characters of data that fall into the following categories: Individual identification, skills,

assigned organization, attached (TDY) organization and location, period and type of TDY, and projected completion date. Information is related only to the current performance of TDY of the individual on a specific project.

Authority for maintenance of the system:

Title 44 United States Code, Section 3101 and Title 10 United States Code, Section 8032.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Data described herein represents only that portion of CPSC that contains individually identifiable data records. Other records in CPSC provide manpower authorizations to deploy personnel resources. The individual data provides the necessary information to insure that right numbers of personnel with the appropriate skills are projected/deployed in support of a contingency plan. Standard output programs summarize the individual data records and perform comparative routines to monitor the deploying force in relationship to the CPSC deployment manning document. Individual data records are provided to the CPSC via a magnetic tape file interface with the Advanced Personnel Data System (APDS). This file is provided on an as required frequency basis with production permissible as often as the APDS files are updated at the Major Air Command.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.

Maintained on disks or drums.

Retrievability:

Individual data records are not accessed nor displayed reflecting name or SSAN by standard CPSC programs. Retrieval programs available to Major Air Command personnel managers may be utilized to access individual data.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are controlled by computer system software.

Retention and disposal:

Records are maintained only for the duration of the TDY period. Upon expiration of the TDY, records are programmatically deleted by the APDS.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.

Director of Personnel Data Systems, Assistant Deputy Chief of Staff for Personnel, Military Personnel, Randolph AFB, TX, and Director of Personnel Data Systems at each Major Air Command Headquarters provided in the system location identification.

Notification procedure:

Director of Personnel Data Systems at each Major Air Command Headquarters provided in the system location identification.

Record access procedures:

Director of Personnel Data Systems at each Major Air Command Headquarters provided in the system location identification.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Data is provided from system interface, at the Major Air Command, with the Advanced Personnel Data System. Data is originally generated from the base level personnel data system by the Consolidated Base Personnel Office, as a result of force deployments or inter-base manning assistance actions.

Systems exempted from certain provisions of the act:

NONE

## F03004 AFDPMDB

System name:

03004 AFDPMDB Advanced Personnel Data System (APDS) - ADS: E300

System location:

Headquarters United States Air Force, Washington DC 20330. Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280. Headquarters of the major commands and separate operating agencies and at consolidated base personnel offices, at central civilian personnel offices (CCPOs) and at consolidated reserve personnel offices. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. The Central Data Processing facility for APDS is operated by the Directorate of Personnel Data Systems, Asst DCS/Personnel for Military Personnel, Headquarters USAF, Randolph AFB, TX, 78148. Remote terminals located within this Air Force Military Personnel Center (AFMPC) complex permit authorized users access to the central data base. In addition, remote terminals located at Headquarters of the following major commands provide direct access to the Central Data Base at Randolph AFB for update and retrieval of data: Hq Air Training Command/DPD, Randolph AFB, TX 78148; Hq Strategic Air Command/DPD, Offutt AFB, NE 68113; Hq Tactical Air Command/DPD, Langley AFB, VA 23365; Hq Aerospace Defense Command/DPD, Ent AFB CO 80912; Hq Air Force Logistics Command/DPM, Wright Patterson AFB OH 45433; Hq Air Force Systems Command/DPD, Andrews AFB, MD 20331; Hq Air University/DPD, Maxwell AFB, AL 38112. Hq Military Airlift Command/DPD, Scott AFB, Il 62225; Hq USAF Security Service/DPD, San Antonio, TX 78243; Hq Air Force Communications Service/DPD, Richards-Gebaur AFB, MO 64030; Hq Air Force Reserve/DPD, Robins AFB, GA 31098; Hq Pacific Air Force/DPD, APO San Francisco 96553; HQ United States Air Force Europe/DPD, APO New York 09012; HQ Alaskan Air Command/DElmendorf AFB, AK 99506. Certain Air Force Staff Agencies, Separate Operating Activities and other specialized activities are provided remote access to the Central Data Base as required to discharge their respective functions. Remote terminals to support these requirements are found at the following locations: The Forrestal Bldg, (HQ USAF/Surgeon General, HQ USAF/Judge Advocate, HQ USAF/Director of Civilian Personnel) Washington DC 20314; The Pentagon, (HQ USAF/Director of Personnel Plans, HQ USAF/Director of Personnel ProgramsHQ USAF/Reserve Personnel Division, National Guard Bureau/Air Personnel Division, HQ USAF/ Assistant for Colonels' Assignments) Washington DC 20330; Air Reserve Personnel Center, Director of Personnel Systems, 7300 East First Avenue, Denver CO 80280; Hq Air Force Reserve, Robins AFB, GA 31098, United States Air Force Academy, Colorado Springs, CO 80840, Air Force Accounting and Finance Center, Lowry AFB, Denver, CO 80279, Air Force Office of Special Investigations, Washington, DC 20330, Air Force Data Automation Agency, Gunter AFS, AL 36114, Air Force Audit Agency, Norton AFB, CA 92409, Air Force Intelligence Service, Ft Belvoir, VA 22060, Air Force Inspection and Safety Center, Norton AFB, CA 92409, Air Force Technical Evaluation Center, Kirtland AFB, NM 87117, and Headquarters United States Air Force, Pentagon, Washington, DC 20330; Washington Area Automated Data Processing Support Office/DPMDQ, Bolling AFB, DC 20332; Hq Air Training Command, Directorate of Student Resources, and Deputy Chief of Staff for Recruiting Service, Randolph AFB, TX 78148; Office of Civilian Personnel Operations, Randolph AFB, TX 78148; Consolidated Base Personnel Offices (CBPO's) and CCPOs located at selected Air Force Bases around thworld maintain computer data bases on persons for whom they have a servicing responsibility. In addition, CBPO's and CCPOs can request - by mail or the DOD Automatic Digital Network (AUTODIN) data from the Central Data Base at Randolph AFB, TX. CBPOs and CCPOs do not have direct remote acceto the Central Data Base. Official mailing addresses of CBPOs and CCPOs are in the DOD directory inthe appendix to this systems notice. The three APDS processing echelons (Base, Major Command, and Hq USAF) are linked into one vertical system. The CBPOs are linked into major Command and HQ USAF via AUTODIN. Major Commands are linked into HQ USAF via AUTODIN and telecommunications network. Data items are updated by the office and at the level having primary responsibility for the item in question. Data may be retrieved by the office and at the level having a validated requirement for access to it.

Categories of individuals covered by the system:

Air Force active duty military personnel. Air Force Reserve personnel. Air National Guard personnel. Retired Air Force military personnel. Air Force Academy cadets. Air Force Civilian Employees. Certain surviving dependents of deceased members of the US Air Force and predecessor organizations; potential Air Force enlistees; candidates for commission enrolled in college level Air Force Reserve Officer Training Corps Programs; Deceased members of the Air Force and predecessor organizations; Separated members of the US Air Force, the Air National Guard (ANG) and Air Force Reserve (USAFR); ANG and USAFR Technicians; Prospective, pending, current, and former Air Force civilian employees, except Air

National Guard Technicians and nonappropriated fund employees-current and former civilian employees from other Governmental agencies that are serviced at CCPOs may be incat the option of servicing CCPO.

Categories of records in the system:

The principal digital record maintained at each APDS operating level is the master personnel record, which contains the following categories of information: 1. Accession data - that data which pertains to an individuals entry into the Air Force. Some examples are: Place of enlistment source of commission, home of record, date of enlistment, place from which ordered to EAD. 2. Education and training data, describing the level and type of education and training civilian or military - received by the data subject, for instance: academic education level, major academic specialty, professional specialty courses completed, professional military education received. 3. Utilization data - that information which is used in assigning and reassigning the individual, determining skill qualifications, awarding Air Force Specialty codes, determining duty location and job assignment, screening/selecting individual for overseas assignment, performing strength accounting processes, etc. Examples are: Primary Air Force Specialty code, Duty and Control Air Force Specialty Code, personnel accounting symbol, duty location, up to 24 previous duty assignments, aeronautical rating, date departed last duty station, short tour return date, reserve section, current/last oversea tour. 4. Evaluation Data - data relating to various evaluations performed on members of the Air Force during their career, for example: Officer Effectiveness Report dates and ratings, Airman Performance Report dates and ratings, results of various qualification tests, an 'Unfavorable Information' indicator, and Drug and Alcohol Abuse data. 5. Promotion Data - concerning an individual's promotion history, current grade and/or selection for promotion, e.g.: current grade, date of rank and effective date; up to 10 previous grades, dates of rank and effective dates; projected temporary grade, key 'service dates.' 6. Compensation data - although APDS does not deal directly with paying Air Force members, military pay is largely predicated on personnel data maintained in APDS and provided to the Air Force Accounting and Finance Center (AFAFC) as described in ROUTINE USES below. Among these data are: Pay date; Aviation Service Code, sex, grade, proficiency pay status. 7. Sustentation data - information dealing with programs provided or actions taken to improve the life, personal growth and morale of Air Force members. In this category are such items as: awards and decorations, marital status, number of dependents, religious denomination of member and spouse, race relations education. 8. Separation and retirements data, which identifies an individual's eligibility for and reason for separation, using items such as: date of separation, mandatory retirement date, projected or actual separation program designator and character of discharge. At the central processing site (AFMPC), a number of subsidiary files or processes are operated. Although some may be called 'systems', they are in fact integral parts of APDS, and function as such. 1. Procurement Management Information System (PROMIS) - is an automated system designed to enable the USAF to exercise effective management and control of the personnel procurement personnel required to meet the total scheduled manpower requirements necessary to accomplish the Air Force mission. The system provides the recruiter with job requirement data such as necessary test scores, Air Force Specialty Code, sex, date of enlistment; and the recruiter enters personal data on the applicant - SSAN, name, date of birth, etc. - to reserve the job for him or her. 2. Career Airman Reenlistment Reservation System (CAREERS) - is a selective reenlistment process that manages and controls the numbers by skill of first-term airmen that can enter the career force to meet established objectives for accomplishing the Air Force mission. A process and to recruit and enlist the quantity and quality of prior and non-prior service centralized data bank contains the actual number, by quarter, for each Air Force Specialty Code (AFSC) that can be allowed to reenlist during that period. The individual requests reenlistment by stating his eligibility (AFSC, grade, active military service time, etc). If a vacancy exists, a reservation - by name, SSAN, etc - will be made and issued to the CBPO processing the reenlistment. 3. Airman Accessions -provides the process to capture a new enlistee's initial personal data (entire personnel record) to establish that person's personnel data record and gain it to the Master Personnel File, whereby it will add to the strength of the Air Force. The initial record data is captured through the established interface with the Processing and Classification of Enlistees System (PACE) at Basic Military Training, Lackland AFB for non-prior service; For prior service enlistees the basic data (Name, SSAN, DOE, Grade, etc) is input directly by USAF Recruiting Service and updated and completed by the initial gaining CBPO. 4. Officer Accessions - is the process whereby each of the various Air Force sources of commissioning (AF Academy, AFROTC, Officer Training School, etc.) project their graduates in advance allowing management to select by skill, academic specialty, etc which and how many will be called to active duty when, by entering into the record an initial assignment and projected entry onto Active Duty date. On that date the individual's record is accessed to the active Master Personnel File and gained to the strength of the Air Force. 5. Technical Training Management Information System (TRAMIS) is a system dealing with the Technical Training activities controlled by Air Training Command. The purpose of the system is to integrate the training program, quota control and student accounting into the personnel data system. TRAMIS consists of numerous files which constitute 'quota banks' of available training spaces, in specific courses, projected for future use based on estimated training requirements. Files include such data as: Course Identification Numbers, Class Start and Graduation Dates, Length of Training, Weapon System Identification, Training Priority Designators, Responsible Training Centers, Trainee Names, SSAN (and other pertinent personnel data) on individuals scheduled to attend classes. 6. Training Pipeline Management Information System (TRAPMIS) is an automated quota allocating system which deals with specialized combat aircrew training and aircrew survival training. Its files constitute a 'quota bank' against which training requirements are matched and satisfied and through which trainees are scheduled in 'pipeline' fashion to accommodate the individual's scheduled geographical movement from school to school to end assignment. Files contain data concerning the courses monitored as well as Names, SSAN's and other pertinent personnel data on members being trained. 7. Air Force Institute of Technology (AFIT) Quota Bank File. This file reflects the AFIT program quotas by academic specialty for each fiscal year (current plus two future fiscal years, plus the past fiscal year programs for historical purposes). Also, this file reflects the total number of quotas for each academic specialty. Officer assignment transactions process against the AFIT Quota Bank file to reflect the fill of AFIT Quotas. Examples of data maintained are: Academic Specialty, Program Level, Fiscal Year, Name of Incumbent selected, projected, filling AFIT Quota. 8. Job File. The Job File is derived from the Authorization Record and is accessible by Position Number. Resource managers can use the Job File to validate authorizations by Position Number for assignment actions and also to make job offers to individual officers. Internal suspensing within the Job File occurs based upon Resource Managers update transactions. Data in the file includes: Position Number, Duty AFSC, Functional Account Code, Program Element, Location, and name of incumbent. 9. Casualty subsystem is composed of a number of transactions which may be input at Headquarters Air Force and/or CBPO's to report death or serious illness of members from all components. A special file is maintained in the system to record various information on individuals on whom death has occurred. Besides basic identification data unique data such as country of occurrance, date of incident, casualty group, aircraft involved in the incident and military status are recorded and maintained in this file. 10. Awards/Decorations: Awards/Decorations are recorded and maintained on all component personnel in the headquarters Air Force master files. All approved decorations are input at CBPO's whereas disapproved decorations are input at MAJCOM/HAF. A decorations statistical file is built at AFMPC which reflects an aggregation of approvals/disapprovals by category of decoration. This file does not reflect any individually identifiable data. All individually identifiable data on decorations is maintained in the Master Personnel File. Such information as the type of decoration, awarding authority, special order number and date of award are identified in an individuals record. Seven occurances for all decorations are stored; however only specific data on the last decoration of a particular type is maintained. 11. Point Credit Accounting and Reporting System (PCARS). This system is an Air National Guard/Air Force Reserve Unique supported by APDS. Its basic purpose is to maintain and account for retirement/retention points accrued as a result of participating in Drills/ Training. The system stores basic personal identification data which is associated with a calendar of points earned by participation in various elements of the Reserve program. Each year an individuals record is closed and point totals are accumulated in history, and a point earning statement is provided the individual and various records custodians. 12. Human Reliability/Personnel Reliability File: This file is maintained at Headquarters Air Force in support of AFM 35-98 and AFR 35-99. It is not part of the Master Personnel Files but a free standing file which is updated by transactions from CBPO's. The file was established to specifically identify individuals who have become permanently disqualified under the provisions of the above regulations. A record is maintained on each disqualified individual which includes basic identification data, service component, Personnel/Human reliability status and date, and reason for disqualification. 13. Variable Incentive Pay (VIP) File for medical officers: Contains about 125 character record on all Air Force physicians and is specifically used to identify whether the individual is

participating in the Continuation Pay or Variable Incentive Pay programs. Update to this file is provided by the Surgeon (AFMPC), the Air Force Accounting and Finance Center and directly from changes to the Master Personnel File. Besides basic identification data an individual's record includes source of appointment, graduate medical location status. amount of VIP or Continuation Pay and the dates of authorization and the dates and reason for separation. 15. Weighted Airman Promotion System: (a) The Test Scoring and Reporting Subsystem (TSRS) encompasses: Identifying at the CBPO individuals eligible for testing: providing output to the Base Test Control Officer and the CBPO to control, monitor, and operate WAPS testing functions; editing and scoring WAPS test answer cards at AFMPC; providing output for maintaining historical and analytical files at AFMPC and the Human Resources Laboratory (HRL) and includes the central identification at AFMPC of individuals eligible for testing. (b) The Personnel Data Reporting Subsystem (PDRS) provides for: identifying promotion eligibles at AFMPC; verifying these eligibles and selection promotion data; merging test and weighted promotion data at AFMPC to effect promotion scoring, assigning the promotion objective and aligning selectees in promotion priority sequence; maintaining projections on promotion selectees at AFMPC, MAJCOM, and the CBPO; updating these projections monthly; creating output products to monitor the flow of data in the system; maintaining promotion historical and analytical files and reports at AFMPC. (c) Basically, identification data along with time in grade, test scores, decoration information, time in service, and airman performance report history is used to support this program. 16. Retired Personnel Data System (RPDS) is made up of four files - Retired Officer Management File and Retired Airman Management File containing records on members in retired status and the Retired Officer and Airman Loss Files containing records on former retirees who have been lost from rolls, usually through death. The RPDS is used to produce address listings for the Retired Newsletter and Policy letter, statistical reports for budgeting, to manage the Advancement Program, the Temporary Disability Retired List, Age 59 rosters for ARPC, General Officer roster, and statistical digest data for management analysis functions. Data is extracted from the master files upon retirement from Active Duty or Reserves. Data includes: Name, SSAN, Grade data, service data, Education data, Retirement data and address. 17. Separated Officer File contains historical information on officers who leave the Air Force via separation, retirement, or death. Copies are sent to Human Resources Lab and Washington offices for research purposes. The data comprises the Master Personnel Record in its entirety and is captured 30 to 60 days after separation from the Air Force. 18. Airman Gain/loss File includes data extracted from the Airman Master file when accession and separation (gains and losses) occur. This file, like the Separated Officer File, is used for historical reports regarding strength changes. Data includes Name, SSAN, and other data that reflects strength, i.e., promotions, reassignment data, specialty codes, etc. 19. Officer and Airman Separation Subsystem is used to process, track, approve, disapprove and project separations from the Air Force and transfers between components of the Air Force. This subsystem uses the Active, Guard, and Reserve MPFs. Data used includes that specifically related to separations, e.g., Date of Separation, Separation Program Designator, waivers, etc. 20. The Retirements Subsystem is used to process and track applications for and approval/ disapproval and projections of retirements. This subsystem uses the Master Files for Active Duty and Reserve officers and airmen. Data specifically related to retirements includes application data, date of separation, waiver codes, disapproval reason codes, Separation Program Designator, Title 10 United States Code section, etc. 21. Retired Orders Log is generated by the computer-produced retirement orders routine. Orders are automatically produced when approval, verification of service dates, and physical clearance have been entered in system. The orders log contains data found in administrative orders for retirement, including name, SSAN, grade, order number, effective dates, etc. The log is used to control assignment of order number, and as a cross-reference between orders, revocations, and amendments. 22. General Officer Subsystem of APDS. The General Officer Subsystem of APDS contains data extracted from the Master Personnel File and language qualification data and assignment history data maintained by the Assistant for General Officer matters. A record is maintained on each general officer and general officer selectee. The general officer files is updated monthly and is used to produce products used in the selection/identification of general officers for applicable assignments. 23. Officer Structure Simulation Model (OSSM). The Officer Structure and Simulation Model is a capability which provides officer force descriptions in various formats for existing, predictive or manipulated structures. It functions as a planning tool against which policy options can be applied so as to determine the impact of such policy decisions. The OSSM input records contain individual identifiable data from the Master Personnel Record, but all output is statistical. 24. Widow's File. This file is maintained on magnetic tape and updated by the Office of Primary Responsibility. When required, address labels and listings are produced by employing selected APDS utility programs. The address labels are used to forward the Retired Newsletter to widows of active duty and retired personnel. The listings are used for management control of the program. Contained in the file are the name, address, and SSAN of the widow. Additionally, the deceased sponsor's name, SSAN, date of death, and status at time of death are maintained. 25. Historical Files. Files with a retention period of 365 days or more are designated historical files. They consist of copies of active master files, and are used primarily for aggregation and analysis of statistical data, although individual records may be accessed to meet ad hoc requirements. 26. Miscellaneous files, records, and processes. In this category are a number of work files, inactive files with a less-than-365-day retention period, intermediate records, and processes relating to statistical compilations, computer operation, quality control and problem diagnosis. Although they may contain individual-identifying data, they do so only as a function of system operation, and are not used in making decisions about people. Civilian employment information including authorization for position, personnel data, suspense information; position control information; projected information and historical information; civilian education and training data; performance appraisal, ratings, evaluations of potential; civilian historical files covering job experience, training and transactions; civilian awards information; merit promotion plan work files; career programs files for such functional areas as procurement, logistics, civilian personnel, etc., civilian separation and retirement data for reports and to determine eligibility; adverse and disciplinary data for statistical analysis and employee assistance; stand alone files, as for complaints, enrollee programs; extract files from which to produce statistical reports in hard copy, or for immediate access display on remote computer terminals; miscellaneous files, as described in item 26, above.

Authority for maintenance of the system:

10 USC, Chapter 11, Reserve Components, Section 265 - policies and regulations: participation of reserve officers in preparation and administration; 269 - Ready reserve: placement in; transfer from; 275 - Personnel records; 278 - Dissemination of information. 10 USC Chapter 13, The Militia, Section 279 - Training Reports. 10 USC, Capter 31, Enlistments, Sections 504 - Persons not qualified; 505 - Regular components: qualifications, term, grade; 506 - Regular components: extension of enlistments during war; 507 - Extension of enlistment for members needing medical care or hospitalization; 508 - Reenlistment: qualifications; 509 - Voluntary extension of enlistments: periods and benefits; 510 - Reserve components: qualifications; 511 - Reserve components: terms; 512 - Reserve components: transfers. 10 USC Chapter 33, Appointments in Regular Components, Section 564 - Warrant officers: effect of second failure of promotion. 10 USC Chapter 35, Appointments as Reserve Officers, Section 593 - Commissioned officers: appointment, how made; term. 10 USC Chapter 37, General Service Requirements, Section 651 - Members: required service. 10 USC Chapter 39, Active Duty, Sections 671 - Members not to be assigned outside US before completing training; and 673 - Ready reserve. 10 USC Chapter 47, Uniform Code of Military Justice, Sections 835 - Art. 35. Service of Charges; 837 - Art. 37. Unlawfully inflencing action of court; 885 - Art. 85. Desertion; 886 - Art. 86. Absence without leave; 887 - Art. 87. Missing movement; 972 - Enlisted members: required to make up time lost. 10 USC Chapter 51, Reserve Components: standards and procedures for retention and promotion, Section 1005 - Commissioned officers: retention until completion of required service. 10 USC Chapter 59, Separation, Sections 1163 - Reserve components: members; limitations on separation; 1164 - Warrant officers; separation for age; 1166 - Regular warrant officers: elimination for unfitness or unsatisfactory performance. 10 USC Chapter 61, Retirement - Physical disability. 10 USC Chapter 63, Retirement for Age, Section 1263 - Age 62: Warrant officers. 10 USC Chapter 65, Retirement for Length of Service, Sections 1293 - Twenty years or more: warrant officers; 1305 - Thirty years or more: regular warrant officers. 10 USC Chapter 67, Retired pay, Sections 1331 - Computation of years of service in determining entitlement to retired pay; 1332 - Age and service requirements; 1333 - Computation of years of service in computing retired pay. 10 USC Chapter 79, Correction of Military Records. 10 USC Chapter 165, Accountability and responsibility, Section 2771 - Final settlement of accounts: deceased members. 10 USC Chapter 803, Department of the Air Force, Section 8012 - Secretary of the Air Force: powers and duties: delegation by: compensation. 10 USC Chapter 805, The Air Staff, Sections 8032 - General duties ; and Section 8033 - Reserve components of Air Force; policies and regulations for government for government of: functions of National Guard Bureau with respect to Air National Guard. 10 USC Chapter 831, Strength, Section 8224 - Air National Guard of the United States. 1-

USC Chapter 833, Enlistments, Sections 8251 - Definition; 8252 - Temporary enlistments; 8253 - Air Force: persons not qualified; 8256 - Regular Air Force: qualifications, term, grade; 8257 - Regular Air Force: aviation cadets: qualifications, grade limitations; 8258 - Regular Air Force; reenlistment after service as an officer; 8259 - Air Force Reserve: transfer from Air National Guard of United States; 8260 - Air Force Reserve: transfer to upon withdrawal as member of Air National Guard; 8261 - Air National Guard of United States; 8262 - Extension of enlistment for members needing medical care or hospitalization; 8263 - Voluntary extension of enlistment. 10 USC Chapter 835, Appointments in the Regular Air Force, Sections 8284 - Commissioned officers: appointment, how made; 8285 - Commissioned officers: original appointment; qualifications; 8296 - Promotion lists: promotion-list officer defined; determination of place upon transfer or promotion; 8297 - Selection boards; 8303 - commissioned officers: effect of failure of promotion to captain, major, or lieutenant colonel. 10 USC Chapter 837, Sections 8360 - Commissioned officers: promotion service; 8362 - Commissioned officers: selection boards; 8363 - Commissioned officers: selection boards; general procedures; 8366 - Commissioned officers: promotion to captain, major or lieutenant colonel; 8376 - Commissioned officers: promotion when serving in temporary grade higher than reserve grade. 10 USC Chapter 839, Temporary Appointments, Sections 8442 - Commissioned officers; regular and reserve components: appointment in higher grade; 8447 - Appointments in commissioned grade: how made; how terminated. 10 USC Chapter 841, Active Duty, Section 8496 - Air National Guard of United States: commissioned officers; duty in National Guard Bureau. 10 USC Chapter 853, Rights and benefits, Section 8691 - Flying officer rating: qualifications. 10 USC Chapter 857, Decorations and Awards, Sections 8741 - Medal of Honor: award; 8742 Distinguished service cross: award; 8743 - Distinguished service medal: award; 8746 - Silver star: award; 8749 - Distinguished flying cross: award; limitations; 8751 - Service medals: issue, replacement; availability of appropriations. 10 USC Chapter 859, Separation, Sections 8786- Officer considered for removal: volunatry retirement or honorable discharge; severance benefits;8796 - Officers considered for removal: retirement or discharge. 10 USC Chapter 863, , Separation or Transfer to Retired Reserve, sections 8846 - Deferred Officers; 8848 - 28 years: reserve first lieutenants, captains, majors, and lieutenant colonels; 8851 - Thirty years or five years in grade: reserve colonels and brigadier generals; 8852 - Thirty-five years or five years in grade: reserve major generals; 8853 - Computation of years of service. 10 USC Chapter 865, Retirement for Age, Sections 8883 - Age 60; regular commissioned officers below major general; 8884 - Age 60: regular major generals whose retirement has been deferred; 8885 - Age 62: regular major generals; 8886 - regular major generals whose retirement has been deferred. 10 USC Chapter 867, Retirement for Length of Service, Sections 8911 - Twenty years or more; regular or reserve commissioned officers; 8913 - Twenty years or more: deferred officers not recommended for promotion; 8914 - twenty to thirty years: regular enlisted members ; 8915 - Twenty-five years: female majors except those designated under section 8067(a)-(d) or (g)-(i) of this title; 8916 - twenty-eight years: promotion-list lieutenant colonels; 8917 - Thirty years or more: regular enlisted members; 8918 - Thirty years or more: regular commissioned officers; 8921 - Thirty years or five years in grade: promotion-list colonels; 8922 - Thirty years or five years in grade: regular brigadier generals; 8923 - Thirty-five years or five years in grade: regular major generals; 8924 - Forty years or more: Air Force officers. 10 USC Chapter 901, Training generally, Sections 9301 - Members of Air Force: detail as students, observers and investigators at educational institutions, industrial plants, and hospitals; and 9302 - Enlisted members of Air Force: schools. 10 USC Chapter 903, United States Air Force Academy, Sections 9342 - Cadet: appointment; numbers, territorial distribution ; 9344 - Selection of persons from Canada and American Republics; 9345 - Selection of Filipinos. 32 USC Chapter 1, Organization, sections 102 - General policy; and 104 - units: location; organization; command. 32 USC Chapter 3, Personnel, Section 307 - Federal recognition of officers: examination, certification of eligibility. 32 USC Chapter 7, Services , supplies, etc., Section 709 - Caretakers and clerks. 37 USC Chapter 3, Basic Pay, Section 308 - Special pay: reenlistment bonus; 313 - Special pay: medical officers who execute active duty agreements. 37 USC Chapter 7, Allowances, Section 407 - Travel and transportation allowances: dislocation allowance. 37 USC Chapter 10. For civilian employees-5 US Code 301 and 44 US Code 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Air Force operates what is essentially a centralized personnel management system in an environment that is widely dispersed geographically and encompasses a population that is quite diverse in terms of qualifications, experience, military status and needs. There are three major centers of Air Force personnel management: Washington, D.C., where most major policy and long-range planning/programming decisions are made; the Air Force Military Personnel Center at Randolph AFB, Tx., which performs most personnel operations-type functions for the active duty components of the force; and the Air Reserve Personnel Center at Denver Co., which performs certain operational functions for the Reserve components of the force. Offices at Major Command Headquarters, State Adjutant General, and Air Force Bases perform operational tasks pertaining to the population for which they are responsible. The structure of the Air Force and its personnel management system, the composition of the force, and the Air Force's stated objective of treating its people as individuals, i.e., giving due consideration to their desires, needs and goals, demand a dynamic data system that is capable of supporting the varying needs of the personnel managers at each echelon and operating locations. It is to this purpose that the data in the Advanced Personnel Data System is collected, maintained, and used. A. ROUTINE USES WITHIN THE AIR FORCE - INTERNAL TO THE PERSONNEL COMMUNITY: HQ USAF, WASHINGTON, DC: Deputy Chief of Staff, Personnel and his immediate staff; Director of Personnel Plans; Director of Personnel Programs; Assistant for General Officer Matters; Assistant for Colonel Assignments; Reserve Personnel Division; Air National Guard Personnel Division; and The Surgeon General, the Chief of AF Chaplains and the Staff Judge Advocate, each of which perform certain Personnel functions within their area of responsibility. Data from the central data base at the AFMPC is furnished Washington area agencies by retrieval from the computer at Randolph via remote access devices and by provision of recurring products containing required management information, including computer tape files which are used as input to unique systems with which APDS interfaces. Although most of the data is used by policy makers to develop long-term plans and programs and track progress toward established goals, some individual data is provided/retrieved to support actions taken on certain categories of persons managed by offices in the headquarters e.g. General Officers, Colonels, Air National Guard personnel, etc. AIR FORCE MILITARY PERSONNEL CENTER (AFMPC), RANDOLPH AFB, TX. Personnel managers at AFMPC use the data in APDS to make decisions on individual actions to be taken in areas such as personnel procurement, education and training, classification, assignment, career development, evaluation, promotion, compensation, casualty and personal affairs, separation and retirement. AIR RESERVE PERSONNEL CENTER (ARPC), DENVER, COLORADO. Personnel managers at ARPC perform many of the same functions for the Reserve components of the Air Force as the managers at AFMPC perform for the active duty force. As with the Washington area, ARPC obtains data from the central data base at AFMPC by retrieval through remote terminals and recurring output products containing information necessary to their management processes. MAJOR COMMAND HEADQUARTERS. Standard major command headquarters personnel operations are supported by the standard content of APDS records provided them by AFMPC. In addition, there is provided in the APDS record an 'add-on area' which the commands are authorized to use for the storage of data which will assist them in fulfilling unique personnel management requirements generated by their mission, structure, geographical location, etc. The standard functions performed fall generally under the same classifications as those in AFMPC, e.g., assignment, classification, separation, etc. Non-standard usages include provisions of unique aircrew data, production of specially-tailored name listing, control of theatre oriented training, etc. Some commands use APDS data - both standard and add-on as input to unique command systems, which are seperately described in the Federal Register. CONSOLIDATED BASE PERSONNEL OFFICES (CBPO). CBPOs, which represent the base-level aspect of APDS, are the prime point of system-to-people interface. Supplied with a standard data base and system, CBPOs provide personnel management support to commanders and supervisors on a daily basis. Acting on receipt of data from higher headquarters, primarily by means of transactions processed through APDS, they notify people of selection for reassignment, promotion, approval/disapproval of requests for separation and retirement, and similar personnel actions. When certain events occur on an individual at the local level, e.g., volunteer for overseas duty, reduction in grade, change in marital status, application for retirement, etc., the CBPO enters transactions into the vertical system to transmit the requisite information to other management levels and update the automated records resident at those levels. CBPOs too are allotted an 'add-on' area in the computer record which they use to support local management unique requirements such as local training scheduling, unique locator listing, urinalysis testing scheduling, etc. B. ROUTINE USES WITHIN THE AIR FORCE - EXTERNAL TO THE PERSONNEL COMMUNITY 1. HEADQUARTERS USAF/AFMPC INTERFACES: Automated interfaces exist between the APDS central

site files and the following systems of other functions: a. The Flight Records Data System (FRDS) maintained by the Air Force Inspection and Safety Center (AFISC) at Norton AFB, CA. (1) Certain personnel identification data on rated officers is transferred monthly to the FRDS. This data flow creates the basic identifying data in the FRDS, insures compatability with the APDS, and precludes duplicative data collection and input generation by the AFISC. (2) Update of the personnel data to the FRDS generates return flow of flying hour data which is used at AFMPC for rated resource distribution management. b. The Master Military Pay Account (MMPA), is the Joint Uniform Military Pay System (JUMPS) centralized pay file maintained by the Air Force Accounting and Finance Center (AFAFC) at Denver, CO. The APDS transfers certain pay related data as changes occur to update the MMPA, e.g., promotions, accessions, separations/retirements, name, SSAN, grade. These data provide criteria for the AFAFC to determine specific pay entitlements. c. The AFAFC maintains a separate pay system for Air National Guard and Air Force Reserve personnel called the Air Reserve Pay and Allowances System (ARPAS). (1) APDS outputs certain pay related data to ARPAS as changes occur, e.g., retirements/ separations, promotions, name, SSAN, grade. These data form the criteria for the AFAFC to determine specific Reserve pay entitlements. (2) ARPAS outputs data which affect accumulated point credits for Air National Guard/ Reserve participation to AFMPC for update of the Point Credit Accounting and Reporting System (PCARS), a component of APDS. PCARS also receives monthly input from Hq Air University which updates point credits as a result of completing an Extension Courses Institute correspondence program. d. AFAFC provides data on Variable Incentive Pay (VIP) for Medical Officers which is used to update a special control file within APDS and produce necessary reports for management of the VIP program. e. Air Training Command operates a system called PACE (Processing and Classification of Enlistees) at Lackland AFB TX. From that system data is fed to AFMPC to initially establish the APDS record on an Air Force enlistee. f. On a monthly basis, copies of the APDS master Personnel File are provided to the Human Resources Laboratory at Brooks AFB, TX, where they are used as a statistical data base for research purposes. g. On a quarterly basis, AFMPC provides the USAF School of Aerospace Medicine with data concerning name, SSAN and changes in base and command of assignment of flying personnel. The data reflects significant medical problems in the flying population. h. A complete printout of APDS data pertaining to an individual is included in his Master Personnel Record when it is forwarded to National Personnel Records Center. i. APDS data is provided to the Contingency Planning Support Capability (CPSC) at seven major command headquarters: Tactical Air Command, Strategic Air Command, Military Airlift Command, Aerospace Defense Command, Air Force Communications Service, United States Air Forces, Europe, and Pacific Air Forces. A record identifiable by individual's name and SSAN provides contingency and/or manning assistance temporary duty (TDY) being performed by the individual. Record is destroyed upon completion of the TDY. Statistical records (gross statistics by skill and unit) are also generated for CPSC from APDS providing force availability estimates. CPSC is described separately in the Federal Register. 2. BASE LEVEL (CBPO) INTERFACES: Certain interfaces have been established at base level to pass data from one functional system to another. The particular mode of interface depends on the needs of the receiving function and the capabilities of the system to produce the necessary data: a. The Flight Management Data System (FMDS) receives an automated flow of selected personnel data on flying personnel as changes occur. This data consists primarily of assignment data and service dates which the base flight manager uses to determine appropriate category of aviation duty which is reflected by designation of an Aviation Service Code. The FMDS outputs aviation service data as changes occur to the BLMPS. These data subsequently flow to the APDS central site files at AFMPC so it is available for resource management decisions. b. The Medical Administration Management System (MAMS), currently being developed and tested, will receive flow of selected assignment data as changes occur for personnel assigned to medical activities. MAMS will use these data to align assigned personnel with various cost accounting work centers within the medical activity and thus be able to track manpower expenditure by subactivities. c. The Automated Vehicle Operator Record (AVOR) is being developed to support motor vehicle operator management. Approximately 115 characters of vehicle operator data will be incorporated into the BLMPS data base during FY76 for both military and civilian personnel authorized to operate government motor vehicles and selected personnel data items (basic identification data) will be authorized for access by the vehicle operator managers. The base Chief of Transportation will be responsible for accuracy of this data and will be the responsible official for actions associated with the Privacy Act of 1974. d. Monthly, a magnetic tape is extracted from BLMPS containing selected assignment data on all assigned personnel. This tape is transferred to the base Accounting and Finance Office for input into the Accounting Operations System. This system uses these data to derive aggregate base manpower cost data. e. A procedure is designed into BLMPS to output selected background data in a pre-defined printed format for personnel being administered military justice. This output is initiated upon notification by the base legal office. The data is forwarded to the major command where it is input into the Automated Military Analysis and Management System (AMJAMS). f. The BLIMPS output (on an event-oriented basis) pay-affecting transactions such as certain promotions, accessions, and assignments/reassignments, to AFAFC, where the data is entered into the JUMPS. C. ROUTINE USES EXTERNAL TO THE AIR FORCE, TO THE OFFICE OF THE SECRETARY OF DEFENSE (OSD). Individual information is provided to offices in OSD on a recurring basis to support top-level management requirements within the Department of Defense. Examples are the DOD Recruiter File to the Assistant Secretary for Manpower and Reserve Affairs (M&RA), a magnetic tape extract of military personnel records (RCS: DDM(SA)1221) to M&RA, input to the Reserve Component Common Personnel Data System to M&RA, and the Post Career Data File to M&RA. 2. TO OTHER DEFENSE AGENCIES. APDS supports other components of DOD by provision of individual data in support of programs operated by those agencies. Examples are the Selected Officer List to the Defense Intelligence Agency for use in monitoring a classified training program and the Defense System Management School (DSMS) Track Record System to DSMS for use in evaluating the performance of graduates of that institution. An extract file on Air National Guard Technicians is provided the National Guard Computer Center. 3. OTHER GOVERNMENT/QUASI-GOVERNMENT AGENCIES. Information used in analysing officer/airman retention is provided RAND Corporation. Data on prior service personnel with military service obligations is forwarded to the National Security Agency. Lists of officers selected for promotion and/or appointment in the Regular Air Force are sent to the Office of the President and/or the Congress of the United States for review and confirmation. Certain other personnel information is provided these and other government agencies upon request when such data is required in the performance of official duties. Selected personnel data is provided foreign governments, US governmental agencies, and other Uniformed Services on USAF personnel assigned or attached to them for duty. Examples: the government of Canada, Federal Aviation Administration, US Army, Navy, etc.) 4. LITIGATION. Information from APDS may be used in litigation in the event that the United States, its officers, or its employees are involved in the ligigation. 5. MISCELLANEOUS. Lists of individuals selected for promotion or appointment, who are being reassigned, who die, or who are retiring are provided to unofficial publications such as the Air Force Times, along with other information of interest to the general Air Force public. Information from APDS support a world-wide locator system which responds to queries as to the location of individuals in the Air Force. Material for preparing mailing labels is furnished commercial publishing or mailing firms working under contract to the Air Force who print or mail quasi-official publications to specified portions of the Air Force population, e.g., retired personnel, widows, etc. Locator information pertinent to personnel on active duty may be furnished to a recognized welfare agency such as the American Red Cross or the Air Force Aid Society. For civilain personnel–to provide automated system support to Air Force officials at all levels from that part of the Civil Service Commission required personnel management and records keeping system that pertains to evaluation, authorization and position control, position management, staffing skills inventory, career management, training, retirement, employee services, rights and benefits, merit promotion, demotions, reductions in force, complaints resolution, labor management relations, and the suspensions and processing of personnel actions; to provide for transmission of such records between employing activities within the Department of Defense - to provide individual records and reports to the Civil Service Commission; to provide information required by the Civil Service Commission for the transfer between federal activities; to provide reports of military reserve status to other armed services for contingency planning - to obtain statistical data on the work force to fulfill internal and external report requirements and to provide Air Force offices with information needed to plan for and evaluate manpower, budget and civilian personnel programs - to provide minority group designator codes to the United States Civil Service Commission's automated data file - to provide the Office of the Assistant Secretary of Defense Manpower and Reserve Affairs with data to access the effectiveness of the program for employment of women in executive level positions - to obtain listings of employees by function or area for locator and inventory purposes by Air Force offices - to assess the effect or probable impact of personnel program changes by

simulation and modeling exercises - to obtain employee duty locations and other employee data for personnel program management purposes - to obtain employee duty locations and other information releasable under Civil Service Commission rules and the Freedom of Information Act to respond to request from Air Force offices, other Federal agencies and the public - to provide individual records to other components of the Department of Defense in the conduct of their official personnel management program responsibilities - to provide records to law enforcement or inauthorities for investigation and possible criminal prosecution, civil court action, or regulatory order - to provide records to the Civil Service Commission for file reconciliation and maintenance purposes - and to provide information to employee unions as required by negotiated contracts.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets, card files, on computer magnetic tapes, disks or drums, computer paper printouts or microfiche.

Retrievability:

Filed by name, Social Security Number (SSAN) or other identification number or system identifier. The primary individual record identifier in APDS is SSN. Some files are sequenced and retrieved from by other identifiers; for instance, the assignment action record is identified by an assignment action number. Additionally, at each echelon there exists computer programs to permit extraction of data from the system by constructing an inquiry containing parameters against which to match and select records. As an example, an inquiry can be written to select all Captains who are F-15 pilots, married, stationed at Randolph AFB, who possess a master's degree in Business Administration; then display name, SSN, number of dependents and duty location. There is the added capability of selecting an individual's record or certain pre-formatted information by SSN on an immediate basis using a teletype or cathode ray tube display device. High-speed line printers located in the Washington DC area, at Major Command Headquarters, and at ARPC permit the trvolume products to and for the use of Personnel managers at those locations.

Safeguards:

Records are accessed by custodian of the record system, person(s) responsible for servicing the record system in the performance of their official duties, records are accessed by authorized personnel who are properly screened and cleared for need-to-know and commanders of medical centers and hospitals. Records are stored in security file containers/cabinets, safes, vaults and locked cabinets or rooms. Records are protected by guards. Records are controlled by personnel screening visitor registers and computer system software.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Preceding retention statement applies to Analog output products of the Advanced Personnel Data System. Data stored digitally within system is retained only for the period required to satisfy recurring processing requirements and/or historical requirements. Files with a retention period of 364 days or less are automatically released at the end of their specified retention period. 'Permanent history' files are retained for 10 years. Files 365 or more days old are defined as 'historical files' and are not automatically released. Retention periods for categories of APDS files are as follows: If cycle in which a program or series of programs creating output is daily, and the created magnetic tape file will be used for processing of next daily, then the retention will be not greater than 10 days. If cycle in which a program or series of programs creating output is daily, and the created magnetic tape file will be used for processing of next daily, which is also used for processing of weekly runs, then the retention will be not greater than 20 days. If cycle in which a program or series of programs creating output is daily, and the created magnetic tape file will be used for processing of next weekly, then the retention will be not greater than 20 days. If cycle in which a program or series of programs creating output is daily, and the created magnetic tape file will be used for processing of next weekly, which is also used for processing of monthly runs, then the retention will be not greater than 30 days. If cycle in which a program or series of programs creating output is weekly, and the created magnetic tape file will be used for processing of next weekly, then the retention will be not greater than 20 days. If cycle in which a program or series of programs creating output is weekly, and the created magnetic tape file will be used for processing of next weekly, which is also used for processing of monthly runs, then the retention will be not greater than 30 days. If cycle in which a program or series of programs creating output is monthly, and the created magnetic tape file will be used for processing of next monthly, then the retention will be not greater than 30 days. If cycle in which a program or series of programs creating output is monthly, and the created magnetic tape file will be used for processing of next monthly, which is also used for processing of quarterly runs, then the retention will be not greater than 90 days. If cycle in which a program or series of programs creating output is monthly, and the created magnetic tape file will be used for processing of next monthly, which is also used for processing of Semi-Annual run, then the retention will be not greater than 190 days. If cycle in which a program or series of programs creating output is monthly, which is also used for processing of annual runs, then the retention will be not greater than 365 days. If cycle in which a program or series of programs creating output is monthly, and the created magnetic tape file will be used for processing of next monthly, which is also used for processing of permanent history, then the retention will be not greater than 999 days. If cycle in which a program or series of programs creating output is quarterly, and the created magnetic tape file will be used for processing of next quarterly, then the retention will be not greater than 90 days. If cycle in which a program or series of programs creating output is quarterly, and the created magnetic tape file will be used for processing of next quarterly, which is also used for processing of semi-annual run, then the retention will be not greater than 190 days. If cycle in which a program or series of programs creating output is quarterly, and the created magnetic tape file will be used for processing of next quarterly, which is also used for processing of anannual runs, then the retention will be not greater than 365 days. If cycle in which a program or series of programs creating output is quarterly, and the created magnetic tape file will be used for processing of next quarterly, which is also used for processing of permanent history, then the retention will be not greater than 999 days. If cycle in which a program or series of programs creating output is semi-annual, and the created magnetic tape file will be used for processing of next semi-annual, then the retention will be not greater than 190 days. If cycle in which a program or series of programs creating output is semi-annual, and the created magnetic tape file will be used for processing of next semi-annual, which is also used for processing of annual runs, then the retention will be not greater than 365 days. created magnetic tape file will be used for processing of permanent history, then the retention will be not greater than 999 days. If cycle in which a program or series of programs creating output is annual, and the created magnetic tape file will be used for processing of next annual, then the retention will be not greater than 365 days. 9If cycle in which a program or series of programs creating output is semi-annual, and the If cycle in which a program or series of programs creating output is annual, and the created magnetic tape file will be used for processing of next annual, which is also used for processing of permanent history, then the retention will be not greater than 999 days. If the program or series of programs creating output is a one time run, and the file will be used for processing as required, then the retention will be lowest possible retention commensurate to job completion. If the program or series of programs creating output is compile card image or SOLT tapes, and the created magnetic tape file will be used for processing as required run, then the retention will be not greater than 90 days maximum. If cycle in which a program or series of programs creating output is as required runs, and the created magnetic tape file will be used for processing as required, the retention will be lowest possible retention commensurate to job completion. If the program or series of programs creating output is test files, and the created magnetic tape file will be used for processing as required, then the retention will be not greater than 30 days. If the program or series of programs creating output is print/punch backup and the created magnetic tape file will be used for processing as required, then the retention will be not greater than 10 days. In addition, for civilian personnel at base level (CCPO), master personnel files for prospective employees are transferred to the active file upon appointment of the employee or in the event the employee is not appointed and will no longer be considered a candidate for appointment, are destroyed by degaussing-master personnel files for active employees are transferred to the separated employee history file where they are retained for three years subsequent to separation and then destroyed by degaussing. The notification of personnel action - Standard Form 50 - is disposed of as directed by the Civil Service Commission-work files and records such as the employee career brief, position survey work sheet, retention register work sheet, alphabetic and social security account number locator files, and personnel and position control register are destroyed after use by tearing into pieces, shredding, pulping, macerating, or burning-work sheets pertaining to qualification and retention registers are disposed of as directed by the Civil Service Commission - transitory files such as pending files, and recovery files are destroyed after use by degaussing-files and records retrieved through general retrieval systems

are destroyed after use by tearing into pieces, shredding, pulping, macerating, or burning. Those records at AF Military Personnel Center for the end of each fiscal year quarter are retained for five years before destroying by deletion - the separated employee file retains employee information at time of separation for five years after which the employee's record is destroyed by degaussing.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force. Subordinate system managers are: A. Director of Personnel Data Systems, Assistant Deputy Chief of Staff for Personnel for Military Personnel, Air Force Military Personnel Center (AFMPC), Randolph AFB, TX, 78148. He is responsible for overall APDS design, maintenance and operation, and is designated the Autodmated Data Processing System Manager for all Air Force personnel data system. B. The Director of Personnel Data Systems at each Major Command headquarters for systems operated at that level. C. The Chief, CBPO, at Air Force installations for systems operated at that level. D. The Civilian Personnel officer at Air Force installations for civilian systems operated at that level.

Notification procedure:

Requests from individuals for notification as to whether the system contains a record on them should be addressed to the system manager of the operating level with which they are concerned. Persons submitting such a request, either personally or in writing, must provide SSN, name, and military status (active, ANG/USAFR, retired, etc. ANG members not on extended active duty may submit such requests to the appropriate State Adjutant General or the Chief of the servicing ANG CBPO. USAFR personnel not on extended active duty may submit such requests to ARPC, 3800 York St., Denver, CO, 80205 or, if unit assigned, to the Chief of the servicing CBPO or Consolidated Reserve Personnel Office. Personal visits to obtain notification may be made to the Military Records Review Room, Air Force Military Personnel Center, Randolph AFB, TX 78148, the Military Records Review Room, Air Reserve Personnel Center, Denver CO 80205; The Office of the Director, National Personnel Records Center (NPRC), 111 Winnebago St., St. Louis, MO, 63118; the office of the Director of Personnel Data Systems at the appropriate major command headquarters; or the office of the Chief of his servicing CBPO. Identification will be based on presentation of DD Form 2AF, Military Identification Card. Air Force civilian employees must provide SSN, full name, previous names if any, last date and location of Air Force civilian employment if not currently employed by the Air Force - current employees should submit such requests to their CCPO - former employees of the Air Force should submit such requests to the CCPO for the last Air Force installation at which they were employed. Authorizations for a person other than the data subject to have access to an individual's records must be based on a notarized statement signed by the data subject.

Record access procedures:

Assistance in gaining access to his records will be provided the individual by the appropriate subordinate system manager at AFMPC, ARPC, NPRC, major command or CBPO/CRPO/CCPO.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from educational institutions, medical institutions, automated system interfaces, police and investigating officers, the bureau of motor vehicles, a state or local government and source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F03004 ARPC A

System name:

03004 ARPC A Point Credit Accounting Record System. (PCARS).

System location:

At Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280. At Air National Guard and Air Force Reserve activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. At Air Force Military Personnel Center, Randolph Air Force Base, Texas 78148.

Categories of individuals covered by the system:

Air Force Reserve and National Guard Personnel.

Categories of records in the system:

Correspondence, orders; forms; and reports which include identifying personnel data including name, SSN, address, grade, and retirement/retention date; record of retirement points and service earned prior to and record of points earned, by type duty, for the current retirement year. Reports include automated listings, processed transactions, rejected transactions, accession transactions, point summary lists, statistical reports, individual point summary reports, and input lists for participation verification.

Authority for maintenance of the system:

10 USC 1331, Age and service requirement; 10 USC 1332, Computation of years of service in determining entitlement to retired pay; and 10 USC 1333, Computation of years of service in computing retired pay. Routine uses of records service in computing retired pay.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to maintain accurate listings of transactions processed to active reserve force member's point credit account; to reconcile strength of the Air National Guard and Air Force Reserve members between the various mechanized accounting systems; to identify new members of the Air Force Reserve and Air National Guard; to certify accuracy and completeness of transactions manually submitted to the point record as required by Air Force audit requirements; to advise member and reserve managers of the member's participation in reserve affairs; for promotion evaluation considerations; and for determination of retirement eligibility.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets, on computer paper printouts, tape, and disk.

Retrievability:

Filed by name and by Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Documents not required for inclusion in military personnel record system are retained in office files until superseded, obsolete, no longer needed for reference, or after 16 months, whichever is sooner, then destroyed by tearing into pieces, shredding, pulping, or macerating.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Request from individual should be addressed to the Documentation Management Officer, ARPC/ DADP, 7300 East First Avenue, Denver, CO 80280. Written request for information should contain full name of individual, SSN (social security number), current address and the case control number shown on correspondence received from center. Records may be reviewed in records review room ARPC, 7300 East First Avenue, Denver, CO 80280, between 8:00 A.M. and 3:00 P.M. on normal work days. For personal visits, the individual should provide current reserve ID card and/or drivers license and give some verbal information that could verify his/her reserve assignment.

Record access procedures:

Individual can obtain assistance in gaining access from Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280, telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from master personnel record and authorized point credit documents obtained from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

F03004 SGPA A

System name:

USAF Aerospace Medicine Personnel Career Information System

System location:

The Aerospace Medicine Division, HQ USAF/SGPA Washington DC 20314

Categories of individuals covered by the system:

All AF Medical Officers (MC), active duty, separated or retired, who possess or are in training leading to award of Air Force Specialty Code (AFSC) 9356, Aerospace Medicine Physician.

Categories of records in the system:

Date of Board certification, dates of aeronautical ratings, professional society membership record of training, military assignments, marital status, list of papers authored, assignment preferences, desired career progression, photograph, letter of notification of certification by the American Board of Preventive Medicine, as well as personal letters from officers regarding promotion/assignments/career progression and copies of replies to these letters.

Authority for maintenance of the system:

Title 10, United States Code, Sections 8012 and 133.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Assist the Chief, Aerospace Medicine Division in establishing policy on educational requirements in 9356 career field; to foster career retention through more personal contact with officers in this specialty; to assist the AF Military Personnel System in assigning Aerospace Medicine Physicians.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in visible file binders/cabinets.
Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are protected by guards.
Records are controlled by visitor registers.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.
Required information is full name/rank; visits may be made to Office of the Surgeon General, Aerospace Medicine Division; proof of identity is by military ID card for active/retired and personal recognition due to small number of officers involved.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Individuals provide the vast majority of information in this system; individuals provide the letters from the American Board of Preventive Medicine concerning Board certification; Air Force Military Personnel Center (AFMPC) provides some data upon request from AF/SGPA.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from financial institutions.
Information obtained from educational institutions.
Information obtained from medical institutions.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.
Information from individual.

Systems exempted from certain provisions of the act:

NONE

## F03004 SGPA B

System name:

Bioenvironmental Engineer Personnel Career Information System

System location:

At Headquarters United States Air Force, Washington DC 20330.

Categories of individuals covered by the system:

All Air Force Active Duty Officers with Air Force Specialty Code (AFSC) 9116, 9124, or 9121

Categories of records in the system:

File contains individual folders, filed by name, and includes information regarding where the individual is assigned, academic background, assignment preferences, past assignments, correspondence between the individual and the Associate Chief of the Biomedical Sciences Corps (BSC) for Bioenvironmental Engineering, professional accomplishments of the individual.

Authority for maintenance of the system:

Title 10 U.S.C. Section 133 and Section 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To assist the Associate Chief of the BSC for Bioenvironmental Engineering in establishing policy or educational requirements in this career field; to foster career retention through more personal contact with officers in this specialty; to assist the Air Force Military Personnel Center in assigning bioenvironmental engineers

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are protected by guards.
Records are controlled by personnel screening.

Retention and disposal:

Retained in office files for six months after the individual terminates military service, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force, Washington, DC 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

## F03004 SGPA C

System name:

Aerospace Physiology Personnel Career Information System

System location:

The Aerospace Medicine Division, HQ USAF/SGPA, Washington DC 20314.

Categories of individuals covered by the system:

All Air Force active duty military personnel.
Serving in the USAF Aerospace Physiology Programs; applies to civilian and military applicants for the program.

Categories of records in the system:

Files contain a picture, information as to assignments, academic and professional accomplishments, personal letters from individuals inquiring about some aspect of a career as an AF Aerospace Physiologist/Physiological Training Officer.

Authority for maintenance of the system:

Title 10, United States Code, Section 8012, 133.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To make policy decisions regarding level and type of officer expertise available and required to meet present and future commitments for USAF; for policy analysis in determining the type of professional background required to meet standards for each program falling within the Aerospace Physiology Programs. Category of user is Chief, Aerospace Physiology and Chief, Biomedical Sciences Corps (BSC). Specific use is to analyze the experience and professional achievements of the individual/group to insure that qualified officers are available, processed and trained and properly located to meet the requirements for specific and highly technical Aerospace Physiology projects. Includes policy decisions regarding curricula for professional training requirements for advanced degrees, manning, standards for manpower evaluation, professional degree level for required functional areas, statistical analysis of data relating to component officers in the BSC. Personnel letters from/to individuals contain answer/questions to policies and their relation to individual's AF status, where applicable.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained in visible file binders/cabinets.

Resumes are in alphabetical order in loose ring notebook.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are protected by guards.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Provide full name, Social Security Account Number, military status. Requestors may visit Office of the Surgeon General, Aerospace Medicine Division. Proof of identity is by government ID card, drivers license, personal recognition by Chief, Aerospace Physiology due to small number of officers involved.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information is provided by the individual and the USAF Military Personnel Center.

Systems exempted from certain provisions of the act:

NONE

F03004 0EACYVA

System name:

03004 0EACYVA Military Personnel Expense Distribution Listing.

System location:

Elements of the record system are maintained at accounting and finance offices (AFO) and responsibility centers/cost centers (RC/CC) managers at Air Force installations listed in the Department of Defense Directory in the appendix to the Air Force system notice.

Categories of individuals covered by the system:

Air Force active duty military personnel.

Categories of records in the system:

records include but are not limited to listings and correspondence relating to name, grade, standard rate of pay and other accounting classifications.

Authority for maintenance of the system:

31 U.S.C.67(b).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Listings are used by cost center managers and other Department of Defense Components to monitor the accuracy of the military personnel expense system. Disclosure made pursuant to the Freedom of Information Act. Disclosures to the Department of Justice for criminal prosecution, civil litigation or investigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets, in card files, on computer magnetic tapes, on disks or drums, and on computer paper printouts.

Retrievability:

available only by computer product request or by referral to hard copy listing. Data can be obtained only by retreiving the complete list which shows all personnel for each base on a monthly basis. Data pertaining to an individual cannot be automatically separated from the list.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are authorized personnel and properly screened and cleared for need-to-know. Records are protected by guards. Records are controlled by personnel screening. visitor registers and computer system software.

Retention and disposal:

Retained in office files for two years after annual cut-off, then destoyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director of Accounting And Finance, United States Air Force and Accounting and Finance Officers at Air Force installations.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7552. Information pertaining to geographically dispersed elements of the record system may be obtained from Documentation Managers at Air Force components listed in the Department of Defense Directory in the appendix to the Air Force system notice. Requesters should be able to provide sufficient proof of identity, such as name, social security account number, military status, duty station or place of employment, or other information verifiable from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7552. Information pertaining to geographically dispersed elements of the record system may be obtained from Documentation Managers at Air Force components listed in the Department of Defense Directory in the appendix to the Air Force system notice. Requesters should be able to provide sufficient proof of identity, such as name, social security account number, military status, duty station or place of employment, or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Base level military personnel system (BLMPS). Standard rate of pay from HQ USAF.

Systems exempted from certain provisions of the act:

NONE

F03004 0J RSSA

System name:

processing and Classification of Enlistees (PACE)

System location:

Central computer at Air Training Command, Randolph AFB, TX 78148 and input/output remotes at 3700 personnel processing group (ATC) Lackland AFB, TX 78236 and USAF Recruiting Service (ATC) Randolph AFB, TX 78148.

Categories of individuals covered by the system:

Air Force active duty enlisted personnel.

Attached records for Air National Guard and Air Force reserve personnel attending basic military training and Officer training school. Active duty enlisted personnel attending Officer training school in TDY status.

**Categories of records in the system:**

Airmen trainee records containing name, SSAN, and other personnel data for assignment from basic military training, security investigation, job preferences, dependent data, education, test scores, grade and promotions, biographical history, physical data, drug abuse history, enlistment personal and guaranteed training enlistee program data, separation information, classification data, service dates, and basic training flight, squadron, entry and graduation dates.

**Authority for maintenance of the system:**

44 United States Code 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose of PACE is to create an initial record for the base level personnel data system (BLMPS); to provide AFMPC with initial accession information on non-prior service enlistees provide for improved classification and assignment procedures using computer processes; provide necessary information to joint military pay system (JUMPS) and Lackland Entering Pay System (LEAPS) for establishment of military pay records; interface the data ring process to the maximum extent with other functional areas; and to standardize and simplify personnel processing for the 3700 personnel processing group (ATC), Lackland AFB, TX 78236, so that they may more effectively control record preparation, processing, and classification actions necessary to transition civilian enlistees to military status. Aptitude tests are administered; biographical history and job and assignment preferences are collected; and personal data is collected from enlistment records to establish a mechanized record necessary to support classification and assignment of trainees. Accession and update data is furnished through automatic interface to the advanced personnel data system (APDS) at AFMPC and Air Training Command, Randolph AFB, TX; to JUMPS at AFAFC, Denver, CO. and to LEAPS at accounting and finance, Lackland AFB, TX. History records are furnished monthly to the human resources laboratory (HRLPRD), personnel research division, Lackland AFB, TX, for statistical analysis and to USAF Recruiting Service/RSS, Randolph AFB, TX, for use in the enlistee quality control monitoring system. Data is used to prepare forms, processing schedules, reassignment and promotion orders, classification actions, transaction and error rosters, autodin lists, and management products necessary to administer trainees while at Lackland AFB, TX. Standard BLMPS products such as JUMPS transaction registers, strength balance reports, and suspense lists are prepared. Changes in basic data, promotions, reassignments, separations, and duty status changes are reported to APDS, JUMPS, and LEAPS as the action occurs. History records used at HRLPRD and the enlistee quality control monitoring system are augmented by additional data from APDS and technical training centers and are used to evaluate the quality of Airmen enlisted in the USAF and the effects of changes in procurement and classification policies.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in card files.
Maintained on computer magnetic tapes.
Maintained on disks or drums.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by other identification number or system identifier.

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are controlled by computer system software.

**Retention and disposal:**

Records for basic trainees are retained in active file until departure from basic military training is confirmed then transferred to history file on magnetic tape for one year. Records for Officer trainees are maintained in the active file until end of fiscal year in which they enter training and then transferred to history file on magnetic tape for one year.

**System manager(s) and address:**

USAF Recruiting Service (ATC), Randolph AFB, TX 78148 and 3700 personnel processing group (ATC), Lackland AFB, TX 78236.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from automated system interfaces.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.
Prepared from forms prepared during enlistment processing and completed during interviews and testing at 3700 personnel processing group, Lackland AFB, TX 78236.

**Systems exempted from certain provisions of the act:**

NONE

## F03004 0J RSSB

**System name:**

Enlistee Quality Control Monitoring System E818.

**System location:**

USAF Recruiting Service (ATC) RSS, Randolph AFB, TX 78148.

**Categories of individuals covered by the system:**

Air Force active duty enlisted personnel.

**Categories of records in the system:**

Airmen trainee history records containing name, SSAN, and other personnel data for assignment from basic military training, job preferences, security investigation, dependent data, education, test scores, grade and promotions, biographical history, physical information, drug abuse history, enlistment personal and guaranteed training enlistee program data, separation data, classification data, service dates, technical school eliminations, separations, honor graduates and article 15 and courts-martial actions.

**Authority for maintenance of the system:**

44 United States Code 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose of system is to evaluate the quality of Airmen being enlisted in the USAF. Statistics are developed to evaluate the impact of drug abuse, judicial punishment, technical school elimination and their interreaction on procurement policies. Feedback data is furnished to field operating personnel to assist them in evaluating their effectiveness as recruiters and managers and allow them to make necessary changes in their recruiting methods. Used by staff agencies at HQ USAF and Air Training Command to evaluate the effects of changes in procurement and classification changes. Used by recruiting agencies to evaluate recruiting methods based on review of basic military training discharges, technical school discharges, eliminations, and honor graduates, and judicial punishment actions. Statistical analysis by all levels of agencies to indicate recruiting and seasonal procurement trends, classification and assignment policy changes, and discharge and eliminee rates. Used to furnish statistics on females with minor dependents, on fast-pace students, and directed duty assignments.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained on computer magnetic tapes.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by other identification number or system identifier.

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

**Retention and disposal:**

Retained indefinitely by fiscal year of enlistment.

**System manager(s) and address:**

Director of student resources, USAF Recruiting Service, Air Training Command, Randolph AFB, TX 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.
Information obtained from financial institutions.

Systems exempted from certain provisions of the act:

NONE

F03004 0QVDYDA

System name:

military Airlift Command (MAC) Special Executive Development Program

System location:

At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force active duty officer personnel.

Categories of records in the system:

Contains last ten performance ratings, educational level, and professional military education data.

Authority for maintenance of the system:

10 United States Code 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

purpose to identify for special executive development, highly qualified Officers. Category of user Headquarters MAC Deputy Chief of staff for personnel and Commanders of MAC numbered Air Forces, services, and wings.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer paper printouts.

Retrievability:

Filed by other identification number or system identifier.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

MAC Deputy Chief of Staff for Personnel, Scott Air Force Base, IL 62225.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

F03004 0SGHLNA

System name:

Group Scheduling Listing

System location:

At Office of the Secretary of the Air Force, Washington DC 20330.
321st security police group (321SPG) and missile security (321MSS) squadron, Grand Forks AFB ND 58201

Categories of individuals covered by the system:

All active duty military personnel.
Air Force civilian employees.

Categories of records in the system:

Name, grade, SSAN, date of birth, training date, flight/office symbol.

Authority for maintenance of the system:

10 United States Code 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Identifying training/appointments.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer paper printouts.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are controlled by personnel screening.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Non-commissioned Officer in charge, scheduling branch, 321 spg non-commissioned Officer in charge, reports and analysis division, 321 spg non-commissioned Officer in charge, aircraft security branch, 321 spg non-commissioned Officer in charge, missing site branch, 321 MSS non-commissioned Officer in charge, standardization branch, 321 spg non-commissioned Officer in charge, training division, 321 spg

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F03004 0TMUHJK

System name:

base Automated Mobility System (BAMS) Personnel Extract Tape

System location:

Headquarters, Tactical Air Command, Langley AFB, Virginia 23665

Categories of individuals covered by the system:

Air Force active duty enlisted personnel.

Categories of records in the system:

Personnel data extracted on Officers and Airmen.

Authority for maintenance of the system:

10 United States Code 8074

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The personnel extract tape is used as an input to produce BAMS output products to manage available personnel resources for mobility and deployment purposes at the CBPO.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained on computer magnetic tapes.

**Retrievability:**

Filed by Social Security Account Number (SSAN).

**Safeguards:**

Records are accessed by custodian of the record system.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Tactical Air Command, Langley Air Force Base, Va.

**Notification procedure:**

Wing/base mobility office.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from automated system interfaces.

**Systems exempted from certain provisions of the act:**

NONE

**F030040BXQPCAB**

**System name:**

Military Personnel Administrative Records.

**System location:**

At United States Air Force Academy, CO 80840.

**Categories of individuals covered by the system:**

Living U.S. citizens who have contributed significantly to the National Defense and security of the United States, Air Force active duty enlisted and officer personnel assigned or attached for duty to the USAF Academy, and military personnel applying for tuition assistance under the education program.

**Categories of records in the system:**

Documents contained in this system include: 1. Award recommendations/nominations. These documents include personal data on individuals being recommended for an award; nominations from Air Force major commands and separate operating agencies, and supporting biographical information on nominees for the Thomas D. White Defense Award. 2. Education- training data. Includes related reports, extension course institute certificates and requests for enrollment in the professional education program. 3. Evaluations. Includes officer efficiency reports, airman performance reports and supplemental sheets thereto. 4. Other information contained in the system encompasses documents associated with military personnel records and academic absence authorizations.

**Authority for maintenance of the system:**

10 United States Code 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Personal data maintained on military personnel is used by the supervisor to nominate personnel for the Senior Noncommissioned Officer (NCO), NCO, or Airman of the Quarter or Year Award. Nominations are provided the unit orderly room for evaluation. Data pertaining to the Thomas D. White Defense Award is used by a selection board in identifying an appropriate recipient for the award. The award elements which may consist of citations, certificates, and/or trophies are prepared using information provided by the nominating activity. Education-training data is used to determine individual enrollment under professional education programs and the amount of funds required for each and also to document completed training as in the case of completed extension institute courses. Other documents in the system are used in support of management requirements and decisions.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders. Maintained on disks or drums. Maintained on computer magnetic tapes. Maintained on computer paper printouts.

**Retrievability:**

Filed by Name. Filed by Social Security Account Number (SSAN). Filed by other identification number or system identifier.

**Safeguards:**

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets. Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Records maintained in conjunction with the Thomas D. White Defense Award are retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing to pieces, shredding, pulping, macerating, burning, or burying; other award documents as well as requests for enrollment in professional education programs, academic absence authorizations, and efficiency reports are retained in offices files for 1 year after the annual cut-off then destroyed as previously described. The remaining documents in the system are retained until reassignment or separation then destroyed in the same manner indicated above.

**System manager(s) and address:**

Deputy Chief of Staff/Personnel, USAF Academy, CO 80840.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager. Request for information on efficiency reports should include fill name and SSAN.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from previous employers. Also from the individual concerned, supervisors, and military personnel records.

**Systems exempted from certain provisions of the act:**

NONE

**F0300410HAJXFA**

**System name:**

Air Force Systems Command (AFSC) Personnel Resource Management System

**System location:**

Headquarters AFSC Deputy Chief of Staff/Personnel Andrews Air Force Base MD 20334.

**Categories of individuals covered by the system:**

All active duty Air Force military assigned to this Command.

**Categories of records in the system:**

All standard Air Force data items from the advanced personnel data system (APDS) are included in this file as well as the following unique data items: assignment vulnerability code, assignment vulnerability date, personnel gain-loss indicator, merge record status, summary indicator, professional potential index (Officer).

**Authority for maintenance of the system:**

10 United States Code 8034.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information in this system is used to provide personnel resources managers with information in addition to standard APDS data that will enhance assignment actions and insure effective utilization of personnel in the Command. This file merges Officer and enlisted data to provide a total military manning picture for Air Force Systems Command (AFSC) units. It is also used to screen personnel completing minimum tours in AFSC. Resource managers use the file to identify the type of gain or loss actions pending on an individual such as intra-Command moves, promotions, changes to current duty area. The professional potential index (PPI) is used where a gross indicator of personnel quality or potential is needed such as determining parity of quality manning within field organizations, affecting

future assignment actions, trackin individual board member performance in below the zone promotion boards, to insure fair consideration for below the zone candidates. The PPI provides a single quantitative representation of the whole man. The PPI is primarily based on adjusted effectiveness report data which has been adjusted for inflation, currency, period of supervision, and period of time covered by the computer file. It also includes the influence of academic and professional military education, aeronautical rating, service component, source of commission, promotion status, date of separation, and age. This data is all taken from standard personnel information files in APDS. The information helps resource managers and Commanders insure a precise quality distribution of the personnel resource necessary to accomplish the unique mission of scientific research and development of Air Force Systems Command. The data is only available to personnel resource managers and Commanders in AFSC. No other agency has access to this data, therefore, there are no routine uses of the data outside AFSC.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on disks or drums.

Retrievability:

Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are controlled by computer system software.

Retention and disposal:

Retained in computer files until individual is reassigned or separated from the Air Force, then destroyed by re-using and writing over the record space.

System manager(s) and address:

Headquarters AFSC DCS/personnel

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

F0300410HAJXFB

System name:

potential Program Managers Tracking System (PPMTS)

System location:

Headquarters Air Force Systems Command Deputy Chief of Staff/P Andrews Air Force Base MD.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. 20334

Categories of individuals covered by the system:

Active duty Air Force Officers in Air Force Systems Command in research and development career fields.

Categories of records in the system:

All standard Air Force data items from the advanced personnel data system (APDS) are included in this file as well as the following unique data items professional experience identifier (PEI),a code based on type,level and length of an Officers experience derived from information from APDS. PEI end date. PEI review date. PEI manning point. Yes/no- if yes Officer continues to be tracked, if no, Officer is no longer tracked, however, his file is still maintained in an inactive status. Defense systems management school (DSMS), selectee,alternate selectee, graduate. Professional military education (PME) eligibility date.

Authority for maintenance of the system:

10 United States Code 8034.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Routine uses: a. Purpose- In accordance with DoD directive 5000.23 system acquisition management careers, monitor performance of Air Force Systems Command (AFSC) Systems Acquisition Officers to select best qualified personnel for key positions in management of major defense systems. B. Categories of users- Headquarters AFSC Commander, Vice Commander, Chief of Staff, DCS/Personnel, Assistant DCSX/P, Director of Assigments, Career Development Division, Officer Assignments Division Director of Personnel Programs, Training and Education Division, AFSC Field Commanders and Program Managers. C. Specific use data will be reviewed by the above personnel to make decisions concerning possible reassignment or career development actions on AFSC Systems Acquisition Officers.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on disks or drums.

Retrievability:

Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Retention and disposal:

Retained in computer files until individual is reassigned or separated from the Air Force, and then destroyed by re-using and writing over the record space.

System manager(s) and address:

Headquarters AFSC DCS/Personnel.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

F0300410HAJXFC

System name:

Air Force System Command Personnel Data Retrieval System.

System location:

Headquarters Air Force Systems Command DCS/P, Andrews AFB MD 20334.

Categories of individuals covered by the system:

Air Force Officers and civilians GS-12 and above in Air Force Systems Command.

Categories of records in the system:

Standard Air Force data items from the Advanced Personnel Data System (APDS) are included in this file as well as standard civilian personnel data items from the E201 file as well as an experience resume of job history which describes each job the individual has held in the United States Air Force.

Authority for maintenance of the system:

10 U.S.C. 8034.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used to provide personnel resource managers with data in addition to standard APDS data that will enable them to provide improved assignment actions and more effective utilization of the unique background of officers and civilians in the Research and Development career fields. The resume also allows individuals to communicate their next job preferences for assignment purposes. No other agency has access to this data, therefore, there are no routine uses of the data outside of the Air Force.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained on disks or drums.

**Retrievability:**

Filed by Social Security Account Number (SSAN).

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are controlled by computer system software.

**Retention and disposal:**

Retained in computer files until the individual is reassigned from AFSC or retires from the Air Force, then destroyed by writing over and reusing the record space.

**System manager(s) and address:**

Headquarters AFSC DCS/Personnel.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from automated system interfaces.

**Systems exempted from certain provisions of the act:**

NONE

## F03005 PRENC A

**System name:**

Equal Opportunity in Off-Base Housing

**System location:**

Each base level Housing Referral Office; Major Command (MAJCOM)/Assistant for Family Housing Management and Deputy Chief Of Staff Programs and Resources.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Categories of individuals covered by the system:**

Categories of individuals on whom records are maintained. Military member, Department of Defense(DOD) civilian employee, and adult dependent acting for military member submitting a housing discrimination complaint.

**Categories of records in the system:**

The record consists of Complaint in Discrimination of off base housing and supporting documents submitted to the base level housing referral office alleging a housing discrimination complaint, case files, reports of investigation, and related correspondence.

**Authority for maintenance of the system:**

10USC8012, 42USC1982, and 10USC133

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information copies held at base, MAJCOM, and Headquarters United States Air Force (HQ USAF) as a historical record of all actions taken in response to each housing discrimination complaint. Information used by Air Force officials, at all levels, to respond to Congressional, HUD, Department of Justice (DOJ), or related inquiries pertaining to the housing discrimination complaint. Original record sent to HUD with an information copy to DOJ for their action in support of existing laws.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets.

**Retrievability:**

By Installation and Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Deputy Chief of Staff/Programs and Resources, Headquarters United States Air Force. Washington, D.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

and individuals may contact agency officials at the respective base level housing referral office in order to exercise their rights under the Act.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

and individuals may contact agency officials at the respective base level housing referral office in order to exercise their rights under the Act.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Individual's voluntary application, witnesses of alledged incident, and other sources pertinent to alledged incident.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

## F03005 PRENC B

**System name:**

Off-Base Housing Referral Service

**System location:**

Base Level Housing Referral Offices; Major Command/DEHH; Deputy Chief Of Staff, Programs and Resources.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Categories of individuals covered by the system:**

Military member, Department of Defense (DOD) civilian employee requesting off-base housing, and civilian landowner or agent listing facilities for rent.

**Categories of records in the system:**

Off-Base Housing Application, and Notification of Housing Selection. Data includes: name, grade, address, family composition, age, housing requirements, and housing selected. Detailed Sales/ Rental Listing. Form completed by civilian landowner or agent. Data includes: name, address, details on rentals listed, and nondiscriminatory assurances.

**Authority for maintenance of the system:**

Title 10, United States Code - Armed Forces, Chapter 803, Department of the Air Force, Section 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Match housing desires with rentals listed. Used by base housing officials, military personnel and authorized civilians to locate housing matching needs/desires. Identifies type of housing selected by incoming personnel and used by base housing officials to monitor availability of off-base housing, housing selected, and individual's satisfaction with housing referral service provided. Referred to DOJ and HUD, if required by them in processing a housing discrimination complaint. Used by AF officials to respond to inquiries on individual member's housing situation.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets.

**Retrievability:**

Filed by Name.

And installation

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff/Programs and Resources, Headquarters United States Air Force. Washington, D.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Or individuals can contact the Housing Referral Office at the base at which they completed the applicable forms in order to exercise their rights under the Act.

Record access procedures:

Same procedures as for notification above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual voluntary application.

Systems exempted from certain provisions of the act:

NONE

F03005 PRENC C

System name:

Base Housing Management

System location:

At Headquarters United States Air Force, Washington DC 20330.

At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Categories of individuals on whom records are maintained: All Military members desiring base family housing and eligible Department of Defense (DOD) civilian employees.

Categories of records in the system:

Categories of records and description of data maintained in system: 'Application for and Assignment to Military Family Housing', contains the following data: Name, address, rank, Social Security Account Number (SSAN), Service data, family composition, and other information such as health problems. Other supporting documents-quarters condition inspection reports, assignment orders, etc.

Authority for maintenance of the system:

Title 10, United States Code - Armed Forces, Chapter 803 Department of the Air Force Section 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to apply for family housing and provide information upon which eligibility can be determined. Used by base housing officials. To respond to Congressional, Inspector General, and other inquiries on an individual basis pertaining to family member's housing situation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

And installation

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Records are controlled by personnel screening.

Retention and disposal:

Advance applications are retained by losing activity and destroyed after six months. Applications received by gaining activities are destroyed one year after termination of quarters. Applications are destroyed by tearing, burning, pulping, shredding or macerating.

System manager(s) and address:

Deputy Chief of Staff/Programs and Resources, Headquarters United States Air Force. Washington, D.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

or individuals may contact agency officials at the Base Housing Office at the installation at which he completed the applicable form or the installation which will be providing military family housing.

Record access procedures:

Same procedures as for notification above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtain from individual's voluntary application.

Systems exempted from certain provisions of the act:

NONE

F03005 02 ALSA

System name:

On/Off-Base Housing Records

System location:

At Air Force installations only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Military members seeking advance applications for housing both incoming and outgoing. On-base applications. Quarters condition reports and assignment/termination of family housing. Application for Veteran Administration loans.

Categories of records in the system:

Record contains Quarters Condition Inspection Report, Real Property Maintenance Request, and Application for and assignment to military housing.

Authority for maintenance of the system:

10 USC, Section 9775, Quarters Assignment Guidance.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To record pertinent data required to assign and terminate family housing, report noted deficiencies in area of housing occupants responsibility, status of waiting list and listing of personnel occupying quarters.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained in card files.

Retrievability:

Filed by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff/Systems and Logistics, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Send full name.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information derived from member's Permanent Change of Station Orders, Quad Leaders reports, and any other information voluntarily given by each applicant.

Systems exempted from certain provisions of the act:

NONE

F03007 0QPTFLB

System name:

Visiting Officer quarters-transient airman quarters reservation.

System location:

At Air Force installations only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Personnel registering to obtain a room for the duration of visit.

Categories of records in the system:

Registration of transient personnel into quarters.

Authority for maintenance of the system:

44-USC3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To register occupants of base transient quarters. Used by Commander to charge for billeting.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.
Washington, DC., 22030..

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.
Full name and social security number required for inquiries.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

From individual registering.

Systems exempted from certain provisions of the act:

NONE

F03403 DPMSP A

System name:

Nonappropriated Fund (AF NAF) Employee Insurance and Benefits System File.

System location:

Air Force installation nonappropriated fund instrumentalities (NAFIs) and central civilian personnel offices and the Air Force Military Personnel Center, Directorate of Morale, Welfare, and Recreation, Randolph Air Force Base, Texas 78148.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Regular full-time and regular part-time AF NAFI employees compose AF NAF Group Life and Health Insurance Program; regular full-time AF NAFI employees compose AF NAFI Retirement Program; information on AF NAFI civilian employees who sustain job related illnesses or injuries is in Workmen's Compensation Program.

Categories of records in the system:

Group Life and Health Insurance Program File, Retirement Program File, and Workmen's Compensation Claim File, all of which consist of, but are not limited to, the following: applications and/or waivers of participation; notices of change of beneficiary; notices of termination of eligibility, disability and death; evidence of age and qualification for benefits; applications for retirement; elections to reinstate prior participation and survivor annuities; Social Security earnings data; employer certification of coverage; hospitalization and claims forms; reports of accident or occupational illness; medical reports; payment forms; personal historical information as well as any pertinent correspondence.

Authority for maintenance of the system:

10 U.S.C. 8012; 44 U.S.C. 3101; 5 U.S.C. 8171-8173 for Workmen's Compensation Claim File; and E.O. 9397, 23 Nov 1943.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides information for the administration of the programs, to determine eligibility and pay benefits due. It is used in statistical and actuarial evaluations of the programs. The information in the system is used by commercial concerns in actuarial evaluations, determination of eligibility, determination and payment of amount of benefit payments due; and policy administration. It may be used by any Department of Defense component or any part thereof, and, upon request, by other Federal, state, and local governmental agencies in the pursuit of their official duties. It may also be used for other lawful purposes including law enforcement and/or litigation. The Workmen's Compensation Claim File provides information as required by law to the Department of Labor for use to assure compliance with statutory requirements. (The information is used to insure compliance with appli- cable laws and adjudicate and pay claims.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.
Maintained in microfilm jackets.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are controlled by personnel screening.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

USAF NAF Life and Health Insurance Program and USAF NAR Retirement Program: At installation level; retired to National personnel Records Center, St. Louis, MO., upon employees separation, death, or retirement. NAF Retirement Program at Headquarters Air Force level, retained for a minimum of 20 years upon an employee's withdrawal from the program. USAF NAF Workmen's Compensation Program: At Headquarters Air Force level retained for 3 years after file is closed, then retired to National Personnel Records Center for 15 additional years, and then destroyed. For all systems, eventual disposal occurs by shredding, pulping, and macerating.

System manager(s) and address:

Assistant Deputy Chief of Staff, Personnel, for Military Personnel, Air Force Military Personnel Center (DPMSP), Randolph Air Force Base, Texas 78148.

Notification procedure:

Requests should be addressed initially to civilian personnel office at installation of employment of individual making request. If requested information is not available, contact systems manager. Give name and social security number (and date of accident or injury if related to Workmen's Compensation claim). For inquiries in person, contact

central civilian personnel office at installation of employment and/or Air Force Military Personnel Center (DPMSP), Randolph Air Force Base, Texas, 78148. Means of verification: name, social security number, governmental identification card, vehicle driver's license or other acceptable identifying document.

Record access procedures:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individuals and their survivors and beneficiaries; Department of Labor, Social Security Administration and any individual in a position to verify relevant information.

Information obtained from previous employers.

Information obtained from medical institutions.

Systems exempted from certain provisions of the act:

NONE

F03501 AFDPG O

System name:

03501 AFDPG O General Officer Personnel Data System

System location:

Headquarters United States Air Force, Washington DC 20330. Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

Active Duty/Air National Guard/Reserve General Officers

Categories of records in the system:

Promotion board data, effectiveness reports, 'Career Brief' data and cards, Officers Personnel Record, Photos, Award/Decoration citations, biographies, letters of appreciation,retirement letters, dependent data, promotion orders, assignment orders, assignment preference data , demotion data, frocking letters, case studies, training points sum (Air National Guard/Reserve only), language data, and education data; and USAFR and Colonels filling General Officer position listings.

Authority for maintenance of the system:

Title 10 United States Code - Armed Forces, Chapter 803, Department of the Air Force, Section 8012 and Chapter 805, The Air Force Staff, Sections 8032 and 8034. Title44USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Promotions, assignment nominations/worksheets, retirements, congressional inquiries/responses, statistical analysis, force structure policies and history and strength history,career administration/planning, career profiles, Memorandums for Record affecting actions taken on general officers, vacancy lists, array of general officers by temporary/permanent grade and mandatory retirement date, seniority lists, retirement lists, personnel information is disclosed as directed to agencies within Office of the Secretary of Defense and Office of Management and Budget, The Office of the President and The Congress.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets/safes.

Retrievability:

Most records are retrieved by last name and/or grade. Case studies, statistical analyses, promotion board results, congressional inquiries and responses are retrieved by topic by year of action.

Safeguards:

Access to these records is given only to the Chief of Staff, Deputy Chief of Staff/Personnel, Assistant for General Officer Matters, Chief of Air Force Reserve, Chief National Guard Bureau, and Air Reserve Personnel Center/Director of Reserve Record/DPFR; and RAND Corporation, and the assigned officers/noncommissioned officers and civilian and clerical help, totaling approximately 20 people. Security procedures, equivalent to the security required for Confidential and Secret data, are employed.

Retention and disposal:

Records are maintained until retirement of the officer involved. Case studies, statistical analyses, promotion board results, promotion ballots, vacancy lists, spread sheets, seniority lists, retirement lists have been maintained since their respective creation.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. An individual's full name Social Security Number active duty grade will be needed to process written requests. An individual may visit the Pentagon, Room 4E212, the Office of Assistant for General Officer Matters, Headquarters United States Air Force (HQ USAF/DPG), to obtain the information. A requester must present his Military Identification Card when appearing in person and requesting personal information. When requesting personal information in writing, the requester must have his request notarized.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Most records will be released upon request; however any record the release of which is questionable in the view of the Assistant for General Officer Matters, will be cleared for release by the HQ USAF DCS Personnel before it is finally released to the individual.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Personnel Data Base, Member, Inspector General Investigations.

Systems exempted from certain provisions of the act:

NONE

F03501 AFDPG Z

System name:

03501 AFDPG Z General Officer Personnel Data System

System location:

Headquarters United States Air Force, Washington DC 20330. Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

Retired Active Duty General Officers and Retired Air National Guard (ANG)/Reserve General Officers.

Categories of records in the system:

Promotion Board Data; 'Career Brief' Data/Cards; Forms 11; Photographs; Biographies; Retirement Letters; Dependent Data; Education Data; Promotion Orders; Assignment Orders; Demotion Data; Frocking Letters; Case Studies; Language Data.

Authority for maintenance of the system:

Title 10, United States Code (USC), Armed Forces, Chapter 805, The Air Staff, Section 8032.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Individual Queries; Precedent Actions; Statistical Analyses of Historical Nature; Assignment Nominations/Worksheets; Congressional Inquiries and Responses; Memorandums for Record Affecting Actions Taken on General Officers; Career Profiles; Vacancy Lists; Array of General Officers by Temporary/Permanent Grade and Mandatory Retirement Date; Seniority Lists; Retirement Lists.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets card files.

Retrievability:

Most records are retrieved by last name and/or grade. Case studies, statistical analyses, promotion board results, Congressional inquiries and responses are retrieved by topic by year of action.

Safeguards:

Access to these records is given only to the Chief of Staff, Deputy Chief of Staff (DCS)/Personnel, Assistant for General Officer Matters, Chief of Air Force Reserve, Chief National Guard Bureau, and Rand Corporation, and the assigned officers/Noncommissioned Officers (NCOs) and civilian and clerical help, totaling approximately 20 people. Assistant for General Officer Matters (DPG), Military Personnel Center/Records Maintenance Branch (MPC/DPMDRR) and Air Reserve Personnel Center/Director of Personnel Actions

(ARPC/DPAAR) are the only offices in the Air Force where this data could be maintained. Security procedures employed by DPG are equivalent to the security required for Confidential and Secret data.

**Retention and disposal:**

Retired 4-star General Officer records are maintained indefinitely; Retired 1, 2 and 3-star General Officer records are retained for 3 years, reviewed to determine if there are any materials of historical value which warrant indefinite retention - if not, they are destroyed by tearing into pieces, shredding, pulping or macerating.

**System manager(s) and address:**

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager. An individual's full name Social Security Number (SSN) active duty grade will be needed to process written requests. An individual may visit the Pentagon, Room 4E212, The Office of the Assistant for General Officer Matters, to obtain the information. A requester must present his Military Identification (ID) card when appearing in person and requesting information. When requesting personal information in writing, the requester must have his request notarized.

**Record access procedures:**

An individual may obtain access to his records by either writing Headquarters United States Air Force/Assistant for General Officer Matters (HQ USAF/DPG) - The Pentagon or by appearing in person and requesting the information. Most records will be released upon request; however, any record, the release of which is questionable in the view of the Assistant for General Officer Matters, will be cleared for release by the HQ USAF/DCS Personnel before it is finally released to the individual.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Personnel Data Base; Member; Inspector General (IG) Investigations.

**Systems exempted from certain provisions of the act:**

NONE

## F03501 AFDPO U

**System name:**

Office File

**System location:**

At Headquarters United States Air Force, Washington DC 20330.

**Categories of individuals covered by the system:**

All active duty colonels (grade 0-6) and former active duty colonels (grade 0-6), who have retired, and who have been retired for 12 months or less.

**Categories of records in the system:**

Official photograph; Air Force (AF) Form 90, Officer Career Objective Statement; Copies of correspondence generated by Assistant for Colonels' Assignments, Deputy Chief of Staff, Personnel, Headquarters United States Air Force (HQ USAF/DPO) pertaining to the subject of the file, Memoranda of conversations with the subject of the file, Correspondence received by HQ USAF/DPO pertaining to the subject of the file, Memoranda of assignment-related personnel actions contemplated/completed on the subject of the file.

**Authority for maintenance of the system:**

Title 10 United States Code - Armed Forces Chapter 803, Department of the Air Force, Section 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Assignment considerations.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets.
Rotary File Bins (Lectriever)

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained until first anniversay of effective date of retirement/separation from USAF of the subject of the file, at which point the office file is destroyed by burning.

**System manager(s) and address:**

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

And in-person request from the subject, upon identification, or written (notarized) request from the subject.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

And in-person request from the subject, upon identification, or written (notarized) request from the subject.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Subject of the file (Career Objective Statements, Photograph, correspondence with HQ USAF/DPO), HQ USAF/DPO personnel, Air Force and outside agency originators of correspondence relating to subject of the file, for information which has/could have bearing on assignability of the subject.

**Systems exempted from certain provisions of the act:**

NONE

## F03501 AFREP T

**System name:**

Files on General Officers and Colonels Assigned to General Officer Positions

**System location:**

At Headquarters United States Air Force, Washington DC 20330.

**Categories of individuals covered by the system:**

Reserve General Officers and Reserve Colonels Assigned to General Officer Positions

**Categories of records in the system:**

File contains resume of civilian and military experience, correspondence and orders, records Reserve participation, and listings with personnel data. Data includes: name, grade, Social Security Account Number (SSAN), Date of Birth (DOB), current address, telephone numbers, education, professional military education, and civilian occupation. An assignment folder is also used for initial review for a GO position. This file contains a copy of the Air Force (AF) Form 11, last five Officer Effectiveness Reports (OERs). When reviewed by the Chief of Air Force Reserve, a record of the personal interview and assignment recommendations are included with the file.

**Authority for maintenance of the system:**

Title 10 United States Code, Armed Forces - Chapter 803 Department of the Air Force, Section 8012 and Chapter 2805, The Air Staff, Section 8032

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

These documents are maintained for initial assignments, reassignment and participation of officers assigned to Reserve GO positions, and to determine qualifications for initial and continued assignment to Reserve GO positions.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Files are maintained until no longer required for actions relating to the Reserve GO program and are then destroyed by tearing to pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Air Force Forms, Military Personnel Records, and correspondence generated or received in Personnel Division, Air Force Reserve, Headquarters, United States Air Force (HQ USAF/REP).

Systems exempted from certain provisions of the act:

NONE

## F03501 ARPC A

System name:

03501 ARPC A Informational Personnel Records.

System location:

At Air Reserve Personnel Center, 3800 York Street, Denver, CO 80205.

Categories of individuals covered by the system:

Air Force Reserve and Air National Guard personnel. Retired and former Air Force military personnel.

Categories of records in the system:

Documents pertaining to individual, that are not authorized for inclusion in other military personnel record systems.

Authority for maintenance of the system:

10 USC 274 Retired Reserve; 10 USC 275 Reserve personnel; 10 USC 2001 Reserve components; 10 USC 8012 Secretary of the Air Force: Powers and Duties; Delegation by. of records maintained in the system, including categories

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

in determining eligibility for retirement related action, status of active duty tour, position occupied; training reports; answering correspondence/telephone inquiries; mobilization; updating and/or changing information in computer and/or individual reservist record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and in card files.

Retrievability:

Filed by name and by Social Security Number (SSN).

Safeguards:

Records are accessed by the custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Retain in office files until inactivation, reassignment or separation; or one year after annual cut-off, then destroy by tearing into pieces, shredding, pulping, or macerating.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Request from individual should be addressed to the Documentation Officer, AFPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written request for information should contain full name of individual, SSN (social security number), current address and the case (control) number shown on correspondence received from center. Records may be reviewed in Records Review Room ARPC, 7300 East First Avenue, Denver, CO 80280, between 8:00 A.M. and 3:00 P.M. on normal work days. For personal visits, the individual should provide current Reserve ID Card and/or drivers license and give some verbal information that could verify his/her retirement date, date of birth, or reserve status.

Record access procedures:

Individual can obtain assistance in gaining access from Command Documentation Manager, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280, telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information supplied by individual as relates to but not limited to application for retirement, military orders, personal data; statement of military service from other military components; correspondence from serving Consolidated Base Personnel Office/ Consolidated Reserve Personnel Office and Major Command units. Information from source documents prepared on behalf of the Air Force Advance Personnel Data System.

Systems exempted from certain provisions of the act:

NONE

## F03501 ARPC B

System name:

03501 ARPC B Biographical File.

System location:

At Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280, Ecclesiastical endorsing agencies if appropriate.

Categories of individuals covered by the system:

Air Force Reserve personnel assigned to but not limited to the Air Reserve Information Squadron (ARIS), Chaplain (HC) and Surgeon (SG) programs.

Categories of records in the system:

Biographies provided by members, correspondence, orders and/or forms containing information as to individual name, rank, social security number, service dates, date of birth, unit assignments, civilian employment, military and civilian education, military and civilian experience, program specialties, hobbies, and names of family members, religion of chaplains, professional expertise and appointments, membership in professional societies, civic activities and state of licensure.

Authority for maintenance of the system:

10 USC 262 Purpose; 10 USC 8067 Designation: Officers to perform certain professional functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To select information, chaplains, legal, medical field reserve officer personnel for special duties according to specific expertise required. Chaplain records are used by Chaplains Office personnel, medical reservist records are used to provide the ARPC/SG, Surgeon General, Major Command surgeons, USAF/RE, and Reserve Regions an in-depth personal history of Reservist Medical Officer. Used to provide overiew of skill resources available in ARIS Program. Allow selection of members best qualified to meet specific program requirements and task asgnments.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and in note books/binders.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties, and by commanders medical centers and hospitals. Records are protected by guards.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, or macerating.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Request from individual should be addressed to Documentation Management Officer ARPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written request for information should contain full name of individual, SSN (social security number), current address and the case (control) number shown on correspondence received from Center. Records may be reviewed in Records Review Room ARPC, 7300 East First Avenue, Denver, CO 80280, between 8:00 A.M. and 3:00 P.M. on normal work days. For personal visits, the individual should provide current Reserve ID Card and/or drivers license and give some verbal information that could verify his/her military personnel record, his/her religion if in the Chaplain program.

Record access procedures:

Individual can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280, telephone (303) 394-3667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Provided by individual Reservist.

Systems exempted from certain provisions of the act:

NONE

## F03501 ARPC C

System name:

03501 ARPC C Personnel Management Records

System location:

At Air Reserve Personnel Center, 7300 East First Avenue, Denver CO 80280; Headquarters United States Air Force, Washington DC 20330; United States Air Force Academy, CO 80840; major commands and major subordinate commands. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force Reserve Personnel and civilian/active military applicants to Air Force Reserve.

Categories of records in the system:

Officer and airman assignment files which includes correspondence, memos, completed forms, messages and vacancy authorization data for assignment approvals, disapprovals, waivers, manning assistance, discharges, screening data, orders, evaluation reports, documents changing training category, personal data, photographs, chaplain ecclesiastical endorsement, record of security clearance, miscellaneous correspondence to and from individual; case file of reserve personnel placed on active duty containing copies of special and reserve orders, correspondence, documents complete with information used for travel overseas; assignment instructions; list of actions taken by technician; board actions on involuntary Airmen; certified receipts acknowledgement of receipt of special orders card.

Authority for maintenance of the system:

10 USC 275 Personnel Records, 10 USC 672 Reserve Components generally, 10 USC 673 Ready Reserve and Executive Order 11366, 4 Aug 67, 10 USC Chapter 103 Senior Reserve Officer: Training Corps, 10 USC 262 Purpose, and 10 USC 8067 Designation: Officers to perform certain professional functions. Routine uses of records maintained in the functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to determine eligibility/suitability for assignment/reassignment with the Air Force Reserve; to make determinations on discharges or mobilization, deferments, fulfillment of statutory requirements, voluntary and involuntary order to extended active duty (EAD) and temporary release. These include but are not limited to members participating in the Air Reserve Information Squadron (ARIS), Chaplain, Judge Advocate, Surgeon General Program. Records maintained as a historical file. Used as a reference file to answer inquiries from Reservist and Air Force personnel requiring information on the Reservist being recalled to active duty, to send gaining active units additional copies as requested, used as substantiating documents to show all action was taken in accordance to prescribing directives. Information on personnel in the ARIS, Chaplain, Judge Advocate, Surgeon General and other Officer management programs is used by personnel responsible for program in order to assist Reservist in their careers.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in note books/binders and in visible file binders/cabinets.

Retrievability:

Filed by name, by Social Security Number (SSN), and ascending AFSC order, rank and name.

Safeguards:

Records are accessed by person(s) responsible for servicing the records system in performance of their official duties and by custodian of the record system. Records controlled by personnel screening and are protected by guards.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, or macerating.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC) is responsible for records at ARPC in Denver, CO. Individuals included in above records systems should deal directly with agency official of respective location to exercise their rights under the act.

Notification procedure:

Request from individual should be addressed to the Documentation Management Officer ARPC/DADP, 7300 East First Avenue, Denver CO 80280. Written requests for information should contain full name of individual, SSN (Social Security Number), current address and the case (control) number shown on correspondence received from Center. Records may be reviewed in Records Review Room ARPC, 7300 East First Avenue, Denver CO 80280, between 8:00 A.M. and 3:00 P.M. on normal work days. For personal visits, the individual should provide current Reserve ID card and/or driver's license and give some verbal information that could verify his/her identity from the records.

Record access procedures:

Individual can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280, telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from the individual requesting assignment or making the inquiry, master personnel record, correspondence and orders, annual survey and advance personnel data system, instructions from Air Force Military Personnel Center, Randolph Air Force Base, San Antonio, TX 78148, instructions and board actions from Air Force and Reserve, DPAA Robins Air Force Base, Warner Robins, GA 31093 and Air Force Training Corps/SDAA, Maxwell Air Force Base, Montgomery, Alabama 36112 and the National Guard Bureau, Washington DC 20310, and other Air Command, instructions from Headquarters/JAEC, Washington DC 20314.

Systems exempted from certain provisions of the act:

NONE

## F03501 ASGPS R

System name:

03501 ASGPS R Medical Opinions on Board for Correction of Air Force Military Records Cases (BCMR)

System location:

AFMPC/SG, Randolph AFB, Texas 78148.

Categories of individuals covered by the system:

Files are maintained on individuals making application to the Air Force Board for Correction of Military Records on which a medical opinion has been rendered.

Categories of records in the system:

Contains a copy of the medical advisory opinion rendered on Air Force Board for Correction of Military Records.

Authority for maintenance of the system:

Title 10, United States Code, Section 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Afford a historical reference, by name, to previous action taken regarding a specific BCMR application.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders in unlocked filing cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

AFMPC Surgeon, Randolph AFB, Texas 70148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Systems exempted from certain provisions of the act:

NONE

F03501 DP 3

System name:

03501 DP 3 Unit Assigned Personnel Information File

System location:

Air Force Units. Headquarters United States Air Force and major command headquarters. Headquarters of major commands and at all levels down to and including Air Force installations.

Categories of individuals covered by the system:

Active duty military personnel. Air Force Reserve and Air National Guard personnel.

Categories of records in the system:

File copies of separation actions, newcomers briefing letters, line of duty determinations, assignment actions, retirement actions, in and out processing checklists, promotion orders, credit unition authorization, disciplinary actions, favorable/unfavorable communications, record of counselings, appointment notification letters, duty status changes, applications for off duty employment, applications and allocations for school training, professional military and civilian education data, private weapons storage records, locator information including names of dependents, home address, phone number, training and experience data, special recognition nominations, and other personnel documents.

Authority for maintenance of the system:

10 United States Code 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides information to unit commanders/supervisors for required actions related to personnel administration and counseling, promotion, training, separation, retirement, reenlistment, medical examination, testing, assignment, sponsor program, duty rosters, and off duty activities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, note books/binders, and card files.

Retrievability:

Filed by Name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation; most records are transient in nature and are maintained only as long as required to fulfill their management purpose or until superseded, then given to the individual or destroyed by shredding, pulping, macerating or burning.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force. Washington D.C. 20330

Notification procedure:

Inquries from individuals should be addressed to the respective unit commander or supervisor who maintains the records in order to exercise their rights under the Act.

Record access procedures:

Requests from individuals should be addressed to the respective unit commander or supervisor who maintains the records in order to exercise their rights under the Act. Mailing addresses are contained in the Department of Defense Directory in the appendix to the Air Force's Systems Notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from the individual concerned, financial institutions, educational institutionemployees, medical institutions, police and investigating officers, bureau of motor vehicles, witnesses, reports prepared on behalf of the agency, standard Air Force forms, personnel management actions, extracts from the Advanced Personnel Data System (ADPS) and records of personal actions submitted to or originated within the organization.

Systems exempted from certain provisions of the act:

NONE

F03501 DPMAK J

System name:

Separation Case Files (Officer and Airman).

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

At National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132.

Duplicate copies may be retained temporarily at each level requiring review or action on the case.

Categories of individuals covered by the system:

Officers and airmen who have requested voluntary separation or who have been recommended for involuntary separation.

Categories of records in the system:

Member's application, or letter from commander initiating separation action with indorsements, supporting documents, and record of final action taken. If congressional inquiry involved, request for information and reply provided is also filed by those offices involved.

Authority for maintenance of the system:

Title 10, United States Code (USC) Armed Forces - Chapter 59 - Separation, Section 1161.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The original copy is retained as a permanent record of action taken. The duplicate copies are retained to provide a temporary record of actions being taken for responding to inquiries concerning the status of a particular case. Occasionally, a case file is retained as a precedence file for later reference in revising separation directives.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

At National Personnel Records Center. Cases are filed with Master Personnel Records. Transitory copies are filed alphabetically by general subject categories, i.e., involuntary officer separations, involuntary airman separations, etc.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

File cabinets and power files are secured during non-duty hours.

Retention and disposal:

Master copies are retained permanently. Temporary files are disposed of within six months after final action is taken. Files are disposed of by shredding.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Member's application, or correspondence from unit commander's initiating separation action.

Systems exempted from certain provisions of the act:

NONE

F03501 DPMAKEI

System name:

03501 DPMAKEI Absentee and Deserter Information Files

System location:

Absentee and deserter documents are maintained in the Unit Personnel Record Group at consolidated base personnel offices. Information files are maintained at major commands of the parent unit of assignement. Official mailing addresses for consolidated base personnel offices and major commands are in the Department of Defense directory in the appendix to the Air force's system notice. Case files are maintained at the Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. Permanently retained documents are located at the National Personnel Records Center, Military Personnel Branch, 9700 Page Bolulevard, St. Louis, MO 63132 and the Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

All active duty and inactive duty Air Force personnel who are or have been reported absent without leave or who have been administratively classified as a deserter.

Categories of records in the system:

Duty status change forms; Absentee Wanted by the Armed Forces forms;; copy of unit commander's initial and follow-on Report of Inquiry. Includes information concerning circumstances surrounding the unauthorized absence and attempts to locate the individual; copy of notification letter to next of kin stating that member is considered in an administrative status of an unauthorized absentee or deserter; Federal Bureau of Investigation (FBI) and Office of Special Investigations (OSI) reports or extracts therefrom are included in some case files; correspondence administratively classifying the individual as a deserter, if appropriate; Report of Return of Absentee Wanted by the Armed Forces forms.

Authority for maintenance of the system:

Title 10, United States Code (USC) Armed Forces - Chapter 47 - Uniform Code of Military Justice, Sections 885, 886 and 887.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides documentation and reference source for the administration of individuals absent without leave and individuals administratively classified as deserters. Used as basis for preparing statistical reports required by DOD for reports provided managers of unauthorized absentee programs, e.g., Major Commanders, and for promptly reporting changes in individual's status to military federal and civil law enforcement agencies to facilitate apprehension.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Records are accessed by the custodian of the record system, persons responsible for servicing the records system in the performance of their official duties, and by authorized personnel who are properly screened and cleared for need-to-know. These records are stored in file cabinets in buildings that are either locked or have controlled access entry requirements.

Retention and disposal:

Documents originated at base level are maintained in the Military Personnel Records System. Major command files are maintained as temporary general correspondence files and destroyed by shredding one year after the calendar year in which the member returned to military control. Case files maintained at the Air Force Military Personnel Center (AFMPC/DPMAKE) are destroyed six months after the member is returned to military control; however, if additional accountable disclosures are made during that six month period the files are transferred to the Military Personnel Records System and retained permanently.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas 78148.

Notification procedure:

During the period of unauthorized absence, no procedures exist for notifying individuals that an Absent Without Leave (AWOL)/Deserter file is maintained on them unless address provided by requestor. Subsequent to the member's return to military control individuals can contact the system manager or visit the locations identified above. Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Contact the system manager or visit the locations identified above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Unit Commanders, Consolidated Base Personnel Office representatives, military and civilian law enforcement officials, and anyone who may report information concerning an absentee wanted by the Armed Forces.

Systems exempted from certain provisions of the act:

NONE

F03501 DPMAO K

System name:

Officer Effectiveness Report (OER)/Airman Performance Report (APR) Appeal Case Files.

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

At headquarters of the major commands and separate operating agencies. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At headquarters of major subordinate commands and numbered Air Forces. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Washington National Records Center, Washington DC 20409.

Categories of individuals covered by the system:

Officers and airmen; active duty, inactive status, reserve status, air national guard status, and discharged officers and airmen who appeal for correction of records.

Categories of records in the system:

Copy of an individual application, a copy of the Major Command (MAJCOM) and/or Consolidated Base Personnel Office (CBPO) recommendation (as appropriate), and correspondence reflective of the board's decision on the case.

Authority for maintenance of the system:

Title 10, United States Code (USC) Armed Forces Chapter 47 - Uniform Code of Military Justice, Section 835; Chapter 803 - Department of the Air Force, Section 8012; Chapter 805 - The Air Staff,

Section 8032; Chapter - 835, Appointments in the Regular Air Force, Section 8303.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To answer individual inquiries concerning a particular appeal and, at the Air Force Military Personnel Center (AFMPC) level, as a basis for consideration in preparation of Air Staff advisory opinions on OER/APR appeals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Case files are maintained for three calendar years from date of last action as indicated in the file, then destroyed.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Member's application, MAJCOM and/or CBPO recommendations, and correspondence reflective of the appeal board's decision, and when applicable Air Staff advisory opinions furnished the Board for Correction of Military Records (BCMR) under the provisions of AFR 31-3.

Systems exempted from certain provisions of the act:

NONE

## F03501 DPMAR

System name:

03501 DPMAR Disability/Non-Disability Retirements Records

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

Categories of individuals covered by the system:

Officers and airmen currently on the Temporary Disability Retired List (TDRL); officers and airmen who have requested voluntary retirement other than those whos applications were automatically approved.

Categories of records in the system:

TDRL punch card data files, retirement applications, and associated documents biographical data.

Authority for maintenance of the system:

10 USC Chapter 33, Appointments in Regular Components Section 564; Chapter 59, Separation, Sections 1164 and 1166; Chapter 61, Retirement or 10 USC Chapter 33, Appointments in Regular Components Separation for Physical Disability; Chapter 63, Retirement for Age, Section 1263; Chapter 65, Retirement for Length of Service, Sections 1293 and 1303; Chapter 835, Appointments in the Regular Air Force, Section 8303; Chapter 859, Separation from Regular Air Force for Failure to Meet Standards, Sections 8786 and 8796; Chapter 865, Retirement for Age, Sections 8883, 8884, 8885, 8886; Chapter 867, Retirement for Length of Service, Sections 8911, 8913, 8915, 8916, 8918, 8921, 8922, 8923 and 8924.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to provide information on retirement cases and to allow appropriate case processing; used to control TDRL actions; diagnostic information may be provided to attending physicians of TDRL members to obtain current status of originally disabling conditions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name by Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Stored in secure building.

Retention and disposal:

Correspondence files are retained for two years after end of year case was closed or inquiry responded to; disability retain files are retained for 90 days after case is finalized; case files are retired to Master Personnel Records Group when service retirement action has been completed; TDRL punch cards destroyed when member is removed from TDRL. Disposal is by shredding or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base,TX.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Correspondence and forms generated in Retirements Division (AFMPC/DPMAR), military hospitals, HQ USAF Surgeon General (HQ USAF/SG), Consolidated Base Personnel offices and Major Air Commands, by the members themselves, and by the general public on retirement related matters.

Systems exempted from certain provisions of the act:

NONE

## F03501 DPMDQIA

System name:

03501 DPMDQIA Military Personnel Records System

System location:

Headquarters United States Air Force, Washington DC 20330. Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. Headquarters of the major commands and separate operating agencies. At consolidated base personnel offices and other installation units. At State Adjutant General Office of each respective State, District of Columbia or Commonwealth of Puerto Rico. At Air Force Reserve and Air National guard units, official mailing addresses are in the Department of Defense Directory in the Appendix to the Air Force's Systems Notice.

Categories of individuals covered by the system:

Air Force active duty military personnel. Officer Correspondence and Miscellaneous Document Group (C&M) at Air Force Military Personnel Center (AFMPC); Headquarters United States Air Force (HQ USAF) Selection Record Group (SR) at HQ USAF Assistant for General Officer Matters; Retired Air Force general officers. Master Personnel Record Group (MPeRGp) at AFMPC; active duty colonels at HQ USAF, Assistant for Senior Officer Management, C&M at AFMPC Air Force active duty officer personnel. MPeRGp at AFMPC Officer Command Selection Record Group (OCSR) at the respective major command or separate operating agency, Field Record Group (FRGp) at the respective Air Force base of assignment/servicing Consolidated Base Personnel Office (CBPO); Air Force active duty enlisted personnel. MPeRGp at AFMPC, FRGp at respective servicing CBPO, Senior Noncommissioned Officer (NCO) Selection Folder at the respective servicing CBPO; personnel in

Temporary Disability Retired List (TDRL) status, Missing in Action (MIA), Prisoner of War (POW), Dropped From Rolls (DFR), MPeRGp at AFMPC; Reserve officers MPeRGp at Air Reserve Personnel Center (ARPC), OCSR at the respective Air Force (AF) major command (MAJCOM) when applicable, FRGp at the respective unit of assignment or servicing CBPO or Consolidated Reserve Personnel Office (CRPO); Reserve airmen MPeRGp at ARPC, FRGp at the respective unit of assignment or servicing CBPO/CRPO; Air National Guard (ANGUS) officers MPeRGp at ARPC, OCSRat the respective State Adjutant General Office, FRGp at the respective unit of assignment, ANGUS airmen MPerGp at the respective State Adjutant General Office FRGp at the respective unit of assignment; Retired Air Force military personnel; Discharged personnel MPerGp at National Personnel Records Center (NPRC); Air Force Academy cadets MPerGp at unit of assignment CBPO.

**Categories of records in the system:**

Substantiating documentation such as forms, certificates, administrative orders and correspondence pertaining to appointment as a commissioned officer, warrant officer, Regular AF, AF Reserve or ANGUS; enlistment/reenlistment/extension of enlistment; assignment Permanent Change of Station (PCS)/Temporary Duty (TDY); promotion/demotion; identification card requests; casualty; duty status changes - Absent Without Leave (AWOL)/MIA/POW/Missing/Deserter; military test administration/results; service dates; separation; discharge; retirement; security; training, Precision Measurement Equipment (PME), On The Job Training (OJT), Technical, General Military Training (GMT), commissioning, driver; academic education; performance/effectiveness reports; records corrections - formal/informal; medical or dental treatment/examination; flying/rated status administration; extended active duty; emergency data; line of duty determinations; human/personnel reliability; career counseling; records transmittal; AF reserve administration; Air National Guard administration; board proceedings; personnel history statements; Veterans Administration compensations; disciplinary actions; record extracts; locator information; personal clothing/equipment items; passport; classification; grade data; Career Reserve applications/cancellations; traffic safety; Unit Military Training; travel voucher for TDY to Republic of Vietnam; dependent data; professional achievements; Geneva Convention cards; drug abuse; Federal Insurance; travel and duty restrictions; Conscientious Objector status; decorations and awards; badges; Favorable Communications (colonels only); Inter-Service transfers; pay and allowances; combat duty; leave; photographs; Advanced Personnel Data System products.

**Authority for maintenance of the system:**

Title 44, United States Code, Section 3101: Records Management by Federal Agencies; Records Management by agency heads; general duties; E.O. 9397.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

In addition to satisfying the Title 44 requirement for records retention, Military Personnel Records are utilized at all levels of Air Force personnel management within the agency for actions/processes related to procurement, education and training, classification, assignment, career development, evaluation, promotion, compensation, sustentation, separation and retirement. Military Personnel Records are routinely utilized outside the Air Force for actions/processes related to assignment or transfer to other services or joint service organizations; compensation claims submitted to Veterans Administration Regional Offices; dependents and survivors requesting issuance or determination of eligibility for identification card privileges; Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) eligibility and benefits requests - copies are provided to CHAMPUS, Denver, Colorado; Immigration and Naturalization - copies are provided to respective local Immigration Office; Unemployment Compensation Requests - verification of service related information provided to State Unemployment Compensation (UCX) Office; Vietnam State Bonus - information provided to respective local State offices; Civil Service requests for verification of military service for benfits; leave or Reduction in Force (RIF) purposes - copies provided to local Civilian Personnel Office; National Cemetary Burial/Headstone cases - copies provided to Superintendent National Cemetary, Army Quartermaster Corps, Virginia; Worldwide locator inquiries - response provided to legitimate requests in accordance with the Freedom of Information Act; Dual compensation cases involving former officers - provided to establish Civil Service employee tenure and leave accrual rate; Social Security Retirement Credit Verification - verification of service data provided to substantiate applicant's credit for Social Security compensation; Soldiers and Sailors Civil Relief Act requests - verification of service-related information provided to State courts in civil actions; Litigation - in event the United States, its officers or employees are involved. Changes in member's official records regarding name, Social Security Account Number, date or place of birth or home of record - required information provided to Director of Selective Service, Federal Bureau of Investigation, and Personnel Research Division of the Air Force Human Resources Laboratory at Lackland Air Force Base, Texas. Secretary of the Air Force Legislative Liaison releases when authorized by individual concerned. US Department of Agriculture for investigative and audit procedures US Department of the Treasury for Secret Service investigations, Coast Guard Activities Bureaus of Customs, Narcotics, Engraving and Printing and Internal Revenue Service for official activities; US State Department, Federal Aviation Agency for background investigations of employment applicants; Central Intelligence Agency for Investigations, US Postal Service for Official Postal Inspector Duties, General Services Administration for Investigation of Incumbant Employees; Department of Justice for Investigations conducted by the Federal Bureau of Investigation and Immigraton and Naturalization Small Business Administration for Investigations concerning Loans, National Security Agency Review of Records for Security Investigations United States Information Agency for Review of Records for Background Investigations. United States Civil Service Commission to conduct investigations either by personal investigations or written inquiry to determine suitability, eligibility, or qualifications of individuals for Federal employment, Federal contracts, or access to classified information or restricted areas. Separation information provided to the Veteran's Administration and Selective Service Agencies. American National Red Cross - information to local Red Cross offices for emergency assistance to military members, dependents, relatives or other persons if conditions are compelling. Drug Enforcement Administration. Department of Labor: Bureau of Employees' compensation - medical information for claims of civilian employees formerly in military services; Employment and Training Administration - verification of service-related information for unemployment compensation claims; Labor Management Services Administration for investigations of possible violations of labor laws and pre-employment investigations; National Research Council - for medical research purposes; U.S. Soldiers' and Airman's Home - service information to determine eligibility.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders placed in metal file containers or on open shelves. Microfiche placed in rotary power files; computer disk resident data file consists of Social Security Account Number (SSN) and disk location of the associated image inderecord which includes document data describing document type, date, location, and number of pages in each document.

**Retrievability:**

Information in the system is retrieved by last name, first name, middle initial and Social Security Number (SSN). Records stored at National Personnel Records Center Center are retrieved by registry number, last name, first name, middle initial and SSN. Information can be displayed via closed circuit television subsystem, produced on a duplicate microfiche, or paper reproduction.

**Safeguards:**

The prescribing directive for the Military Personnel Records System requires those records to be stored (after duty hours) in a locked building, room or filing cabinets. Access is specifically limited to those personnel designated by the Consolidated Base Personnel Office (CBPO) Chief and those provisions for access and release of information contained in Air Force Regulation 31-6.

**Retention and disposal:**

Users who are granted access to the microfiche files are screened by computer software. Those documents designated as Temporary in the prescribing directive remain in the records until their obsolescence (superseded, member terminates his status, or retires) when they are removed and provided to the individual data subject. Those documents designated as Permanent remain in the military personnel records system permanently and are retired with the master personnel record group.

**System manager(s) and address:**

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas 78148 is the official responsible for the system of records. Individuals in categories included above may deal directly with agency officials at the respective records location to exercise their rights under the Act.

**Notification procedure:**

The individual data subject may be notified that a record exists on him by submitting a request to or appearing in person at the responsi-

ble official's office or the respective repository for records for personnel in his particular category during normal duty hours any day except Saturday, Sunday or national and local holidays. The Saturday and Sunday exception does not apply to Reserve and National Guard units during periods of training. Response to written requests will be provided not later than ten days following receipt of request. The System Manager has the right to waive these requirements for personnel located in areas designated as Hostile Fire Pay areas.

Record access procedures:

The same written notification or personal visit procedures which apply to notification also apply to access.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Sources of information contained in the system include data subject's applications, requests, personal history statements, supervisors' evaluations, correspondence generated within the agency in the conduct of official business, medical treatment records, educational institutions, civil authorities, other service departments, and interface with the Advanced Personnel Data System.

Systems exempted from certain provisions of the act:

NONE

F03501 DPMDRAB

System name:

Correction of Military Record Card

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

Categories of individuals covered by the system:

Active duty officers and airmen. Retired or discharged officers and airmen. Next of kin of deceased officers and airmen.

Categories of records in the system:

Summary of correction of records request followed through to its final decision by the appropriate correction board.

Authority for maintenance of the system:

Title 10, United States Code, Section 1552, 10 usc 133

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Suspense for collection of all information requested by member and completion of the case by the appropriate correction board.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained for three years after case completion. Then destroyed by pulping, macerating, burning or tearing into pieces.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Member's application, Master Personnel Records.

Systems exempted from certain provisions of the act:

NONE

F03501 DPMHC L

System name:

Chaplain Applicant Processing Folder

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

Categories of individuals covered by the system:

Chaplaincy applicants and Reserve Chaplains applying for active duty.

Categories of records in the system:

This is a grouping of pertinent forms used by the Air Force Military Personnel Center (AFMPC) Command Chaplains Office in processing chaplains to active duty including: Application for Appointment as Reserve of the Air Force; , Application for Extended Active Duty with the United States Air Force; , United States Air Force (USAF) Drug Abuse Certificate; , Statement of Personal History; , National Agency Check Request; Report of Medical Examination; Report of Medical History; Fingerprint Card; Checklist for Chaplain Appointment; Ecclesiastical Endorsement; Certificate of Continuance of Ecclesiastical Endorsement; Certificate of Seminary Graduation and Ordination; Official Transcripts of College Education; Personal correspondence between resource manager and applicant regarding status of his application.

Authority for maintenance of the system:

Title 10, United States Code (USC) Armed Forces - Chapter 803 - Department of The Air Force, Section 8012; Chapter 805 - The Air Staff, Section 8032;

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The documents maintained in these transitory folders are utilized by the resource manager in processing chaplain applicants to active duty.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Once applicant is accessed, forms are entered into the Master Personnel Records Group. If applicant does not qualify for appointment, file is destroyed after one year.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual's application.

Systems exempted from certain provisions of the act:

NONE

F03501 DPMSG M

System name:

Health Education Records.

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

**Categories of individuals covered by the system:**

All airmen and officers of the United States Air Force (USAF) Medical Service who have applied for training and are in training and applied for training to Air Force Military Personnel Center/ Medical Education Division (AFMPC/SGE).

**Categories of records in the system:**

Allied Health Selection Board Folders - Application for Officer School Training; Educational Transcripts; Chronological listings of work experience; Letters of recommendation; Specific test results: Scholastic Aptitude Test (SAT); Physician Extender Profile Exam (PEPE); Manual dexterity test; Grade point averages; Microfische: Officer Effectiveness Reports (OERs); Photo; Air Force Military Personnel Center (AFMPC) Rating Assessment Sheet for Physician Assistant Applicant; Consolidated Base Personnel Office (CBPO) letters: Prerequisite verifications; Counselings on Reenlistment limitations; Reenlistment/extension eligibility; Status of Unfavorable Information File (UIF) folder; Records Review Listing; Verification of Airman Qualifying Examination (AQE), Total Active Federal Military Service Date (TAFMSD), Date Eligible for Return from Overseas (DEROS), Projected assignment; Airman Performance Reports; Applicant Statements: Why training desired; Intent to extend/reenlist; Flying Class III Physical; General Information including Extended Active Duty Date; Date of Rank; Passovers; Command; Base of assignment; Arrived on station; Marital status; Undergraduate Education Selection Folders - Application; Medical College Admission Test (MCAT) scores; Letter of acceptance from an approved school; Dean's letter of recommendation; Transcript; Physical Examination reports; Air Force Institute of Technology (AFIT) Selection Folders - Officer career brief; Letter of recommendation; Transcripts; Graduate Records Examination (GRE) and Admission Test for Graduate Study in Business (ATGSB) scores; Application for AFIT training; Physician Deferment Folder DPM Form 116 (Medical Corps (MC) Appointment Checklist); Field Personnel Record (Duplicate Copy); Application for Appointment in Reserves; Personnel Security Clearance; (Armed Forces Security Questionnaire); DD Form 398 Personnel History Statement; Statement of Understanding for Appointment; Photograph; Request for delay for residency training; Record of computer input; General correspondence with physician/student; hospital agreement form; Transcripts (Pre-med and med school); Air Force Health Performance Scholarship Program (AFHPSP) Service Obligation Agreement; Notification of selection for AFHPSP; Air Reserve Personnel Center (ARPC) orders (45-day active duty tour); Air Force Military Personnel Center (AFMPC) Form 155 (Application for deferment for graduate medical education); Selection/ Non-selection for deferment letter; Congressional correspondence; Certificate of medical school completion; Physical examination; Tendering of resignation; Medical disqualification correspondence; Graduate Medical Education Records - Application for sponsored training; AFMPC Form 131; Photograph; Transcripts; Letter of recommendation/evaluation; Career motivation essay; Select/Non-select letters (acceptance/declination); Assignment letter to Major Command (MAJCOM); Training reports; Memos for record; General correspondence with applicant/trainee; Congressional correspondence; Faculty board proceedings; Residency completion letter; Letters of resignation.

**Authority for maintenance of the system:**

Title 44, United States Code (USC) Public Printing and Documents - Chapter 31, Records Management by Federal Agencies, Section 3102; Title 50, USC War and National Defense, Section 454, Persons Liable for Training and Service; and Title 10 USC Armed Forces, Chapter 803, Department of the Air Force, Section 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The information in this record system is used by the Medical Education Division, and Medical Education Selection Boards in selecting individuals of the medical service to attend undergraduate and graduate educational programs and technical training. Such programs include undergraduate and graduate nurse education, residencies and fellowships for physicians, and graduate education for Medical Service Corps (MSCs), BioMedical Service Corps (BSCs); Veterinary Corps (VCs), residencies for dental officers, and Physician and Dental Assistant programs for airmen. Another use of the system is to monitor the individuals progress in an educational program after selection until completion of their program.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Allied Health Selection Board Folders and Undergraduate Education Selection Folders: Retained until selection board process is completed; Air Force Institute of Technology (AFIT) Selection Folders: Information in folders is maintained for one year. Exception: Transcripts are used for period of two weeks then returned to AFIT. Physician Deferment Folders: Retained until the individual is called to active duty or separated from the Air Force (AF) Reserve. Graduate Medical Education Records: Retained until individual separates or retires from the Air Force.

**System manager(s) and address:**

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Member's application, Supervisor's evaluation, master personnel records (board use only), Career Brief (board use only), transcripts, test scores, Deans' letters of recommendation, Standard Form (SF) 88 and SF 93.

**Systems exempted from certain provisions of the act:**

NONE

## F03501 DPMSG N

**System name:**

Application for Appointment and Extended Active Duty Files.

**System location:**

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

**Categories of individuals covered by the system:**

All civilian and United States (US) Armed Forces military members who are applying for appointment/reappointment to United States Air Force Reserve (USAFR) affiliation or Application for Extended Active Duty (AD) with the USAF; extended duty with the United States Air Force (USAF) Medical Service.

**Categories of records in the system:**

Application for Appointment and Extended Active Duty Files Report of Medical Examination; Statement of Personal History; Fingerprint Card; National Agency Check Request; State License/Registration (Current State License or State Registration is normally required on Medical Corps (MC), Nurse Corps (NC), Veterinary Corps (VC), and some BioMedical Service Corps (BSC); Variable Incentive Pay (VIP) Agreement, Variable Incentive Pay Agreement required on MC applicants; Letters of Recommendation, Letters of Reference as directed or as required; Application for Appointment as Reserves of the AF or USAF without component; Conditional Release (Conditional release must be obtained for applicants from United States Army Reserve (USAR) or United States Naval Reserve (USNR); Report of Separation from Active Duty; Transcripts/ Diploma (All transcripts and diploma required to establish eligibility); Record of Personnel Security Investigation and Clearance; Record of Disenrollment from Officer Candidate Type Training; USAF Drug Abuse Certificate; Air Force Officer Qualifying Test (AFOQT), Required for Medical Service Corps (MSC) applicants only; Certificate of Citizenship (furnished by those persons not born in US); Statement of Degree Confirm (For those applicants who have not yet completed degree requirements, a letter/statement from the Dean of the college they are attending is required to confirm the fact that they are enrolled, type of degree they will attain, day, month and year of graduation followed up by submitting a final transcript and diploma);

Education Council for Foreign Medical Graduates (ECFMG), (Required on those MC where applicable).

Authority for maintenance of the system:

Title 10, United States Code (USC), Armed Forces - Chapter 803, Department of the Air Force, Section 8012;

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Medical Personnel Programs and Analysis Branch for the following officer procurement purposes: To select and appoint or reappoint applicants to all corps (MC, DC, VC, NC, BSC and MSC) of the USAF Medical Service; and to select and process officers of the USAF Medical Service of the Air National Guard of the United States (ANGUS) and United States Air Force Reserve (USAFR) for extended active duty.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

If selected for appointment or reappointment and Extended Active Duty (EAD), records become the Master Personnel Record and are forwarded to the applicable Utilization and Assignment Branch to send to Air Reserve Personnel Center (ARPC), Denver, Colorado for further dissemination as required. An abbreviated reference file of selected documents is maintained by the applicable utilization and assignments branch. If not selected, records are then destroyed by shredding or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Member's application, letters of recommendation, results of National Agency Check and Military Personnel Records.

Systems exempted from certain provisions of the act:

NONE

F03501 DPMSG O

System name:

Medical Officer Personnel Utilization Records

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

Categories of individuals covered by the system:

All Air Force active duty medical service officers.

Categories of records in the system:

Personnel Utilization records containing: Career briefs; Print-outs; Letters from individuals; Letters from Utilization Branch to individuals; Special Orders; Letters concerning medical service education and training; Copy of application for Career Reserve Status; Copy of request to join spouse; Copy of Specified Period of Time Contract (SPTC) requests; Air Reserve Personnel Center (ARPC) special orders; Copy of Air Force (AF) Form 2095, Assignment/Personnel Action; Copy Air Force Military Personnel Center (AFMPC) Form 8, Assignment/Actions Worksheet; Air Force Military Personnel Center (AFMPC) Form 138, Officer Reassignment; Memorandum of Official Contact; Officer Career Objective Statement; Personnel Action Request; Permanent Change of Station Order, Officer Military Record; Application for Appointment in the AF Reserve; Recall to Active Duty; Supplement to Application for Commission in the United States Air Force (US) Medical Services; Assignment Notification of Medical Service Officer; Air Training Command (ATC) Constructive Credit Computation; Personal Interview-- USAF Nurse Application; Air Force Institute of Technology (AFIT) Education Plan; Reassignment Instruction Data; Aeronautical Orders; Special Orders; Messages; Department of Defense Notification of change in service members official records; Master Personnel Record Fiche; Training/Specialty Board Certification Records; Continuation Pay Contracts; Specialty Badge Award; Correspondence on Congressional Inquiries; Advanced Personnel Data Systems (APDS) transactions; Microform/Microfiche Records; Requisitions; Record of Office of Special Investigations (OSI) background checks; Resumes/special applications; Education Plans/transcripts.

Authority for maintenance of the system:

Title 10, United States Code (USC) Armed Forces, Chapter 803, Department of the Air Force Section 8012; Title 44, USC, Public Printing and Documents, Chapter 31, Records Management by Federal Agencies, Section 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Verify current assignment; verify history of application for: tour extension, tour curtailment, Specified Period of Time Contract, Career reserve Status, duty Air Force specialty code change, special duty application, formal school application, change of assignment reporting dates, join spouse application; Use AF Form 24 for obtaining date of birth and place of birth when processing assignment to academy or other highly sensitive area of assignment; to hold messages pertaining to assignment; to hold action notices and career briefs as a result of input from original office and any other office pertaining to an individual. This also includes career briefs and action notices from automatic actions (i.e., available assignment); pay computation; grade computation; to provide background information to answer correspondence.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for six months after the individual terminates military service, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Applications for appointment, letters written by individual or on individuals by others. Computer print-outs, forms completed by individuals, Advanced Personnel Data Systems (APDS) transactions, other information pertinent to assignments or career development of the officer.

Systems exempted from certain provisions of the act:

NONE

F03501 DPMVO 1

System name:

Effectiveness/Performance Reporting Systems.

**System location:**

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

At National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118.

At headquarters of the major commands and separate operating agencies. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At Consolidated Base Personnel Offices and each State Adjutant General Office, Reserve and Air National Guard Units and Human Resources Laboratory, Lackland Air Force Base, Texas.

**Categories of individuals covered by the system:**

Military Personnel Only. Officer: applies to active duty/Air National Guard/Air Force Reserve Personnel serving in grades Warrant Officer (W-1) through Colonel (0-6). Airmen: applies to only active duty personnel in grades Basic Airman (E-1) through Chief Master Sergeant (E-9).

**Categories of records in the system:**

Lieutenant Colonel Promotion Potential Evaluation;Forms Colonel Promotion Recommendation Report; Officer Effectiveness Report; Education/Training Report; Airman Performance Report; Technical Sergeant (TSGT), Staff Sergeant, and Sergeant (SGT) Performance Report; Chief Master Sergeant (CMSGT), Senior Master Sergeant (SMSGT), and Master Sergeant (MSGT) Performance Report;. Description of Data Contained Therein: Name; Social Security Account Number (SSAN); Active and Permanent Grades; Specialty Data; Organization location and PAS code; Period of Report; Number of days of supervision; Performance Evaluation Scales; Estimates of Potential; Comments Regarding Ratings; Officer Effectiveness Report (OER) Notice Contains: Rater Name; Rater SSAN (only if USAF officer); Rater Organization; Rater Office Symbol; Rater Duty Phone Number; Ratee Name, Ratee SSAN; Ratee Organization; Period of Report; Length of Rater's Supervision; Reason for Report; Ratee Duty Air Force Specialty Code (DAFSC); Ratee Primary Air Force Specialty Code (PAFSC); Ratee Second Air Force Specialty Code (2 AFSC); Ratee Temporary Grade; Ratee Permanent Grade; Ratee Aeronautical Rating; Ratee Aviation Service Code; Ratee Job Level; Ratee Command Level; Ratee Management Level; Ratee Duty Title; Effective Date of Duty Title; Ratee Personnel Accounting Symbol (PAS); Rater PAS; Rater Aeronautical Rating; Rater Aviation Service Code; Rater Job Level; Rater Command Level; Rater Management Level; Additional Rater or Reviewer Name; Additional Rater or Reviewer Organization; Date Rater Forwarded Report to Additional Rater or Reviewer. Reviewer Message Contains: Reviewer Name; Reviewer SSAN; Reviewer Grade; Reviewer Organization; Number of reports for which the reviewer was so designated; Number of reports, by rating, which the reviewer signed; Number of reports escalated for signature; SSAN of ratee on reports escalated for signature; Number of reports escalated to reviewer for signature; SSAN of ratee on reports escalated to reviewer for signature. Rater name; Rater SSAN (only if US military); Rater Organization; Rater office symbol; Ratee name; Ratee grade; Ratee SSAN; Ratee organization; Ratee PAS Code; Period of report; Length of supervision; Reason for report; Ratee's primary, duty and control AFSC's; Rater job level, management level, command level and duty title; Ratee effective date of duty; Ratee reserve/warrant commission; unfavorable information file (UIF) identifier.

**Authority for maintenance of the system:**

Title 44, United States Code (USC), Public Printing and Documents, Chapter 31, Records Management by Federal Agencies, Section 3101; and Title 10, USC, Armed Forces, Chapter 33, Appointments in Regular Components, Section 564.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Uses Include: Documentation of effectiveness/duty performance history; Promotion selection; School selection; Assignment selection; Reduction-in-force; Control roster; Reenlistment; Separation; Research/statistical analysis; Other appropriate personnel actions. Users Include: Supervisor; Commander; Major Command; Headquarters USAF other Military Services. OER Notices are Used to: Provide notification to a rater that an OER is due for an Air Force officer; Provide the rater with information necessary to complete portions of the evalation report form; Provide a temporary source document for the Consolidated Base Personnel Office (CBPO) to permit update of Base Level Military Personnel System (BLMPS); Provide the CBPO the capability of tracing a missing report; and, Reviewer Messages are Used for: Routine Use. Permit control points to insure each reviewer has not exceeded required rating distribution; Users. OER control points. Will be available to the control point commander and his administrative/personnel staff. May be Air Force or other service personnel or civilians. Insure inflationary rating trends are controlled.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Copies of performance reports are retained until separation or retirement. At separation/retirement, data subject is presented with field and command record copies of his/her reports. The Headquarters Air Force (HAF) copy is a permanent record that is forwarded to the National Personnel Records Center, Saint Louis, Missouri. In the event member has a Reserve commitment, HAF copy is sent to Air Reserve Personnel Center (ARPC), York Street, Denver, Colorado. However, the following exceptions apply: Officers Field Record: Remove and give to individual when promoted to Colonel, when separated or retired. Destroy when voided by action of the Officer Personnel Records Review Board. When voided by action of the Air Force (AF) Board for Correction of Military Records, forward all copies of report to Headquarters United States Air Force HQ USAF) when directed. Command Record: The command custodian will destroy the reports when voided by action of Officer Personnel Records Review Board. When voided by action of the AF Board for Correction of Military Records, forward all copies of report to HQ USAF when directed. HAF Record: Remove reports voided by action of the Officer Personnel Records Review Board from the selection folder and file in the board recorder's office until destroyed by tearing into pieces, shredding, pulping, macerating or burning. Remove reports voided by action of the AF Board for Correction of Military Records from selection folder and submit to Board's Secretariat with duplicate and triplicate copies, for custody and disposition. Airmen Grades E-3 through E-6: Airman Performance Reports (APRs) on separation or retirement are forwarded to the National Personnel Records Center, Saint Louis, Missouri unless data subject holds a reserve obligation - in which case they are forwarded to ARPC. Grades E-7/8: Duplicate copies those retained in promotion selection folders, are returned at separation or retirement. Permanent copy (field record) is forwarded to the National Personnel Records Center or to ARPC if data subject holds a reserve obligation. Officer Effectiveness Report (OER) Notices and Reviewer Messages are destroyed when their purpose has been served as they are used as control measures in the creation of Effectiveness Reports.

**System manager(s) and address:**

Deputy Chief of Staff/Personnel, Headquarters United States Air Force, Washington DC 20330

**Notification procedure:**

Requests from individuals should be addressed to the systems manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

The basis of the ratings is observed on-the-job or education/training performance progression of the individual. Further, evaluation reports may have as an additional source of information Letters of Evaluation which may be supplied and used for periods of duty performed away from the normal reporting official.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

F03501 DPMYR R

System name:

Statutory Tour Program

System location:

At Headquarters United States Air Force, Washington DC 20330.
At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

Categories of individuals covered by the system:

Reserve Component Officers (United States Air Force Reserve/ Air National Guard United States on Extended Active Duty)

Categories of records in the system:

Approval/Disapproval on original correspondence relating to the application (Air Force Form 125), Department of the Air Force Orders, Comments Chief of Air Force Reserve (AF/RE) and Assistant Secretary of the Air Force for Manpower and Reserve Affairs, Deputy for Reserve Affairs SAF/MRR.

Authority for maintenance of the system:

Title 10, United States Code (USC), Armed Forces - Chapter 11, Reserve Components, Section 265, Chapter 805, The Air Staff, Section 8033, Chapter 841, Active Duty, Section 8496; Title 32 - National Guard - Chapter 7, Service, Supply and Procurement, Section 708 - Regulatory Authority: Air Force Regulation 45-22, Reserve Component Representation

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Documentary support of tour applications; approval/disapproval; initiation, termination and extension of statutory tours; historical reference not to exceed 2 years after tour termination; used by Air Force Military Personnel Center/Assistant for Personnel Plans, Programs and Organizational Requirements, Reserve Advisors Division (AFMPC/DPMYR); used for AFMPC/DPMYR as record of approval/disapproval, authority to issue Department of the Air Force Special Orders (DAFSOs); by AF/RE, Director Air National Guard, National Guard Bureau NGB/CF and SAF/MRR as record of approval/disapproval.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.
Controlled entry building.

Retention and disposal:

Retained two-years after completion of tour
Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Air Force Reserve, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Member's application and correspondence generated in transmission and consideration of the application.

Systems exempted from certain provisions of the act:

NONE

F03501 DPPPS S

System name:

United States Air Force (USAF) Airman Retraining Program.

System location:

At Headquarters United States Air Force and major command headquarters. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.
At consolidated base personnel offices. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force active duty enlisted personnel.
Enlisted, Military, active duty.

Categories of records in the system:

Request for Retraining/Lateral Training 7301: This mechanized report contains a broad spectrum of retraining data to track retraining movement between specialties; it also identifies individuals and Major Commands (MAJCOMs) involved; this data can provide detailed identification of retrainees, type of training, type of specialties and other desired data on retraining movement.

Authority for maintenance of the system:

Title 10, United States Code (USC), Armed Forces, Chapter 901, Training Generally, Section 9301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Military personnel officials at base, MAJCOM, and Headquarters Air Force (HAF) are primary users of data identified to evaluate decisions on retraining applications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are accessed by commanders of medical centers and hospitals.

Retention and disposal:

Retained until training programs are completed or individual terminates Air Force status.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force, Washington, DC 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.
and individuals may contact agency officials at the applicable records location in order to exercise their rights under the Act.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
and individuals may contact agency officials at the applicable records location in order to exercise their rights under the Act.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual's application and official personnel records.

Systems exempted from certain provisions of the act:

NONE

F03501 HC A

System name:

Chaplain Personnel Record

System location:

Office of the Chief or Chaplins
At Headquarters United States Air Force, Washington DC 20330.

Categories of individuals covered by the system:

Air Force active duty officer personnel.
Air Force Reserve personnel.

Retired Air Force military personnel.

**Categories of records in the system:**

Chronological Record of Permanent Change of Station, Promotion Dates of Rank, Service Schools Attended, Permanent Address, Martial Status, Number of Dependents, Name, Grade, SSAN/Service Number, Air Force Specialty Code, Religious Denomination, Date of Birth, Release Date

**Authority for maintenance of the system:**

Title 10 USC 8012 and Title 10 USC 8034

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Management of Active Duty Chaplain Force, Location of Marriage and Baptism Records through Former Active Duty Assignment Records in Cases of Separated Chaplains when requested by Former Parishioners

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in card files.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Chief of Chaplains, Headquarters United States Air Force.
Washington, DC 20330

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from automated system interfaces.

Also from Assignment Action Documents and from Individual Member

**Systems exempted from certain provisions of the act:**

NONE

## F03501 HC B

**System name:**

Chaplain Information Sheet

**System location:**

Office Chief of Chaplains
At Headquarters United States Air Force, Washington DC 20330.

**Categories of individuals covered by the system:**

Air Force active duty officer personnel.

**Categories of records in the system:**

Names, Addresses, Phone Numbers of Chaplain and Two Next of Kin; Permanent Home Address of Record, Name and Mailing Address of Denominational Endorsing Agency

**Authority for maintenance of the system:**

Title 10 USC 8012 and Title 10 USC 8034

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Use of Chief of Chaplains as Single Manager in Maintaining Pastoral Contact with Chaplains

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in note books/binders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Chief of Chaplains, Headquarters United States Air Force.
Washington, DC 20330

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Obtained from Each Individual Chaplain

**Systems exempted from certain provisions of the act:**

NONE

## F03501 MPC A

**System name:**

F03501 MPC A Civilian/Military Service Review Board Card.

**System location:**

At Air Force Manpower and Personnel Center, Randolph Air Force Base, TX 78148.

**Categories of individuals covered by the system:**

Members of the Women's Air Force Service Pilots (a group of Federal Civilian employees attached to the United States Army Air Force during World War II), or any person in any other similarly situated group the members of which rendered service to the Armed Forces of the United States in a capacity considered civilian employment or contractual service (or their survivors).

**Categories of records in the system:**

Cards containing individual's name and social security number, date of application and summary of the case through final decision by the Service Review Board.

**Authority for maintenance of the system:**

Public Law 95-202, Women's Air Forces Service Pilots.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Cards are used by Service Review Board personnel to suspense the collection of information requested by the applicant, to monitor the processing of each case through completion, and to respond to inquires concerning the case.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets.

**Retrievability:**

Filed by name.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Stored in secure building.

**Retention and disposal:**

Retained indefinitely.

**System manager(s) and address:**

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel, Randolph Air Force Base, Texas 78148.

**Notification procedure:**

Requests from individuals should be addressed to the System Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Members' applications, supporting documents and certificates.

Systems exempted from certain provisions of the act:

NONE

F03501 REP A

System name:

03501 REP A Personnel Files on Statutory Tour Officers

System location:

Personnel Division, Office of Air Force Reserve (AF/REP) HQ USAF Washington DC 20330. Air Force Military Personnel Center (DPMYR), Randolph AFB TX 78148 (USAFR and ANG Personnel).

Categories of individuals covered by the system:

United States Air Force Reserve Officers applying for or selected for assignment as statutory tour officer.

Categories of records in the system:

Application for extended active duty with United States Air Force, military career brief, resume of prior military and civilian experience, officer effectiveness report overall rating, correspondence and special orders relative to the tour.

Authority for maintenance of the system:

Title 10, United States Code, Section 8033.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Documentary support of tour applications; approval/disapproval; initiation, termination and extension of statutory tours; historical reference not to exceed two years after tour termination; used by Air Force Military Personnel Center/Assistant for Personnel Plans, Programs and Analysis, Reserve Forces Division (AFMPC/DPMYR); used for AFMPC/DPMYR as record of approval/disapproval, authority to issue Department of the Air Force Special Orders (DAFSOs); by Office of the Air Force Reserve (AF/RE), Director Air National Guard, National Guard Bureau (NGB/CF) and SAF/MRR as record of approval/disapproval.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Air Force Reserve, Headquarters United States Air Force. Washington DC 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. Full name social security account number Personnel Division Office of Air Force Reserve, Pentagon, Washington DC 20330. Military identification card or driver's license required, if in person.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F03501 REP B

System name:

Files on AF Reserve General Officers; Colonels assigned to General Officer Positions

System location:

At Headquarters United States Air Force, Washington DC 20330. Personnel Division, Office of Air Force Reserve

Categories of individuals covered by the system:

United States Air Force Reserve General Officers and Colonels assigned to General Officer positions.

Categories of records in the system:

Resume of prior military and civilian experience, correspondence and Special Orders, Record of Reserve participation, personnel data listings, last five officer effectiveness reports, record of personal interview and assignment recommendation made by Chief, Air Force Reserve.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To determine qualifications for initial/continued assignment to General Officer positions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Air Force Reserve, Headquarters United States Air Force.

Washington, DC 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Full name, Social Security Account Number, Personnel Division, Office of Air Force Reserve, Pentagon, Washington DC 20330.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors; from individual officers; and, military personnel records.

Systems exempted from certain provisions of the act:

NONE

F03501 SAFCB A

System name:

Military Records Processed by the Air Force Correction Board

System location:

At Office of the Secretary of the Air Force, Washington DC 20330.

And Washington National Records Center, Suitland, Md.

**Categories of individuals covered by the system:**

Case folders are maintained on all members or former members of the Air Force; Army Air Forces; Air Corps, United States Army; Air Service, United States Navy; and Aviation Section, Signal Corps, United States Army, who have applied to the Air Force Board for the Correction of Military Records (SAFCB)

**Categories of records in the system:**

Case folders consist of applications to SAFCB, with supporting evidence, staff advisory opinions and final determinations.

**Authority for maintenance of the system:**

Title 10 United States Code Section 1552

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Case folders are permanent records of all applications and are subjected to review only by an applicant and/or his designated representative, the SAFCB and the Secretary of the Air Force.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

**Retention and disposal:**

Case folders are maintained within SAFCB until conclusion of a calendar year, then permanently retired to Washington National Records Center, Suitland, Maryland.

**System manager(s) and address:**

Executive Secretary, SAFCB, Headquarters United States Air Force, Washington DC 20330.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

Request for review must provide applicant's full name, service number and SAFCB docket number (if known). Reviews are held in Room 5C860, the Pentagon, between the hours of 0900 to 1600. An applicant must present a personal identification document. A designated representative must present a letter of authorization from the applicant.

**Record access procedures:**

Request for access may be obtained by letter addressed to the Executive Secretary, SAFCB, Headquarters United States Air Force, Washington DC 20330.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information is obtained from applicants, Air Force offices and/or other Government agencies.

**Systems exempted from certain provisions of the act:**

NONE

## F03501 SAFOI B

**System name:**

Mobilization Augmentee Training Folders

**System location:**

Office for Resources and Projects, Secretary of the Air Force Office of Information (SAF/OIR), Room 5C960, The Pentagon, Washington DC 20330. And Washington National Records Center, Washington, DC 20409

**Categories of individuals covered by the system:**

Members of the Air Force Reserve assigned to Mobilization Augmentation (MA) positions within the Secretary of the Air Force Office of Information.

**Categories of records in the system:**

Applications for mobilization augmentee status, training, or assignment; orders to training or active duty; copies of effectiveness reports, training completion certificates; pertinent correspondence.

**Authority for maintenance of the system:**

5 United States Code 301, 10 USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Serves as a training record for, 'Participation and Assignment Within the Reserve Components;' used by supervisory personnel to determine eligibility for promotion or reassignment.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in safes.

**Retention and disposal:**

Retained in office files for two years after the individual completes or discontinues a training course, then retired to Washington National Records Center, Washington DC 20409, and, after 28 additional years, they are then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Director of Information, Office of the Secretary of the Air Force (SAF/OI), Washington D.C. 20330

**Notification procedure:**

Requests from individuals should be addressed to the Reserve Forces Liaison Officer, Office for Resources and Projects, Secretary of the Air Force Office of Information (SAF/OIR), Room 5C960, The Pentagon, Washington, DC 20330, telephone (202) OX-76240. Individuals inquiring by mail should furnish their name and service number. Individuals making personal visits to the Office for Resources and Projects should have in their possession a valid identification card (DD Form 2AF(RES).

**Record access procedures:**

Individuals can obtain assistance in gaining access by contacting the Reserve Forces Liaison Officer, Office for Resources and Projects, Secretary of the Air Force Office of Information (SAF/OIR) Washington D.C., 20330.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

NONE

## F03501 SGPC M

**System name:**

Physician Personnel Files

**System location:**

At Headquarters United States Air Force, Office of the Surgeon, Directorate of Professional Services, Clinical Medicine Division, 1000 Independence Avenue, Washington, DC 20314.

**Categories of individuals covered by the system:**

All physicians who are currently on active duty with the Untied States Air Force (USAF) or who are scheduled to come onto active duty in the USAF via selected

**Categories of records in the system:**

Physician recruitment programs. File contains personal correspondence to and from individual physician, forms relating to assignment, extensions, training, certification, other documentation concerning specialty qualifications, and other selected documents.

**Authority for maintenance of the system:**

Title 10, United States Code, Section 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Records are used to provide background data and physician assignment desires to action officers tasked with the responsibility to assign physicians to military medical activities. Files may be sued by Air Force Military Personnel Center, Office of the Surgeon to assist in the assignment of physicians. Files may also be used to prepare letters of evaluation for prospective employers and entrance or advancement in professional societies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are protected by guards.

Retention and disposal:

Retain in office until separation, inactivation, when purpose has been served, or after 5 years, whichever is sooner, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

, name, social security number.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers.

Information obtained from educational institutions.

Information obtained from medical institutions.

Systems exempted from certain provisions of the act:

NONE

F03501 0CGBUZA

System name:

Informational Personnel Training Records

System location:

At Headquarters or Major Subordinate Commands and at all levels down to and including Air Force installations, groups and squadrons,

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Battle Commander, Air Defense Commander, Director of Operations , Fighter Officer, Aircraft Control and Warning Officer, Operations Officer, Watch Officer, Watch technician, Senior Director(SD), SD technician, Senior Weapons Director(SWD), SWD Technician, Weapons Controller(WC), WC Technician, Weapons Assingment Officer, Weapons Assignment Technician, Enlisted Weapons Controller, Range Safety Officer

Categories of records in the system:

Chronological listing of duties and experience, records pertaining to qualification or proficiency including memos of record, waivers, and appointments to boards, panels and etc, student records from United States Air Force school courses teaching ground environment systems and/or procedures, intercept experience records including records from other Commands

Authority for maintenance of the system:

10 United States Code,Section 8012, Secretary of the Air Force

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information collected to insure training requirements outlined in Aerospace Defense Command Manual 50-5 Volume One are accomplished. Used by the local organization and the Major Command to monitor progress of training

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible note books, file folders and file cabinets

Retrievability:

Retrieved by name, rank and social security account number

Safeguards:

Access by Records Custodian stored in locked cabinets or rooms

Retention and disposal:

Retained in Office until discharge, separation, or reassignment of the individual then given to individual

System manager(s) and address:

Chief Atmospheric Environment Division, Aerospace Defense, Ent AFB, Co. Command, Region Control Center Chief/Operations Officer

Notification procedure:

All concerned individuals are aware of the records on file, access is readily available to these individuals by going to their local Records Custodian, requests for access by individuals outside the military should be addressed to the lowest System Manager echelon

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from previous pertinent United States Air Force assignments and United States Air Force school courses teaching ground environment systems and/or procedures

Systems exempted from certain provisions of the act:

NONE

F03501 0CGBUZB

System name:

Informational Personnel Records.

System location:

Headquarters (HQ) North American Air Defense Command (NORAD) and Aerospace Defense Command (ADC) Directorate of Public Affairs and Information, Internal Information Branch (OIII), Ent Air Force Base CO 80912

Categories of individuals covered by the system:

NORAD/ADC Subordinate Public Affairs/Information Personnel

Categories of records in the system:

Professional military assignment and education data only

Authority for maintenance of the system:

Title 10 United States Code 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by NORAD/ADC OIII personnel in allocating school quotas, making follow-on assignments, providing military career counseling, and familiarizing staff with personnel in outlying units. Used only by NORAD/ADC OI personnel as an internal management device.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, NORAD/ADC OIII

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information from individuals

**Systems exempted from certain provisions of the act:**

NONE

**F03501 0IACYVG**

**System name:**

03501 0IACYVG Correction of Military Records of Officers and Airmen

**System location:**

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

**Categories of individuals covered by the system:**

Air Force Reserve personnel and Air National Guard personnel.

**Categories of records in the system:**

case files containing letters from individual reservist requesting correction of military record, related documents and replies to reservist.

**Authority for maintenance of the system:**

10USC 275 Personnel Records.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

used by Office Managers and Section supervisors and technicians to process correction of reserve records when requested. Base files are sent to Military Personnel Center for final action

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name and Social Security Number (SSN).

**Safeguards:**

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards and controlled by personnel screening.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Commander Air Reserve Personnel Center (ARPC)

**Notification procedure:**

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, Colorado between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's SSN at time of discharge.

**Record access procedures:**

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, Colorado 80280; telephone (303) 394-4667.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

from personnel records

**Systems exempted from certain provisions of the act:**

NONE

**F03501 0J DP A**

**System name:**

Officer Status File

**System location:**

Headquarters Air Training Command(ATC) Deputy Chief of Staff for Personnel(DCS/P), Randolph Air Force Base, TX. 78148.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Categories of individuals covered by the system:**

All active duty ATC Permanent Party Officers below colonel

**Categories of records in the system:**

Individual military records containing current and projected assignment data for ATC tour

**Authority for maintenance of the system:**

44 USC 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

DCS/P uses data to control intracommand reassignments

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in card files.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Stored in locked building

**Retention and disposal:**

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

DCS/P ATC Randolph Air Force Base TX 78148

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from automated system interfaces.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

NONE

**F03501 0J DP B**

**System name:**

Status of Ineffective Recruiter

**System location:**

Headquarters Air Training Command(ATC) Deputy Chief of Staff for Personnel(DCS/P), Randolph Air Force Base, TX. 78148

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Categories of individuals covered by the system:**

Active duty ATC enlisted recruiter personnel relieved from duty

**Categories of records in the system:**

Individual military record containing active case data

**Authority for maintenance of the system:**

44 USC 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

DCS/P uses data to monitor relief action

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.
Filed by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Stored in locked building

Retention and disposal:

Retained in office files until discharge, separation, or reassignment of the individual, then returned to servicing consolidated base personnel office for disposition.

System manager(s) and address:

DCS/P Randolph Air Force Base TX 78148

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F03501 0KPNQSC

System name:

03501 0KPNQSC AFJROTC Instructor Records System

System location:

AFROTC/JR1 Headquarters Air University, Maxwell Air Force Base, AL 36112.

Categories of individuals covered by the system:

AFJROTC instructors;past and present

Categories of records in the system:

AFROTC Form O-226, Processing Checklist; AFROTC Form O-222, Applicant Evaluation Form; AFROTC Form O-200, Application; Applicant Interview Record; Commander's Recommendation (for Noncommissioned Officers on active duty only); last 10 Airmen Performance Reports or Officer Effectiveness Reports, or summary of last 10 reports which include period of supervision and overall evaluation: letter requesting Defense Central Index of Investigation (DCII) name check; photograph; DD Form 214, Report of Separation from Active Duty; Retirement Order; miscellaneous correspondence such as resumes and letters of recommendation; copy of Air Force retirement physical and Physical Evaluation Board findings if applicant is retired with 30 percent or more disability; copy of Veterans Administration (VA) Form Letter (FL) 21-826, VA Form 20-822, VA FL-21-826, and VA Form 21-6782, if applicant is retired with 30 percent or more disability awarded by Veterans Administration; letter requesting medical evaluation of AFJROTC instructor applicants for personnel retired with 30 percent or more disability; letter from school officials indicating effective date of employment and termination of employment; hiring checklist; AFROTC Form O-217, Change in AFJROTC Instructor Status; AFROTC Form O-214, AFJROTC Instructor Contract Card; AFROTC Instructor certificates; letters pertaining to warning on or change of instructor certification status; AFROTC form 98 or o-218 Air Force junior ROTC aerospace education instructor evaluation report; letters pertaining to appeals of ratings and /or comments on AFROTC form 98 or O-218, Air Force Junior ROTC aerospace education instructor evaluation report; instructor termination questionnaire.

Authority for maintenance of the system:

10 USC Chapter 102, Junior Reserve Officers' Training Corps.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information is collected to determine if instructor is meeting Air Force standards. Routine use includes the referral of any individual's records, if requested, to the Department of Defense, Department of Justice, law enforcement or investigatory authority for investigation of possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, and on computer magnetic tape and computer printouts.

Retrievability:

Filed by name and Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Instructor Management Division, AFROTC/JR1, Maxwell Air Force Base, AL 36112.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. individuals who write must furnish name grade SSAN unit of assignment and address. Visitors must show armed forces identification card and some additional source of positive identification

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers, financial institutions, educational institutions, police and investigating officers, the bureau of motor vehicles, a state or local government, witnesses and from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F03501 0KPNQSD

System name:

Air Force Junior ROTC (AFJROTC) Instructor Applicant System.

System location:

AFROTC/JRI,
At Headquarters Air University, Maxwell Air Force Base, AL 36112.

Categories of individuals covered by the system:

AFJROTC applicants

Categories of records in the system:

Name, rank, social security number, address, overall evaluation, retirement date, applicant status, application date, school/city/state preference, birth date, processing checklist;applicant evaluation form, application form, applicant interview record; last ten Airmen performance reports or officer effectiveness reports, or summary of last ten reports which includes period of supervision and overall evaluation; letter requesting Defense Central Index of Investigation (DCII) name check; photograph; report of separation from active duty; retirement order; commander's recommendation for noncommisioned officers active duty only; derogatory information; miscellaneous correspondence such as resumes and letters of recommendation provided by applicant.

Authority for maintenance of the system:

Pl 88-647.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to evaluate applicant qualifications for employment as AFJROTC instructors. Name, rank and address of applicant furnished to

school when nominated for employment. Information is furnished the authority performing the DCII name check.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained on computer magnetic tapes.
Maintained on computer paper printouts.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).
Grade

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are controlled by computer system software.
building locked after duty hours

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Chief, instructor management division, AFROTC/JRI, Maxwell Air Force Base, al 36112.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.
individuals who write for information must furnish name, grade, social security number and address. Visitors must show armed forces identification card and an additional source of positive identification

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from previous employers.
Information obtained from financial institutions.
Information obtained from educational institutions.
Information obtained from police and investigating officers.
Information obtained from the bureau of motor vehicles.
Information obtained from a state or local government.
Information obtained from witnesses.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

NONE

## F03501 0MUHHZA

**System name:**

Personnel Interview Record

**System location:**

79 Aircraft Early Warning Control System Homestead Air Force Base FL 33030; 452 Tactical Airlift Wing (TAW) Hamilton Air Force Base, CA 94934; 446 Military Airlift Wing (MAW) Assoc McChord Air Force Base, WA 98438; 459 TAW Andrews Air Force Base, MD 20331; 445 MAW Assoc Norton Air Force Base, CA 92409; 442 TAW Richards Gebaur Air Force Base, MO 64030; det 507 301 Tactical Fighter Wing Tinker Air Force Base, OK 73145; 439 TAW Westover Air Force Base, MA 01022; 512 MAW Associate Dover Air Force Base, DE 1901; det 508 301TFW Hill Air Force Base, UT 84406; 440 TAW Gen Billy Mitchell Fld WI 53207; 910 Tactical Fighter Group (TFG) Youngstown MAP OH 44473; 911 TAG GTR Pittsburgh IAP PA 15231; 913 TAG Willow Grove Airport PA 19090; 908 TAG Maxwell Air Force Base, AL 36112; 514 MAW Assoc McGuire Air Force Base, NJ 08641; 914 TAG Niagara Falls MAP NY; 917 TFG Barksdale Air Force Base, LA 71110; 919 TAG Eglin Air Force Base, FL 32542; 920 TAG Keesler Air Force Base, MS 39534; 924 TAG Ellington Air Force Base, TX 77209; 94 TAW Dobbins Air Force Base, GA 30060; 301 TFW Carswell Air Force Base, TX 76127; 926 TAG United States Naval Air Station New Orleans LA 70037; 940 TAG McClellan Air Force Base, CA 95652; 934 TAG Minneapolis St Paul IAP MN 55417; 928 TAG Chicago Ohare IAP IL 60666; 932 TAG Scott Air Force Base, IL 62225; 302 TAW Rickenbacker Air Force Base, OH 43217; 315 MAW Assoc Charleston Air Force Base, SC 29404; 349 MAW Assoc Travis Air Force Base, CA 94535; 403 TAW Seldridge Air Force Base, MI 48045; 433 TAW Kelly Air Force Base, TX 78241; 434 TFW Grissom Air Force Base, IN 46970

**Categories of individuals covered by the system:**

All USAF Reserve non prior service & prior service applicants

**Categories of records in the system:**

Data on military and civilian history for interviewing and tentatively qualifying a prospect

**Authority for maintenance of the system:**

10 USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used for interviewing

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained on roll microfilm.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).

**Safeguards:**

Records are accessed by custodian of the record system.

**Retention and disposal:**

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

AFRES/RS, Robins AFB, GA 31098

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Individual.

**Systems exempted from certain provisions of the act:**

NONE

## F03501 0MUHHZB

**System name:**

Curriculum Vitae

**System location:**

Air Force Reserve/Surgeon General Robins Air Force Base, GA 31098 regions/tsg. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Force's system notice.

**Categories of individuals covered by the system:**

Air Force Reserve Medical Service Corps personnel

**Categories of records in the system:**

Civilian and military educational and professional background

**Authority for maintenance of the system:**

10 USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To provide background information on Medical Service Corps personnel. Provides this HQ with information for the award of Air Force Specialty Codes and for one-time special requests.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in note books/binders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Command Surgeon HQ AFRES Robins Air Force Base, GA 31098

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual

Systems exempted from certain provisions of the act:

NONE

F03501 0QAGGNA

System name:

Informational Personnel Records.

System location:

Squadrons Altus Air Force Base, OK 73521

Categories of individuals covered by the system:

Air Force active duty officer personnel.
Air Force active duty enlisted personnel.

Categories of records in the system:

Letters of appreciation letters of counselling and documents such as orders personnel action forms and security clearances

Authority for maintenance of the system:

44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Ready reference for Commanders pertaining to assigned personnel Commanders to evaluate performance and assignment actions

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.
Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Squadron Commanders

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.
present military identification written request will contain name rank and SSAN

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from educational institutions.
Information obtained from medical institutions.
Information obtained from witnesses.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F03501 0TKWRDC

System name:

Informational Personnel Records.

System location:

Holloman Air Force Base, NM 88330

Categories of individuals covered by the system:

Personnel with derogatory information

Categories of records in the system:

Squadron file copy of all derogatory information, article 15, letter of reprimand, control roster, court-martial orders, letters of indebtedness

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For reference, Squadron administrative and disciplinary functions Squadron Commander, First Sergeant, and Administrative Management Officer supporting documentation for administrative actions such as discharge proceedings.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Files are maintained until an individual departs the Squadron through reassignment or discharge; an individual's file is destroyed by tearing into pieces, shredding ,pulping, macerating, or burning.

System manager(s) and address:

First Sergeant, 49th Field Maintenance Squadron, Holloman Air Force Base, NM 88330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.
Full name, SSAN, and military status valid identification card, driver's license and discharge certificate are required.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from financial institutions.
Information obtained from educational institutions.
Information obtained from medical institutions.
Information obtained from trade associations.

Systems exempted from certain provisions of the act:

NONE

F03501 0TMUHJA

System name:

Informational Personnel Records. (OI personnel background)

System location:

Directorate for Information, HQ Tactical Air Command (OIX) Langley Air Force Base, VA 23665

**Categories of individuals covered by the system:**

All personnel, Military and Civilian, assigned to the Information function within Tactical Air Command (TAC).

**Categories of records in the system:**

Background record name, date of rank, date assigned, date separation, Air Force specialty codes, photo, education, training, home address, telephone no., and assignments.

**Authority for maintenance of the system:**

10 USC 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by Directorate of Information, Headquarters, Tactical Air Command to identify personnel for deployment in exercises, contingencies, and for intra-command reassignment.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained in card files.
Maintained on computer paper printouts.
Maintained on aperture cards.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.
HQ TAC/OIX, Langley Air Force Base, VA 23665.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.
Request must contain name and organization of assignment, ID card or drivers license.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

From gaining/losing Major Command Personnel Files AFMPC Office of Information personnel.

**Systems exempted from certain provisions of the act:**

NONE

## F03501 0UMCBVA

**System name:**

Geographically Separated Unit Copy Officer Effectiveness & Airman Performance Report

**System location:**

At headquarters of major subordinate commands and numbered Air Forces. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Categories of individuals covered by the system:**

Officers and Airmen

**Categories of records in the system:**

Officer Effectiveness Report (OER) and Airmen Performance Report (APR)

**Authority for maintenance of the system:**

10 USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Use as a record to indicate individual's past job performance

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

At Headquarters of Major Subordinate Commands and numbered Air Force official mailing addresses are in the Department of Defense Directory in the appendix to the Air Force systems notice

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

OER and APR data

**Systems exempted from certain provisions of the act:**

NONE

## F03501 05HCHLH

**System name:**

Reserve Management and Mobilization System (RMAMS)

**System location:**

At Air Force Intelligence Service (RE), Bolling AFB, Wash, DC 20332.

**Categories of individuals covered by the system:**

Air Force Reserve personnel.
Assigned or attached to Air Force Intelligence Service (AFIS), transferred or retired reservists from AFIS, reservist who have applied for assignment to AFIS

**Categories of records in the system:**

Biographic information (personal and military), language info, education info, reserve tour duty info, home info, employment info, security info, experience info (intelligence civilian foreign area), scientific and technical info, specialty info

**Authority for maintenance of the system:**

Title 10 USC 275

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To manage assigned and attached reservists career, Directorate of Intelligence (DI) Aerospace Defense Command, DI AF Communications Service, DI AF Logistics Command, DI Air Training Command, DI Air University, DI Alaskan Air Command, DI Military Airlift Command, DI Pacific Air Forces, DI Strategic Air Command, DI Tactical Air Command, DI United States Air Force in Europe, DI United States Air Force Security Service, DI United States Air Forces Southern Command, DI Air Force Intelligence Service, DI Air Force Inspection and Safety Center, DI Air Force Test and Evaluation Center, DI Air Force Reserve, DI Air National Guard, DI Air Reserve Personnel Center, Defense Intelligence Agency, Central Intelligence Agency, user determines if reservist qualified to perform reserve tour.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained on computer paper printouts.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).

**Safeguards:**

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director Intelligence Reserve Forces

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual, Air Reserve Personnel Center

Systems exempted from certain provisions of the act:

NONE

F03501 06SCEYA

System name:

Air Force Audit Agency (AFAA) Personnel Electronic Evaluation, Reporting System (PEERS)

System location:

HQ Air Force Audit Agency, AFAA/CC, Norton Air Force Base, CA 92409

Categories of individuals covered by the system:

AFAA Active Duty officer personnel AFAA Active Duty airman personnel

Categories of records in the system:

Grade Record Chronological Listing Of Service Record Related Job Experience Record Foreign Service Record Education and Training Record Service Record Officer Effectiveness and Airman Performance Report Record Air Force Specialty Code Record Personal Record Career and Separation Record Flying - Rated Record Current Assignment Record Assignment Preference Record

Authority for maintenance of the system:

Title 10, US Code 8014a and 8032b(1)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used in managing the careers of all military personnel assigned to AFAA, regarding assignment, reassignment, classification, professional military education. Determining eligibility/qualifications for promotion, Regular Air Force appointment, separation, retirement, reenlistment, career reserve status, and Bootstrap education program. Users - Command section AFAA. Directorate of Resources Management staff.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.

Maintained on computer paper printouts.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, burning, or degaussing.

System manager(s) and address:

The Auditor General, Air Force Audit Agency (AFAA/CC), Norton AFB CA 92409

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

And the Director of Resources Management Air Force Audit Agency (AFAA/RM), Norton AFB CA 92409

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

And information provided by individual.

Systems exempted from certain provisions of the act:

NONE

F03501 06SCEYB

System name:

Informal Airmen/Reserve Information Record

System location:

HQ Air Force Audit Agency (AFAA), AFAA/CC, Norton Air Force Base, CA 92409

Categories of individuals covered by the system:

Air Force Audit Agency active duty enlisted personnel Air Force Audit Agency inactive reserve personnel

Categories of records in the system:

Record of Emergency Data Airman/Officer performance/effectiveness reports Personnel Assignment Actions Reassignment Orders Assignment Preference Statement Promotion orders Awards/Decorations - Orders and Citations Enlistment Contract Airman/Officer Military Record (AF Form 7/11) Reserve Personnel Data Sheet Applications for Active Duty Tours and Assignment Orders Application for Reserve Assignment Ready Reserve Service Agreement Transitory correspondence pertaining to career management during individual's assignment to AFAA.

Authority for maintenance of the system:

Title 10, US Code 8014a and 8032b(1)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Staff applications for reserve active duty tours. Determine performance qualifications. Repository to support entries in AFAA Personnel Electronic Evaluation Reporting System (PEERS). Users - Command section AFAA. Directorate of Resources Management staff.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Auditor General, Air Force Audit Agency (AFAA/CC), Norton AFB CA 92409

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

And the Director of Resources Management (AFAA/RM), Norton AFB CA 92409

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

,information provided by the individual and Consolidated Base Personnel Office (CBPO).

**Systems exempted from certain provisions of the act:**

NONE.

**F03501 06SCEYC**

**System name:**

AFAA Management Information System - Career File

**System location:**

Managed at Headquarters Air Force Audit Agency, AFAA/CC, Norton Air Force Base, CA 92409

**Categories of individuals covered by the system:**

Air Force Audit Agency active duty officer personnel Air Force Audit Agency active duty enlisted personnel Air Force Audit Agency civilian employees

**Categories of records in the system:**

Identification/Demographic Records Current Assignment Records Assignment History/Experience Records Assignment/Job/Training Preference Records Completed Civilian Education Records In-Progress Civilian Education Records Professional Military Education Records Off-Duty Education Records Accreditation/Certification Records Performance Evaluation Records Membership in Professional Organizations Records Grade/Rank Records Pay Status Records Training Requirements Records Training Scheduled/In-Progress Records Training History Records Career Development Planning Records Awards/Decorations Records Statistical Records Foreign Service Records Air Force Specialty Code Records

**Authority for maintenance of the system:**

Title 10, US Code 8014a

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used in managing the careers of all military and civilian personnel assigned to/ employed by the AFAA. Uses include all necessary personnel actions regarding employment; assignment; reassignment; reemployment; classification; determining eligibility/qualifications for promotion; selections for promotion (civilian employees); Regular Air Force appointments (military officers); separations and retirement; reenlistments (enlisted personnel); career reserve status (military officers); conversion to career tenure (civilian employees); Bootstrap Education Program (military personnel); approval and funding of off-duty education (civilian employees); monitoring progress of off-duty education (military and civilian personnel); determining status of educational achievements (civilian institution education and professional military education); processing awards and decorations; obtaining, scheduling, monitoring, and recording training requirements, training in-progress, and training history; assisting and advising individuals regarding career development; selecting managing, and reporting education/training for persons selected for executive development; preparing statistical summaries; and preparing required reports for higher headquarters and providing requested management information to the AFAA Command Section. Users - Command Section, AFAA and Directorate of Resources Management Staff.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by other identification number or system identifier.

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in locked cabinets or rooms.
Records are controlled by computer system software.

**Retention and disposal:**

Retained in office files until superceded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, burning, or degaussing. Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, burning, or degaussing.

**System manager(s) and address:**

The Auditor General, (AFAA/CC), Norton Air Force Base, CA 92409

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Director of Resources Management (AFAA/RM), HQ Air Force Audit Agency, Norton AFB, CA 92409

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from automated system interfaces.

And Data provided by the individuals themselves and inputs from manual military and civilian personnel systems

**Systems exempted from certain provisions of the act:**

NONE

**F03501 06SCEYD**

**System name:**

Air Force Audit Agency Office Personnel File

**System location:**

Command Section, AFAA/CD, Norton AFB CA 92409; Directorate of Operations, AFAA/DO, Norton AFB CA 92409; Directorate of Plans, AFAA/XP, Norton AFB CA 92409; Directorate of Resources Management, AFAA/RM, Norton AFB CA 92409; Office of the Assistant Auditor General, CSAF/ACU, Washington, D.C. 20330; Air Force Audit Agency, Central Region (AFAA/AGC) Carswell AFB TX 76127; Air Force Audit Agency, Eastern Region (AFAA/AGE) Langley AFB VA 23665; Air Force Audit Agency, European Region (AFAA/AGU) APO NY 09332; Air Force Audit Agency, Western Region (AFAA/AGW) Norton AFB CA 92409; Air Force Audit Agency, Service Wide Systems Division (AFAA/AGP) Norton AFB CA 92409; Air Force Audit Agency Office, Acquisition Systems Division (AFAA/AGS), Bldg 3226 Stop 12, Andrews AFB DC 20331; Air Force Audit Agency office, Logistic Systems Division (AFAA/AGL), Wright-Patterson AFB OH 45433; Air Force Audit Agency Office, Altus AFB OK 73521; Air Force Audit Agency Office, Barksdale AFB TX 71110; Air Force Audit Agency Office, Bergstrom AFB TX 78743; Air Force Audit Agency Office, Blytheville AFB AR 72315; Air Force Audit Agency Office, Cannon AFB NM 88101; Air Force Audit Agency Office, Carswell AFB TX 76127; Air Force Audit Agency Office, Duluth IAP MN 55814; Air Force Audit Agency Office, PO Box 547, Dyess AFB TX 79607; Air Force Audit Agency Office, Ellington AFB TX 77030; Air Force Audit Agency Office, Ellsworth AFB SD 57706; Air Force Audit Agency Office, England AFB LA 71301; Air Force Audit Agency Office, Ent AFB CO 80912; Air Force Audit Agency Office, F E Warren AFB WY 82001; Air Force Audit Agency Office, Grand Forks AFB ND 58201; Air Force Audit Agency Office, Holloman AFB NM 88330; Air Force Audit Agency Office, Lackland AFB TX 78236; Air Force Audit Agency Office, Little Rock AFB AR 72076; Air Force Audit Agency Office, Lowry AFB CO 80230; Air Force Audit Agency Office, Malmstrom AFB MT 59402; Air Force Audit Agency Office, Minot AFB ND 58701; Air Force Audit Agency Office, Offutt AFB NE 68113; Air Force Audit Agency Office, ATC-AFAA, Randolph AFB TX 78148; Air Force Audit Agency Office, Reese AFB TX 79489; Air Force Audit Agency Office, Richards-Gebaur AFB MO 64030; Air Force Audit Agency Office, PO Box 3427, PSC 2, Sheppard AFB TX 76311; Air Force Audit Agency Office, USAF Academy CO 80840; Air Force Audit Agency Office, Webb AFB TX 79720; Air Force Audit Agency Office, Whiteman AFB MO 65301; Air Force Audit Agency Office, APO New York 09825; Air Force Audit Agency Office, Andrews AFB Washington DC 20331; Air Force Audit Agency Office, Chanute AFB IL 61868; Air Force Audit Agency Office, Charleston AFB SC 29404; Air Force Audit Agency Office, Dover AFB DE 19901; Air Force Audit Agency Office, Griffiss AFB NY 13440; Air Force Audit Agency Office, Grissom AFB IN 46970; Air

Force Audit Agency Office, Homestead AFB FL 33030; Air Force Audit Agency Office, Keesler AFB MS 39534; Air Force Audit Agency Office, Kincheloe AFB MI 49788; Air Force Audit Agency Office, K I Sawyer AFB MI 49843; Air Force Audit Agency Office, Langley AFB VA 23665; Air Force Audit AGency Office, Rickenbacker AFB OH 43217; Air Force Audit Agency Office, Loring AFB ME 04750; Air Force Audit Agency Office, PO Box 6032, MacDill AFB FL 33608; Air Force Audit Agency Office, Maxwell AFB AL 36112; Air Force Audit Agency Office, McGuire AFB NJ 08641; Air Force Audit Agency Office, Myrtle Beach AFB SC 29577; Air Force Audit Agency Office, Pease AFB NH 03801; Air Force Audit Agency Office, Plattsburgh AFB NY 12903; Air Force Audit Agency Office, Pope AFB NC 28309; Air Force Audit Agency Office, Scott AFB IL 62225; Air Force Audit Agency Office, Seymour Johnson AFB NC 27530; Air Force Audit Agency Office, PO Box 552, Shaw AFB SC 29152; Air Force Audit Agency Office, Tyndall AFB FL 32401; Air Force Audit Agency Office, Wurtsmith AFB MI 48753; Air Force Audit Agency Office, APO San Francisco 96334; Air Force Audit Agency Office, Beale AFB CA 95903; Air Force Audit Agency Office, Castle AFB CA 95342; Air Force Audit Agency Office, APO San Francisco 96319; Air Force Audit Agency Office, APO San Francisco 96274; Air Force Audit Agency Office, Davis-Monthan AFB AZ 85707; Air Force Audit Agency Office, APO Seattle 98737; Air Force Audit Agency Office, PO Box 878, APO Seattle 98742; Air Force Audit Agency Office, PO Box 1313, Fairchild AFB WA 99011; Air Force Audit Agency Office (LA), George AFB CA 92392; Air Force Audit Agency Office, APO San Francisco 96553; Air Force Audit Agency Office, APO San Francisco 96239; Air Force Audit Agency Office, APO San Francisco 96288; Air Force Audit Agency Office, APO San Francisco 96264; Air Force Audit Agency Office, Luke AFB AZ 85309; Air Force Audit Agency Office, March AFB CA 92508; Air Force Audit Agency Office, Bldg 510, Mather AFB CA 95655; Air Force Audit Agency Office, PO Box 4006, McChord AFB WA 98438; Air Force Audit Agency Office, Mountain Home AFB ID 83648; Air Force Audit Agency Office, APO San Francisco 96310; Air Force Audit Agency Office, Nellis AFB NV 89191; Air Force Audit Agency Office, APO San Francisco 96570; Air Force Audit Agency Office, APO San Francisco 96280; Air Force Audit Agency Office, Travis AFB CA 94535; Air Force Audit Agency Office, APO San Francisco 96304; Air Force Audit Agency Office, APO San Francisco 96237; Air Force Audit Agency Office, APO San Francisco 96330; Air Force Audit Agency Office, Vandenberg AFB CA 93437; Air Force Audit Agency Office, Williams AFB AZ 85224; Air Force Audit Agency Office, APO San Francisco 96328; Air Force Audit Agency Office, APO New York 09238; Air Force Audit Agency Office, APO New York 09223; Air Force Audit Agency Office, APO New York 09293; Air Force Audit Agency Office, APO New York 09755; Air Force Audit Agency Office, APO New York 09132; Air Force Audit Agency Office, APO New York 09109; Air Force Audit Agency Office, TUSLOG Det 193 RES/AUD, APO New York 09289; Air Force Audit Agency Office, APO New York 09179; Air Force Audit Agency Office, APO New York 09332; Air Force Audit Agency Office, APO New York 09012; Air Force Audit Agency Office, APO New York 09057; Air Force Audit Agency Office, APO New York 09283; Air Force Audit Agency Office, APO New York 09194; Air Force Audit Agency Office, Edwards AFB CA 93523; Air Force Audit Agency Office, PO Box 1625, Eglin AFB FL 32542; Air Force Audit Agency Office, Kirtland AFB NM 87115; Air Force Audit Agency Office, Bldg 1521, Stop 21, L G Hanscom Fld MA 01730; Air Force Audit Agency Office, PO Box 92960, Worldway Postal Center, Los Angeles; CA 90009; Air Force Audit Agency Office, Patrick AFB FL 32925; Air Force Audit Agency Office/ASD, Wright-Patterson AFB OH 45433; Air Force Audit Agency Office, Hill AFB UT 84406; Air Force Audit Agency Office, Kelly AFB TX 78241; Air Force Audit Agency Office/LVAS, McClellan AFB CA 95652; Air Force Audit Agency Office/AUDGN, Robins AFB GA 31098; Air Force Audit Agency Office, Tinker AFB OK 73145; Air Force Audit Agency Office (WPRA), Wright-Patterson AFB OH 45433; Air Force Audit Agency Office, Newark AFS OH 43055; Air Force Audit Agency Office/AFDSDC, OL-2, Bldg 1111, Gunter AFS AL 36114; Air Force Audit Agency Office/AFAFC, 3800 York St, Denver CO 80205; Air Force Audit Agency Office/AFMPC, Randolph AFB TX 78148; Air Force Audit Agency Office, SAMSO, Norton AFB CA 92049; Air Force Audit Agency Office, Norton AFB CA 92409;

Categories of individuals covered by the system:

Air Force Audit Agency active duty officer personnel Air Force Audit Agency active duty enlisted personnel Air Force Audit Agency reserve personnel Air Force Audit Agency civilian employees

Categories of records in the system:

Supervisor's Record of Employee Record of Emergency Data Notification of Personnel Action Request for Personnel Action Supervisory Evaluation of Employee Potential for First-Level Supervisory Positions Supervisory Appraisal of Employee Current Performance-Auditor Supervisory Appraisal of Employee Current Performance-Supervisory (General Schedule and Wage) Special Orders Awards and Decorations information Career Development data AFR 30-30 Certifications Appointment of Additional Duties letter Career Counciling data Position Descriptions Special Duty Application Request for Investiagion, Clearance, Unescorted Entry Access Authorization Certificate Letters of Recognition, Achievement, Congratulations or Commendation Notification of Permanent Change of Station (PCS) Assignment Quality Evaluation of First-Time Resident Auditors Requests for Transfer, Separation, and Retirements Officer Career Objective Statements Airman Assignment Reference Statement Recommendations for Incentive Award Supervisory Appraisal of Employee Current Performance-Middle and High Level Managerial and Executive Qualifications Profile Certification of Eligibility and Record of Personnel Security Clearance Civilian Development Record Data relating to Temporary Duty (TDY)/PCS trips Evaluation Review/Critique Sheet Orientation Checklist Admission and Disposition Slip Flying Attachment Data Locator Cards Supervisory Appraisal of Employee Current Performance - Clerical

Authority for maintenance of the system:

Title 10, US Code 8014a and 8032b(1)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by resident auditors, supervisory auditors, clerical personnel, and region/division chiefs to collect data for informational, support, and evaluation purposes

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are controlled by personnel screening.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Auditor General, Air Force Audit Agency, Norton AFB CA 92409

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers.
Information obtained from financial institutions.
Information obtained from educational institutions.
Information obtained from medical institutions.
Information obtained from trade associations.
Information obtained from automated system interfaces.
Information obtained from police and investigating officers.
Information obtained from the public media.
Information obtained from the bureau of motor vehicles.
Information obtained from a state or local government.
Information obtained from an international organization.
Information obtained from a corporation.
Information obtained from witnesses.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

And internally within the United States Air Force or Air Force Audit Agency

**Systems exempted from certain provisions of the act:**

NONE

**F03501 06SCEYE**

**System name:**

Air Force Audit Agency Office File

**System location:**

Command Section, AFAA/CD, Norton AFB CA 92409; Directorate of Operations, AFAA/DO, Norton AFB CA 92409; Directorate of Plans, AFAA/XP, Norton AFB CA 92409; Directorate of Resources Management, AFAA/RM, Norton AFB CA 92409; Office of the Assistant Auditor General, CSAF/ACU, Washington, D.C. 20330; Air Force Audit Agency, Central Region (AFAA/AGC) Carswell AFB TX 76127; Air Force Audit Agency, Eastern Region (AFAA/AGE) Langley AFB VA 23665; Air Force Audit Agency, European Region (AFAA/AGU) APO NY 09332; Air Force Audit Agency, Western Region (AFAA/AGW) Norton AFB CA 92409; Air Force Audit Agency, Service Wide Systems Division (AFAA/AGP) Norton AFB CA 92409; Air Force Audit Agency Office, Acquisition Systems Division (AFAA/AGS), Bldg 3226 Stop 12, Andrews AFB DC 20331; Air Force Audit Agency office, Logistic Systems Division (AFAA/AGL), Wright-Patterson AFB OH 45433; Air Force Audit Agency Office, Altus AFB OK 73521; Air Force Audit Agency Office, Barksdale AFB TX 71110; Air Force Audit Agency Office, Bergstrom AFB TX 78743; Air Force Audit Agency Office, Blytheville AFB AR 72315; Air Force Audit Agency Office, Cannon AFB NM 88101; Air Force Audit Agency Office, Carswell AFB TX 76127; Air Force Audit Agency Office, Duluth IAP MN 55814; Air Force Audit Agency Office, PO Box 547, Dyess AFB TX 79607; Air Force Audit Agency Office, Ellington AFB TX 77030; Air Force Audit Agency Office, Ellsworth AFB SD 57706; Air Force Audit Agency Office, England AFB LA 71301; Air Force Audit Agency Office, Ent AFB CO 80912; Air Force Audit Agency Office, F E Warren AFB WY 82001; Air Force Audit Agency Office, Grand Forks AFB ND 58201; Air Force Audit Agency Office, Holloman AFB NM 88330; Air Force Audit Agency Office, Lackland AFB TX 78236; Air Force Audit Agency Office, Little Rock AFB AR 72076; Air Force Audit Agency Office, Lowry AFB CO 80230; Air Force Audit Agency Office, Malmstrom AFB MT 59402; Air Force Audit Agency Office, Minot AFB ND 58701; Air Force Audit Agency Office, Offutt AFB NE 68113; Air Force Audit Agency Office, ATC-AFAA, Randolph AFB TX 78148; Air Force Audit Agency Office, Reese AFB TX 79489; Air Force Audit Agency Office, Richards-Gebaur AFB MO 64030; Air Force Audit Agency Office, PO Box 3427, PSC 2, Sheppard AFB TX 76311; Air Force Audit Agency Office, USAF Academy CO 80840; Air Force Audit Agency Office, Webb AFB TX 79720; Air Force Audit Agency Office, Whiteman AFB MO 65301; Air Force Audit Agency Office, APO New York 09825; Air Force Audit Agency Office, Andrews AFB Washington DC 20331; Air Force Audit Agency Office, Chanute AFB IL 61868; Air Force Audit Agency Office, Charleston AFB SC 29404; Air Force Audit Agency Office, Dover AFB DE 19901; Air Force Audit Agency Office, Griffiss AFB NY 13440; Air Force Audit Agency Office, Grissom AFB IN 46970; Air Force Audit Agency Office, Homestead AFB FL 33030; Air Force Audit Agency Office, Keesler AFB MS 39534; Air Force Audit Agency Office, Kincheloe AFB MI 49788; Air Force Audit Agency Office, K I Sawyer AFB MI 49843; Air Force Audit Agency Office, Langley AFB VA 23665; Air Force Audit AGency Office, Rickenbacker AFB OH 43217; Air Force Audit Agency Office, Loring AFB ME 04750; Air Force Audit Agency Office, PO Box 6032, MacDill AFB FL 33608; Air Force Audit Agency Office, Maxwell AFB AL 36112; Air Force Audit Agency Office, McGuire AFB NJ 08641; Air Force Audit Agency Office, Myrtle Beach AFB SC 29577; Air Force Audit Agency Office, Pease AFB NH 03801; Air Force Audit Agency Office, Plattsburgh AFB NY 12903; Air Force Audit Agency Office, Pope AFB NC 28309; Air Force Audit Agency Office, Scott AFB IL 62225; Air Force Audit Agency Office, Seymour Johnson AFB NC 27530; Air Force Audit Agency Office, PO Box 552, Shaw AFB SC 29152; Air Force Audit Agency Office, Tyndall AFB FL 32401; Air Force Audit Agency Office, Wurtsmith AFB MI 48753; Air Force Audit Agency Office, APO San Francisco 96334; Air Force Audit Agency Office, Beale AFB CA 95903; Air Force Audit Agency Office, Castle AFB CA 95342; Air Force Audit Agency Office, APO San Francisco 96319; Air Force Audit Agency Office, APO San Francisco 96274; Air Force Audit Agency Office, Davis-Monthan AFB AZ 85707; Air Force Audit Agency Office, APO Seattle 98737; Air Force Audit Agency Office, PO Box 878, APO Seattle 98742; Air Force Audit Agency Office, PO Box 1313, Fairchild AFB WA 99011; Air Force Audit Agency Office (LA), George AFB CA 92392; Air Force Audit Agency Office, APO San Francisco 96553; Air Force Audit Agency Office, APO San Francisco 96239; Air Force Audit Agency Office, APO San Francisco 96288; Air Force Audit Agency Office, APO San Francisco 96264; Air Force Audit Agency Office, Luke AFB AZ 85309; Air Force Audit Agency Office, March AFB CA 92508; Air Force Audit Agency Office, Bldg 510, Mather AFB CA 95655; Air Force Audit Agency Office, PO Box 4006, McChord AFB WA 98438; Air Force Audit Agency Office, Mountain Home AFB ID 83648; Air Force Audit Agency Office, APO San Francisco 96310; Air Force Audit Agency Office, Nellis AFB NV 89191; Air Force Audit Agency Office, APO San Francisco 96570; Air Force Audit Agency Office, APO San Francisco 96280; Air Force Audit Agency Office, Travis AFB CA 94535; Air Force Audit Agency Office, APO San Francisco 96304; Air Force Audit Agency Office, APO San Francisco 96237; Air Force Audit Agency Office, APO San Francisco 96330; Air Force Audit Agency Office, Vandenberg AFB CA 93437; Air Force Audit Agency Office, Williams AFB AZ 85224; Air Force Audit Agency Office, APO San Francisco 96328; Air Force Audit Agency Office, APO New York 09238; Air Force Audit Agency Office, APO New York 09223; Air Force Audit Agency Office, APO New York 09293; Air Force Audit Agency Office, APO New York 09755; Air Force Audit Agency Office, APO New York 09132; Air Force Audit Agency Office, APO New York 09109; Air Force Audit Agency Office, TUSLOG Det 193 RES/AUD, APO New York 09289; Air Force Audit Agency Office, APO New York 09179; Air Force Audit Agency Office, APO New York 09332; Air Force Audit Agency Office, APO New York 09012; Air Force Audit Agency Office, APO New York 09057; Air Force Audit Agency Office, APO New York 09283; Air Force Audit Agency Office, APO New York 09194; Air Force Audit Agency Office, Edwards AFB CA 93523; Air Force Audit Agency Office, PO Box 1625, Eglin AFB FL 32542; Air Force Audit Agency Office, Kirtland AFB NM 87115; Air Force Audit Agency Office, Bldg 1521, Stop 21, L G Hanscom Fld MA 01730; Air Force Audit Agency Office, PO Box 92960, Worldway Postal Center, Los Angeles CA 90009; Air Force Audit Agency Office, Patrick AFB FL 32925; Air Force Audit Agency Office/ASD, Wright-Patterson AFB OH 45433; Air Force Audit Agency Office, Hill AFB UT 84406; Air Force Audit Agency Office, Kelly AFB TX 78241; Air Force Audit Agency Office/LVAS, McClellan AFB CA 95652; Air Force Audit Agency Office/AUDGN, Robins AFB GA 31098; Air Force Audit Agency Office, Tinker AFB OK 73145; Air Force Audit Agency Office (WPRA), Wright-Patterson AFB OH 45433; Air Force Audit Agency Office, Newark AFS OH 43055; Air Force Audit Agency Office/AFDSDC, OL-2, Bldg 1111, Gunter AFS AL 36114; Air Force Audit Agency Office/AFAFC, 3800 York St, Denver CO 80205; Air Force Audit Agency Office/AFMPC, Randolph AFB TX 78148; Air Force Audit Agency Office, SAMSO, Norton AFB CA 92049; Air Force Audit Agency Office, Norton AFB CA 92409;

**Categories of individuals covered by the system:**

Air Force Audit Agency active duty officer personnel Air Force Audit Agency active duty enlisted personnel Air Force Audit Agency civilian employees Air Force Audit Agency reserve personnel

**Categories of records in the system:**

Installation Fact Sheet Air Force Audit Agency Office Leave Schedule Memorandum of Discussions with Installation Officials Personnel Data Sheet Personnel Interview Sheet, Parts I and II Memorandum to Region Chief concerning supervisory visits Region/Division Audit Report Review Sheets Designation of Position and Position Titles Air Force Audit Agency Personnel Roster for Office Concerned Recommendations for Future Assignment of Personnel Memorandums for the Record-Supervisory Surveys Correspondence Relating to Performance of Assigned Personnel Welcome Letters for Assigned Personnel Pertinent Staff Meeting Memorandums Workload Data Report Evaluations By Auditor AFAA Office Productivity Data Supervisory Auditor Assignments Reports of Significant Activity HQ AFAA SRA/Audit Review Sheet Memorandum of Personnel Discussions Trip Reports

**Authority for maintenance of the system:**

Title 10, U.S. Code 8014a and 8032b(1)

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by resident auditors, supervisory auditors, and Region/Division Chiefs to collect data to evaluate office and individual performance and to become cognizant of office responsibilities and general geographical factors.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are controlled by personnel screening.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Auditor General, Air Force Audit Agency, Norton AFB CA 92409

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers.
Information obtained from financial institutions.
Information obtained from educational institutions.
Information obtained from medical institutions.
Information obtained from trade associations.
Information obtained from automated system interfaces.
Information obtained from police and investigating officers.
Information obtained from the public media.
Information obtained from the bureau of motor vehicles.
Information obtained from a state or local government.
Information obtained from an international organization.
Information obtained from a corporation.
Information obtained from witnesses.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.
And internally within the United States Air Force or Air Force Audit Agency

Systems exempted from certain provisions of the act:

NONE

F03501 07YLNGA

System name:

Informational Personnel Records.

System location:

At Air Force Office of Special Investigations, Washington DC 20314.

Categories of individuals covered by the system:

All fraud, criminal, polygraph, technical services, and counterintelligence trained Air Force Office of Special Investigations (AFOSI) and USAF Defense Investigative Service (DIS) special agents.

Categories of records in the system:

Records for each special agent indicating investigative schools attended and experience level attained, polygraph examiner training and performance records, records indicating personnel who have volunteered for the Counterintelligence Program and special agents in the program, and technical services training records.

Authority for maintenance of the system:

44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Director of Fraud Investigations to program personnel for advanced fraud training and to identify personnel for assignment as fraud specialists. Used by the Director of Criminal Investigations to evaluate polygraph examiner performance and to select polygraph examiners. Also used to determine polygraph examiner qualification for retention or termination as a certified Department of Defense polygraph examiner. Used by the Director of Special Operations to program personnel for counterintelligence training and to identify volunteers for training in that area. Used by the Director of Technical Services to program personnel for advanced technical training and to identify personnel for assignment as technical services specialists.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in card files.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in security file containers/cabinets.
Records are stored in safes.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander, Air Force Office of Special Investigations Washington, DC 20314

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Data is extracted from individual training and military/ civilian personnel records.

Systems exempted from certain provisions of the act:

NONE

F03501 07YLNGB

System name:

Internal Personnel Data System

System location:

At Air Force Office of Special Investigations, Washington DC 20314.

Categories of individuals covered by the system:

All personnel assigned to the Air Force Office of Special Investigations (AFOSI) and all Air Force military personnel assigned to the Defense Investigative Service (DIS).

Categories of records in the system:

Records reflecting Unit authorized positions and Unit assigned personnel.

Authority for maintenance of the system:

44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To manage AFOSI and DIS personnel resources. Used by personnel specialists in all assignment and manning actions. Used to monitor special agent experience level at each operating installation. Used to publish strength accounting reports. Used by the Director of Fraud Investigations to manage fraud coded positions and personnel assigned to fraud operations. Also used to program personnel for advanced fraud training. Used by the Director of Criminal Investigations to manage criminal coded positions and to identify personnel

for assignment as criminal specialists. Also used to program personnel for advanced criminal training. Used by the Director of Special Operations to manage counterintelligence and counterespionage positions and to identify personnel for assignment as specialists in these areas. Also used to program personnel for advanced training in these areas. Used by Budget and Accounting Specialists for tracking anticipated personnel travel funds associated with permanent change of station moves. Used by the Commander for locator purposes.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained on computer magnetic tapes.
Maintained on computer paper printouts.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.

**Retention and disposal:**

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Commander, Air Force Office of Special Investigations Washington, DC 20314

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Data is extracted from individual military/civilian personnel records.

**Systems exempted from certain provisions of the act:**

NONE

**F03501A0SSGBP**

**System name:**

Education and Training Fact Sheets.

**System location:**

At HQ SAC/AD, Offutt AFB, NE. 68113.

**Categories of individuals covered by the system:**

Personnel assigned to SAC/AD

**Categories of records in the system:**

Record of Technical Data Processing Course completions.

**Authority for maintenance of the system:**

10 USC 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to determine educational qualifications and trng needed.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in note books/binders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Assistant Chief of Staff, Data Systems,HQ Strategic Air Command

**Notification procedure:**

Requests from individuals should be addressed to HQ SAC/ADXPT, Offutt Air Force Base, NE 68113

**Record access procedures:**

SAC/ADXPT will provide access.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information from individuals and graduation certificates.

**Systems exempted from certain provisions of the act:**

NONE

**F03501B0SBAEYA**

**System name:**

Request for Clinical Priviledge at USAF Hosp Beale

**System location:**

USAF Hospital Beale Air Force Base, CA

**Categories of individuals covered by the system:**

Physicians, assistants, nurse practitioners

**Categories of records in the system:**

Request for permission to perform surgical procedure-treatment

**Authority for maintenance of the system:**

10 USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to determine capabilities-priviledges for all doctors

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by commanders of medical centers and hospitals.

**Retention and disposal:**

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Chief Hospital Administration

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.
Chief, Hospital Administration

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Individuals

**Systems exempted from certain provisions of the act:**

NONE

**F03501B0SPCZPB**

**System name:**

Navigator Background Information

**System location:**

Beale Air Force Base, CA 95903 Castle Air Force Base, CA 95342 Davis Monthan Air Force Base, AZ 85707 Dyess Air Force Base, TX 79607 Ellsworth Air Force Base, SD 57706 Fairchild Air Force Base, WA 99011 Francis E Warren Air Force Base, WY 82001 Grand Forks Air Force Base, ND 58205 Malmstrom Air Force Base, MT 59402 March Air Force Base, CA 92508 Minot Air Force Base, ND 58705 6 Strategic Wing APO Seattle 98737 320 Bombardment Wing Mather Air Force Base, CA 95655 916 Air Refueling Squadron Travis Air Force Base, CA 94535 55 Strategic Reconnaissance Wing Offutt Air Force Base, NE 68113 4300 Air Base Squadron Glasgow Air Force Base, MT 59231

Categories of individuals covered by the system:

Crew navigators

Categories of records in the system:

Flying time and experience

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Chief Bomb Navigation Branch for required interviews/ experience/selection of replacements

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are controlled by personnel screening.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief Bomb Navigation Branch at each base listed in Location Section above.

Notification procedure:

Addressed to Unit Chief Bomb Navigation Branch

Record access procedures:

Gain assistance from Unit Chief Bomb Navigation Branch

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual

Systems exempted from certain provisions of the act:

NONE

F03501FSFPC A

System name:

Air Force Discharge Review Board original case files.

System location:

At National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132.

Categories of individuals covered by the system:

Former Air Force Personnel who submit applications for review of discharge/ separation/dismissal.

Categories of records in the system:

Contains original copy of summary of board proceedings, individual's application form, order appointing Discharge Review Board members, summary of applicant's military personnel record, correspondence between applicant and Discharge Review Board and magnetic recording of hearing (if required).

Authority for maintenance of the system:

10 United States Code 1553 - Review of Discharge or Dismissal.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These documents are created and placed in the applicant's military personnel file so that a permanent record of the Board's action is preserved. These records are created by the Board in the performance of its statutory function. These case files are utilized by the Air Force Military Personnel Center to create new discharge documents if required and to notify the applicant of the outcome of his case.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained on a recording.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Filed by Military Service Number.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Records are controlled by personnel screening.

Retention and disposal:

Retained permanently at the National Personnel Records Center (Military Personnel Records), 9700 Page Blvd, St Louis, MO 63132.

System manager(s) and address:

Director, Secretary of the Air Force Personnel Council, Washington, D.C. 20030

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Written requests should contain the full name, service number and social security account number of the requestor. Personal visits may be made to room 920, Commonwealth Building, 1300 Wilson Blvd, Arlington, VA. Personal visitors must supply full name, service number, social security account number and some form of identification such as driver's license, credit cards, etc.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual's military personnel record

Systems exempted from certain provisions of the act:

NONE

F03501XOBXQPCB

System name:

Prospective Instructor Files

System location:

At United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

Military personnel applying for instructor duty with the faculty.

Categories of records in the system:

Copy of Application for Instructor Duty, college transcripts, past Officer Effectiveness Reports, Officer Uniform Assignment Brief which contains information such as prior assignment information, aeronautical rating information, general personnel data including security clearance, date of birth, marital status, promotion dates; correspondence between individual and department, evaluations on individual's suitability and record of personal interview.

Authority for maintenance of the system:

10USC9331

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of System: Information on qualification, availability and location of potential instructors. Category of User: Faculty Departments. Specific Use: Used to assess individual qualifications on personnel applying for instructor duty on the faculty.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in security file containers/cabinets.

Records are stored in locked cabinets or rooms.

Records are controlled by personnel screening.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Dean of the Faculty

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers.

Information obtained from educational institutions.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F03501X0IACYVA

System name:

03501X0IACYVA Reserve Supplement Officer (RSO) Case File.

System location:

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force active duty officer personnel and enlisted personnel. Air Force civilian employees. Air Force Reserve and Air National Guard personnel.

Categories of records in the system:

documents pertaining to requisition, assignment, reassignment, separation, or TDY assignment request, work sheet , orders, amendments, notification of receipt of application solicitation letter

Authority for maintenance of the system:

Title 10 US Code, Section 269.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

used by the military and civilian personnel of the reserve supplement officer assignment branch information is disclosed to Consolidated Base Personnel Office and other branches within the Air Reserve Personnel Center to insure proper information is maintained on the individual for assignment.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC) 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, Colorado between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's SSN at time of discharge.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, Colorado 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Major comands, personnel records, Air Reserve units.

Systems exempted from certain provisions of the act:

NONE

F03501X0IACYVB

System name:

03501X0IACYVB Application for Separation from the Regular AF to AF Reserve/Air National Guard.

System location:

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80200.

Categories of individuals covered by the system:

Air Force active duty officer and enlisted personnel. Air Force civilian employees. Air Force Reserve and Air National Guard personnel.

Categories of records in the system:

application concerning separation from the Regular Air Force to the Air Force Reserve/Air National Guard, documents pertaining to requisition, assignments, reassignment, separation and declination

Authority for maintenance of the system:

US Code 10 Section 269.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

the routine use of this information is to help in obtaining a position in the Air Reserve forces. Used by Regular Air Force, Air Reservist, Air National Guard and civilian personnel to facilitate finding a position for reservists.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander, Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, AFPC/DADP, 7300 East First Avenue, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, Colorado between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify his/her application/ declination or orders.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, AFPC/DADP, 7300 East First Avenue, Denver, Colorado 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Major commands, Consolidated Base Personnel Office, Consolidated Reserve Personnel Office.

Systems exempted from certain provisions of the act:

NONE

F03501X0IACYVD

System name:

03501X0IACYVD Servicemens Group Life Insurance (SGLI) Entitlement Case Files.

System location:

Air Reserve Personnel Center, 3800 York Street, Denver, CO 80205.

Categories of individuals covered by the system:

Air Force Reserve and Air National Guard personnel.

Categories of records in the system:

Copies of correspondence, casualty reports, record of emergency data, SGLI election, death order, death Certificate, Air Force Accounting And Finance Center (AFAFC) verification of premium payments.

Authority for maintenance of the system:

Title 38 U.S.Code 765-776.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose is to determine if an individual qualified for SGLI coverage, applied and paid for premiums for SGLI coverage and to report this information to office of SGLI, Newark NJ for processing insurance claims.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and card files.

Retrievability:

Filed by Name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards and controlled by personnel screening.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person'd identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

information from notification of death and documents pertinent to death and SGLI coverage obtained from other military branches, public health records, next of kin, or civilian organizations.

Systems exempted from certain provisions of the act:

NONE

F03501X0OTAYZA

System name:

Management Control System (MCS)

System location:

Administrative/Personnel Support Office, Room 1D158, Air Force Data Services Center, AFDSC/CEA, Pentagon, Washington, D.C. 20330. Training Team, Office of Plans and Management, Room 1C1041, Air Force Data Services Center, AFDSC/XMT, Pentagon, Washington, D.C. 20330.

Categories of individuals covered by the system:

All Air Force active duty military personnel.

Air Force civilian employees.

Categories of records in the system:

Types of records listed in MCS are those associated with a locator file, i.e., the individual's name, home address, home phone, etc. Also contained are records relating to the office the individual is assigned to; their authorized and assigned grade; date they were assigned to this organization; for military personnel only, the date they will depart; who their supervisor is; and the individual's duty phone and his immediate supervisor's duty phone. This also contains training information for military and civilian personnel assigned to AFDSC. This information consists of course completions by date.

Authority for maintenance of the system:

Title 5 U.S.C. 301 Departmental Regulations; Title 10 U.S.C. 133 Secretary of Defense appointments, powers and duties; delegations by; Title 44 U.S.C. 3101 Records management by Agency heads, general duties.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The MCS system was established as a management tool to provide office managers with information concerning their overall manpower picture to aid them in scheduling workload requirements in support of this organization's assigned mission. This system also acts as a Central Locator File and also allows a variety of manpower reports to be produced. b. Anticipated users of the MCS system: (1) Commander, Air Force Data Services Center. (2) Directors and Divisions Chiefs, Air Force Data Services Center. (3) Administrative personnel assigned to the Office of Administrative/Personnel Support function, Air Force Data Services Center, and training personnel assigned to Training Team, Office of Plans and Management. (4) Civilian agencies and other government agencies. (Specific names and government branches cannot be identified since the system acts as a locator file for individuals assigned to AFDSC. Any civilian agency or government branch could request information concerning an individual in order to locate that individual at their place of duty or at home.) (5) Military and Civilian Personnel Offices assigned to the 1143rd Air Base Squadron Pentagon, Washington, D.C. c. Specific use of information by each of the users mentioned in paragraph 8b. (1) The Commander, AFDSC uses the information from the MCS system to keep informed of the current manpower authorizations within AFDSC and were individuals are assigned. This is also true for Directors and Division Chiefs in AFDSC. From this information the AFDSC workload is closely managed to meet requirements by customers that this organization supports. In addition, the Commander, Directors and Divisions Chiefs can request a variety of manpower information from this system when certain data fields are aligned. (2) The administrative personnel assigned to the Administrative personnel support function mainly use the informmation supplied from MCS as a Central Locator file in order to assist outside callers in locating offices and individuals of this organization. Training Person-

nel use this file to provide cost estimates for input to the annual budget preparations for this organization. (3) The information provided to civilian and government agencies would be upon request to locate an individual assigned to AFDSC. (4) Civilian and Military personnel offices are provided information in report form. In most cases this information conncerns number of personnel assigned against number authorized, or the number of personnel assigned in a particular grade. Each of these offices can request other inquiries concerning personnel for which the MCS can, in most cases, provide the answers to their questions.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained on disks or drums.

Maintained on computer paper printouts.

**Retrievability:**

Filed by Social Security Account Number (SSAN).

Filed by Military Service Number.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are controlled by computer system software.

**Retention and disposal:**

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Chief, Administrative/Personnel Support Office, Air Force Data Services Center, Pentagon, Washington, D.C.20030.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from individual.

**Systems exempted from certain provisions of the act:**

NONE

**F035010BXQPCAB**

**System name:**

Admissions and Registrar Records

**System location:**

At United States Air Force Academy, CO 80840.

**Categories of individuals covered by the system:**

Air Force Academy nominees/appointees, cadets, graduates and Air Force Reserve Officers not on active duty.

**Categories of records in the system:**

(1)All data used in the candidate selection process for the USAF Academy. Includes high school records, admissions test scores, physical aptitude examination scores, high school extra curricular activities, medical qualification status, personal data records, letters of recommendation, address, phone number, SSAN, race, height, weight, citizenship, statement of reasons for attending Academy, nomination, and Prep School or college record if applicable. (2) Letters of evaluation for recording counseling for aptitude probation, counseling records which record counselors notes. Test data for interest/personality profiles. (3) Service academies precandidate questionnaries, computerized report by Congressional district. (4) Pertinent information on assigned Liaison Officers, reports of individual Liaison Officer activity and copies of general correspondence. (5) Grade and quality point averages, course grade distributions, general and academic orders of merit, military dependents on merit lists, squadron assignments. (6) USAFA Prep School computer listings, selection data on new classes, medical qualification at entry, cadet high school rank and class size, Fourth Class squadron assignments, special rosters with all scores (acceptees, declinations, minorities, recruited athletes, and Prep School), rosters from biographical data sheets (Protestant, Catholic, Jewish, and other religions, military parents, USAFA Prep School graduates, other Prep School graduates, Civil Air Patrol, former ROTC members, Boy Scouts, Eagle Scouts, cadets whose fathers are general officers, former Boys State and Boys Nation delegates and cadets with private pilot licenses), computer listings of high school activities and general information, admissions computer listings (all candidates, qualified candidates, selectees, athletes, minorities, ex-cadets and state status reports), and related data. (7) Flying training graduates and eliminees, graduate data sheets, graduate initial assignments and graduate scholastic degrees and losses.

**Authority for maintenance of the system:**

10 USC 8012, 10 USC 903

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

(1) Used by Admissions Office, Selection Panels, Academy Board, Athletic Department and Prep School personnel for selection of cadets to attend the Prep School and USAF Academy. Also, used to evaluate candidates for recommendation for civilian preparatory school scholarships. Used to form the nucleus of the cadet record for candidates selected to attend the Academy. (2) Used by counselors assigned to assist cadets with one or more counseling related problems. (3) Used by Admissions Office to prepare evaluation of candidates' potential for submission to Members of Congress and to schedule for medical examinations. (4) Monitor training of Liaison Officers and advise persons interested in the Academy of the name, address, and telephone numbers of their nearest liaison officer. (5) To evaluate cadet academic and military achievement and to coordinate statistics relating to cadet strength and attrition. (6) To evaluate selection procedures of AF Academy cadets, to assure that criteria for entering cadets are met and to procure various biographical information on incoming cadets for press releases. (7) To evaluate Air Force Academy graduate achievements in graduate schools, flying training and regular duty assignments.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders. Maintained on disks or drums. Maintained on computer magnetic tapes. Maintained on computer paper printouts. Maintained on roll microfilm. Maintained in note books/binders.

**Retrievability:**

Filed by Name. Filed by Social Security Account Number (SSAN). Filed by other identification number or system identifier.

**Safeguards:**

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms. Records are stored in safes. Records are stored in vaults. Records are controlled by visitor registers.

**Retention and disposal:**

All data used in candidate selection, counseling records letters of evaluation and service academy precandidate questionnaires are Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. also may be buried. Records of candidates who accept appointments are sent to Cadet Records System, USAF Academy. Liaison Officer information: Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. May also be buried. Grade information, background & biographical information on nominees, appointees, and cadets; and flying training information is Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. also may be buried.

**System manager(s) and address:**

Director of Admissions and Registrar, USAF Academy, CO 80840.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information generated within the cadet counseling center by personnel assigned, outside the center by referral sources, i.e. parents, liaison officers, other members of the Academy staff, Information obtained from educational institutions. Information obtained from automated system interfaces. From individual himself on forms filled out as a candidate, College Entrance Examination Board and American College Testing scores, Air Force Medical examinations, individual letters of recommendation, individual and personnel records.

Systems exempted from certain provisions of the act:

NONE

F0350120SSGBPA

System name:

Information Officer Background Record

System location:

Headquarters Strategic Air Command (SAC) OI see DoD Directory Headquarters 15th Air Force OI see DoD Directory Headquarters 8th Air Force OI see DoD Directory

Categories of individuals covered by the system:

Information and administrative personnel at all SAC Offices of Information

Categories of records in the system:

Name rank SSAN photograph dates of rank and separation assignme nt history military and civilian schooling degrees military job history

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Assignment research Headquarters SACOI and numbered Air Force OI personnel assignment recommendations and locator

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in file cabinets.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Information Headquarters SAC

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual completes and changes file card

Systems exempted from certain provisions of the act:

NONE

F03502 AFA A

System name:

03502 AFA A Cadet Management System

System location:

United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

The Air Force Academy Cadets.

Categories of records in the system:

(1) Records of emergency data; cadet acceptance records; oaths of allegiance; statements of consent; marriage, paternity, maternity, birth certificates; appointment orders; summer training orders; special orders; awards and decorations; requests for insurance; insurance program letters; applications for identification cards; training certificates; data for parachutist rating (LRA); individual jump records; aeronautical orders; records of personnel security investigation and clearance; statements of personal history; LPT scores; drug abuse certificates; small arms marksmanship training data; personnel data sheet; cadet biographical data; cadet personnel information; statements of travel; Academy/Commandant Board actions; Class Committee actions; legal reexamination letters; course completion/retake letters; cadet performance reports; basic cadet evaluation reports; letters of appreciation; Commandant's letters for placement, continuation, removal from aptitude, conditional probation; academic probation notifications; final clearances (graduates); reports of separation from active duty; records of disenrollment from officer candidate type training; (2) Offenses; referrals of offenses, awards and punishments; disciplinary board actions; squadron punishment lists; (3) special orders; (4) Cadet aptitude briefing; (5) Evidence and statements gathered by the Honor Committee which have been used to determine if accused cadets were guilty of violating the Honor Code and includes a summary of the Honor Board proceedings; (6) Course exams; answer sheets; flight mission grade sheets; (7) Prior summer training completion records of programs attended; current summer assignments and training program preferences; (8) Mandatory nonacademic appointments; (9) Board case files (proceedings, inquiries, investigations); (10) Outgoing clearance forms to assist cadet in outprocessing from the Academy.

Authority for maintenance of the system:

10 USC 8012 Secretary of the Air Force: powers and duties; delegation by; 10 USC 9349 Cadets: organization; service; instruction.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) For use in controlling and regulating cadet activity at the USAF Academy; (2) To report offenses committed by cadets, to reflect Commandant Disciplinary Board actions and conduct probationary cases to Commandant of Cadets for his approval, to provide a format for reporting completion of punishments; (3) To announce cadet rank and position (duty) to be held. Cadet Rank Cards are used to input the necessary data; (4) Monthly aptitude briefings completed by both cadets and AOCs are used when a cadet is referred to the Commandant's Board; (5) Case files are used by Cadet Honor Representatives to investigate possible violations of the Honor Code and as evidence at Cadet Honor Hearings. The case summaries are used for statistical record keeping and training in each squadron of Honor Committee activities; (6) Exams and grade sheets are used by assigned officers and secretarial staff of the Navigation Division to resolve any questions of validity of cadet grades and as an evaluation tool to measure cadet performance; (7) Maintain record of summer training accomplishments and assign cadets to summer training program; (8) Schedule cadets for mandatory nonacademic appointments during free periods; (9) Used as a case file in board (disenrollment) actions initiated against cadets. Reviewed by the Office of the Secretary of the Air Force in making final decisions on disenrollment action. Reviewed by Superintendent, USAF Academy in making a decision to refer to Board of Officers; (10) Accomplish required outprocessing actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets, on disks or drums, file folders, notebooks/binders, computer printout.

Retrievability:

Filed by name, social security number, other identification number or system identifier, military service number.

Safeguards:

Records are stored in locked cabinets, rooms, or safes. Computer records are controlled by computer system software. Manual records are accessed by custodians or persons who are responsible for servicing the record system in performance of official duties.

Retention and disposal:

(1) Stored for one year after graduation, then merged with the personnel records maintained by Registrar, Cadet Records Section, USAF Academy, CO 80840; (2) Destroyed 30 days after final action. Upon disenrollment or graduation, forwarded to Registrar, where they are microfilmed one year after graduation and retained permanently. Paper copy then destroyed; (3) Destroyed after 30 days after final action. Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning; (4) Maintained as part of personnel record (Permanent).

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning; (5) Information is retained for one year in the case of first class cadets and six months in the case of underclass cadets, or until graduation or elimination from training, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. AF Form 525 will be submitted for summaries; (6) All material retained for 30 days after the end of the semester in which administered except for final exam answer sheets which are destroyed after one yar. All material to be destroyed is boxed and pulverized in accordance with the aforementioned time frame; (7) Retained in office files until graduation or elimination from training, then destroyed by tearing into pieces, shredding, pulping, macerating or burning; (8) Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning; (9) & (10) Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, maceration or burning.

System manager(s) and address:

Commandant of Cadets, USAF Academy, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from Commandant of Cadets Personnel. Information obtained from individual. Information obtained from coach. Information obtained from Educational Institutions. Information obtained from automated system interfaces. Information obtained from source documents (such as reports) prepared on behalf of the AF by boards, committees, panels, auditors, etc. Information obtained from civilian instructors.

Systems exempted from certain provisions of the act:

NONE

F03502 DPMMB A

System name:

Selective Reenlistment Consideration

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

At consolidated base personnel offices only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Initial enlistees within 15 months of original expiration term of service.

Categories of records in the system:

Documentation of selective reenlistment consideration process.

Authority for maintenance of the system:

Title 10, United States Code (USC) - Chapter 833, Enlistments, Sections 8251 - 8263; Title 44, USC, Chapter 31, Public Printing and Documents, Records Management by Federal Agencies, Section 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To determine member's reenlistment eligibility. Member's immediate supervisor, member's immediate commander, unit career advisor, base career advisor.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Filed temporarily in member's Unit Personnel Records prior to reenlistment; permanently filed in Master Personnel Records at time of reenlistment, separation, discharge or retirement.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

or by contacting agency officials at respective servicing Consolidated Base Personnel Office.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

or same procedure as for notification.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Entries are made by the supervisor and commander, and acknowledged by the member.

Systems exempted from certain provisions of the act:

NONE

F03502 DPMMB B

System name:

Request for Variable Reenlistment Bonus (VRB) and/or Advance Payment of VRB.

System location:

At consolidated base personnel offices only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Enlisted members who are receiving Selective Reenlistment Bonus payments in equal annual installments and request advance payment of one or more such remaining installments.

Categories of records in the system:

Requests for Variable Reenlistment Bonus (VRB) and/or Advance Payment of VRB.

Authority for maintenance of the system:

Title 37 United States Code; Pay and Allowances of the Uniformed Services - Chapter 5 - Special and Incentive Pays, Section 308; Title 44 United States Code: Public Printing and Documents, Chapter 31 - Records Management by Federal Agencies, Section 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Request advance payment of Selective Reenlistment Bonus monies due in subsequent fiscal years. Immediate commander, major command headquarters career motivation office, United States Air Force Deputy Chief of Staff/Personnel, Motivation and Retention Division, Randolph AFB, Texas 78148

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas 78148.

Notification procedure:

Individual may contact agency officials at the respective servicing Consolidated Base Personnel Office to exercise his rights under the Act.

Record access procedures:

Individual may contact agency officials at the respective servicing Consolidated Base Personnel Office to exercise his rights under the Act.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Member's application

Systems exempted from certain provisions of the act:

NONE

F03502 OBXQPCB

System name:

03502 OBXQPCB Cadet Personnel Records System

System location:

United States Air Force Academy, USAF Academy CO 80840.

Categories of individuals covered by the system:

Air Force Academy cadets.

Categories of records in the system:

This record system contains both Military Personnel documents and Counselling documents.

Authority for maintenance of the system:

44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For use in controlling and regulating a cadet during his time at the USAF Academy.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are stored in locked cabinets or rooms.

Retention and disposal:

These records are stored for one year after graduation, then merged with the Master Cadet Personnel Records maintained by Registrar, Cadet Records Section, USAF Academy, CO 80840.

System manager(s) and address:

Commandant of Cadets, and Director of Admissions and Registrar, United States Air Force Academy, CO 80840.

Notification procedure:

See Exemption

Record access procedures:

See Exemption

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

See Exemption

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

F03502 OBXQPCD

System name:

Master Cadet Personnel Record (RR)/Historical.

System location:

At United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

Air Force Academy cadets.

Categories of records in the system:

File folders, binders, roll microfilm containing selected special orders (appointment, assignment, awards, separation, etc.); letters of resignation/separation actions, release of details of honor violations, record of separation and disenrollment actions, if applicable; selected letters to and from parents, high school and college transcripts, CEEB test scores, personnel data record and biographical data, computer generated products of academic grade information, graduation data, types of degrees conferred and majors awarded.

Authority for maintenance of the system:

10USC903

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These records form a complete history of each cadet who attends the Air Force Academy. They record the academic and military performance of each cadet. They contain documents pertaining to awards, academic and military honors received, separation/resignation actions, disenrollment actions, graduation data, types of degrees and majors awarded. The files are reviewed by federal agencies, the FBI, OSI, and DIS in conducting background investigations for security clearances, by organizations within the Department of Defense to determine qualifications for assignments, to determine and confirm training needs; by AFROTC, recruiting and medical services units to determine qualifications and eligibility for training programs and for military service, to the military personnel center to confirm or to recreate a military service record, to the Veterans Administration to determine eligibility for benefits; if requests are accompanied by an authorizing signature of the individual concerned, the information contained in the records is releaseable to civilian agencies in determining qualifications for employment, to civilian educational institutions, and to law enforcement agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained on computer paper printouts.
Maintained on roll microfilm.

Retrievability:

Filed by Name.
Filed by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.
Records are stored in vaults.
Records are stored in locked cabinets or rooms.
Records are controlled by visitor registers.

Retention and disposal:

The Master Cadet Personnel Record/RR (Historical) is screened and microfilmed one year after the graduation of a class. The paper copy is retained for 6 years after graduation by the Staging Area, USAF Academy, CO 80840, and then destroyed by tearing into pieces. The microfilm copy is retained permanently by Registrar, Cadet Records, USAF Academy, CO 80840.

System manager(s) and address:

Director of Admissions and Registrar USAF Academy Co 80205

Notification procedure:

See Exemption

Record access procedures:

See Exemption

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

See Exemption

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager. suitability of cadets for graduation and commissioning as an officer in the United States Air Force. To freely release these docu-

ments could compromise the integrity of the system of evaluating and rating cadets. Para 3(K)(7) Privacy Act of 1974.

F03502 OBXQPCE

System name:

Master Cadet Personnel Record (RR)/Active, Directorate of Cadet Records

System location:

At United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

Air Force Academy cadets.

Categories of records in the system:

File folders, binders and storage cabinets containing letters of acceptance and appointment, high school record, admissions test scores, physical aptitude examination scores, participation in high school extracurricular activities, medical qualification status, personnel data record, letters of recommendation and evaluation, addresses by phone number, SSAN, race, height, weight, citizenship, statement of reasons for attending the Academy, preparatory school and college records, if applicable. Invitation to travel letters, transfer/validation credit information, academy board actions, computer generated products of academic grade information, parents address by state rosters, verification of independent studies, computer listings of minority students by race, listings of foreign cadets, special orders assigning cadets to the wing, cadet alpha wing, squadron and class rosters, and matriculation roster.

Authority for maintenance of the system:

10USC9331

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These records are created, collected, and maintained to record the application and appointment to the Academy, and to record the academic history of cadets who attend the Academy. They provide a means of checking the academic performance of each cadet, recording all grades given for completed courses, computing grade point averages, to identify academic deficiencies, and to insure that all requirements for graduation are being met. The academic grade information is released to cadets, their parents and congressmen, and to Academy instructors, counselors and advisors in assisting cadets in selecting majors, determining academic requirements for specific majors and scheduling courses. The computer listings are also used by members of the staff and faculty to readily identify cadets by race, squadron and by class. The Class Committees and the Academy Board use these records to evaluate a cadet's academic performance and to determine his eligibility to continue with the academic program at the Academy.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained on computer paper printouts.
Maintained on roll microfilm.

Retrievability:

Filed by Name.
Filed by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in security file containers/cabinets.
Records are stored in vaults.
Records are controlled by visitor registers.

Retention and disposal:

Records are screened and microfilmed one year after graduation. The microfilm copy is retained as a permanent record. The paper copy is then destroyed by tearing into pieces, shredding, pulping, or burning.

System manager(s) and address:

Director of Admissions and Registrar

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information is obtained from forms the individual cadet fills out with his initial application to the Academy, other educational institutions, grades tests and examinations given at the Academy, from high school and other college transcripts, and from actions taken by the Academy Board.

Systems exempted from certain provisions of the act:

NONE

F03502 0MUHHZA

System name:

Manning Specialist Evaluation.

System location:

Air Force Reserve, Robins Air Force Base GA 31098. At Air Force Reserve Units.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Senior manning specialists and manning specialists

Categories of records in the system:

Job performance standards.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Basis to authorized 179 day manday tours.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Name SSAN

Safeguards:

Records are accessed by custodian of the record system.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

AFRES (RS), Robins AFB GA 31098.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Wing Group Reserve Commanders.

Systems exempted from certain provisions of the act:

NONE

F03502 07YLNGA

System name:

Career Development Folder.

System location:

At Air Force Office of Special Investigations, Washington DC 20314.

Categories of individuals covered by the system:

All officer and enlisted special agents assigned to the Air Force Office of Special Investigations (AFOSI). The Defense Investigative Service (DIS), and the Defense Intelligence Agency (DIA). Also includes those special agents assigned to any Department of Defense (DOD) activity or DoD sponsored program.

Categories of records in the system:

Records of counseling, Officer career objective statements Airman assignment preference statements, career development patterns, mili-

tary special orders, pertinent certificates of courses attended, and applicable career correspondence.

Authority for maintenance of the system:

44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To monitor and develop special agent career progression. Used by special agent career monitors to ascertain individual career objectives, to recommend job and school assignments, and to counsel special agents. Used by the Commander, supervisors, and personnel specialists in the assignment selection process based on individual eligibility and desires.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander, Air Force Office of Special Investigations Washington, DC 20314.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Data is extracted from individual training and military/ civilian personnel records.

Systems exempted from certain provisions of the act:

NONE.

## F03503 ATC A

System name:

03503 ATC A Recruiting Research and Analysis System

System location:

HQ United States Air Force Recruiting Service, Randolph Air Force Base, Texas 78148.

Categories of individuals covered by the system:

Air Force enlisted personnel entering active duty. Individuals tested and processed for Air Force enlistment. Potential Air Force enlistees qualified through the Armed Services Vocational Aptitude Battery (ASVAB) high school testing program. Applicants for the Officer Training School. Air Force active duty officer and enlisted personnel. Air Force civilian personnel assigned to Recruiting Service.

Categories of records in the system:

Survey analysis records containing such items as SSN, biographical and opinion survey data, supervisor's ratings, achievement, aptitude, reading, vocational interest and adjustment and temperament inventory scores, Air Force tech training class score, statistics and trend analysis.

Authority for maintenance of the system:

10 USC 503, enlistments; recruiting campaigns. Executive Order 9397, 22 November 1943, Number System for Accounts Relating to Individual Persons.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Research statistical reference file used by HQ United States Air Force Recruiting Service. Specific uses are to: (1) evaluate the quality of Air Force military personnel procured by Air Force Recruiting Service, (2) develop a more objective screening process for entry into recruiting duty, and (3) develop opinion-based recommendations for recruiting effort improvements.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in file folders, computer products, and written reports.

Retrievability:

Information is retrieved by Social Security Number (SSN), study control number or name to build statistical files.

Safeguards:

File folders stored in file with lock. Computer records are physically safeguarded by controlled access to the computer facility, and/ or stored in file with lock. Records are accessed through computer run scheduling arrangements by persons responsible for servicing the record system in performance of their official duties. Computer paper printouts and reports are distributed only to authorized users.

Retention and disposal:

Records are retained until superseded, obsolete, no longer needed for reference, or on inactivation. They will then be destroyed by tearing into pieces, shredding, pulping, macerating, or degaussing.

System manager(s) and address:

Director of Marketing and Analysis, HQ United States Air Force Recruiting Service, Randolph Air Force Base, Texas 78148.

Notification procedure:

Requests from individuals should be addressed to the System Manager. Social Security Number and full name are required to determine if the system contains a record relative to any specific individual. Valid proof of identity is required.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from individuals, supervisors, from Air Force Technical Training Centers and from the Recruiting Activities Management Support System (RAMSS).

Systems exempted from certain provisions of the act:

NONE

## F03503 ATC RSL

System name:

03503 ATC RSL Basic Trainee Interview Record

System location:

United States Air Force Recruiting Service Liaison Office (RSL), Lackland Air Force Base, Texas 78236.

Categories of individuals covered by the system:

United States Air Force Basic Trainees who register complaints concerning their enlistment in the United States Air Force.

Categories of records in the system:

Records resulting from personal interviews with basic trainees who file complaints about their enlistment, including, but not limited to, investigations on each complaint, conclusions and recommendations.

Authority for maintenance of the system:

10 USC 503, enlistments; recruiting campaigns. Executive Order 9397, 22 November 1943, Number System for Accounts Relating to Individual Persons.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Data is collected in order to have a written record of interviews with basic trainees who register complaints about the enlistment procedure. The data is used by the Recruiting Service Liaison Office

to investigate the complaints and keep the Commander, United States Air Force Recruiting Service advised of the nature of complaints being received. It is also used as the basis for making procedural changes in the United States Air Force Recruiting Service when a trend develops in a specific area.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by name or social security number.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in the performance of their official duties and by those who are properly screened and cleared for need-to-know. As a physical safeguard these records are stored in a secured building and locked office.

**Retention and disposal:**

Records are cut off at the end of each calendar year, held for one additional year, then destroyed by shredding.

**System manager(s) and address:**

Superintendent, United States Air Force Recruiting Service Liaison Office, Lackland AFB TX 78236.

**Notification procedure:**

Individuals may contact the Superintendent, United States Air Force Recruiting Service Liaison Office, Lackland AFB TX 78236. Requests must contain full name, and current mailing address.

**Record access procedures:**

Same as procedures for notification.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Records contain specific complaints/allegations made by the individual and responses to the complaints/allegations by appropriate Air Force Recruiting Service personnel.

**Systems exempted from certain provisions of the act:**

NONE

## F03503 ATC RSM

**System name:**

03503 ATC RSM Recruiting Activities Management Support System (RAMSS)

**System location:**

HQ United States Air Force Recruiting Service, Marketing and Analysis Directorate (RSM), Randolph AFB TX 78148.

**Categories of individuals covered by the system:**

Air Force enlisted personnel entering active duty. Individuals tested and processed for Air Force enlistment. Potential Air Force enlistees qualified through the Armed Services Vocational Aptitude Battery (ASVAB) high school testing program. Other military services Delayed Enlistment Program (DEP) and active duty enlistees. Applicants for the Officer Training School (in-service commissioning program). Air Force enlisted personnel on recruiting duty.

**Categories of records in the system:**

Air Force enlistment processing records showing name, SSN, scores on all qualification tests, physical job qualifications, job preferences, jobs offered, jobs accepted, other personal data relevant to jobs offered, recruiting and processing locations, education data, and dates of processing. Airman trainee history records containing name, SSN, and other personnel data for assignment from basic military training, revised job preferences, security clearance investigations, dependent data, education, test scores, grade and promotions, biographical history, physical information, drug abuse history, enlistment personal and guaranteed training enlistee program data, separation data, classification data, service dates, technical school eliminations, separations, honor graduates, and Article 15/ courts-martial actions. Records for high school seniors who are ASVAB tested and meet the basic Air Force enlistment criteria showing name, mailing address, test scores, and high school where tested. Enlistment processing records for other military services showing SSN, name, state and county of residence, test scores, educational level, physical profile, processing date and location, prior service, and other personal data such as age, sex, race, martial status, and number of dependents. Officer Training School (OTS) applicant records showing SSN, name, and other educational and personal data necessary for the determination and selection of attendees at OTS and subsequent commissioning as an Air Force officer. Air Force enlisted recruiter individual records showing such items as SSN, name recruiting office assigned, and date assigned to Recruiting Service.

**Authority for maintenance of the system:**

10 USC 503, Enlistments: recruiting campaigns. Executive Order 9397, 22 November 1943, Number System for Accounts Relating to individual persons.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To furnish leads to the field recruiters derived from the high school ASVAB testing program, evaluate Air Force recruiters on effectiveness of screening out potential under/overweight applicants, evaluate recruiter's and job counselor's activity and efficiency levels, analyze preenlistment job cancellations for common denominators (reasons), analyze post-enlistment training pipeline attritions for common denominators (reasons), evaluate Air Force job reservation pool and past enlistments for effect of potential changes in enlistment policies in areas such as mental qualifications and physical qualifications, evaluate interservice recruiting performance, screen other service enlistees from Air Force advertising lead files, determine pass/fail rates for mental and physical testing, track training performance of Air Force enlistees, study the correlation of job held with performance on the job, study correlation of quality indicators with post-enlistment performance, feedback to field recruiters of individual records on all training attritions, and analyze advertising responses. Used by the personnel record maintenance activity to cross-check file completeness and accuracy. Individual records are aggregated into various statistical analyses for all levels to ascertain recruiting and seasonal procurement trends, to predict future potential developments, and to assist in the development of procurement, classification, and assignment policies for Air Force military personnel.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored on computer magnetic tapes, computer magnetic disks and computer paper printouts.

**Retrievability:**

Filed by name, SSN, or non-personal identifier.

**Safeguards:**

Records are accessed through computer run scheduling arrangements by persons responsible for servicing the system in performance of their official duties. Computer paper printouts are distributed only to authorized users. Records are physically safeguarded by controlled access to the computer facility, secured buildings and locked rooms.

**Retention and disposal:**

Enlistment processing records are retained until no longer needed for recruiting purposes; recruiter records are retained for one year after individual is removed from recruiter production status; ASVAB testing lead information is retained for 60 days. These retentions are built into the computer system program with automatic software controlled deletions from the machine-readable record.

**System manager(s) and address:**

Director, Marketing and Analysis Directorate (RSM), HQ United States Air Force Recruiting Service, Randolph AFB, TX 78148.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager. Request must contain full name, and current mailing address.

**Record access procedures:**

Same as procedures for notification.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

The source of all records in the system are from automated system interfaces.

**Systems exempted from certain provisions of the act:**

NONE

## F03503 DPMMP A

**System name:**

Air Force Enlistment/Commissioning Records System

**System location:**

Records System is maintained at recruiting offices and Armed Forces Examining and Entrance Stations (AFEES), Liaison Non-commissioned Officer (NCO) offices throughout all states.

Categories of individuals covered by the system:

Applicants for enlistment or commissioning programs.

Categories of records in the system:

Individual's application, personal interview record (PIR) and supporting documents containing name, social security account number, finger prints, historical background, education, medical history, physical status, employment, religious preferences (optional), marital and dependency status, linguistic abilities, aptitude and mental test results, parental consent for minors.

Authority for maintenance of the system:

Title 44, United States Code (USC), Public Printing and Documents - Chapter 31 - Records Management by Federal Agencies, Section 3101; and Title 10 USC Armed Forces - Chapter 31 - Enlistments, Sections 504 thru 512; Department of Defense Instructions (DODIs) 1304.21, 1145.1, 1205.14, 1304.11; Air Force Regulation (AFR) 33-3 and AFR 35-22.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is collected by recruiters to determine enlistment/commissioning eligibility, and process qualified applicants. Personnel managers use as hard copy documentation of person data entered in data systems Advanced Personnel Data Systems (APDS). Personnel managers also use certain documents to determine classification and assignment actions after enlistment. All documents are source documents in determining benefits/ entitlements.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Files of applicants not enlisted are retained in the local recruiting office and destroyed after one year. Records of enlistees that are not forwarded to Master and Unit Personnel Records files are destroyed after 1 year, by tearing into pieces, burning, shreding, macerating or pulping.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas

Notification procedure:

Individuals may contact agency officials at respective recruiting office locations

Record access procedures:

Same procedure as notification above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual provides through written application or personal interview.

Systems exempted from certain provisions of the act:

NONE

F03503 0MUHHZA

System name:

Reserve manning Report.

System location:

Eastern Air Force Reserve Region (AFRR), Dobbins Air Force Base GA 30060. Detachment 4 Reserve Recruiting Group provisional 9400 Kelly AFB TX 78241. Western AFRR, Hamilton AFB, CA 9434.

Categories of individuals covered by the system:

Manning specialists.

Categories of records in the system:

Data pertaining to nonprior and prior enlistments and accessions.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Standardize stastical data.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files for two years after annual cut-off, then destoyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

HQ AFRES/RS, Robins AFB GA 31098.

Notification procedure:

Requests from individuals should be addressed to the parent Region/RS

Record access procedures:

Individual can obtain assistance in gaining access from the parent Region/RS.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Department of Defense (DD) Form 4, Department of Defense Form 1644 Interservice Transfer.

Systems exempted from certain provisions of the act:

NONE

F03504 AA A

System name:

Secretary of the Air Force Military Personnel Administration

System location:

At Office of the Secretary of the Air Force, Washington DC 20330.

Categories of individuals covered by the system:

Military personnel, regular and reserve, assigned for duty with office, secretary of the Air Force, the White House and presidential committees.

Categories of records in the system:

Duty assignments; classification; details; requisitions; forecasts; process sheets; manpower support files; leave authorization log and card record; unit detail listing; on duty report; clothing allowance and basic allowance for subsistence requests; promotion files; schools files; reservists active duty tour file. Record and locator cards; request for selection folder cards; position applicant referrals.

Authority for maintenance of the system:

5United States Code 301 'Departmental Regulations'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Respond to requests or information on the overall administration of military personnel assigned to the Secretary of the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in note books/binders.
Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

Access controlled by assistant manager and to restricted authorized personnel.

**Retention and disposal:**

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Administrative assistant to the Secretary of the Air Force.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Air Force personnel offices.

**Systems exempted from certain provisions of the act:**

NONE

## F03504 DPM A

**System name:**

03504 DPM A Relocation Preparation Project Folders.

**System location:**

At Consolidated Base Personnel Offices (CBPOs) only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notice.

**Categories of individuals covered by the system:**

Maintained on all active duty Air Force personnel selected for relocation as the result of retirement, separation, release from extended active duty, Permanent Change of Station (PCS), or Temporary Duty (TDY).

**Categories of records in the system:**

Relocation records may consist of appropriate checklist, orders and amendments thereto, letters from agencies outside the CBPO regarding the member's relocation, record of emergency data, Records Transmittal/Request, servicemen's request for compensation from the veterans administration, PCS or TDY Levy Notification Letter/Brief, duplicates of correspondence directing/authorizing the relocation, Assignment Instruction Worksheet, Basic Assignment Eligibility Checklist, Assignment Preference Statement, Medical/Dental Clearance for Assignment to short-tour area, Medical and Educational Clearance for Dependent Oversea Travel, Oversea Tour Election Statement, Cancellation/Diversion of Assignment or change of reporting month and components of the Field Records Group for consolidation and forwarding to new location.

**Authority for maintenance of the system:**

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and 8032, General duties. Routine uses of records maintained in the system, including categories of delegation by and 8032, General duties.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Each type of relocation of Air Force personnel requires that specific actions are accomplished. These actions are described either on a checklist or by sending a form letter to the applicable base activity having a responsibility for insuring accomplishment of the action.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets.

**Retrievability:**

Filed by name within departure month.

**Safeguards:**

Records are accessed by authorized personnel in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets/or rooms.

**Retention and disposal:**

Records are maintained for a period of six months after departure of the member, then removed and destroyed by tearing into small bits, macerating, burning, shredding, or pulping.

**System manager(s) and address:**

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph AFB Texas 78148.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager. And individuals may deal directly with agency officials at each respective location.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager. And individuals may deal directly with agency officials at each respective location.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Computer print-outs, information obtained from the unit personnel records, from the unit commander, the supervisor and from the member.

**Systems exempted from certain provisions of the act:**

NONE

## F03504 DPMHC A

**System name:**

Chaplain Personnel Action Folder

**System location:**

At Headquarters United States Air Force, Washington DC 20330.

**Categories of individuals covered by the system:**

Active Duty Chaplains

**Categories of records in the system:**

This is a grouping of information for each United States Air Force (USAF) chaplain. Items of information in these folders included the following: current official photograph, current career brief, summary of education, Officer Career Objective Statement, Chaplain Services Personnel Evaluation, copy of chaplain's Ecclesiastical Endorsement, copy of Appointment orders, copy of initial Extended Active Duty Orders, Application for Extended Active Duty with the United States Air Force USAF, Application for Appointment as Reserve of the Air Force, student information sheets prepared while attending USAF Chaplain School. Courses, copies of assignment action documents, correspondence between the chaplains and Headquarters USAF/Chief of Chaplains and requests for special personnel actions and dispositions curtailments, etc.

**Authority for maintenance of the system:**

Title 10, United States Code, Armed Forces - Chapter 803, Department of the Air Force, Section 8012 and Chapter 805, The Air Staff, Section 8032.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The documents maintained in these folders are utilized by the Resource Manager in Headquarters United States Air Force/Chief of Chaplains, Personnel Division for assignment selection of chaplains. Because of the necessity to insure an equitable denominational spread of chaplains on an installation and to insure the proper placement of specially qualified chaplains, it is necessary to maintain current information on each chaplain.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained for two years after separation then destroyed by macerating or burning.

System manager(s) and address:

Chief of Chaplains, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Member's personnel action requests/preferences and information retrieved from the Advanced Personnel Data System (ADPS).

Systems exempted from certain provisions of the act:

NONE

F03504 DPMHC B

System name:

Assignment Action File

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

Categories of individuals covered by the system:

Active Duty Chaplains

Categories of records in the system:

A grouping of pertinent forms used by the Air Force Military Personnel Center (AFMPC) Chaplain's Office for implementing accession and assignments of chaplains to active duty and other personnel actions on chaplains who are already on active duty. They also contain information and actions pertaining to individuals in the areas of duty Air Force Specialty Code (AFSC) change requests, tour length change requests, humanitarian reassignments and copies of messages directing such actions.

Authority for maintenance of the system:

Title 10, United States Code, Armed Forces - Chapter 803, Department of the Air Force, Section 8012 and Chapter 805, The Air Staff, Section 8032.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used to answer requests for assignment changes, tour length changes, duty AFSC requests, special assignment consideration.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Member's application and information retrieved from the Advanced Personnel Data System (APDS)

Systems exempted from certain provisions of the act:

NONE

F03504 DPMRA C

System name:

Airmen Utilization Records System

System location:

At Headquarters United States Air Force, Washington DC 20330.

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

Categories of individuals covered by the system:

Enlisted personnel on active duty who: write or visit the Air Force Military Personnel Center, Airmen Management Division (AFMPC/DPMRA) regarding assignment information; or request reassignment or deferment from assignment under the Children Have A Potential (CHAP) humanitarian programs; or are released from a hospital and made available for reassignment; or are nominated or volunteer for special assignment; or request information or action through high level channels; or volunteer for PALACE GUN or PALACE DRAGON; or are restricted, along with their dependents, from assignment to certain oversea areas; or are subject to special assignment procedures, such as: reassignment of airmen with known deficiencies; reassignment of threatened airmen; disposition of airmen involved in disciplinary/legal problems enroute to permanent change of station (PCS) assignment; or reassignment for trial; Curtailment of Oversea Tour for Cause or are permanently disqualified from the Human or Personnel Reliability Programs and Master, Senior Master and Chief Master Sergeants on active duty in the Air Force who are considered/selected for an assignment. Enlisted club stewards on active duty in the Air Force.

Categories of records in the system:

Documentation of oral and written dialogue with airmen regarding assignment actions; notification to airman of assignment; oral and written dialogue with commanders regarding assignment actions; projected assignment actions; oral and written dialogue with Air Force multi-level functional managers regarding assignment actions; medical, legal and financial factors related to humanitarian assignment actions; personal assignment preferences, assignment limitations; final and executed assignment actions; high level interest and official Air Force responses; legal and investigative information regarding assignment restrictions; reassignment of airmen with known deficiencies, or involved in disiplinary or legal problems, or for cause, or for personal safety, or for convenience of litigation actions; permanent disqualification from human or personnel reliability programs and extracts from the Advanced Personnel Data System (APDS); Airman Career Briefs; Airman Performance Reports and Education Data.

Authority for maintenance of the system:

Title 10 United States Code (USC) Armed Forces, Chapter 803, Department of the Air Force, Section 8012; Chapter 805, The Air Staff, Section 8032; Title 44 USC Public Printing and Documents, Chapter 31, Records Management by Federal Agencies, Section 3101; Atomic Energy Act of 1946 and International Security Act of 1950.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Routine Uses. Information is used in counselling airmen concerning their assignment status and also for background information concerning assignment inquiries and documentation of action taken. Data is used to provide senior noncommissioned officers (NCOs) with personalized assignment service. It is also used to provide tracking and background data with which to reply to queries from the NCOs. Information is used by the PALACE Nonappropriated Fund resource manager to develop the career and broaden the experience of club stewards. It is also used to staff club steward assignment actions. Also used to staff assignments on those airmen who have applied for humanitarian - Children Have A Potential (CHAP) assignments; and for effecting assignments on airmen released from the hospital. Used to track-select airmen for special assignments. To document responses to high-level inquiries and to provide the rationale for approving or disapproving a request for assignment. Used to monitor airmen who submit volunteer statements under PALACE GUN, PALACE DRAGON. Used to document special assignment actions to certain oversea areas and in those actions involving disciplinary or

legal problems, threatened airmen, airmen with known deficiencies, curtailment for cause and when reassignment is required for trial purposes. To monitor assignment restrictions on airmen disqualified from Human-Personnel Reliability Program duties.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Records are protected by guards.

Records are controlled by personnel screening.

Records are controlled by visitor registers.

**Retention and disposal:**

Destroyed at the end of the calendar year or destroyed when airman withdraws his PALACE GUN-PALACE DRAGON volunteer statement; Destroyed 18 months after final action on requests for humanitarian assignment, by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas 78148

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Access

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information generated by the Air Force office of primary responsibility; from APDS by inquiry or action notice; law enforcement agencies; investigative agencies; or Air Staff inputs.

**Systems exempted from certain provisions of the act:**

NONE

## F03504 DPMRO D

**System name:**

Officer Utilization Records System

**System location:**

At Headquarters United States Air Force, Washington DC 20330.

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

At National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132.

**Categories of individuals covered by the system:**

Officer personnel on active duty who: are eliminated from flying or technical training; or apply for separation or retirement prior to completion of their active duty service commitment (ADSC); or apply for accelerated entry on extended active duty (EAD); or are available for active duty; or are identified for special career monitoring; or are selected or volunteer for Air Staff training (ASTRA); or are selected for below the zone promotion to major and lieutenant colonel; or are former ASTRA officers below the grade of major and selectees, designees and attendees of Intermediate Service Schools (ISS) and Senior Service Schools (SSS); or are volunteers or are selected for the Air Force Institute of Technology (AFIT); or are nominees, designees, attendees and graduates of Squadron Officers School (SOS), Academic Instructor Courses (AIC), ISS and SSS; or request reassignment or deferment from assignment under the Children Have A Potential (CHAP) Humanitarian Programs; or request information or action through Congressional sources; or apply or are being considered for Air Staff extensions; or possess or are candidates for PHD degrees; or are the subject of a request to change their Duty Air Force Specialty Code (DAFSC); or apply for early release; or have attended AFIT education programs; or are AFIT graduates and request or are identified for a directed duty assignment; or are attending or are recent graduates of Professional Military Education (PME) institutions; or apply for special duty per Chapter 8, Air Force Regulation 36-20; or apply for undergraduate pilot (UPT) or navigator training (UNT); or apply for or are attending test pilot school; or apply for Officer School Training; or are former prisoners of war (POW) as a result of the Southeast Asia (SEA) conflict; or file reclamas regarding flying time computations in support of the aviation Career Incentive Act; or visit or write the Air Force Military Personnel Center (AFMPC)/Directorate of Personnel Resources and Distribution, Officer Career Management Division for career counselling; or are selected for assignment or reassignment; or are nominated for assignment or are currently assigned to agencies outside the Air Force; or are permanently disqualified from the Human/Personnel Reliability Programs (HRP/PRP); or are identified for special monitoring due to unique or special qualifications; or apply or are identified for levy exempt status; or Reserve officer personnel not on EAD who: apply for accelerated entry on active duty; or Reserve officers and Air Force Reserve Officers Training Corps who apply for reserve duty in lieu of extended active duty (EAD);

**Categories of records in the system:**

Documentation of: Actions related to entry, including accelerated; on active duty, special career monitoring; actions related Air Staff Training (ASTRA) selectees or volunteers; special assignments for individuals who demonstrate well above average performances; actions of the AFIT Selection Board and disposition of AFIT applications: Elimination actions accomplished by training activities; Reclassification actions following elimination from training; disposition of applications with justification for levy exempt status; Command comments regarding specific assignment actions; Recommendations regarding retirement or separation prior to ADSC; Disposition of applications for reserve duty in lieu of EAD; Individual career objectives, assignment preferences, limitations; Promotion board reports for major, lieutenant colonels and colonels; Medical, legal and financial factors related to humanitarian assignment actions; Oral and written dialogue with officers regarding assignment actions; High level interest and official Air Force responses; Disposition of applications for Air Staff tour extensions with summary of findings; Award of PHD or pursuit of PHD degree; Request for, staffing of, and disposition of DAFSC changes; Staffing, Early Release Board action summaries and disposition of early release requests; Assignments of personnel who have attained advanced AFIT degrees; Directed duty assignments (DDA) considered because of AFIT education; Assignment considerations of PME students and graduates; Staffing and other actions related to consideration of requests for special duty or UPT or UNT or Test Pilot School or Officer School Training; Assignment actions pertinent for former POW of the SEA conflict; Response to reclamas regarding flying time computations; Assignment and career development counselling actions; Assignment to Department of Defense and Joint Chiefs of Staff activities; Disqualification from HRP or PRP; Special monitoring actions of individuals with unique or special qualifications; and the following forms and documents: Air Force (AF) Form 112, Officer Counselling Data Card; AF Form 11, Officers Military Record; AF Form 215, Application for Officer Training; AF Form 2095, Assignment - Personnel Action; AFMPC Form 93, Assignment for AFIT Graduate; APDS extract related to flying or technical training, education, experience and other assignment factors; Assignment action cards; Assignment work sheets; Career Briefs; Officer Career Objective Statements; Tracking Log; Record of Assignment Action Number (AAN); Assignment Orders; Precision Measurement Equipment (PME) and special category summary forms; Background checks; Officer Palace Manning Report; Short Tour Return Date Roster; Eligible for Overseas Roster; Officer Effectiveness Report; APDS Action Notices Regarding Assignment Factors/Considerations.

**Authority for maintenance of the system:**

Title 10, United States Code, Armed Forces, Chapter 803, Department of the Air Force, Section 8012; Chapter 805, The Air Staff, Section 8032; and Title 44, USC, Public Printing and Documents, Chapter 31, Records Management by Federal Agencies, Section 3101; Title 37, USC, Pay and Allowances of the Uniformed Services, Chapter 5, Special and Incentive Pay, Section 301; Atomic Energy Act of 1946; and International Security Act of 1950.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To make a determination regarding the retention and/or reclassification of those officers eliminated from flying or technical training. To make a determination on requests for levy exempt status for

officers who have been selected to perform duty on special projects and the individual or major command (MAJCOM) request that the individual be deferred from assignment selection. To make a determination regarding applications for accelerated active duty and on applications for duty with the Air Force Reserves in lieu of extended active duty (EAD). The basis on which to make a recommendation to the Air Force Military Personnel Center (AFMPC), Directorate of Personnel Program Actions (DPMA) regarding waiver of Active Duty Service Commitment (ADSC) for those officers who have applied for separation or retirement. To monitor and staff the initial assignment for officer accessions. To track those officers identified for special career monitoring. To confirm that Air Staff Training (ASTRA) volunteer status has been updated in the Advanced Personnel Data System (APDS), also used by Resource Managers to staff extensions of tour, curtailment of tour, Duty Air Force Specialty Code (DAFSC) changes and follow-on assignments. Used by career and Resource Managers to insure that officers who have demonstrated above average performance are considered for challenging and responsible positions. Used by AFIT Selection Board to answer inquiries concerning the status of an application; to monitor officers currently in AFIT; and to work extensions or program changes. Used to nominate and monitor officers for attendance at Intermediate and or Senior Service Schools. Data is also used to track graduates of the Squadron Officer School (SOS) and Academic Instructor Courses (AIC). To staff assignments on those individuals who have applied for humanitarian - CHAP assignments. To fully document the response to an inquiry and toprovide the rationale for approval or disapproval of a requested assignment. To staff and make a determination regarding tour extensions. To monitor holders of doctorate degrees and candidates thereof to insure proper utilization of those officers holding doctorate degrees. To staff DAFSC change requests and to make a determination regarding retraining. To make a determination by the Early Release Board regarding an officer's request for early release. To monitor and or assign those officers possessing advanced AFIT degrees; action is essential for proper utilization of advanced degree holders. To make a determination regarding a Directed Duty Assignment (DDA) change on those officers who incurred the DDA as a result of AFIT education. To monitor and staff assignments for Professional Military Education (PME) attendees and or graduates. To monitor and select officers for special duties. To monitor officers who have applied for undergraduate pilot and-or navigator training; used along with the master military personnel record in the selection process. To monitor officers who have applied for and-or are currently attending Test Pilot School. To monitor officers who have applied for Officer School Training. To monitor the utilization of former prisoners of war of the Southeast Asia conflict. Used as backup reference for Aviation Career Incentive Act reclamas. To staff assignments and related actions. Used in the counselling of officers and as background reference documentation for visits of officers to the Air Force Military Personnel Center (AFMPC) and for the response to correspondence between the officer and the AFMPC Resource Manager. Data are used in the assignment selection process to insure fair and equitable assignment selection. Additionally, the information and-or computer products are used to determine unique or specific qualifications for particular assignment. Used by resource teams to nominate officers for assignment to Department of Defense and Joint Chiefs of Staff activities outside the Air Force including release of military personnel records and data to those agencies. To monitor those officers disqualified from Human and-or Personnel Reliability Programs (HRP-PRP) duties. It is also used to insure these individuals are not placed in HRP-PRP positions. Officer assignment block records are used by the interested office to tract individual assignment actions. The blocks are also used in identifying individuals with unique or special qualifications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Documentation records are destroyed after 12 months; or retained until officer leaves ASTRA program; or destroyed when superseded; or destroyed upon individual's completion of AFIT program or upon nonselection to AFIT whichever occurs first; or destroyed when officer is separated or retires; or destroyed 18 months after approval of CHAP request or 12 months after disapproval; or destroyed when officer completes Air Staff tour extension or after 12 months whichever is longer; or destroyed after completion of DDA; or destroyed 12 months after graduation from PME or Officer School Training; or destroyed when application for special duty is withdrawn; or destroyed after completion of UPT/UNT or when eligibility for training expires; or destroyed 3 months after graduation from Test Pilot School; or POW records will be retired to a permanent storage facility on 1 January 1977; or destroyed when Departmental or Joint activity tour is completed; or retained permanently if related to HRP/PRP disqualification but not after separation. Methods of destruction are burning,pulping,shredding, macerating, or tearing into small bits.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas 78148

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

APDS inquiries or action notices; Information generated by the Air Force multi-level offices of primary responsibility; Extracts or copies of military personnel records; Air Staff inputs.

Systems exempted from certain provisions of the act:

NONE

F03504 DPMYCOF

System name:

Incoming Clearance Record

System location:

At consolidated base personnel offices only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Record is established for each active duty Air Force member projected for arrival at a new duty loc

Categories of records in the system:

Record contains computer print-out, orders, documents received by the processing unit prior to members arrival.

Authority for maintenance of the system:

Title 10, United States Code, Armed Forces - Chapter 803, Department of the Air Force, Section 8012, and Chapter 805, The Air Staff, Section 8032.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide a central location for retaining documents received prior to a members physical arrival at joining installation of assignment.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Record system is retained until arrival of the member, in-processing has been completed, all documents/components are accounted for. The record is then destroyed by tearing into small bits,pulping,shredding,burning, or macerating.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel Randolph Air Force Base, Texas 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

And individuals may deal directly with agency official at each respective location to

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

And individuals may deal directly with agency official at each respective location to

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Special Orders and information extracted from Advanced Personnel Data System (Automated Record System).

Systems exempted from certain provisions of the act:

NONE

## F03504 OYUEBLA

System name:

Training status Code.

System location:

At Headquarters of Air Force Communications Service (DCS/personnel) Richards Gebaur AFB MO 64030.

Categories of individuals covered by the system:

Air Force active duty enlisted personnel.

Categories of records in the system:

Contains career training data, name and social security account number (SSAN) of individuals selected for reassignment to Air Force Communications Service (AFCS) units overseas.

Authority for maintenance of the system:

44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to monitor the training qualifications of individuals who are selected for reassignment overseas to determine if specialized training is required entoute or if individual is presently qualified for the assignment. Also used to indicate if a training quota has been received when specialized training is reauired.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.

Maintained on computer paper printouts.

Retrievability:

Retrievability based on presence of training status code or record status indicating individual selected for reassignment. Computerized.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Also destroyed by degaussing.

System manager(s) and address:

Technical Training Branch Directorate of Personnel Headquarters AFCS, Richards Gebaur. AFB, MO, 64030.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

## F03504 OYUEBLB

System name:

03504 OYUEBLB Commander Identification.

System location:

At Headquarters Air Force Communications Service (DCS/p) Richards Gebaur AFB MO 64030.

Categories of individuals covered by the system:

Air Force active duty military personnel.

Categories of records in the system:

Individuals currently performing duty as a commander and personnel selected by area commanders as possible/potential commanders.

Authority for maintenance of the system:

44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to monitor the assignment and replacement of unit Commanders in Air Force Communications Service (AFCS).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes and computer paper printouts.

Retrievability:

Retrievability based on presence of commander identification code. Computerized.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Also destroyed by degaussing.

System manager(s) and address:

Director of Assignments Directorate of Personnel Headquarters AFCS.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

## F03504 OYUEBLC

System name:

03504 OYUEBLC Air Traffic Control (ATC) Personnel Reporting.

System location:

Headquarters, Air Force Communications Service (AFCS), DCS/P, Richards-Gebaur AFB MO 64030. AFCS Sub-commands.

Categories of individuals covered by the system:

Air Force active duty officer and enlisted personnel in the Air Traffic Control career field.

Categories of records in the system:

Contains name, social security account number (SSAN), unit number, grade, Air Force specialty code (AFSC), available status, status date, date assigned, facility assigned, duty assignment within facility, current facility rating/position certification held, previous facility ratings held, and Terminal Instrument Procedures (TERPS) qualifications.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To effect close managerial control over assignment and utilization of personnel in the Air Traffic Control career field. To provide a real time personnel reporting system to insure continuity of operations. To provide a common data base for use in daily coordination between command and sub-command levels on manning related problems, thereby precluding the need for separate real time air traffic control manning reports at each sub-command. To provide a data base for establishing and analyzing manning trends in the Air Traffic Control officer and enlisted career fields. To provide a consolidated listing of statistical data, not available in a single reference. Used by Major Air Command and Sub-command (AFCS areas and independent groups.) Provides users with the capability for daily tracking of personnel resources. Provides users with real time information on a unit's usable (facility rated/position certified) controller strength by facility. Allows users to more accurately project usable controller strength for a facility by use of estimated facility rating/position certification and upgrade time. Provides information to users which cannot be extracted from other files to include: facility assigned, duty assignment, facility rating/position certification in training for, estimated completion date for facility rating/position certification training, Air Traffic Control school graduation date, estimated upgrade date, current facility rating/position certifications held, previous facility ratings held and Terminal Instrument Procedures (TERPS) qualifications. Allows users to more accurately verify manning assistance requests, emergency manning level and air traffic control service curtailment reports, manning waiver requests and special projects as required by Deputy Chief Staff Air Traffic Services. Allows users to establish and analyze trends in the Air Traffic Control officer and enlisted manning posture; e.g., average experience levels, time on station, and number of personnel in training by command, sub-command or unit as required.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes, disks, and computer paper printouts.

Retrievability:

Social security account number (SSAN), or other identification number or system identifier.

Safeguards:

Records are accessed by persons responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets, rooms, or buildings.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, then destroyed by tearing into pieces, shredding, pulping, macerating, burning, or erasing in the case of magnetic media.

System manager(s) and address:

Deputy Chief Staff, Air Traffic Services, Headquarters, Air Force Communications Service and intermediate level. Air Traffic Control Operations Division at group and squadron level. Chief, Personnel Data Systems Division, Headquarters, Air Force Communications Service, Richards-Gebaur AFB MO 64030.

Notification procedure:

Request from individuals should be addressed to the system manager. Specific information required from requesting individuals to determine whether or not the system contains a record about them are Air Force Specialty Code (AFSC), social security account number (SSAN), unit number. Offices which the requester may visit to obtain information on whether or not the system contains records pertaining to him or her - Air Traffic Services, Air Traffic Control Operations Division, Personnel Data Systems Division, HQ Air Force Communications Service.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from individuals and automated systems interface.

Systems exempted from certain provisions of the act:

NONE

F03504 XOXXE A

System name:

Air Force Advisory Personnel in Latin America

System location:

At Headquarters United States Air Force, Washington DC 20330.

Categories of individuals covered by the system:

US Air Force personnel selected for assignment to military advisory organizations in Latin America

Categories of records in the system:

Career resumes, health certificates, language testing data, training schedules, nomination and acceptance documents

Authority for maintenance of the system:

10USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personnel selection, training, nomination and assignment

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in safes.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by shredding or burning.

System manager(s) and address:

Deputy Chief of Staff/Plans and Operations, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F03504 0IACYVA

System name:

03504 0IACYVA Data Change/Suspense Notification.

System location:

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve personnel.

Categories of records in the system:

Correspondence and forms used to record discrepancies or changes.

Authority for maintenance of the system:

10 USC 275 personnel records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To resolve discrepencies detected during annual records review

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name, Social Security Number (SSN) or other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are protected by guards.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from source documents prepared on behalf of the Air Force Advance Personnel Data System or supplied by Reservist.

Systems exempted from certain provisions of the act:

NONE

## F03504 0JMPLSB

System name:

Classification screening records.

System location:

At Air Force installations only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

3700 Personnel Processing Group, Lackland AFB, TX 78236.

At headquarters of the major commands and separate operating agencies. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. Air Training Command (RSSAR), Randolph AFB, TX 78148. Defense Information School, Fort Benjamin Harrison, IN 46216.

Categories of individuals covered by the system:

Classification interview of basic Airmen.

Categories of records in the system:

Classification worksheet,biographical questionnaire, letters.

Authority for maintenance of the system:

44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Evaluation for classification into Air Force specialties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Filed by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Records are controlled by personnel screening.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Destroyed after six months.

System manager(s) and address:

Commander 3700 Personnel Processing Group Lackland AFB (CDC) TX 78236.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Should contain name, social security account number, proof of same.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers.

Information obtained from educational institutions.

Information obtained from the bureau of motor vehicles.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

## F03504 0JMPLSC

System name:

03504 0JMPLSC Assessments screening records.

System location:

3507 Airman Classification Squadron, Lackland AFB, TX 78236. Defense Investigative Service, Personnel Investigation Control Center, Post office box 1211, Baltimore, MD 21203.

Categories of individuals covered by the system:

Basic Airmen selected for assessment screening.

Categories of records in the system:

Biographical questionaire, reference letters, peer ratings.

Authority for maintenance of the system:

44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Screening for assignment to sensitive high risk Air Force jobs Defense Investigative Service to enhance efficiency and reliability of personnel security investigations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name. Filed by Social Security Number (SSN). Filed by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and

cleared for need-to-know. Records are stored in locked cabinets or rooms. Records are controlled by personnel screening.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, Records on airmen accepted for sensitive and/or high risk assignments are retained in office files for eighteen months, then destroyed. Records of non-selectees are retained in office files for one year, then destroyed. Destruction is by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Commander 3507 Airman Classification Squadron Lackland AFB TX 78236.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. and include name social security number proof of same.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers, financial institutions, educational institutions, medical institutions, trade associations, police and investigating officers, a state or local government, peers, character references, and the individual member.

Systems exempted from certain provisions of the act:

NONE

F03504 0JMPLSD

System name:

Redline control report.

System location:

3700 Personnel Processing Group, Lackland AFB, TX 78236.

Categories of individuals covered by the system:

Basic Airmen delayed from departure.

Categories of records in the system:

Redline control report.

Authority for maintenance of the system:

44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Control of personnel who are unable to depart on their scheduled departure date determine new departure date and issue the appropriate special order amendment or revocation schedule, cancellation of transportation if appropriate.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in note books/binders.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.
Records are controlled by personnel screening.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander 3700 PPGP (CCD) Lackland AFB TX 78236

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.
And include name social security account number proof of same

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Processing group agencies squadron status clerks.

Systems exempted from certain provisions of the act:

NONE

F03504 0KPNQSB

System name:

Air University (AU) Advanced Degree Application.

System location:

At Headquarters Air University, Maxwell Air Force Base, AL 36112.

Dpr

Categories of individuals covered by the system:

Officers desiring advanced degree with subsequent assignment to AU.

Categories of records in the system:

Application which includeds Commanders recommendation, and college transcripts.

Authority for maintenance of the system:

44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Determine suitability of applicant for advanced degree training and assignment to AU faculty/staff by AU assignment officials.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Assignments.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.
Name,SSAN. May visit office and provide military ID card.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Applicant

Systems exempted from certain provisions of the act:

NONE

F03504 0KPNQSC

System name:

Officer assignment files.

System location:

At Headquarters Air University, Maxwell Air Force Base, AL 36112.

Dpr

Categories of individuals covered by the system:

Air Force active duty officer personnel.

Categories of records in the system:

Applications, letters. Memos, obtained from Officers volunteering for au duty. Also data obtained from HQ USAF pertaining to Officers nominated for assignment to AU.

Authority for maintenance of the system:

44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Determine suitability for assignment to an AU unit by AU/DPR and unit officials.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name and social security account number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of assignments.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Name,SSAN, May visit office and provide military ID card.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

AFMPC, unit official and individual.

Systems exempted from certain provisions of the act:

NONE

F03504 0SPCZPA

System name:

Bomber mobilization recovery roster.

System location:

Building 1213, 22 Organizational Maintenance Squadron, March Air Force Base CA 92508.

Categories of individuals covered by the system:

21 Pre-selected Air Force active duty enlisted personnel.

Categories of records in the system:

Records of individuals name, grade, and job specialty.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by squadron personnel to identify personnel qualified for recovery operations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander, 22 Organizational Maintenance Squadron, March AFB, CA 92508.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from Air Force personnel records.

Systems exempted from certain provisions of the act:

NONE

F03504 0TMUHJD

System name:

PCS funds control log.

System location:

Headquarters Tactical Air Command, Langley Air Force Base, Virginia 23665.

Categories of individuals covered by the system:

All Air Force active duty military personnel.

Categories of records in the system:

Assignment action number and PCS fund code.

Authority for maintenance of the system:

10 USC 8074.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Keep track of PCS funds to preclude overexpenditure of allocated quotas.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in note books/binders.

Retrievability:

Filed by other identification number or system identifier.

Safeguards:

Records are stored in security file containers/cabinets.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files for one year, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assignments Control Division, Deputy Chief of Staff/Personnel, Headquarters Tactical Air Command, Langley Air Force Base, VA.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Assignment resource manager.

Systems exempted from certain provisions of the act:

NONE

F03504AAFSS S

System name:

Office Personnel Data Informational Files

System location:

At Office of the Secretary of the Air Force, Washington DC 20330.

Categories of individuals covered by the system:

All military and civilian personnel currently and previously assigned to the Office of Assistant Secretary for Space Systems (SAFSS) field activities.

Categories of records in the system:

Notices of personnel actions; copies of assignment and travel orders; copies of security clearance information; applicable personnel data; names of family members; home addresses and phone numbers; biographical information.

Authority for maintenance of the system:

10USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Daily, routine personnel management, internal information for managers, and historical documentation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained on aperture cards.
Maintained on computer paper printouts.
Maintained in note books/binders.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are stored in safes.
Records are stored in vaults.
Access is limited to the Under Secretary of the Air Force (space Systems) and Deputy Under Secretary of the Air Force (Space Systems) and office directors, supervisors, personnel managers and individuals with a bona fide right and need to know. The general exception is the office phone directory, copies of which are kept in the homes of assigned and attached personnel.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Executive, office of space systems, (SAFSS) Office of the Secretary of the Air Force, Washington DC 20330.

Notification procedure:

Send request or visit to the executive, SAFSS. Requestor should provide full name and SSAN.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Air Force personnel and records systems, and the individuals concerned.

Systems exempted from certain provisions of the act:

NONE

F03504B0SSGBPB-

System name:

Palace Chase assignment applications.

System location:

Strategic Air Command (SAC) Director of Personnel Resources (DPR), Offutt AFB NE 68113.

Categories of individuals covered by the system:

Air Force active duty enlisted personnel.

Categories of records in the system:

Copy of application for Palace Chase and Major Command reply to individuals Consolidated Base Personnel Office (CBPO).

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Users personnel assigned to HQ SAC (DPR) uses evaluate eligibility for Palace Chase and take appropriate action.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.
Records are controlled by personnel screening.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief Airman Support Assignments Branch, Deputy Chief of Staff/Personnel, HQ SAC/DPR, Offutt AFB NE 68113.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.
Provide full name and social security account number (SSAN) visiting personnel Provide proof of identity such as military identification card.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

F03504X0XOXASA

System name:

Officer Effectiveness Report Data Card

System location:

Headquarters United States Air Force (XOXAS) Washington, D.C. 20330

Categories of individuals covered by the system:

Officers assigned to the Directorate of Plans

Categories of records in the system:

Card contains data on each officer to include, name, office symbol, rank, date of rank, date of birth, base retirement date, total active Federal military service date; date assigned photo, previous dates assigned Pentagon, assignment preference, source of commission, aero rating, educational level, service schools attended, wife's name, children and date of birth, previous assignments during last 10 years

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Personal data information furnished by the individual, and used by the officer's rater, additional rater and reviewer in preparing the Officer Effectiveness Report.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in safes.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief Personnel and Services, Directorate of Plans Headquarters, United States Air Force

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from individual.

Systems exempted from certain provisions of the act:

NONE

F03505 DPMAO A

System name:

Unfavorable Information Files (UIFs)

System location:

Complete UIF files are maintained at Consolidated Base Personnel Offices (CBPOs) only. However, UIF summary sheets, a part of the UIF, are also maintained at: individual's unit of assignment (commander's copy), geographically separated units not colocated with a servicing CBPO, and for officers only at the major command of assignment; and for colonels only an additional copy is maintained at Headquarters, United States Air Force Deputy Chief of Staff, Personnel, Special Actions Office, Colonels Group, Wash, D.C. 20330.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All active duty military personnel.

Categories of records in the system:

Derogatory correspondence determined as mandatory for file or as appropriate for file by an individual's commander. Examples include: Written admonitions or reprimands, drug abuse correspondence, court-martial orders, letters of indebtedness, control roster correspondence.

Authority for maintenance of the system:

Title 10, United States Code (USC) Armed Forces - Chapter 803 - Department of the Air Force, Section 8012; Chapter 805 - The Air Staff, Section 8032.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Reviewed by commanders and personnel officials to assure appropriate assignment, promotion and reenlistment considerations are made prior to effecting such actions. UIFs also provide information necessary to support administrative separation when further rehabilitation efforts would not be considered effective.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

UIFs are maintained for one year from the date of the most recent correspondence therein except when the file contains Article 15 or Court-Martial correspondence in which case the retention period is for two years from the date of that correspondence, unless a year retention period for non-related Article 15/court-martial correspondence would post-date the two year retention period for the Article 15/court-martial correspondence, in which case all correspondence would be maintained a year from the most recent non-related Article 15/court-martial correspondence. Files are automatically destroyed upon separation, reenlistment or retirement and on an individual basis when the individual's commander so determines. Destroy by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas.

Notification procedure:

Personnel for whom UIFs exist are routinely notified of the existence of a file. In all cases personnel are authorized to rebut the correspondence in the file.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

or by contacting agency officials at the respective servicing Consolidated Base Personnel Office.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Supervisory reports or censures and official reports of poor performance or conduct.

Systems exempted from certain provisions of the act:

NONE

F03505 DPMAO B

System name:

03505 DPMAO B Personnel Action File (Digest File)

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148 for active duty officers and Air Reserve Personnel Center, 7300 East First Ave. Denver CO 80280. for nonactive duty USAFR officers.

Categories of individuals covered by the system:

Air Force active duty officer personnel and nonactive duty USAFR officers.

Categories of records in the system:

Composed largely of sumaries/extracts or notices of the Air Force Office of Special Investigations (AFOSI) Reports of Investigation (ROIs). The system may also contain other official records or documents which reflect relevant derogatory information about officers, e.g., notice of involuntary separation proceedings, notice of Special Security File, reports of AWOL/Desertion status, administrative inquiries and investigations, Inspector General (IG) reports, and reports of violations of public trust in contract, procurement, and other matters. Additionally, a file will contain a statement regarding the subject matter from the officer if one is made, plus any comments and recommendations by the member's commander. Finally, a Digest File will contain copies of documentation used to notify the individual and the commander of the file and a record of the Officer Personnel Records Review Board (OPRRB) decision to retain the file. The system of records also includes letters of notification when digest files are destroyed.

Authority for maintenance of the system:

10 U.S.C. 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Digest Files are reviewed by career management officials and Central Selection Boards at AFMPC or ARPC, as appropriate, to insure the propriety of personnel decisions finalized at those levels regarding promotion, assignment, mobilization, recall to extended active duty, selection, utilization and separation. The purpose of such review is to insure that individual career management decisions enhance the quality of professionalism in the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed alphabetically by name.

Safeguards:

Records are accessed by persons responsbile for servicing the record system and by other personnel whose names appear on an authorized access list indicating they have a need to know in the performance of their official duties. Records are stored in locked cabinets.

Retention and disposal:

Disposition is pending approval under 44 U.S.C. 3303(3).

System manager(s) and address:

Chief, Special Control and Records Review Group (AFMPC/DPMAO), Randolph AFB TX 78148 for active duty officers and Commander, Air Reserve Personnel Center (ARPC), 7300 East First Ave. Denver CO 80280 for non-active duty USAFR officers.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. Written requests should contain the member's full name, rank, and SSN. Information may also be obtained by personal visit with the appropriate Systems Requests from individuals should be addressed to the Chief, Special Control and Records Review Group (AFMPC/DPMAO), Randolph AFB TX 78148 for active duty officers or the Documentation Management Officer (ARPC/DADP), 7300 East First Avenue, Denver CO 80280 for nonactive duty USAFR officers. Written request(s) for information should contain full name of individual, rank and SSN (Social Security Number). Nonactive duty USAFR officers should also include current address and the case (control) number shown on any correspondence received from the Center. Information may be obtained by active duty officers by personal visit with the System Manager upon verification of the identification data required for written requests. Nonactive duty USAFR officers may review records in Records Review Room (2-B18-2) ARPC, 7300 East First Avenue, Denver CO 80280, between 8:00 A.M. and 3:00 P.M. on normal work days. For personal visits, the individual should provide current Reserve ID cards and/or drivers license and present some verbal information that could verify their identity from their record.

Record access procedures:

Individuals can obtain access to their own Digest Files by following the procedures described above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Digest File information is obtained from AFOSI, Commanders, Consolidated Base Personnel Offices, FBI, MAJCOMs, HQ USAF/IG and from official records, reports or documents prepared on behalf of the Air Force by boards, committees, panels, and investigating officers.

Systems exempted from certain provisions of the act:

NONE

F03505 0IACYVA

System name:

03505 0IACYVA Unfavorable Information Files (UIFS) on Officers and Airmen.

System location:

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve personnel.

Categories of records in the system:

Records of punishment under article 15, Uniform Code of Military Justice for written admonition or reprimand not pursuant to article 15 or sentences of court martial, results of court martials, convictions, letters of indebtedness, a reported failure to support dependents, civil and military law enforcement reports resulting in a finding of guilty, judicial or administrative, except for minor traffic violations.

Authority for maintenance of the system:

10 USC 262.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Reviewed in connection with promotion consideration, selection for schools, assignment, and all personnel actions used by active duty personnel and AF civilian employees for all personnel actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name, Social Security Number (SSN) or by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in safes.

Retention and disposal:

Retained for 1 year after date of reprimand, or 1 year from date of unfavorable correspondence not related to administrative reprimands, or until member reenlists, separates, retires or dies, and then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, Co 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from police and investigating officers, from a state or local government, from witnesses or from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth. active duty consolidated base personnel offices.

Systems exempted from certain provisions of the act:

NONE

F03506 DPMAW A

System name:

Air Force Personnel Test 851, Test Answer Cards.

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

Air Force Military Personnel Center, Randolph Air Force Base, Texas.

Categories of individuals covered by the system:

Active duty airmen in grades E-4 through E-7. Air Force Reserve and Air National Guard airmen in grade E-7.

Categories of records in the system:

Item responses (answers) for Specialty Knowledge Tests (SKT), Promotion Fitness Examinations (PFE) and United States Air Force Supervisory Examinations (USAFSE).

**Authority for maintenance of the system:**

Title 10, United States Code (USC), Armed Forces - Chapter 803, Department of the Air Force, Section 8012; and Title 44 USC, Public Printing and Documents - Chapter 31, Records Management by Federal Agencies, Section 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by Air Force Military Personnel Center/Airman Promotion Division (AFMPC/DPMAW) to score tests. The percent correct score on the SKT and PFE are two of the six weighted factors of the Weighted Airman Promotion System (WAPS) used to advance airmen (E-4 to E-6) to the next higher enlisted grade. The percentile score on the USAFSE is used as an eligibility criterion for promotion to grade E-8 and award of the superintendent (9) Air Force Specialty Code (AFSC) skill level.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets.

**Retrievability:**

Filed by Social Security Account Number (SSAN).

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in vaults.

**Retention and disposal:**

Maintained for 12 months following completion of promotion cycle for which member was tested, then destroyed by burning or shredding.

**System manager(s) and address:**

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas.

**Notification procedure:**

See Exemption

**Record access procedures:**

See Exemption

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

See Exemption

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

## F03506 DPMYA

**System name:**

03506 DPMYA Military Service Inventory Research Program.

**System location:**

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

**Categories of individuals covered by the system:**

Certain applicants for enlistment into each service.

**Categories of records in the system:**

Background interest tests results, group data analysis.

**Authority for maintenance of the system:**

Title 10, US Code, Sections 505, 508, 510, and 3012; and for disclosure of your social security number Presidential Executive Order 9397.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used in research analysis to further refine enlistment standards for the Armed Forces. Specific use: Used in a research manner to evaluate interest variables on enlistee performance.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained on magnetic tapes. Maintained on disks.

**Retrievability:**

Filed by Social Security Account Number (SSAN).

**Safeguards:**

Records are accessed by custodian of record system.

**Retention and disposal:**

Retained on computer magnetic tape until superseded, obsolete, no longer needed for reference, or on inactivation, then purged and destroyed by degaussing.

**System manager(s) and address:**

Asst for Personnel Plans, Programs and Analysis at Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from individual.

**Systems exempted from certain provisions of the act:**

NONE

## F03506 0KPNQSA

**System name:**

Air Force Reserve Officer Training Corps Qualifying Test Scoring System

**System location:**

AFROTC/ACME, Maxwell Air Force Base, AL 36112, and portion pertaining to each AFROTC detachment located at the respective detachment. Official mailing addresses of the detachments are in the Department of Defense Directory in the appendix to the Air Force's system notice.

**Categories of individuals covered by the system:**

Air Forces applicants testing at Air Forces detachments.

**Categories of records in the system:**

Name, detachment, date of test, test scores, social security number, air science year, number of test administrations, institution category.

**Authority for maintenance of the system:**

Title 10 USC Chapter 103; Military Selective Service Act of 1967, Section 6, (50 USC 456); and 10 USC 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Scores are used agaist criteria for entrance into AFROTC, and as a measure of quality. Scores are entered in cadet records.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained in visible file binders/cabinets.
Maintained on computer magnetic tapes.
Maintained on computer paper printouts.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).
,location of test administration, date of testing.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are controlled by computer system software.
buildings are secured after duty hours.

**Retention and disposal:**

AFROTC/ACME will maintain records of scores attained on tests administered at AFROTC detachments for a period of five years. Then destroyed by tearing into pieces, maceration or burning or degaussing. Air Force Human Resources Laboratory, Lackland Air Force Base, TX 78236 is official repository for permanent record of all AFOQT scores.

**System manager(s) and address:**

Chief, Analysis and Evaluation Division, AFROTC/ACM, Maxwell. Air Force Base, AL 36112.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

requests should include full name, SSAN, location of test administration, and date of testing.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual's knowledge of subject being tested.

Systems exempted from certain provisions of the act:

NONE

F03507 DPMAJDA

System name:

Flying Status Branch File

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

Categories of individuals covered by the system:

Active and Inactive Officers and Airmen.

Categories of records in the system:

Air Force members: Rated officers removed from or returned to flyg status in Officers granted United States Air Force (USAF) aeronautical rating as a result of aeronautical rating boards Nonrated members, officer and enlisted, who request action or CONSIDERATION FOR FLYING STATUS.

Authority for maintenance of the system:

Title 10, United States Code , Section 8691.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Response to inquiry by an individual or an intermediary; such AS legal counsel through judicial action or the Secretary of the Air Force/Board for Correction of Military Records (SAF/BCMR), Member of Congress, a high ranking official such as the Secretary of the Air Force , Chief of Staff, United States Air Force , Air Force Deputy Chief of Staff Personnel for Personnel , Air Force Assistant Deputy Chief of Staff for Personnel for Military Personnel ; wherein a rated officer is returned to or removed from flying status, the record is reviewed within Officer Career Management Division, Air Force Military Personnel Center for assignment determination action. RECORDS are not provided to agencies outside the Air Force, 'routine use.'

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

and each card indicates the nature of the action and includes a cross reference showing the subject file containing the record of correspondence. The card file is a 'finder' index used to facilitate/expedite location of records pertaining to an individual and as source of statistical data.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Correspondence generated at base level, Major Air Command or Air Staff Level.

Systems exempted from certain provisions of the act:

NONE

F03507 SGPA A

System name:

Application for Advanced Aeronautical Rating File (Senior and Chief Flight Surgeon)

System location:

The Aerospace Medicine Division, Headquarters US Air Force (AF/SGPA) Washington D.C. 20330

Categories of individuals covered by the system:

Air Force Flight Surgeons applying for Senior/Chief Flight Surgeon Rating.

Categories of records in the system:

Files contain individual application, summary of contributions to the Aerospace Medicine Program, date of previous ratings, number of flying hours, and written professional examination (multiple choice type) if applicant is not a graduate of the Residency in Aerospace Medicine.

Authority for maintenance of the system:

Title 10, USC, Sections 8012, 133.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose is to determine the individual professional qualification for award of Senior/Chief Flight Surgeon rating. Category of user is the Chief, Flight Medicine and Chief, Aerospace Medicine Division, Office of the Surgeon General. Specific uses are transmittal of application data by the individual and AF/SGPA through appropriate command channels; evaluate and make appropriate recommendations concerning award of the advanced ratings; authority for publication of Aeronautical Orders by appropriate orders issuing authority.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are protected by guards.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Required information is full name, rank, Social Security Account Number (SSAN). Requester may visit Aerospace Medicine Division, Office of the Surgeon General, Heaquarters US Air Force, Washington, DC 20330 Proof of identity is by military ID card and personal recognition due to small number of officers involved.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F03507 0IACYVA

System name:

03507 0IACYVA Flying Status Actions

System location:

Air Reserve. Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve and Air National Guard personnel.

Categories of records in the system:

correspondence and related documents pertaining to request for suspension, nonrated officer utilization, aeronautical rating data documents that pertain to aeronautical ratings or suspensions and request for update of the uniform officer record and applications for other flying status/actions.

Authority for maintenance of the system:

10 USC 275.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

to maintain tracking of each action taken until computer action is complete, reservist is informed and file copy is in master personnel record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name, Social Security Number (SSN) or other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are protected by guards. Records are accessed by custodian of the record system.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

information from source documents prepared on behalf of the Air Force advanced personnel data system or supplied by reservist.

Systems exempted from certain provisions of the act:

NONE

F03507 0J DP A

System name:

flying evaluation board(feb) file

System location:

Headquarters air training command(atc) Deputy Chief of Staff for personnel(dcs/p) Randolph afb, tx 78148

Categories of individuals covered by the system:

Atc active duty Officers who meet a feb

Categories of records in the system:

Individual records containing feb related documentation

Authority for maintenance of the system:

44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Dcs/p uses files for approval/disapproval or recommendation

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Stored in locked building

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Dcs/p ATC Randolph Air Force Base TX 78148

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels and auditors.

Systems exempted from certain provisions of the act:

NONE

F03508 DPMAJAA

System name:

Officer Promotion and Appointment

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. At headquarters of the major commands and separate operating agencies. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force active duty officer personnel. Officers selected for temporary or permanent promotion or appointment; officers projected as eligible for promotion or appointment consideration; civilian applicants for direct appointment in the Regular Air Force or Air Force Reserve.

Categories of records in the system:

This system of records is comprised of the following categories of information or subsystems: 1. Officer Selection Brief File. This file contains information extracted from the mechan- ized USAF Master Personnel File to include basic personnel, flying, and education data for each officer to be considered for promotion or Regular Air Force appointment by a selection board. The preselection brief is provided

to each eligible officer in advance of presenta- tion to the selection board. An updated selection brief is produced about 30 days prior to board convening for actual board use. Copies of preselection briefs and selection briefs are retained on microfilm. Additionally, a record copy of documentation accepted for manual posting of updates/corrections to the officer selection brief processed for board consider- ation is retained. 2. Officer Promotions and Appointments Administrative Files. At the Air Force Military Personnel Center (AFMPC), this file includes copies of staff advisories provided to Secretary of the Air Force Board for Correction of Military Records containing promotion and appointment related information in response to specific points in an appli- cation. At AFMPC, this file includes background information and proposed responses to Congressional and high-level inquiries in the officer promotions and appointments area. This file further includes, at all levels, information and background relative to any propriety of promotion or appointment action (not qualified recommendation, withholding action, delaying action, etc.) processed. This file further includes listings of officers eligible for pro- motion or appointment consideration. 3. Regular Officer History Card File. This file contains a history card on each active duty Regular Air Force Officer and contains Name, Social Security Account Number (SSAN) Promotion List Service Date (10 United States Code (USC) 8287), Adjusted Promotion List Service Date (PLSD) (10 USC 8303 or any other provision if applicable), Source of Commission, Date of Regular Air Force Acceptance, Date of Birth, Promotion Category (Line, Medical Corps, etc.) (10 USC 8296), Base Retirement Date (10 USC 8927), permanent grade history, temporary grade history to include dates of rank, effective dates and special orders announcing the promotion, Total Active Federal Commissioned Service Date, date officer was placed on or recalled from the Temporary Disability Retired List (if applicable), Regular Air Force Lineal Position Number, Presidential Nomination Date, Total Active Federal Service as of date of Presidential nomination, any commissioned service held prior to Regular Air Force appointment (if applicable), former service numbers if member of other than the Air Force, Public Law under which officer was appointed in the Air Force, Remarks (Secretary of the Air Force Board for the Correction of Military Records correction to records, any adjustments to officer's record and reasons therefor). 4. Air Force Confirmed Nomination Lists. This file includes all Senate confirmed nomination lists for officer appointments and promotions through the grade of colonel. This file contains the only existing official signed document reflecting Senate confirmation. 5. Regular Air Force Officer Promotion List. The Regular Officer Promotion List (Lineal List) is a computer-generated product maintained at AFMPC displaying the names of all Regular Air Force officers in lineal order (descending) by promotion category by permanent grade. 6. Temporary Promotion Sequence File. This file includes a listing and work cards for any officer selected for temporary promotion, sequenced by seniority in grade (rank). 7. Reserve Promotion Administrative File. This file contains machine listings and names of officers meeting eligibility criteria for Reserve (permanent) promotion by promotion category, listings of names indicating overdue directed Officer Effectiveness Reports (OERs) and first-time deferred officers and digest files as applicable, board recorders roster, board proceedings listed by name and SSAN, selected/not selected and published list of those selected/not selected for permanent (Reserve) promotion. 8. Regular Air Force Appointment Management File. This file includes individual locator cards reflecting a Regular officer selectee's progress from selection by a board of officers to either acceptance or declination; Regular Air Force declination statements; Regular Appointment Board work rosters. 9. Reserve of the Air Force (USAFR/ANGUS) Appoint- ment Management File. This file contains information concerning civilian and military person- nel applying for or requesting appointment to commissioned officer grades in the Reserve of the Air Force (USAFR/ANGUS) as follows: (a) Individuals applying for appointment in the ANGUS component, (b) Resigned Regular Air Force officers applying within one year from date of separation, (c) Individuals applying for appointment and active duty as Chaplains or Judge Advocates, (d) Reappointment of Reserve officers upon removal from the Temporary Disability Retired List after being found fit for duty, (e) Appointment or reappointment of individuals for assignment to the Retired Reserve (further limited to individuals serving on active duty with USAF), and (f) Reserve officers of other services on active duty applying for inter- service transfer. This file includes individual case cards reflecting a person's progress from offer of appointment to either acceptance or declination, a Resigned Regular Officer Work File, an Appointment Logbook, and a file relating to precedent, unusual, or unique cases.

Authority for maintenance of the system:

Title 44 USC, Public Printing and Documents, Chapter 31, Records Management by Federal Agencies, section 3101. Title 10, United States Code, Armed Forces, Chapters 35 and 837, Appointments as Reserve Officers. Title 10, United States Code, Armed Forces, Chapter 835, Appointments in the Regular Air Force, section 8281. Title 10, United States Code, Armed Forces, Chapter 839, Temporary Appointments, section 8442. Title 37, United States Code, Chapter 3, Basic Pay and Allowances of the Uniformed Services. Title 10, United States Code, Armed Forces, Chapter 79, Correction of Military Records. Title 10, United States Code, Armed Forces, Chapter 835, Appointments in the Regular Air Force, sections 8296 and 8297.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Air Force operates basically a central selection process for temporary promotion, of officers to grades 03 - 06, permanent promotion of Regular officers to grades 03 - 06 and all Regular Air Force appointments. As part of the temporary promotion program, major commanders are tasked to conduct secondary zone screening boards to nominate a given number of officers from their command for central consideration. Selection briefs are retained as a historical record of data presented to an officer selection board and, as such are used to validate completeness, accuracy, or omission of data reviewed by boards. Administrative files are used for research, precedence, and reference purposes. Promotion/appointment propriety files are used to monitor completeness, legality, and processing timeliness of the actions. Generally, this records system contains necessary information necessary to manage a diverse promotion and appointment program in a centralized environment. Board results to include names of selectees and statistical analysis of those results are made a matter of public record after appropriate approval of board proceedings. Results of the board are updated to the individual subject record in the Advanced Personnel Data System (APDS) after public release of the board proceedings. A computer tape used to produce the officer selection briefs is provided to a commercial contract source (ZYTRON) for production of duplicate copies of these selection briefs on microfiche by the computer-on-to-microfiche (COM) process. The names and social security account number (SSAN) of officers selected by central selection board for permanent promotion, temporary promotion to grades above captain, and Regular Air Force Appointment as well as officers to receive appointments in the Air Force requiring confirmation of such appointments by the Senate of the United States, are provided to the Office of the President of the United States for nomination and to the United States Senate for confirmation. This information will be published in the Congressional Record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets. Maintained in card files. Maintained on computer paper printouts. Maintained on microfiche.

Retrievability:

Filed by Name. Filed by Social Security Account Number (SSAN). Filed by other identification number or system identifier. The primary individual record identifier is name. Some files have other major sort sequences, such as, board of consideration, zone of consideration (primary or secondary zone), and promotion category.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets. Records are stored in locked cabinets or rooms. Records are protected by guards. Records are controlled by personnel screening.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

All data contained on the Officer Selection and Preselection Briefs and various selection board computer products is directly extracted from the Headquarters Air Force Master Person- nel File. Selection brief documentation backup files in the form of official correspondence, letters, or messages, properly authenticated by an appropriate personnel official, is gener- ated, normally at the officer's request from the servicing Consolidated Base Personnel Office (CBPO). Information is obtained from HQ USAF and major command officer selection folders from Special Orders, oath of office signed by data subject, memorandums from the Secretary of the Air Force Board for Correction of Military Records, selection board reports. Data is obtained from appointment applications from data subject and from the Master Record Group of the applicable Service Department as concerns data subject.

**Systems exempted from certain provisions of the act:**

NONE

## F03508 DPMAJBA

**System name:**

Recorder's Roster

**System location:**

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

At Washington National Records Center, Washington DC 20409.

**Categories of individuals covered by the system:**

Records are maintained on all Air Force officers and E-7's and E-8's who are eligible for promotion consideration and officers considered for Regular Air Force appointment and Reserve Officers considered for involuntary separation, and any other special board directed by the Secretary of the Air Force or the Chief of Staff.

**Categories of records in the system:**

Alpha sequence listing containing record number, name, Social Security Account Number, date of roster, and program control number. Current grade, promotion category, select/non-select, effective date listing prepared, FOR OFFICIAL USE ONLY statement, major command computer inquiry number, name and year of board and page number.

**Authority for maintenance of the system:**

The records are maintained to support selection boards convened under the authority of Sections 8297, 8285, 8442, Title 10 United States Code.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

These records are used to determine whether individuals were considered by the convening board.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets.

**Retrievability:**

Records are accessed by identification of board of consideration and then alphabetically by last name of subject by promotion category.

**Safeguards:**

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

The records are retained in the Selection Board Secretariat for four calendar years and then retired to the National Archives, Washington, D.C.

**System manager(s) and address:**

Assistant Deputy Chief of Staff, Personnel for Military Personnel, Randolph Air Force Base, Texas 78148

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Request must include name, grade, Social Security Account Number, board identification, promotion category, and zone of consideration as applicable.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

The information in these records is extracted from the Selection Board Support File, and from data compiled from individual board member inputs.

**Systems exempted from certain provisions of the act:**

NONE

## F03508 DPMAW M

**System name:**

Historical Airman Promotion Master Test File (MTF)

**System location:**

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

**Categories of individuals covered by the system:**

Active duty airmen in grades E-4 through E-7. Air Force Reserve and Air National Guard airmen in grade E-7.

**Categories of records in the system:**

Contains historical Specialty Knowledge Test (SKT), Promotion Fitness Examination (PFE) and United States Air Force Supervisory Examination (USAFSE) data which is no longer maintained within the personnel data systems. Includes member identification, test identification, date tested, score and item responses.

**Authority for maintenance of the system:**

Title 10, United States Code (USC), Section 8012; and Title 44 USC, Section 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by Air Force Military Personnel Center/Airman Promotion Division (AFMPC/DPMAW) to research and/or correct promotion status for previous cycles. Data used to resolve inquiries, provide supplemental consideration, prepare Air Staff advisories to the Air Force Board for Correction of Military Records, and manage the Airman Promotion Program.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets.

Maintained on microfiche.

**Retrievability:**

Filed by Name.

Filed by Social Security Account Number (SSAN).

**Safeguards:**

Records are stored in vaults.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

**Retention and disposal:**

Maintained for 10 years computed from the date of the original selection process, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

**System manager(s) and address:**

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas 78148.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

See Exemption

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

F03508 0IACYVA

System name:

03508 0IACYVA Officer promotions.

System location:

At Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, Colorado 80280.

Categories of individuals covered by the system:

Air Force active duty officer personnel. Air Force Reserve personnel. Air National Guard personnel.

Categories of records in the system:

Proceedings, findings and related documents such as rosters, board membership and board support and orders announcing promotion.

Authority for maintenance of the system:

Title 10 United States Code 8362, 8366, 8367, 8371, Commissioned Officer selection board procedures.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by promotion division personnel in preparation for promotion boards and by the actual promotion board when convened.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, note books/binders.

Retrievability:

Filed by Name, Social Security Number (SSN), other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system, person(s) responsible for servicing the record system in performance of their official duties, and by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, are protected by guards, or are controlled by personnel screening.

Retention and disposal:

Retained in office files for two years after annual cut-off, then retired to Washington National Records Center, Washington DC 20409, for permanent retention.

System manager(s) and address:

Commander, Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, Colorado 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, Colorado between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC7300 East First Avenue, Denver, Colorado 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F03508 0IACYVB

System name:

03508 0IACYVB Air Force Reserve Airman Demotions

System location:

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve personnel.

Categories of records in the system:

documents and rosters relating to a weighted airman selection system and case files for reserve Airmen who were demoted.

Authority for maintenance of the system:

10 USC 275 personnel records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Monitor and process promotion actions by office personnel, and for research of related documents.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders/ note books/binders.

Retrievability:

Filed by Name, Social Security Number (SSN) or by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system and person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards and controlled by personnel screening.

Retention and disposal:

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

From master personnel records and computer products, automated system interfaces and source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F03508DPMAW

System name:

Airman Promotion Historical Records

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

Categories of individuals covered by the system:

Active duty airmen in grades E-4 through E-8 at time of promotion consideration.

Categories of records in the system:

Microfiche files reflecting individual historical promotion data (up to 1,200 characters) for a specific cycle which is no longer maintained within the automated personnel data system. Contains member identi-

fication, promotion eligibility status, select/nonselect status, and critical personnel data. Microfiche files for members in grades E-4 through E-6 contain relative standing and weighted factor scores. For members in grades E-7 and E-8, board scores and relative standing are not included. Contains worksheets used to manually compute individual promotion status (select/nonselect) for the Weighted Airman Promotion System for those members not considered during the computerized selection process; master listings for each specified promotion cycle reflecting all members in the applicable grade and their specific status: select, nonselect, nonweighable, or ineligible; and listing of promotion sequence numbers assigned to all selectees for a specific cycle.

**Authority for maintenance of the system:**

Title 10, United States Code (USC) 8012; 44 USC 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by Air Force Military Personnel Center/Airman Promotion Division (AFMPC/DPMAW) as the master record of promotion status for a specified cycle. Used to respond to inquiries (including congressional inquiries), for Air Staff advisories to the Air Force Board for Correction of Military Records, to manage the Airman Promotion Program, to recreate promotion status, and to provide statistical data for official use. Used to provide supplemental promotion consideration and to research and/or correct promotion status for a previous cycle. Data may be provided to Department of Defense components and are routinely provided to Air Staff agencies, Major Air Commands and consolidated base personnel offices (CBPO) for official use.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets. Maintained on computer paper printouts. Maintained on microfiche.

**Retrievability:**

Filed by Name. Filed by Social Security Account Number (SSAN). Accessed manually by cycle.

**Safeguards:**

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or secured building.

**Retention and disposal:**

Maintained for 10 years, computed from the date of the original selection process. Manual computation worksheets are maintained for one year and then select/nonselect data are listed on a roster which is maintained for an additional nine years. After the specified retention period, the records are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, TX 78148.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager. The request should specify the applicable promotion cycle(s).

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Data purged from the active interim eligible file (promotion file) which is a subsystem of the advanced personnel data system.

**Systems exempted from certain provisions of the act:**

NONE

## F03509 0IACYVA

**System name:**

03509 0IACYVA Requests for Discharge From the Air Force Reserve.

**System location:**

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

**Categories of individuals covered by the system:**

Air Force Reserve personnel.

**Categories of records in the system:**

Applications and other documents related to discharge or separation by reason of dependency or hardship or for the convenience of the government.

**Authority for maintenance of the system:**

10 USC 1074 Personnel Records.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To maintain tracking of each action taken until computer action is complete, reservist is informed and file copy is in Master Personnel Record.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name, Social Security Number (SSN) or by other identification number or system identifier.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are protected by guards and stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

**Notification procedure:**

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's identification.

**Record access procedures:**

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280; telephone (303) 394-4667.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information from source documents prepared on behalf of the advanced personnel data system or supplied by reservist.

**Systems exempted from certain provisions of the act:**

NONE

## F03509 0IACYVB

**System name:**

03509 0IACYVB Administrative Discharge for Cause on Reserve Personnel

**System location:**

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

**Categories of individuals covered by the system:**

Air Force Reserve personnel.

**Categories of records in the system:**

Board proceedings, board waiver, recommendations, and other records which result in discharge.

**Authority for maintenance of the system:**

10 USC 1162.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To effect the administrative separation of officer members of the United States Air Force Reserve (USAFR) from their appointment as reserve Officers and to effect the administrative separation of enlisted members of the USAFR. From their enlistment as reserve members.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name. Filed by Social Security Number (SSN) or by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in safes.

Retention and disposal:

Retained in office files until discharged then forwarded for inclusion in the Individual's military personnel record in the National Personnel Record Center 9700 Page Blvd St Louis, MO 63132 for permanent storage.

System manager(s) and address:

Commander Air Reserve Personnel Center. (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions, police and investigating officers and from witensses.

Systems exempted from certain provisions of the act:

NONE

F03509A0SSGBPA

System name:

Administrative Discharge File

System location:

HQ Strategic Air Command (DPAAB) Offutt Air Force Base NE 68113 Chief Quality Control Branch

Categories of individuals covered by the system:

All Air Force active duty military personnel.

Officers in SAC who had AFR separation action initiated against them and all airmen assigned to Offutt Air Force Base that require the approval of the GCM authority.

Categories of records in the system:

Administrative Separation Case Files.

Authority for maintenance of the system:

Title 44 US Code section 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Users commanders and staff exercising decision authority provided in processing and determination of administration discharge cases and HQ SAC/DPAAB personnel uses for administration discharge processing.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Locked cabinets

Retrievability:

Filed by Name.

Type of action

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Records are controlled by personnel screening.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief quality control branch, DCS/Personnel, HQ SAC/DPAAB Offutt Air Force Base NE 68113

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Name and SSAN visiting personnel show proof of ID such as military ID card.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

HQ SAC/DPAAB phone 294-5589.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F04001 DPCX A

System name:

Non-Appropriated Fund (NAF) Civilian Personnel Records

System location:

At civilian civilian personnel offices only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

and AFMPC/DPMS Randolph AFB TX

Categories of individuals covered by the system:

Air Force Civilian employees paid from nonappropriated funds

Categories of records in the system:

Life cycle personnel actions and related documents related to employment and pay of NAF employees including documents related to employees benefits

Authority for maintenance of the system:

Title 44 USC Section 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To document and record personnel action on individual employees and to determine pay and other benefit entitlements

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Retention and disposal:

Retired to National Personnel Records Center upon separation of individual from employment

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.

Notification procedure:

Civilian Personnel Office identifying information is required to satisfy custodian of record

Record access procedures:

Civilian Personnel Office maintaining record

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers.
Information obtained from financial institutions.
Information obtained from educational institutions.
Information obtained from police and investigating officers.
Personnel documents requesting and appointing and paying individual documents related to designation of benefits and beneficiaries

Systems exempted from certain provisions of the act:

NONE

F04001 06SCEYA

System name:

Merit Promotion File

System location:

Managed at HQ Air Force Audit Agency, Norton Air Force Base, CA 92409

Categories of individuals covered by the system:

Air Force Audit Agency civilian employees

Categories of records in the system:

Correspondence and records incidental to the application and qualification for promotion and duty assignments. The types of records include, but are not limited to, Supervisory Appraisals, Training Information, Qualifications Profile Records, Personal Qualification Statements, Records of Placement Applications and Disposition, Assignment and Reassignment Records (Orders, Mobility Certificates, Shipments of Household Goods, Overseas Assignments), Position Descriptions, and Records of Personnel Actions.

Authority for maintenance of the system:

Title 5, US Code 3301 -3326

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by users in determining eligibility and relative competitive standing for promotion competition or other placement. Provides users with personnel data for management purposes, including location, changes of station, mobility, pay information, previous assignments, education and self-development, supervisory performance appraisals, results of competition for promotion or other placement action, descriptions of duties, and recognitions achieved. Users - The Command Section, AFAA, and the Directorate of Resources Management Staff.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Auditor General, Air Force Audit Agency (AFAA/CC), Norton AFB, CA 92409

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

And the Director of Resources Management, HQ Air Force Audit Agency (AFAA/RM), Norton AFB CA 92409

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers.
Information obtained from financial institutions.
Information obtained from educational institutions.
Information obtained from medical institutions.
Information obtained from trade associations.
Information obtained from automated system interfaces.
Information obtained from police and investigating officers.
Information obtained from a state or local government.
Information obtained from an international organization.
Information obtained from a corporation.
Information obtained from witnesses.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.
, individual's input, and documents generated internally within the AFAA.

Systems exempted from certain provisions of the act:

NONE

F04001 1PTAYZC

System name:

Civilian Pay-Personnel-Manpower (Paperman) - E205

System location:

1143rd ABSQ/DPC Washington, DC 20330

Categories of individuals covered by the system:

Pending, current, and former Air Force appropriated fund civilian employees assigned to HQ USAF civilian certain personnel of Air Force intelligence service, HQ COMD USAF, Air Force Communications Service, National Guard Bureau, US Air Force Military Personnel Center and Air Force Data Automation Agency in the Washington, DC area

Categories of records in the system:

Employment information including position authorization position, personnel date, suspense information, position control information, projected information and historical information.

Authority for maintenance of the system:

Title 5 USC Sections 3301 - 3326

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide system support to HQ US Air Force and other serviced activities in that part of Civil Service Commission and Air Force requirements to maintain a personnel management and records keeping system that pertains to evaluation, authorization and position control, Position management, staffing skills inventory, career management, training, retirement, Employee Services, rights and benefits and the suspensing and processing of personnel actions; to provide individual records and reports to HQ, US Air Force and the Civil Service Commission; to provide information required by the Civil Service Commission for the transfer between USAF and other federal activities; to provide reports of military reserve status to other Armed Services for contingency planning; to provide information releaseable under Civil Service Commission rules The Freedom of Information Act to the public; to provide records to law enforcement or investigative authorities for investigation and possible criminal prosecution, civil court action, or regulatory order; and to provide information to employee unions as prescribed by negotiated contract.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.

Retrievability:

Normally data are retrieved by use of nonpersonal information such as organizational unit, type Of employment, occupation, func-

tional area or other workforce characteristics, or name, social security account number and

Filed by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are protected by guards.

Records are controlled by personnel screening.

Records are controlled by computer system software.

Retention and disposal:

Coding Forms, punch cards, on-line terminal message sheets and system quality control products are destroyed after use by tearing into pieces, shredding, pulping, macerating or burning; master personnel records for pending employees are transferred to the active file upon appointment of the employee; master personnel records for active employees are transferred to the separated employee history file where they are retained for two years subsequent to separation and then destroyed by degaussing. The notification of personnel action standard 50form is disposed of as directed by the Civil Service Commission. Work files and records such as the employee career brief, position survey worksheet, retention register, alphabetical and social security account number locator files, and personnel and position control register are destroyed after use by tearing into pieces, shredding, pulping, macerating, or burning. Worksheets pertaining to qualifications and retention registers are disposed of as directed by the CSC. Transitory files such as the pending file and recovery files are destroyed after use by degaussing. Files and records retrieved through general retrieval systems are destroyed after by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Civilian Personnel Officer 1143rd ABSq, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information received from the employee and the Civil Service Commission's Official Personnel Folder

Systems exempted from certain provisions of the act:

NONE

F04002 DPCMS A

System name:

Civilian Personnel Applicant Supply Files

System location:

At servicing civilian personnel offices at activities and installations, and Directorates of Civilian Personnal at Headquarters, United States Air Force, Major Commands, Separate Operating Agencies and independent offices.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Applicants for employment consideration

Categories of records in the system:

Experience and training qualifications record of applicants

Authority for maintenance of the system:

Chapter 33 Title 5 USC

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To identify and refer qualified applicants to management officials to staff vacant positions

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained on computer paper printouts.

Retrievability:

Skill level and

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in security file containers/cabinets.

Retention and disposal:

If employed, records are placed in Official Personnel Folder. If not employed, retained until no longer needed, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.

Notification procedure:

Civilian personnel offices maintaining individuals application

Record access procedures:

Civilian personnel maintaining applications and

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

F04002 DPCMS B

System name:

Civilian Personnel Test Score Record

System location:

At civilian civilian personnel offices only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force civilian employees.

Categories of records in the system:

Test or examination scores

Authority for maintenance of the system:

Title 5 USC Sections 3301/3326

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Civilian Personnel Office Personnel and Management Personnel to determine qualification for appointment or promotion

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Maintained on computer magnetic tapes.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Chief of Staff, Intelligence, Headquarters United States Air Force.

Notification procedure:

Civilian Personnel Officer at employing activity maintaining individuals record.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from individual.

Systems exempted from certain provisions of the act:

NONE

F04002 DPCMS C

System name:

Job Element Questionnaires for Civilian Trades and Labor occupations

System location:

At civilian civilian personnel offices only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force civilian employees.
Former Air Force civilian employees.

Categories of records in the system:

Questionnaires prepared by civilian employees to reflect skills and knowledges for wage grade positions

Authority for maintenance of the system:

Title 5 USC Sections 3301/3326 Sections 3301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Inspection and verification of personnel actions

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are controlled by personnel screening.

Retention and disposal:

Retained in office files for two years after annual cut-off, then destoyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.

Notification procedure:

Civilian Personnel Office at Air Force base maintaining record

Record access procedures:

Civilian Personnel Office at Air Force base.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from individual.

Systems exempted from certain provisions of the act:

NONE

F04002 DPCMS D

System name:

Civilian Personnel Occupational and suitability employment examinations

System location:

At civilian civilian personnel offices only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Employment applications and
Air Force civilian employees.

Categories of records in the system:

Replies to occupational and suitability inquiries, testing and examination material

Authority for maintenance of the system:

Title 5 USC Section 3301/3326

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To verify and determine qualifications and suitability for appointment and promotion to Civil Service positions

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.

Notification procedure:

Civilian Personnel Offices filling vacant positions from applicants and promotion candidates

Record access procedures:

Civilian Personnel Offices
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers.
Information obtained from educational institutions.
Information obtained from automated system interfaces.
Information obtained from police and investigating officers.
Information obtained from a state or local government.
Information obtained from a corporation.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

F04002 OBXQPCB

System name:

Temporary Quarters Subsistence Expense

System location:

At United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

Air Force civilian employees.

Categories of records in the system:

Record of temporary quarters subsistence expense

Authority for maintenance of the system:

10USC8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Maintain record of temporary subsistence expenses

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director Civilian Personnel

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

From employee's travel information

Systems exempted from certain provisions of the act:

NONE

F04002 0MUHHZA

System name:

Air Reserve Technician (ART) officer selection folders

System location:

Headquarters Air Force Reserve/DPC Robins Air Force Base GA 31098

Categories of individuals covered by the system:

All civilian employees who apply and are eligible for promotion to art officer positions

Categories of records in the system:

Qualification statement, training and testing record, appraisal and ranking records.

Authority for maintenance of the system:

Title 10, USC Section 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To evaluate & rank individuals for merit promotion to art officer level positions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff/Personnel Headquarters Air Force Reserve.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from official personnel folders, supervisory appraisals, tests, evaluations.

Systems exempted from certain provisions of the act:

NONE

F04002 0MUHHZB

System name:

Air Reserve Technician Data System

System location:

Headquarters, Air Force Reserves/DPC, Robins Air Force Base, GA 31098, and selected data at Air Force Reserve Units.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Reserve Technicians.

Categories of records in the system:

Standard data contained in the military and civilian personnel files, such as name, grade, date of birth, educational level, date of rank, and other applicable personal information.

Authority for maintenance of the system:

5 U.S.C. 301 and 10 U.S.C. 8012(d)(3).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides a consolidated data base for the Air Reserve Technician System. The command civilian and Reserve officer and airman personnel files are extracted to produce the data base. The command is provided with the capability of extracting timely and accurate Air Reserve Technician reports on a monthly or as required basis. In addition, the maintenance of this data base on computer tape provides the headquarters with the capability of rapid response for one-time special report requests. The entire data base is available for report production if the output is desired. In the interest of conserving both processing time and paper resources, a limited data base of information may be selected to produce reports for only specific units on an individual's social security account number.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.

Maintained on computer paper printouts.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Safeguards:

Records are controlled by personnel screening.

Records are controlled by computer system software.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Computer tapes are erased on a monthly basis.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters, Air Force Reserves, Robins AFB, GA 31098.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information is obtained from civilian and military personnel records and other source documents originated by or on behalf of the Air Force

Systems exempted from certain provisions of the act:

NONE

F04003 DPCMT A

System name:

Training and Employee Development Record Systems.

System location:

At consolidated civilian personnel offices only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force civilian employees, full-time and part-time, U.S. citizens and foreign national direct hires receiving training supported by the

Federal Government, paid from appropriated funds. Military personnel may be included in the automated training information system, and non-appropriated funded personnel may be included in some of the installation manual records.

**Categories of records in the system:**

Employees identification, social security number, occupational status (series, grade level, and supervisory status), course identification, course length, category and purpose of training received, date on which training was completed, associated costs, pre-post test results, et al. Input documents for the systems include, but are not limited to completed automated forms, training reports, authorization and record, keypunched cards. The manual files are maintained in paper folders containing employee's registration and/or record of training documents. Under the Apprentice on-the-job Training Program, and similar trainee intake program manual and automated records are maintained, reflecting information pertaining to subject employee's identification, date of birth, entrance date to program, dates and nature of personnel actions which occurred during fiscal year, student progress, and statistical data which effects the numbers of apprentices in-training as of a given date. Nomination forms and documents (non-automated) for centrally-administered education and training programs are maintained. The manual files contain the candidate's nomination documents, training request, enrollment and registration and other documents related to training. Manual files are maintained at Headquarter's levels and Air Force installations regarding courses conducted on their premises, or for which they sponsor, listing such things as completion dates, and course participants. Additionally, manual files are typically found at the field activities containing information regarding an employee's supervisory status, an indication as to whether or not he/she has participated in supervisory training. Files are often maintained regarding an employee's certification/recertification or demonstrated proficiency in one or more skills areas; an activity-wide annual training plan should also be maintained, as well as individual training plans. Files are also maintained regarding professional licenses held by installation personnel.

**Authority for maintenance of the system:**

5 USC 4103, 4118, 4115.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees in the performance of their official duties related to the management of the civilian employee training programs, the design, development, maintenance and operation of the manual and automated system of record keeping and reporting; the screening and selection of candidates for centrally administered programs; and administration of grievance, appeals, complaints, and litigation involving the disclosure of records of the training programs. Representatives of the United States Civil Service Commission on matters relating to the inspection, survey, audit or evaluation of civilian training programs, or such other matters under the jurisdiction of the Commission. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to civilian training programs. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. Officials and employees of other Departments and agencies of the Executive Branch of government upon request in the performance of their official duties related to the screening and selection of candidates for programs sponsored by their organization. Representatives of the United States Department of Labor on matters relating to the inspection, survey, audit or evaluation of the Defense Components Apprentice training programs or on other such matters under the jurisdiction of the Labor Department. Representatives of the Veterans Administration on matters relating to the inspection, survey, audit or evaluation of the Defense Components apprentice and on-the-job training programs. The Computer Systems Group Contractor (or other such contractor) and its employees for the purpose of card punch recording of data from employee training documents. A duly appointed Hearing Examiner or Arbitrator (an employee of another Federal Agency) for the purpose of conducting a hearing in connection with an employee's grievance involving the disclosure of the records of the training programs. An arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving the disclosure of the records of the Defense Component's Training and Employee Development Record system. The Senate or the House of Representatives of the United States or any Committee or sub-committee thereof, any joint committee of Congress or sub-committee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of the Defense Department's civilian training program. Representatives of Education Institutions which have been awarded contracts to conduct training for Defense Components create and maintain individual training records of those who attend.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by other identification number or system identifier.

**Safeguards:**

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

**Retention and disposal:**

For the apprentice programs the computer magnetic tapes are permanent. Manual records are maintained on a fiscal year basis and are retained for varying periods from 1 to 5 fiscal years. For the centrally-administered programs, files on selected candidates are maintained for five years (from date selection process is completed). Records of non-selected candidates are retained only for that period of time sufficient to permit appropriate review (usually less than 60 days). Some installation records are maintained for varying periods. Destroyed by tearing into pieces, shredding, pulping, macerating or burining.

**System manager(s) and address:**

Director of Civilian personnel or comparable official of the Civilian Personnel Office servicing Air Force Activity/Installation.

**Notification procedure:**

Request by correspondence should be addressed to Offices of Civilian Personnel, headquarters or field activities employing civilians. The letter should contain the full name and social security number of the requester and his signature. Proof of identification will consist of a building pass, or identification badge, or driver's license, or by other types of identification bearing an employee picture and signature.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Employee's official personnel record folder, supervisory appraisals and evaluations, training records.

**Systems exempted from certain provisions of the act:**

NONE

**F04003 06SCEYB**

**System name:**

Long-Term Full-Time Training File

**System location:**

Managed at HQ Air Force Audit Agency (AFAA/CC), Norton Air Force Base, CA 92409

**Categories of individuals covered by the system:**

Air Force Audit Agency civilian employees

**Categories of records in the system:**

Types of records included but not limited to correspondence and application documents requesting, approving, disapproving, recommending, and coordinating the assignment of personnel to the Long-Term, Full-Time Training Program. Quarterly evaluations of the program from participants, individual training plans, and college transcripts.

**Authority for maintenance of the system:**

Title 10, US Code 8014a and 8032b(1)

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Provides basis for determining those selected for the Long-Term, Full-Time Training Program; record of individuals who applied for

the program and those selected, used to evaluate quality of applicants, progress of participants, and history of the training. Information is disclosed to the Civil Service Commission through the Department of the Air Force Civilian Personnel Management Information System. Users - Command Section, AFAA, Directorate of Resources Management staff, and Executive Development Council.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained on disks or drums.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Auditor General, Air Force Audit Agency (AFAA/CC), Norton AFB, CA 92409

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

And the Director of Resources Management (AFAA/RM), Norton AFB, CA 92409

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from educational institutions.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

And information provided by the individual.

Systems exempted from certain provisions of the act:

NONE

## F04004 DPCE B

System name:

04004 DPCE B Civilian Personnel Performance Awards and Outstanding Performance Ratings

System location:

Directorate of Civilian Personnel Headquarters United States Air Force, Washington, DC 20314 Headquarters, of the United States Air Force, major commands and major subordinate commands. Headquarters of the major commands and separate operating agencies. Headquarters of major commands and at all levels down to and including Air Force installations. Air National Guard activities.

Categories of individuals covered by the system:

Air Force civilian employees.

Categories of records in the system:

Files include recommendations for outstanding performance ratings and rating forms. Also include recommendations for cash or honorary performance awards; nominations for awards sponsored by non-Federal organizations; records of Award Committee Actions and correspondence; annual reports

Authority for maintenance of the system:

5 USC 4301 through 4308 cover performance ratings. 5 USC 4501 through 4506 cover performance awards.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Files are originated when a manager or supervisor recommends an outstanding performance rating or a cash or honorary performance award in recognition of superior achievement. Case files are reviewed by local award program manager in Civilian Personnel Office and are referred to the Local Incentive Awards Committee for review. If the Committee approves, the case is recommended to the approval authority who authorizes granting the award. Individual name files are retained for one year after close of year in which final action was taken. Records of Committee actions are retained for three years. Copy of approved award is filed in employee's official personnel file

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know.

Retention and disposal:

Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force. and Executive Secretary Air Force Incentive Awards Board Directorate of Civilian Personnel, Headquarters US Air Force, Washington, DC 20314

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Sources of information for awards are supervisors' records of performance, and employees' official personnel folders from which Social Security number, job title, and grade are obtained

Systems exempted from certain provisions of the act:

NONE

## F04004 DPCE C

System name:

Labor Management Relations Records Systems

System location:

At Headquarters United States Air Force, Wash, DC, 20330

At headquarters of the major commands and separate operating agencies. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At consolidated civilian personnel offices only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Civilian Employees paid from appropriated and non-appropriated funds, who are involved in a grievance which has been referred to an arbitrator for resolution; civilian employees involved in the filing of an Unfair Labor Practice complaint which has been referred to the Assistant Secretary of Labor-Management Relations; union officials; union stewards; and representatives.

Categories of records in the system:

Records comprise: Manual files, maintained in paper folders, manually filed by type of case and case number (not individual). Folder contains all information pertaining to a specific arbitration case or specific Unfair Labor Practice with whom Department of Defense has dealings; field activities maintain manual roster of local union officials and union stewards.

Authority for maintenance of the system:

Executive Order 11491, as amended 'Labor-Management Relations in the Federal Service.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of Air Force in the performance of their official duties related to the Labor-Management Relations Program, e.g.; Administration/implementation of arbitration awards, interpretation of the Executive Order through 3rd party case decisions; National Consultation and other dealing with the recognized unions. Representatives of the U.S. Civil Service Commission on matters relating to the inspection, survey, audit, or evaluation of Civilian Personnel Management Programs. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Labor Management Relations Program. Officials and employees of other components of the Department of Defense in the performance of their official duties related to the administration of the Labor-Management Relations Program. A duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Manual records are retrieved by case subject, case number, and/or individual employee names.

**Safeguards:**

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

**Retention and disposal:**

Case files are permanently maintained. Union official rosters are normally destroyed after a new roster has been established.

**System manager(s) and address:**

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.

**Notification procedure:**

Request by correspondence should be addressed to: Civilian personnel office of the Air Force Activity/Installation. The letter should contain the full name, social security number, and signature of the requester. The individual may visit the activity at which he or she is employed.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Servicing civilian personnel offices, arbitrator's offices, office of the assistant Secretary of Labor for Labor Management Relations, and Unions headquarters' offices.

**Systems exempted from certain provisions of the act:**

NONE

## F04004 DPCMS A

**System name:**

Employee Assistance Program Case Record Systems.

**System location:**

At consolidated civilian personnel offices only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Supervisors and other Air Force installations offices.

**Categories of individuals covered by the system:**

All civilian employees in appropriated and non-appropriated fund activities who are referred by management for, or voluntarily request, counselling assistance.

**Categories of records in the system:**

Systems are comprised of case records on employees which are maintained by counselors, supervisors, civilian personnel offices and Social Action offices and consist of information on condition, current status, and progress of employees or dependents who have alcohol, drug, emotional, or other job performance problems.

**Authority for maintenance of the system:**

Drug Abuse Office and Treatment Act of 1972, as amended by Public Law 93-282 (21 U.S.C. 1175); Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended by Public Law 93-282 (42 U.S.C. 4582); Subchapter A oF Chapter I, Title 42, Code of Federal Regulations; Chapter 43 of Title 5, U.S.C.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by the counselor in the execution of his/her counselling function as it applies to the individual employee. With specific written authority of the employee, selected information may be provided to and used by other counselors or medical personnel, research personnel, employers, representatives such as legal counsel, and to other agencies or individuals when disclosure is to the employee's benefit, such as for processing retirement applications.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

Filed by other identification number or system identifier.

**Safeguards:**

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Records are purged of identifying information within five years after termination of counselling or destroyed when they are no longer useful. Destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Deputy Chief of Staff, Personnel, Headquarters United States Air Force or comparable official of the Civilian Personnel Office servicing the Air Force Activity/Installation.

**Notification procedure:**

Request by correspondence should be addressed to servicing civilian personnel office or to the appropriate Employee Assistance Program administrator at the activity. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

**Record access procedures:**

Requests from individuals should be addressed to: Same address as stated in the notification section above.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Counselors, other officials, individuals or practitioners, and other agencies both in and outside of Government.

**Systems exempted from certain provisions of the act:**

NONE

## F04008 AA A

**System name:**

Civilain Personnel Files

**System location:**

At Office of the Secretary of the Air Force, Washington DC 20330.

**Categories of individuals covered by the system:**

Current and former civilains, statutories, consultants, and Summer Hires employed in the Office of the Secretary of the Air Force only.

**Categories of records in the system:**

Employment applications and records; award recommendations; Personnel actions; Posiion descriptions, training; Process sheets

**Authority for maintenance of the system:**

5 USC 301 'Departmental Regulations'

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To provide information and services to employees and offices within the Office of the Secretary of the Air Force

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

Maintained in note books/binders.
Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in locked cabinets or rooms.
Access controlled by Assistant Manager and to Restricted authorized personnel

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Administrative Assistant to The Secretary of the Air Force

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from Air Force Civilian Personnel Offices
Information obtained from financial institutions.

Systems exempted from certain provisions of the act:

NONE

## F04008 DPCE A

System name:

Supervisor's Record of Civilian Employee

System location:

At Air Force installations only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force civilian employees.

Categories of records in the system:

Files include a record for each civilian employee assigned to the supervisor; debt letters; letters of caution, warning, admonishment, reprimand, and similar disciplinary papers; employee career appraisal prepared for employees in Civilian Career Program

Authority for maintenance of the system:

Title 5 US Code Section 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Originated by supervisor

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in note books/binders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.
DPCER CPO

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from employee, personnel office, and supervisor

Systems exempted from certain provisions of the act:

NONE

## F04501 ARPC A

System name:

04501 ARPC A Air Force Reserve Application.

System location:

At Air Reserve Personnel Center, 7300 East First Avenue, Denver CO 80280.

Categories of individuals covered by the system:

Air Force active duty personnel, civilian employees and former employees, Air Force Reserve and Air National Guard personnel, dependents of military personnel.

Categories of records in the system:

Copies of application for appointment as reserve of the Air Force and comparable forms, correspondence, and related papers. Applications for extended active duty (EAD) including correspondence and related papers.

Authority for maintenance of the system:

10 USC 275 Personnel Records, 10 USC 672 Reserve Components General, 10 USC 8358 Commissioned Officers original appointment; service credit, 10 USC 8359 Commission Officers original appointment; determination of grade.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To determine if individual qualifies for appointment or commissioning in the Reserve of the Air Force or voluntary entry on EAD and qualifications, if any, for an Air Force Speciality Code (AFSC). Medical applications are forwarded for approval to AFMPC/SG, Randolph AFB, TX 78148.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files and file folders.

Retrievability:

Filed by Social Security Number (SSN), by name, or case control number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Destroy one year after approval or one year after individual declines appointment. Applications for EAD are destroyed after one year or when superseded, obsolete and no longer needed for reference or inactivation whichever is sooner. Documents destroyed by tearing, shredding, macerating, or pulping.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Request from individual should be addressed to the Documentation Management Officer ARPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written request for information should contain full name of individual, Social Security Number (SSN), current address and the case control number shown on any correspondence received from center. Records may be reviewed in records review room ARPC, 7300 East First Avenue, Denver, CO 80280, between 8:00 A.M. and 3:00 P.M. on normal work days. For personal visits, the individual should provide current Reserve ID Card and/or drivers license and give some verbal information that could verify his/her identification, such as is on an application for a reserve appointment or EAD.

Record access procedures:

Individual can obtain assistance in gaining access from Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280, telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from individual applying for appointment in the reserve, applications for extended active duty, and statement of military served Navy or Marine Corps.

Systems exempted from certain provisions of the act:

NONE

F04501 DPMMP A

System name:

Educational Delay Board Findings

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

Categories of individuals covered by the system:

Air Force Reserve Officers' Training Corps (AFROTC) Cadets and/or AFROTC graduates (officers)

Categories of records in the system:

Applications for delay in entering extended active duty status to pursue advanced degrees.

Authority for maintenance of the system:

Title 10 United States Code Armed Forces, Chapter 31, Enlistments, Section 508; Title 44 United States Code Public Printing and Documents, Chapter 31, Records Management by Federal Agencies

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Informs applicants of results thru Board action on their request for delay

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

6 months for disapproved applications; destroyed on completion of delay for approved applications

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Member's application

Systems exempted from certain provisions of the act:

NONE

F04501 OI A

System name:

04501 OI A Air National Guard Information Personnel Background File

System location:

Office for Resources and Projects, Secretary of the Air Force Office of Information (SAF/OIR), Room 5C960, The Pentagon, Washington DC 20330.

Categories of individuals covered by the system:

Individuals serving as Information Officers assigned to Air National Guard units.

Categories of records in the system:

Questionnaires including official and home addresses and telephone numbers; specific professional skills; availability for short-notice assignments to active duty.

Authority for maintenance of the system:

44 USC 3101 and 3012, Establishment of a program of management.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the National Guard Liaison Officer as a ready reference to identify individuals for short-notice, specific active duty assignments; used as a reference by authorized personnel for coordination of Air National Guard-related information activities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in note books/binders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Information, Office of the Secretary of the Air Force (SAF/OI)

Notification procedure:

Requests from individuals should be addressed to the Chief, Office for Resources and Projects, Secretary of the Air Force Office of Information (SAF/OIR), Room 5C960, Washington DC 20330. Telephone: (202) OX-73470. In written requests the individual should provide full name, current grade, and unit and location of assignment. On personal visits to the record location the individual should have in possession a current identification card, DD Form 2AF(RES).

Record access procedures:

Individuals can obtain assistance from the Chief, Office for Resources and Projects, Secretary of the Air Force Office of Information (SAF/OIR), at the address given.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from the public media.

Systems exempted from certain provisions of the act:

NONE

F04501 0IACYVA

System name:

04501 0IACYVA Air Force Reserve Applications

System location:

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force active duty enlisted and Air Force Reserve personnel.

Categories of records in the system:

Copies of applications for appointment as Reserves of the Air Force and related papers correspondence and forms.

Authority for maintenance of the system:

10 USC 8358 and 8359.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To determine if an individual is qualified for appointment in the Reserve of the Air Force and to determine in what Air Force Specialty Code the individual qualifies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name, Social Security Number (SSN) and Case control number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know.

Retention and disposal:

Destroy 1 year after approval or 1year after individual declines appointment by tearing, burning, shredding, macerating or pulping.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO between 8:00 am and 3:00 pm on normal work days. Vistors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from individual applying for appointment in the reserve,statement of military service from Army, Navy or Marine Corps.

Systems exempted from certain provisions of the act:

NONE

F04501 0IACYVC

System name:

04501 0IACYVC Professional Officer Course(POC) and Financial Assistance Program Cadets

System location:

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve personnel.

Categories of records in the system:

Copies of transmittal letters for disenrolled Air Force Reserve Officer Training Corps (AFROTC) cadets to be discharged.

Authority for maintenance of the system:

10 USC 2104 and 2107.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To determine if AFROTC cadets were identified for discharge due to disenrollment and the date identified. also to provide historical data on number discharged.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets. Records are protected by guards.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Recrods Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, Colorado between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from individual reservists, from educational institutions and from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F04501 0KPNQSA

System name:

04501 0KPNQSA Cadet records.

System location:

AFROTC/SDA, Maxwell AFB, AL 36112 and AFROTC detachments. Official mailing addresses of the detachments are in the Department of Defense directory in the appendix to the Air Forces system notice.

Categories of individuals covered by the system:

AFROTC cadets applying for/enrolled or previously enrolled (within the past three years) in the professional Officers course or the general military course, if the latter participation was in a scholarship status.

Categories of records in the system:

Applications for enrollment in the Air Force reserve Officer corps (AFROTC) courses, applications for the AFROTC scholarship program, substantiation documents of qualification for the courses or programs, acceptances of applications, awards of scholarships, documents attesting to medical, academic, moral and civic qualifications, documents recording progress in flying instruction, academic currilulum and leadership training, counseling summaries, records of disenrollment from other Officer candidate training; records of separation or discharge from Officer candidate training; records of separation or discharge of prior servicemen; financial record data, certification of degree requirements; documents tendering and accepting commissions, documents verifying national agency checks or background investigations, documents required or proffered during investications for disenrollment, legal opinions, letters of recommendations, corroboration by civil authorities, awards, citations; and allied papers.

Authority for maintenance of the system:

Title io U.S.C., chapter 103; military selective service act of 1967,section 6 (50 U.S.C. App 456); 10 USC 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information collected is for the purpose of recruiting and qualifying a candidate for acdeptance as an AFROTC cadet, continuing the cadet in the program and awarding an Air Force commission. Each detachment, located at its host institution, is the routine user for the members in its particular program. AFROTC, Maxwell AFB, AL, is a user by exception, that is, data is requested from the routine user if there is an aberration in the qualification of an individual for acceptance, continuation or graduation from the ROTC program. AfROTC execises waiver authority that enables deserving individuals to remain in the program on a conditional basis if they perform below standards. AFROTC also requests data for disenrollments, changes in categories and graduation dates. Additionally, AFROTC requests data from the routine user for congressional inquiries, special projects, awards, honors and inter-service ROTC transfers. Air University (AU), as a Major Command, supervises execution of laws, plans and policies relating to AFROTC, as such, AU requires information in exercising its Command and Control function, i.e., Major Command inspections, waiver authority, and data reporting to superior agencies.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

The life-cycle of the records begins with the application and testing of the candidate. Documents establishing qualification and satisfaction of criteria along with contracts and allied documents establish the cadet record. Progress documents, counseling sheets and performance records are maintained until graduation and commissioning. Finally, the records are destroyed one year after commissioning. An exception to the one year retention is the record of a disenrolee, one who does not complete the program nor receive a commission. Under these circumstances, the cadet record is maintained for three years. Further disposal of records is by burning, pulping or tearing into pieces.

**Retrievability:**

Records are retrieved by name, social security number and detachment number as paper records in file folders.

**Safeguards:**

Safeguards are storage in file cabinets that are accessible to the detachment staff and the individual concerned. AFROTC employs a locked rotary diebold power file and file cabinets accessible to the staff.

**Retention and disposal:**

Records are destroyed by standard means one year after a cadet is commissioned. Disenrolled cadets: records are retained for three years and then destroyed by tearing into pieces, mascerating, or burning.

**System manager(s) and address:**

Director of senior program, Air Force Reserve Officer Training corps Maxwell AFB, AL 36112; and detachment Commander of the appropriate AFROTC detachment.

**Notification procedure:**

Requests from individuals should be addressed to the detachment Commanders of their particular AFROTC detachment indicating their name and social security number. However, if their request for information involves an investigation for disenrollment, the addressee is AFROTC/SDA, Maxwell AFB, AL 36112, both addresses may be visited by the requester.

**Record access procedures:**

Requests from individuals should be addressed to the detachment Commanders of their particualr AFROTC detachment,indicating their name and social security number. However, if their request for information involves an investigation for disenrollment, the addressee is AFROTC/SDA, Maxwell AFB, AL 36112, both addresses may be visited by the requester.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Sources of records in the system are educational institutions, secondary and higher learning; government agencies; civilian authorities; financial institutions; previous employers; individual recommendations, interviewing Officers; and civilian medical authorities.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552a(k). For additional information, contact the Systems Manager.

**F04501 0KPNQSB**

**System name:**

04501 0KPNQSB Air Force ROTC Field Training Administration System.

**System location:**

At Air Force installations hosting field training and AFROTC detachments. Department of Defense directory in the appendix to the Air Force's systems notice.

**Categories of individuals covered by the system:**

AFROTC cadets.

**Categories of records in the system:**

Student assignment/orders, in-processing checklist, counseling record, drill evaluation, weekly quarters inspection discrepancy report, observation worksheet, student performance report.

**Authority for maintenance of the system:**

Pl 88-647 amending title 10, USC.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used in management of field training. Following field training, information is used to determine recommendation for further AFROTC training and qualification for commissioning.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name and by Social Security Number (SSN).

**Safeguards:**

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Building locked after duty hours.

**Retention and disposal:**

At installations hosting field training destroy upon completion of encampment, at AFROTC detachments, place in student's records file. Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Director of senior program, AFROTC/SD, Maxwell AFB, AL 36112

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager. Indicate name. Social security number and AFROTC detachment

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Field training staff, academic and training Officer reports

**Systems exempted from certain provisions of the act:**

NONE

**F04501 0KPNQSC**

**System name:**

AFROTC field training assigment system.

**System location:**

AFROTC/SDT

At Headquarters Air University, Maxwell Air Force Base, AL 36112.

**Categories of individuals covered by the system:**

AFROTC cadets and active duty military personnel assigned to AFROTC.

**Categories of records in the system:**

Personnel assignment request, availability, and actual assignments.

**Authority for maintenance of the system:**

Pl 88-647 amending title id, US Code.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

System is used to assign staff and students to field training locations

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in note books/binders.
Maintained on computer magnetic tapes.
Maintained on computer paper printouts.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in locked cabinets or rooms.
Records are controlled by computer system software.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of senior program, AFROTC, Maxwell AFB al 36112.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.
Individuals must provide name, SSAN, and unit of assignment.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

AFROTC detachment personnel.

Systems exempted from certain provisions of the act:

NONE

F04501 0KPNQSD

System name:

Flight instruction program (FIP).

System location:

AFROTC/SDA
At Headquarters Air University, Maxwell Air Force Base, AL 36112. and at AFROTC detachments, official mailing addreddes of the detachments are in the Department of Defense directory in the appendix to the Air Force:s system notice.

Categories of individuals covered by the system:

AFROTC cadets enrolled in FIP and contractors.

Categories of records in the system:

Student eligibility record, grade sheets and performance record , conunseling and interview record, training certificates, waiver and elimination actions.

Authority for maintenance of the system:

Pl 88-647 amending title 101 US Code.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used in monitoring cadets progress in FIP and to. determine cadets qualifications for further Air Force pilot training.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of senior program, AFROTC, Maxwell AFB AL 36112.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.
Requests should include name, SSAN, detachment number of requestor.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Sources of records in the system are the flight instructors, detachment FIP project Officers, and FAA flight examiners.

Systems exempted from certain provisions of the act:

NONE

F04501X0IACYVA

System name:

04501X0IACYVA Air Force Service Data of Employees and Relatives.

System location:

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve and Air National Guard personnel.

Categories of records in the system:

Personal data of active duty military personnel and civilian employees or a relative of either who are assigned to the Air Reserve Personnel Center, Members of the Air Force Reserve or Air National Guard.

Authority for maintenance of the system:

10 USC 275.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used to identify a master personnel record and place it in a more secure file which has a limited access. when completed, the form is maintained and used by the records maintenance division (DPFR) Air Reserve Personnel Center.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, air Reserve Personnel Center, 7300 East First Avenue, Denver, CO between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or

driving license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from individual, member or relative.

Systems exempted from certain provisions of the act:

NONE

F04501X0IACYVD

System name:

04501X0IACYVD Air Force Reserve Officer Training Corps (AFROTC) Contract Violators.

System location:

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve personnel.

Categories of records in the system:

Cards reflecting incoming referrals annotated with name, Social Security Number (SSN), address and resume of actions taken

Authority for maintenance of the system:

10 USC 2107 financial assistance program

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To control and account for AFROTC contract violator cases. Used by military personnel technicians for central accounting of AFROTC contract violator.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name and Social Security Number (SSN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 First Avenue, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from Commandant AFROTC, Maxwell AFB Alabama 36112.

Systems exempted from certain provisions of the act:

NONE

F04501X0IACYVE

System name:

04501X0IACYVE Involuntary Recall.

System location:

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve personnel.

Categories of records in the system:

Documents consist of listings of incoming referrals with name, Social Security Number (SSN), line number and resume of actions taken.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To control and account for involuntary recall of nonparticipating Airmen. Used for control by military personnel technicians.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in note books/binders.

Retrievability:

Filed by name, Social Security Number (SSN) and line number.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC) 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from the National Guard Bureau, Wash, DC, 20310. Headquarters Air Force Reserve/DPAA Robins AFB Georgia 31098. ARPC/DPRM, 7300 Easst First Avenue, Denver, CO 80280.

Systems exempted from certain provisions of the act:

NONE

F04501X0MUHHZA

System name:

Reserve medical service corps Officer appointments.

System location:

Headquarters Air Force Reserve (AFRES) Robins Air Force Base, AFB, GA 31098.

Categories of individuals covered by the system:

Air Force reserve medical service corps Officer applicants

Categories of records in the system:

Status and actions taken during the processing of applications for appointment.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides a ready reference and status of all applications and the actions accomplished during the processing of each.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by commanders of medical centers and hospitals.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Command surgeon Headquarters Air Force Reserve, Robins AFB, GA 31098.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systeins exempted from certain provisions of the act:

NONE

F04502 0IACYVA

System name:

04502 0IACYVA Inactive Duty Training, Extension Course Institute (ECI) Training

System location:

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

authorization for inactive duty training,authorization for individual inactive duty training (for nonpay status only;for pay status authorization).certificate of completion issued on completion of volume of a course.

Categories of records in the system:

Point credit source documents maintained on active air force reserve member.

Authority for maintenance of the system:

10 USC 1331, 1332 and 1333.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The record shows the completion of each volume of a correspondence course by a reservist and shows training performed for either paid or nonpaid status.record is used by military personnel clerks to audit a reservist point credit account.it is used as a cross check to insure accuracy of the reservists yearly point credit account as it pertains to his pay account.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name and Social Security Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards.

Retention and disposal:

Inactive duty training documents are destroyed after 5 years. ECI certificates(duplicates) are destroyed six months after reservist receives his copy.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC) , 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, CoO between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

information from individual reservist, Air National Guard and Air Force Reserve unit.

Systems exempted from certain provisions of the act:

NONE

F05001 AFA A

System name:

05001 AFA A Faculty Academic Records.

System location:

At United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

AF Academy cadets and graduates.

Categories of records in the system:

(1) Cadet information card. (2) Listings of all cadet academic schedules including final examination schedules; rosters of cadets, by course, taking final examinations; extra instruction or hospital instruction schedules; rosters of cadets requesting permission to enroll in independent study, or authorized to drop or add course; listings of course rosters prepared for current semester indicating individual's enrollment by course section; reports of reasons for cadet absences or lateness for academic causes; listings of cadets improperly registered in classes. (3) Themes, research papers, graded recitations, grade reviews, other graded work, laboratory reports, case studies, final and midterm examinations, turnout examinations, validation examinations, and graded reviews of courses in which no final examination is given. (4) Copies of academic schedules and grades; interview forms; requests for academic waivers; documentation of academic difficulty; plans outlining courses that must be taken in order to graduate. (5) Graduate record examination scores, orders of merit scores, cumulative GPA scores, panel commentaries and transcripts. (6) Various cadet grade reports, cards and sheets utilized in auditing and distributing academic grades.

Authority for maintenance of the system:

10 USC Chapter 903, United States Air Force Academy. Routine uses of records maintained in the system, including

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Individual cards on cadets listing name, date of birth, SSN, Admission examination scores, course grades and instructor evaluations concerning aptitude, attitude, and performance are used by

faculty departments to evaluate potential cadets for commissioned service and to evaluate potential cadets as future instructors. (2) Provides both cadets and instructors of schedules of classes and classrooms and an explanation for any deviation from these schedules and is used by the cadets and Dean of the Faculty staff to provide locator and scheduling information and to provide course offering information, change current and future semester course enrollments, reschedule cadets and establish criteria for resectioning cadets in their courses during the academic year. (3) Utilized in assigning grade scores by Faculty department, to monitor progress of cadets throughout the academic year and to determine grades. (4) Used for counseling cadets on academic performance by the counselors and advisors. Assists the cadet in planning an academic program that will satisfy graduation requirements. (5) Used in the applications of graduates competing for the various fellowships and other post graduate scholarships by Graduate Scholarship Committee. (6) Used in auditing and distributing academic grades by Dean of Faculty staff and is complied to determine a letter grade for each student in each course.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in card files, on computer magnetic tapes and printouts, and in file folders/notebooks/binders/ visible files.

**Retrievability:**

Filed by name, military service number, date of birth, or other identification number of system identifier such as cadet number.

**Safeguards:**

Records are accessed by authorized person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked safes, file containers, cabinets or rooms.

**Retention and disposal:**

(1) Retained at USAF Academy, CO 80840 in the department(s). Destroyed by tearing into pieces, shredding, pulping, macerating, or burning after purpose has been served for five years after graduation. (2) Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating or burning. (3) Retain for no more than 90 days after end of the semester in which administered the discretion of the course director, return to the cadet for retention as reference and study materials. (4) Same as (2) above. (5) Transferred to USAF Staging Area, USAF Academy, CO 80840, 15 years after graduation, then destroyed by tearing into pieces after 10 additional years. (6) Cadet Grade Report, one copy placed in course book as history of course, all other copies destroyed after one year by tearing into pieces. Grade Card used as input to computer and destroyed at the end of each semester by tearing into pieces. Permanent Record Card is the permanent record of each cadet's grades. It is retained in Cadet Records Section, USAF Academy, CO 80840.

**System manager(s) and address:**

Dean of Faculty, United States Air Force Academy, CO 80840.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from source documents such as reports prepared on behalf of the AF by boards, committees, panels, auditors and so forth. Information obtained from educational institutions, individual, Department Heads, automated system interfaces and from course requisites.

**Systems exempted from certain provisions of the act:**

NONE

## F05001 AFSS A

**System name:**

05001 AFSS A Training Summaries.

**System location:**

United States Air Force School of Applied Cryptologic Sciences (USAFSACS) to Goodfellow Air Force Base TX, 76903.

**Categories of individuals covered by the system:**

Air Force, Navy and Marine Corps active duty military personnel.

**Categories of records in the system:**

IBM cards containing names, course, entering date, grades.

**Authority for maintenance of the system:**

10 U.S.C. 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by Security Service training groups Divisions and Security Service personnel to identify and schedule students on a weekly basis.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained on computer and computer products.

**Retrievability:**

Filed by Name and Social Security Number (SSN).

**Safeguards:**

Records are accessed by custodian of the record system and controlled by computer system software.

**Retention and disposal:**

retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

**System manager(s) and address:**

United States Air Force School of Applied Cryptologic Science, Goodfellow Air Force Base, TX 76901.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individuals can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from automated system interfaces.

**Systems exempted from certain provisions of the act:**

NONE

## F05001 SAFOI B

**System name:**

Information Officer Short Course Eligibility File

**System location:**

Academic Detachment, Secretary of the Air Force Office of Information (SAF/OIOL), 780 Van Vleet Oval, Room 334, Norman, OK 73069.

**Categories of individuals covered by the system:**

Active duty Air Force Information Officers in the grades of 2nd Lieutenant through Colonel.

**Categories of records in the system:**

Brief service history (including current grade and duty location), educational background, and information on previous attendance at the Air Force Short Course in Communication.

**Authority for maintenance of the system:**

10 USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by the Information Career Management Staff Officer, Air Force Military Personnel Center (AFMPC/DPMROS4D), Randolph AFB TX 78148, and by the Chief, Office for Resources and Projects, Secretary of the Air Force Office of Information (SAF/OIR), Washington DC 20330, to determine eligibility of Information Officers to attend future classes in the Air Force Short Course in Communication.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in card files.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Information, Office of the Secretary of the Air Force (SAF/OI)

Notification procedure:

Requests from individuals should be addressed to the Academic Detachment Liaison Non-Commissioned Officer (SAF/OIOL), 780 Van Vleet Oval, Room 334, University of Oklahoma, Norman, OK 73069. Telephone: (405) 325-1804.

Record access procedures:

Individuals can obtain assistance from the Academic Detachment Liaison Non-Commissioned Officer or from the Chief, Office for Resources and Projects, Secretary of the Air Force Office of Information, addresses as given.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Data extracted from surveys of all Information Officers provided by Major Air Commands and Separate Operating Agencies on all assigned Information Officers. Updated annually.

Systems exempted from certain provisions of the act:

NONE

F05001 0BXQPBB

System name:

05001 0BXQPBB USAF Academy Cadet/Nominee/Applicants Athletic Records

System location:

At United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

Air Force Academy cadets. Air Force Academy nominees/applicants.

Categories of records in the system:

Records cover athletic participation by cadets, nominees, and applicants, contest results, news articles and athletic background information. Include Roster S: of squadron teams, cadet participation in high school, intercollegiate sports, athletic questionnaire, physical educa- tion grades, test scores, participation absentee and injury records, congressional correspond- ence between candidate and congressman, regarding Academy appointment (used by athletic personnel only).

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used to verify participation in intercollegiate athletics determine athletic background of candidates and encourage completion or appointment to academy record cadet participation in intramurals, monitor cadets' physical education progress, determine grades, as basis for intramural awards, background for biographies and hometown news releases, track intramural injuries and absentees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in note books/binders. Maintained on computer magnetic tapes. Maintained in file folders. Maintained in card files. Maintained as photographs.

Retrievability:

Filed by Name. Filed by Military Service Number.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets. Records are stored in locked cabinets or rooms.

Retention and disposal:

All records, with the exception of physical education grades and test scores, are retained in office until superseded, obsolete, no longer needed for referrence, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Grades and test scores are microfilmed and retained as a permanent record. The original card is retired to the USAF Academy Staging area and destroyed after two years.

System manager(s) and address:

Director of Athletics, USAF Academy, Co. 80804.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Chief of Intramural Division, individuals team coaches, individual instructors, cadet squadron athletic officer, educational institutions, public media, individual candidates, instructor grading worksheet, officer in charge of individual sport, individual athlete or registrar's office.

Systems exempted from certain provisions of the act:

NONE

F05001 0IACYVA

System name:

05001 0IACYVA Professional Military Education (PME).

System location:

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

Categories of individuals covered by the system:

Air Force Reserve personnel.

Categories of records in the system:

Records concerning school (pme) quotas, school selection boards results selecting a reservist to attend a pme course

Authority for maintenance of the system:

10 USC 262.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to monitor, manage and comply with the requirements to fulfill the quotas allocated to reservist by the office of primary responsibility at ARPC.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders/ note books/binders.

Retrievability:

Filed by Name, Social Security Number (SSN) or by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards, and controlled by personnel screening.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO between 8:00 am

and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, CO 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from master personnel record and individuals application.

Systems exempted from certain provisions of the act:

NONE

F05001 0J DP A

System name:

Faculty board ledger.

System location:

Headquarters Air training Command (ATC) Deputy Chief of Staff for Personnel (DCSP), Randolph AFB, TX 78148.

Categories of individuals covered by the system:

All Officers who meet a faculty board for elimination from undergraduate navigator or pilot training programs.

Categories of records in the system:

Composite listing containing board documentation.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

DCS/P uses ledger to monitor case timeliness.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in note books/binders.

Retrievability:

Filed by Name.

Filed by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Stored in locked building.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Headquarters Air Training Command, Deputy Chief of Staff Personnel Randolph Air Force Base Texas, 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F05001 0MUHHZA

System name:

Undergraduate pilot and navigator training.

System location:

Air Force Reserve (AFRES) Robins Air Force Base GA 31098.

Categories of individuals covered by the system:

Personnel selected for Officer Training School, undergraduate pilot training, initial navigator training.

Categories of records in the system:

Data contained in standard AF military personnel file.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide class number reporting date class starting date graduation date and unit of assignment upon completion of training.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff Personnel HQ AFRES Robins AFB GA 31098.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F05001 0MUHHZB

System name:

Air Force Reserve Medical School tour allocations.

System location:

HQ AFRES Robins AFB GA 31098.

Categories of individuals covered by the system:

Air Force Reserve Officer and enlisted medical personnel.

Categories of records in the system:

Actions and quota allotment for medical personnel requesting attendence at a military service school.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides ready reference of the actions and allotment of school tour quotas.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are controlled by personnel screening.

Retention and disposal:

Retained in office one year after end of year in which quota is filled then destroyed by shredding, burning, pulping, macerating or tearing into pieces.

System manager(s) and address:

Command Surgeon HQ AFRES Robins AFB GA 31098.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F05001 0QKRSMA

System name:

Training Instructors (Academic Instructor Improvement/Evaluation)

System location:

Chief, Academic Training Branch, 1550 Technical Training Squadron Hill Air Force Base UT 84406.

Categories of individuals covered by the system:

Academic instructors.

Categories of records in the system:

Forms for evaluating instructor performance in the classroom.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Basic for instructor improvement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief Academic Training Branch, 1550 Technical Training Squadron, Hill Air Force Base UT 84406

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Supervisors.

Systems exempted from certain provisions of the act:

NONE

F05001 0SGHLNE

System name:

Combat intelligence crew training record.

System location:

319 Ballistic Missile Wing/DOIC Grand Forks AFB ND 58201.

Categories of individuals covered by the system:

All Air Force active duty military personnel on operation crews.

Categories of records in the system:

Record training of crew members.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provide a training record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Intelligence Division, Grand Forks AFB ND 58201.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and individual's performance during training.

Systems exempted from certain provisions of the act:

NONE

F05001 0SGHLNG

System name:

Officers Electronic Warfare Officer (EWO) training record.

System location:

321 Strategic Missile Wing/DOXT Grand Forks AFB ND 58201.

Categories of individuals covered by the system:

Air Force active duty officer personnel.

In EWO training.

Categories of records in the system:

Used to record EWO training.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provide a consolidated record of EWO training.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

EWO training Officer, Grand Forks AFB ND 58201.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and individual's performance during training.

Systems exempted from certain provisions of the act:

NONE

F05001 0SGHLNH

System name:

Missile procedures training (MPT) accomplishment.

System location:

321Strategic Missile Wing/Director of Operations and Training, Grand Forks ND 58201.

Categories of individuals covered by the system:

Air Force active duty officer personnel.

On operations crews.

Categories of records in the system:

Student, crew number, training partner, date, type training, discrepancies noted.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to record missile procedures trainer rides, critiquing students, provides for review by interested students.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Senior Wing missile crew instructor.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and individual's performance during training.

Systems exempted from certain provisions of the act:

NONE

F05001 0SSZDTA

System name:

Nursing skill inventory.

System location:

Nursing office SGHN

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All nursing personnel on Base.

Categories of records in the system:

List of skill proficiency each individual nurse has attained.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Furnishing on the job training instructor skill level progress of each nurse.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F05001 06SCEYA

System name:

Advanced Degree File

System location:

Managed at HQ Air Force Audit Agency (AFAA/CC), Norton Air Force Base, CA 92409

Categories of individuals covered by the system:

Air Force Audit Agency active duty officer and enlisted personnel and civilian employees

Categories of records in the system:

Listings of personnel, by grade, and highest educational level attained

Authority for maintenance of the system:

Title 10, US Code 8014a and 8032b(1)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides a reference of the educational background of all assigned Air Force Audit Agency auditor personnel holding graduate degrees. Used to evaluate whether further training is needed by specific employees in specific academic areas and assignment to jobs requiring advanced degrees. Users - Directorates of Operations and Resources Management Staff.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Auditor General, Air Force Audit Agency (AFAA/CC), Norton AFB, CA 92409

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

And the Director of Resources Management (AFAA/RM), Norton AFB, CA 92409

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from educational institutions.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

And information provided by the individual.

Systems exempted from certain provisions of the act:

NONE

F05001 06SCEYB

System name:

Air Force Audit Agency Office Training File

System location:

Command Section, AFAA/CD, Norton AFB CA 92409 Directorate of Operations, AFAA/DO, Norton AFB CA 92409 Directorate of Plans, AFAA/XP, Norton AFB CA 92409 Directorate of Resources Management, AFAA/RM, Norton AFB CA 92409 Office of the Assistant Auditor General, CSAF/ACU, Washington, D.C. 20330 Air Force Audit Agency, Central Region (AFAA/AGC) Carswell AFB TX 76127 Air Force Audit Agency, Eastern Region (AFAA/AGE) Langley AFB VA 23665 Air Force Audit Agency, European Region (AFAA/AGU) APO NY 09332 Air Force Audit Agency, Western Region (AFAA/AGW) Norton AFB CA 92409 Air Force Audit Agency, Service Wide Systems Division (AFAA/AGP) Norton AFB CA 92409 Air Force Audit Agency Office, Acquisition Systems Division (AFAA/AGS), Bldg 3226 Stop 12, Andrews AFB DC 20331 Air Force Audit Agency office, Logistic Systems Division (AFAA/AGL), Wright-Patterson AFB OH 45433 Air Force Audit Agency Office, Altus AFB OK 73521 Air Force Audit Agency Office, Barksdale AFB TX 71110 Air Force Audit Agency Office, Bergstrom AFB TX 78743 Air Force Audit Agency Office, Blytheville AFB AR 72315 Air Force Audit Agency Office, Cannon AFB NM 88101 Air Force Audit Agency Office, Carswell AFB TX 76127 Air Force Audit Agency Office, Duluth IAP MN 55814 Air Force Audit Agency Office, PO Box 547, Dyess AFB TX 79607 Air Force Audit Agency Office, Ellington AFB TX 77030 Air Force Audit Agency Office, Ellsworth AFB SD 57706 Air Force Audit Agency Office, England AFB LA 71301 Air Force Audit Agency Office, Ent AFB CO 80912 Air Force Audit Agency Office, F E Warren AFB WY 82001 Air Force Audit Agency Office, Grand Forks AFB ND 58201 Air Force Audit Agency Office, Holloman AFB NM 88330 Air Force Audit Agency Office, Lackland AFB TX 78236 Air Force Audit Agency Office, Little Rock AFB AR 72076 Air Force Audit Agency Office, Lowry AFB CO 80230 Air Force Audit Agency Office, Malmstrom AFB MT 59402 Air Force Audit Agency Office, Minot AFB ND 58701 Air Force Audit Agency Office, Offutt AFB NE 68113 Air Force Audit Agency Office, ATC-AFAA, Randolph AFB TX 78148 Air Force Audit Agency Office, Reese AFB TX 79489 Air Force Audit Agency Office, Richards-Gebaur AFB MO 64030 Air Force Audit Agency Office, PO Box 3427, PSC 2, Sheppard AFB TX 76311 Air Force Audit Agency Office, USAF Academy CO 80840 Air Force Audit Agency Office, Webb AFB TX 79720 Air Force Audit Agency Office, Whiteman AFB MO 65301 Air Force Audit Agency Office, APO New York 09825 Air Force Audit Agency Office, Andrews AFB Washington DC 20331 Air Force Audit Agency Office, Chanute AFB IL 61868 Air Force Audit Agency Office, Charleston AFB SC 29404 Air Force Audit Agency Office, Dover AFB DE 19901 Air Force Audit Agency Office, Griffiss AFB NY 13440 Air Force Audit Agency Office, Grissom AFB IN 46970 Air Force Audit Agency Office, Homestead AFB FL 33030 Air Force Audit Agency Office, Keesler AFB MS 39534 Air Force Audit Agency Office, Kincheloe AFB MI 49788 Air Force Audit Agency Office, K I Sawyer AFB MI 49843 Air Force Audit Agency Office, Langley AFB VA 23665 Air Force Audit AGency Office, Rickenbacker AFB OH 43217 Air Force Audit Agency Office, Loring AFB ME 04750 Air Force Audit Agency Office, PO Box 6032, MacDill AFB FL 33608 Air Force Audit Agency Office, Maxwell AFB AL 36112 Air Force Audit Agency Office, McGuire AFB NJ 08641 Air Force Audit Agency Office, Myrtle Beach AFB SC 29577 Air Force Audit Agency Office, Pease AFB NH 03801 Air Force Audit Agency Office, Plattsburgh AFB NY 12903 Air Force Audit Agency Office, Pope AFB NC 28309 Air Force Audit Agency Office, Scott AFB IL 62225 Air Force Audit Agency Office, Seymour Johnson AFB NC 27530 Air Force Audit Agency Office, PO Box 552, Shaw AFB SC 29152 Air Force Audit Agency Office, Tyndall AFB FL 32401 Air Force Audit Agency Office, Wurtsmith AFB MI 48753 Air Force Audit Agency Office, APO San Francisco 96334 Air Force Audit Agency Office, Beale AFB CA 95903 Air Force Audit Agency Office, Castle AFB CA 95342 Air Force Audit Agency Office, APO San Francisco 96319 Air Force Audit Agency Office, APO San Francisco 96274 Air Force Audit Agency Office, Davis-Monthan AFB AZ 85707 Air Force Audit Agency Office, APO Seattle 98737 Air Force Audit Agency Office, PO Box 878, APO Seattle 98742 Air Force Audit Agency Office, PO Box 1313, Fairchild AFB WA 99011 Air Force Audit Agency Office (LA), George AFB CA 92392 Air Force Audit Agency Office, APO San Francisco 96553 Air Force Audit Agency Office, APO San Francisco 96239 Air Force Audit Agency Office, APO San Francisco 96288 Air Force Audit Agency Office, APO San Francisco 96264 Air Force Audit Agency Office, Luke AFB AZ 85309 Air Force Audit Agency Office, March AFB CA 92508 Air Force Audit Agency Office, Bldg 510, Mather AFB CA 95655 Air Force Audit Agency Office, PO Box 4006, McChord AFB WA 98438 Air Force Audit Agency Office, Mountain Home AFB ID 83648 Air Force Audit Agency Office, APO San Francisco 96310 Air Force Audit Agency Office, Nellis AFB NV 89191 Air Force Audit Agency Office, APO San Francisco 96570 Air Force Audit Agency Office, APO San Francisco 96280 Air Force Audit Agency Office, Travis AFB CA 94535 Air Force Audit Agency Office, APO San Francisco 96304 Air Force Audit Agency Office, APO San Francisco 96237 Air Force Audit Agency Office, APO San Francisco 96330 Air Force Audit Agency Office, Vandenberg AFB CA 93437 Air Force Audit Agency Office, Williams AFB AZ 85224 Air Force Audit Agency Office, APO San Francisco 96328 Air Force Audit Agency Office, APO New York 09238 Air Force Audit Agency Office, APO New York 09223 Air Force Audit Agency Office, APO New York 09293 Air Force Audit Agency Office, APO New York 09755 Air Force Audit Agency Office, APO New York 09132 Air Force Audit Agency Office, APO New York 09109 Air Force Audit Agency Office, TUSLOG Det 193 RES/AUD, APO New York 09289 Air Force Audit Agency Office, APO New York 09179 Air Force Audit Agency Office, APO New York 09332 Air Force Audit Agency Office, APO New York 09012 Air Force Audit Agency Office, APO New York 09057 Air Force Audit Agency Office, APO New York 09283 Air Force Audit Agency Office, APO New York 09194 Air Force Audit Agency Office, Edwards AFB CA 93523 Air Force Audit Agency Office, PO Box

1625, Eglin AFB FL 32542 Air Force Audit Agency Office, Kirtland AFB NM 87115 Air Force Audit Agency Office, Bldg 1521, Stop 21, L G Hanscom Fld MA 01730 Air Force Audit Agency Office, PO Box 92960, Worldway Postal Center, Los Angeles, CA 90009 Air Force Audit Agency Office, Patrick AFB FL 32925 Air Force Audit Agency Office/ASD, Wright-Patterson AFB OH 45433 Air Force Audit Agency Office, Hill AFB UT 84406 Air Force Audit Agency Office, Kelly AFB TX 78241 Air Force Audit Agency Office/LVAS, McClellan AFB CA 95652 Air Force Audit Agency Office/AUDGN, Robins AFB GA 31098 Air Force Audit Agency Office, Tinker AFB OK 73145 Air Force Audit Agency Office (WPRA), Wright-Patterson AFB OH 45433 Air Force Audit Agency Office, Newark AFS OH 43055 Air Force Audit Agency Office/AFDSDC, OL-2, Bldg 1111, Gunter AFS AL 36114 Air Force Audit Agency Office/AFAFC, 3800 York St, Denver CO 80205 Air Force Audit Agency Office/AFMPC, Randolph AFB TX 78148 Air Force Audit Agency Office, SAMSO, Norton AFB CA 92049 Air Force Audit Agency Office, Norton AFB CA 92409

**Categories of individuals covered by the system:**

Air Force Audit Agency active duty officer personnel Air Force Audit Agency active duty enlisted personnel Air Force Audit Agency civilian employees Air Force Audit Agency reserve personnel

**Categories of records in the system:**

Training Control Record Training Achievement Report Certificate of Training Record of Training or Certification of Equivalency College Transcripts General Military Training Record Training Completion Notices Training Progress Reports Course Evaluation Requests for Training/Tuition Assistance Roster of Interns for Training Monitoring Summary of Region/Division Training Requirements Memorandums of Training Approvals Roster of Personnel Scheduled for Training

**Authority for maintenance of the system:**

Title 10, U.S. Code 8013a and 8032b(1)

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by Air Force Audit Agency headquarters personnel, resident auditors, supervisory auditors, training officers, and region/division chiefs to schedule training and evaluate training progress and results.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

Filed by Social Security Account Number (SSAN).

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are controlled by personnel screening.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

The Auditor General, Air Force Audit Agency, Norton AFB CA 92409

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from educational institutions.

Information obtained from automated system interfaces.

And educational data generated internally by United States Air Force and Air Force Audit Agency.

**Systems exempted from certain provisions of the act:**

NONE

## F05001A0SGHLNB

**System name:**

Upgrade training missile procedures training (MPT) critique form.

**System location:**

321 Strategic Missile Wing/Director of Operations and Training, Grand Forks AFB ND 58201.

**Categories of individuals covered by the system:**

All Air Force active duty military personnel.

On upgrade training.

**Categories of records in the system:**

Name, date, training discrepancies.

**Authority for maintenance of the system:**

10 USC 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to record upgrade MPT training session, for critiquing student, provides for review by interested agencies.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Senior Wing missile crew instructor.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and individual's performance during training.

**Systems exempted from certain provisions of the act:**

NONE.

## F05002 ATC A

**System name:**

Maintenance Management Automated Training System MMATS.

**System location:**

At all Air Training Command bases that utilize MMATS.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Categories of individuals covered by the system:**

Individuals assigned to organizations involved in the maintenance of aircraft, trainers, and associated equipment.

**Categories of records in the system:**

Maintenance training records.

**Authority for maintenance of the system:**

10 U.S.C. 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to establish and maintain data pertaining to a specific individual assigned to a maintenance organization; used by work center supervisors, maintenance training and administrative personnel, and other members of the Deputy Commander for Maintenance or Chief of Maintenance staff to maintain basic data relating to an individual; and to monitor the overall training status of an organization.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are controlled by computer system software.

Retention and disposal:

Maintained until purpose has been served or for 1 month whichever is sooner. It is then destroyed by tearing into pieces, pulping, burining, shredding, or macerating.

System manager(s) and address:

Noncommissioned officer or civilian in charge of the training management section at each unit utilizing MMATS.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from individual training source documents.

Systems exempted from certain provisions of the act:

NONE

F05002 ATC TTS

System name:

05002 ATC TTS Student Record of Training.

System location:

All Technical Training Centers of Air Training Command (ATC); Field Training Detachments of ATC and the 3700 Technical Training Wing/TTS, Sheppard AFB TX 76311; Officer Training School, Lackland AFB TX 78236; Community College of the Air Force, Lackland AFB TX 78236; and the Washington National Records Center, Washington DC 20409. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notices.

Categories of individuals covered by the system:

Active duty military personnel and civilian employees, Air Force Reserve and Air National Guard personnel, foreign nationals, and retired Air Force military personnel who have attended a training course conducted by an ATC activity. Employees of Air Force contractors receiving training at USAF schools.

Categories of records in the system:

Records of individual training and education, subjects studied, reading proficiency training, hours, final grades, and graduation data.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and Executive Order 9397, 22 November 1943, Number System for Accounts Relating to individual persons. Routine uses of records maintained in the system, including

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Record individual attendance, achievement and special training progress. To evaluate student's potential for commissioning and need for remedial reaching. Used by FTDs to determine student eligibility to receive certificate of training, and by the Community College of the Air Force to grant college credits for successful completion of the course.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name, SSN, by course number, and graduation month and year.

Safeguards:

Records are accessed by the custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets and rooms.

Retention and disposal:

Record of individual hours and final grades - held one year, then destroyed; source, support, and control data basic trainee records and special training records - retained for six months after monthly cutoff, then destroyed; Nelson Denny Reading Test Answer Sheets - retained for the class duration, then destroyed; Officer Training School Student Training Summaries maintained for two years after cutoff, then destroyed: Field Training Student Attendance and Rating Records - retained at Sheppard AFB TX 76311 for two years then retired to the Washington National Records Center for an additional 28 years, then destroyed; Student Record of Training - retained at the local ATC Center for two years then retired to the Washington National Records Center for an additional 28 years, then destroyed; Training Progress Reading Proficiency Case Files - destroyed three months after class/course completion. All of the above records are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff for Technical Training, Standards and Evaluation Directorate, Randolph AFB TX 78148 (for other than classes/courses completed at ATC Field Training Detachments & Officer Training School). The 3700 Technical Training Wing/TTS for classes/ courses conducted by ATC Field Training Detachments and the Commander, Officer Training School for OTS student records. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notices.

Notification procedure:

Contact Training Department at the Air Force base where the training was conducted for ATC technical training center courses; 3700 Technical Training Wing/TTS, Sheppard AFB TX 76311, for classes/ courses completed at an ATC Field Training Detachment; and Officer Training School/CC, Lackland AFB TX 78236, for OTS student records. Full Name, Social Security Number, Course Number or Title and Dates of Attendance is required. For personal visits, identification card or driver's license is acceptable proof of identity.

Record access procedures:

Individuals can obtain assistance in gaining access from the system manager for OTS student records and classes/courses completed at an ATC Field Training Detachment or from the systems manager in the training department at the Air Force base in ATC where training was conducted.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Training Center Organizational Directory; Enlistment Records; Basic Military Training Records; Score from Nelson Denny Reading Test; Internal Testing and Instructor/Peer Observation; Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F05002 DPPE A

System name:

Education Services Program Records (Individual)

System location:

Base Level Education Services Centers

Categories of individuals covered by the system:

All officers and airmen who participate in the Education Services Program

Categories of records in the system:

Pertinent education data maintained in an educational file folder may be Air Force (AF) Form 118, Notice of Student Withdrawal/Noncompletion (copy) (cy); AF Form 186, Individual Record-Education Services Program (cy); AF Form 204, Permissive Temporary Duty (TDY) Request - Operation Bootstrap (cy); AF Form 1033, Academic Education Data (cy); AF Form 1227, Authority for Tuition Assistance - Education Services Program (cy); DD Form 114, Military Pay Order (cy) or Department of Defense (DD) Form 1131, Cash Collection for Voucher (cy); DD Form 295, Application for the Evaluation of Educational Experiences During Military Service (cy); Veterans Administration (VA) Form 22-1990a, Serviceman's Application for Program of Education and Training (cy); VA Form 22-1990p, Serviceman's Application for Predischarge Education Program (PREP) (cy); Academic evaluations and/or transcripts from schools; and Educational test results from testing agencies.

**Authority for maintenance of the system:**

Authority - Title 44, United States Code (USC), Public Printing and Documents; Chapter 31, Records Management By Federal Agencies, Section 3101 and Annual Department of Defense (DOD) Appropriation Act and Title 5, USC, Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Counseling/Advisement Guide and Educational Registration Record used by Education Services Center staff personnel, Promotion and/or classification boards, and other authorized personnel such as military service schools, civilian schools, and supervisors of military personnel. The principle purpose is to provide a record of educational endeavors and progress of Air Force personnel participating in Education Services programs.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file folders/cabinets.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Give to individual when released from EAD, discharged, or retired. Servicing CBPO will destroy in case of death by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Deputy Chief of Staff/Personnel, Headquarters United States Air Force, Washington, D.C. 20330

**Notification procedure:**

Individuals may contact agency officials at the respective installation education center in order to exercise their rights under the Act.

**Record access procedures:**

Individuals may contact agency officials at the respective installation education center in order to exercise their rights under the Act.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Data gathered from the individual, data gathered from other personnel records, transcripts and/or evaluations from schools and test results from testing agencies.

**Systems exempted from certain provisions of the act:**

NONE

## F05002 OI A

**System name:**

Graduates of Air Force Short Course in Communication (Oklahoma University)

**System location:**

Academic Detachment, Secretary of the Air Force Office of Information (SAF/OIOL), 780 Van Vleet Oval, Room 334, Norman, OK 73069.

**Categories of individuals covered by the system:**

Individuals who are scheduled to attend, are attending, or have attended the Air Force Short Course in Communication at the University of Oklahoma.

**Categories of records in the system:**

Name, current active duty grade, and social security account number; class dates, copies of orders; copy of application to the University of Oklahoma; copies of transcripts from prior education; copies of final grades in the Short Course in Communication.

**Authority for maintenance of the system:**

10USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Provides the Academic Detachment Liaison Non-Commissioned Officer in Charge and the Chief, Office for Resources and Projects, Secretary of the Air Force Office of Information (SAF/OIR) with historical background on the conduct of the course; serves as a ready reference for students to verify or resolve questions concerning their attendance at the Short Course.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in safes.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Director of Information, Office of the Secretary of the Air Force (SAF/OI)

**Notification procedure:**

Requests from individuals should be addressed to the Academic Detachment Liaison Non-Commissioned Officer (SAF/OIOL), 780 Van Vleet Oval, Room 334, University of Oklahoma, Norman, OK 73069. Telephone: (405) 325-1804.

**Record access procedures:**

Individuals can obtain assistance from the Academic Detachment Liaison Non-Commissioned Officer or the Chief, Office for Resources and Projects, Secretary of the Air Force Office of Information (SAF/OIR), Washington DC 20330.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from educational institutions.

Especially the Office of Admissions and Records, University of Oklahoma;

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

NONE

## F05002 OYUEBLA

**System name:**

Air Traffic Control (ATC) Certification Documentation

**System location:**

At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Categories of individuals covered by the system:**

All Air Force active duty military personnel.

Air Force Reserve personnel.

Air National Guard personnel.

**Categories of records in the system:**

Reflects individual by name and Social Security Account Number (SSAN), certificate number, military status (active duty, reserve, or

air guard), requested action (issue, reissue, or cancellation of certificate), and justification. Reflects individual by name, SSAN, certificate number, and contains previous and current qualifications. Master roster at Office of System Manager contains name, SSAN, certificate numbers and dates issued for all individuals possessing current and valid certificates.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Administrative reference to verify Air Force Air Traffic Control certification. Permits immediate access to name, SSAN, certificate number, date of issuance, and category of service. A master roster is maintained at Headquarters AFCS and the units maintain individual certificate information in the individual's training record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in note books/binders.
Maintained on computer paper printouts.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.
Records are controlled by computer system software.

Retention and disposal:

Retained for one year after end of year in which the case was closed, transferred to a staging area for one additional year, then destroyed by tearing into pieces, shredding, pulping, macerating,or burning.
also destroyed by degaussing.
Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. for AFCS forms maintained at Headquarters AFCS. For master roster of certificates maintained at Headquarters AFCS.
Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. for AFCS Forms 6 at unit level requesting cancellation of ATC certificate. AFCS Forms 6 used to request issue or reissue at unit level is destroyed on receipt of certificate.

System manager(s) and address:

Deputy Chief of Staff Flight and Airspace Management at Headquarters Air Force Communications Service and Air Traffic Control Operations Officer at unit level.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F05002 OYUEBLB

System name:

Air Traffic Control (ATC) Certification Documentation

System location:

At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force active duty officer personnel.
Air Force active duty enlisted personnel.
Air Force Reserve personnel.
Air National Guard personnel.
Maintained only when withdrawal requested

Categories of records in the system:

Consists of documentation compiled by requesting unit to justify withdrawal of certification. May include evaluation by medical authorities, legal, Office of Special Investigation results and statements by supervisory personnel and coworkers. Contains copies of performance reports and unfavorable information files. Includes Headquarters Staff evaluations.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Documentation used to evaluate request for withdrawal of ATC certification

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in note books/binders.
Maintained on computer paper printouts.

Retrievability:

Filed by Name.
Conventional

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.
Records are controlled by computer system software.

Retention and disposal:

At unit and intermediate Headquarters
Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. . At Headquarters AFCS retained in office of System Manager for three years after cut-off, transferred to staging area for one additional year, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff Flight and Airspace Management at Headquarters Air Force Communications Service and intermediate level. Air Traffic Control Operations Division at group and squadron level.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.
Information obtained from trade associations.
Information obtained from police and investigating officers.
Information obtained from a state or local government.
Information obtained from witnesses.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F05002 OYUEBLC

System name:

Air Traffic Control Rating and Training Program Documentation

System location:

At Air Force installations only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At Air National Guard activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At Air Force Reserve units. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All Air Force active duty military personnel.

Air Force Reserve personnel.

Air National Guard personnel.

Categories of records in the system:

Air Traffic Controller evaluation record; Air Traffic Control (ATC)/weather certification and rating record; 1631 Training Evaluation Report; special task certification and recurring training record; on-the-job training record-continuation sheet

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to document progression of individuals in the upgrade training program, provide estimated upgrade date to fully qualified Officer Air Force Specialty Code (AFSC), provide data base for determining program revisions, identify fast/slow progressors, permit trainee comments on program curriculum and operation, and identify deficient areas in previous technical training which impacted on individual's performance during upgrade training. Record of position certifications and facility ratings and weather certifications, documenting special ATC training, and training problems.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained in note books/binders.

Retrievability:

Filed by Name.

Conventional

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

given to the individual concerned when no longer valid or the individual is no longer performing ATC duties, or torn into pieces, pulped, burned, shredded or macerated.

System manager(s) and address:

Deputy Chief of Staff/Flight and Airspace Management at HQ Air Force Communications Service and intermediate levels; ATC Operations Officers at all other levels.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from witnesses.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

## F05002 OYUEBLD

System name:

05002 OYUEBLD Student Record

System location:

1872 School Squadron, Air Force Communications Service (AFCS), Richards-Gebaur Air Force Base, MO 64030

Categories of individuals covered by the system:

Active Duty Air Force enlisted personnel and Air National Guard personnel.

Categories of records in the system:

Student record which reflects individual's academic standing; student evaluation; reading laboratory progress record; record of individual counseling; Non-Commissioned Officer (NCO) Academy student roster

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

used to record student progress for each academic class for the AFCS NCO Academy and AFCS NCO Leadership School; reflects written examination scores, communications skills, instructor evaluations; reflects individual's reading laboratory progress; provides record of individual counseling; is a roster of students

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and card files.

Retrievability:

Filed by student name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

some retained in office files for one year after the end of the year the individual completes or discontinues a training course, transferred to staging area for nine additional years, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. All other records are retained in office files until graduation or elimination of the student from training, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning

System manager(s) and address:

NCO in charge of administration, 1872 School Squadron (AFCS)

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from educational institutions. and Chief Training and Education Division Directorate of Personnel Programs, Deputy Chief of Staff for Personnel, Headquarters AFCS.

Systems exempted from certain provisions of the act:

NONE

## F05002 OYUEBLE

System name:

05002 OYUEBLE Individual Academic Training Record

System location:

Wideband Maintenance Training Branch, Directorate of Systems Evaluation, Deputy Chief of Staff for Operations, Headquarters (HQ) Air Force Communications Service (AFCS), Richards-Gebaur Air Force Base, MO 64030

Categories of individuals covered by the system:

Active duty military personnel. Air Force Reserve and Air National Guard personnel. Army National Guard and Department of Defense civilian personnel who are electronics engineers, communica-

tions engineers, radio relay equipment maintenance personnel, technical control personnel, and such other individuals who might apply for this training

Categories of records in the system:

Personnel index; absentee report; class pre-graduation/graduation roster; attendance record; record of individual training

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To record emergency data and course completion information. To report student absences to the Commandant of the school. Provides student class composition and list of graduating students to the Deputy Chief of Staff for Operations (DCS/Operations), HQ AFCS. An attendance record. Reflects student academic progress.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and card files.

Retrievability:

Filed by student name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Stored in file cabinet

Retention and disposal:

some retained in office files until appropriate table /rule is published in AFM 12-50. All other records retained in office file until graduation or elimination of the student from training then destroyed by tearing into pieces, shredding, pulping, macerating, or burning

System manager(s) and address:

Commandant, Wideband Maintenance Training Branch, Deputy Chief of Staff Operations, HQ AFCS

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

information from instructor

Systems exempted from certain provisions of the act:

NONE

F05002 0J DOZB

System name:

05002 0J DOZB Individual Academic Records - Survival Training Students

System location:

Fairchild AFB, WA 99011

Categories of individuals covered by the system:

officer and enlisted aircrew members

Categories of records in the system:

survival training students performance

Authority for maintenance of the system:

44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

document and evaluate students performance

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name. Filed by other identification number or system identifier.

Safeguards:

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for two years after annual cut-off then forwarded to the Washington National Records Center, where records will be held an additional 28 years, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff Operations, Headquarters Air Training Command Randolph AFB TX 78148

Notification procedure:

Requests from individuals should be addressed to the the 3636 CCTW/DOOS, Fairchild AFB WA 99011. Requests should include name, rank, social security number, course(s) attended and graduation date, if known.

Record access procedures:

Individual can obtain assistance in gaining access by contacting 3636 CCTW/DAD, Fairchild AFB WA 99011 or by contacting the systems manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

survival training supervisors and staff officials

Systems exempted from certain provisions of the act:

NONE

F05002 0J TTPA

System name:

Technical Training Course Management Information System

System location:

At Headquarters Air Training Command Randolph AFB, TX 78148 and Technical Training Centers of Air Training Command.
At Washington National Records Center, Washington DC 20409.
Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.
At Washington National Records Center, Washington, DC 20409.

Categories of individuals covered by the system:

Army, Navy and Marine Corps active duty military personnel.
Air Force civilian employees.
Former Air Force civilian employees.
Air Force Reserve personnel.
Air National Guard personnel.
Retired Air Force military personnel.
Foreign Nationals residing in the United States.
Exchange Officers.
Personnel entered into or attending technical courses.

Categories of records in the system:

Individual training status records.

Authority for maintenance of the system:

44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Maintain status of students and prepare training statistics.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.
Maintained on computer paper printouts.

Retrievability:

Course identification.
Filed by Social Security Account Number (SSAN).
Filed by other identification number or system identifier.

Safeguards:

Records are stored in locked cabinets or rooms.
Records are controlled by computer system software.

Retention and disposal:

Deleted from files within two years after termination of study, destroyed by degaussing.

System manager(s) and address:

Chief Training Management Information Branch at each Center.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from automated system interfaces.

**Systems exempted from certain provisions of the act:**

NONE

**F05002 0KPNQSA**

**System name:**

Air University Academic Records

**System location:**

At Headquarters Air University, Maxwell Air Force Base, AL 36112.

EDC subsystems are located and maintained at the following locations Air Force Institute of Technology/RR. Wright-Patterson AFB OH 45433 3825 Academic Services Group/RR Maxwell AFB AL 36112 Extension Course Institute/EDOR Gunter AFS AL 36118

**Categories of individuals covered by the system:**

Graduates, students currently or previously enrolled in AFIT, AU PME schools or ECI

**Categories of records in the system:**

Education records which includes transcripts, test scores, completion/noncompletion status, training reports, rating of distinguished, outstanding or excellent graduate as appropriate and other documents associated with academic records

**Authority for maintenance of the system:**

44 USC 3101 and 10 USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Indivisuals seeking academic or certification credit for courses completed may request applicable Registrar to send a record of courses completed to school or activity desired. Faculty and staff of applicable school as well as other federal agencies, having a need to know, may refer to record in discharge of official duties

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
At Air Institute of Technology
Maintained in visible file binders/cabinets.
Maintained on roll microfilm. at 3825 Academic Services Group
Maintained on roll microfilm.
Maintained on microfiche. at Extension Course Institute

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in vaults.
Records are stored in locked cabinets or rooms.
Records are controlled by personnel screening.
At AFIT
Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms. at 3825 Academic Services Group
Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms. at Extension Course Institute

**Retention and disposal:**

30 years except masters transcripts of resident schools which is 50 years-at AFIT permanent-at 3825 Academic Services Group

Retained in office files for two years after the individual completes or discontinues a training course, then retired to Washington National Records Center, Washington DC 20409, and, after 28 additional years, they are then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. plus copy retained for 30 years then destroyed- at Extension Course Institute

**System manager(s) and address:**

Registrar Air Force Institute of Technology Wright-Patterson AFB OH 45433 Registrar 3825 Academic Services Group Maxwell AFB AL 36112 Registrar Extension Course Institute Gunter AFS AL 36118

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

At applicable Registrar name, SSAN and class designation. May visit Registrar office and provide name, SSAN, class designation/course title and year completed along with mil ID card.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from educational institutions.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.
And testing agencies- at AFIT
Information obtained from educational institutions.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth. - at 3825 Academic Services Group student and on-the-job training officials- at Extension Course Institute

**Systems exempted from certain provisions of the act:**

NONE

**F05002 0KPNQSB**

**System name:**

Student Record Folder

**System location:**

At Headquarters Air University, Maxwell Air Force Base, AL 36112.

EDC Submanagers located at each Air University Professional Military School/Course at Maxwell AFB AL 36112 and Gunter AFB AL 36118

**Categories of individuals covered by the system:**

Military and civilian students

**Categories of records in the system:**

Individual student folder containing test results, speech and writing critiques, interview/counseling record, faculty rating, and other documents pertaining to student administration.

**Authority for maintenance of the system:**

44 USC 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by faculty and staff of applicable school/course to evaluate and record performance/progress of student. Used to determine suitabilty for future faculty position.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until graduation or elimination from training, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Curriculums Submanagers Director of Administration (DA) at each school /course

Notification procedure:

Requests should be addressed to the Director of Administration at the applicable school. Provide name, SSAN. May visit the office of the Director of Administation and present acceptable identification

Record access procedures:

Individual can obtain assistance in gaining access from appropriate Director of Administration.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual student, instructor and

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth. .

Systems exempted from certain provisions of the act:

NONE

F05002 0OJUBJB

System name:

Maintenance Management Information and Control System (MMICS)

System location:

At all Air Force bases that utilize MMICS.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Individuals assigned to organizations involved in the maintenance of aircraft missiles and associated equipment.

Categories of records in the system:

On the job training records.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to establish and maintain OJT information pertaining to a specific individual assigned to a maintenance organization used by work center supervisors and maintenance training personnel to maintain basic OJT data and to monitor the OJT progress of individuals assigned to an organization.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on disks or drums.

Retrievability:

Filed by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are controlled by computer system software.

Retention and disposal:

Maintained until purpose has been served or for 1 month whichever is sooner. Destroyed by tearing, pulping, burning or macerating.

System manager(s) and address:

Non-commissioned officer in charge of the maintenance documentation section at each unit utilizing MMICS.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE.

F05002 0QSCEYA

System name:

Training Progress (Permanent Student Record)

System location:

1380 School Squadron (Noncommissioned Officer Academy), Norton Air Force Base CA 92409

Categories of individuals covered by the system:

Enlisted personnel who are graduates of the Academy

Categories of records in the system:

Name, grade, social security number, duty title, security clearance, marital status, organization assigned, education level, photo- graph, date of birth, Airman Qualification Examination, evaluation of academic progress

Authority for maintenance of the system:

44USC3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To record student achievement

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

and stored in file cabinet

Retention and disposal:

Destroy ten years after individual completes or discontinues a training course by tearing into pieces, shredding, pulping, macerating or burning

System manager(s) and address:

1380 School Squadron (Noncommissioned Officer Academy), Norton Air Force Base CA 92409

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

From Consolidated Base Personnel Offices and from evaluation of student progress. System

Systems exempted from certain provisions of the act:

NONE

F05002 0QVDYDA

System name:

Unit Training Program

System location:

At Air Force installations only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At Air National Guard activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At Air Force Reserve units. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Base Chief Security Police Office

**Categories of individuals covered by the system:**

All military and civilian Security Police personnel

**Categories of records in the system:**

Name, grade, and dates of training

**Authority for maintenance of the system:**

10 USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Document required training

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

open storage

**Retention and disposal:**

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Director of Security, Norton Air Force Base, CA 92409

**Notification procedure:**

Contact Base Sysmanager and provide name

**Record access procedures:**

Contact Base Sysmanager

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Completion of training subjects

**Systems exempted from certain provisions of the act:**

NONE

## F05002 0SGHLNA

**System name:**

Training Work Sheet (GRF Form 36)

**System location:**

321 Strategic Missile Wing/Director Logistics, Grand Forks AFB ND 58201

**Categories of individuals covered by the system:**

All Air Force active duty military personnel.

On training

**Categories of records in the system:**

Signatures of trainee and instructor, tasks, lesson plan, date, training time, performance, deviations, comments

**Authority for maintenance of the system:**

10 USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to organize and record training conducted for missile maintenance teams

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Deputy Commander for Logistics, 321 Strategic Missle Wing.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

NONE

## F05002 0TMUHJA

**System name:**

Student Record File

**System location:**

Headquarters Tactical Air Command (TAC) Non-Commissioned Officer (NCO) Academy, Bergstrom Air Force Base, TX 78743

**Categories of individuals covered by the system:**

All active duty enlisted military personnel.

**Categories of records in the system:**

Individual student evaluation record

**Authority for maintenance of the system:**

10 USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Monitor the academic progress of Academy students/history file

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in card files.

**Retrievability:**

Filed by class/and by name

**Safeguards:**

Records are stored in security file containers/cabinets.

**Retention and disposal:**

Retained in office files for 10 years, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

**System manager(s) and address:**

Director of Education, TAC NCO Academy, Bergstrom AFB, TX 78743

**Notification procedure:**

Commandant, TAC NCO Academy, Bergstrom AFB, TX 78743

**Record access procedures:**

TAC NCO Academy, Bergstrom AFB, TX 78743

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from automated system interfaces and from evaluation of student performance.

**Systems exempted from certain provisions of the act:**

NONE

F05002 0UJCGJA

System name:

Training Progress

System location:

United States Air Force School of Applied Cryptologic Sciences (USAFSACS) Goodfellow Air Force Base, TX 76901

Categories of individuals covered by the system:

Air Force active duty enlisted personnel.

Categories of records in the system:

Enrollment forms

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by military training instructors to evaluate student progress.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Destroy 10 years after student completes training by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

USAFSACS NCO Academy

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from educational institutions.

Systems exempted from certain provisions of the act:

NONE

F05002 0UJCGJB

System name:

Training Progress Student Data Records

System location:

United States Air Force School of Applied Cryptologic Sciences (USAFSACS) Goodfellow Air Force Base, TX 76901

Categories of individuals covered by the system:

Army, Navy and Marine Corps active duty military personnel.
Air Force active duty officer personnel.
Air Force active duty enlisted personnel.

Categories of records in the system:

Enrollment form

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by military training instructors to evaluate student progress.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Destroy 10 years after student completes training by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

United States Air Force School of Applied Cryptologic Sciences (USAFSACS) Goodfellow Air Force Base, TX 76901

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Training records and associated background data

Systems exempted from certain provisions of the act:

NONE

F05002 0UMCBVA

System name:

Defense Language Institute Student History

System location:

Director of Personnel Plans, United States Air Force Security Service, San Antonio, TX 78243

Categories of individuals covered by the system:

DLI students

Categories of records in the system:

Computer records

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Government use

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are controlled by computer system software.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Personnel Plans, United States Air Force Security Service, San Antonio, TX 78243

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Advanced personnel data system

Systems exempted from certain provisions of the act:

NONE

F05002 07YLNGA

System name:

United States Air Force Special Investigations School Individual Academic Records

System location:

At Air Force Office of Special Investigations, Washington DC 20314.

Categories of individuals covered by the system:

USAF, US Coast Guard enlisted, Defense Investigative Service and foreign national students.

Categories of records in the system:

Records of individual training and education of each student indicating final grade or rating of proficiency obtained in each subject and/or the reason for noncompletion of the course of study.

Authority for maintenance of the system:

10 USC sections 8012 and 8032, 44 USC sections 2909, 3101 3102, 3103, 3104 through 3107, and 3301 through 3314.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Verification of attendance and completion or noncompletion of training. Provided to investigating agents in criminal matters.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in security file containers/cabinets.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Records are held for 25 years after course is completed and are then destroyed by tearing into pieces, shredding pulping, macerating, or burning.

System manager(s) and address:

Commander, Air Force Office of Special Investigations Washington, DC 20314

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Data is obtained from student testing and performance.

Systems exempted from certain provisions of the act:

NONE

F05002X0J ED A

System name:

05002X0J ED A Community College of the Air Force Student Record System

System location:

The system is centrally administered by the Community College of the Air Force (CCAF), Lackland AFB TX 78236. Computer processing for the system is furnished by the Air Training Command Directorate of Data Automation (HQ ATC/ACD), Randolph AFB TX 78236 Microfiche for the system are created by the USAF Security Service (HQ USAFSS/DADS) Kelly Air Force Base, TX 78243

Categories of individuals covered by the system:

The system may have a record for any person who has a social security number and who has since 1 January 1968 completed a formal course of instruction conducted by one of the Air Force schools identified in the current Community College of the Air Force General Catalog. (Note: Such courses do not include precommissioning courses and courses conducted exclusively for officers or their civilian counterparts.) The system also includes records reflecting Air Force courses completed before 1968 and other educational accomplishments for persons who as enlisted members of the Air Force registered in programs of study leading to credentials awarded by the college. (Note: Both here and where appropriate below, the general term Air Force should be understood as including the regular Air Force, the Air Force reserve, and the Air National Guard.)

Categories of records in the system:

The college originates and maintains individual academic records and, where necessary to serve Airmen registered in study programs leading to credentials awarded by the college, maintains a variety of source or substantiating records such as copies of registration applications and document control records derived from such applications; civilian college transcripts; college level examination program score reports; copies of educational records originated by other Air Force and non-Air Force agencies external to the college (such as the Federal Aviation Agency, the United States Armed Forces Institute, and the Defense Activity for Non-traditional Education Support); copies of a variety of Air Force personnel records (such as documents derived from master records maintained by the USAF Military Personnel Center and microfiche records of locator data); and records of credentials awarded to graduates. As necessary to manage the day-to-day operations and to plan development of the record system the college also maintains copies and related records of communications from, to, or regarding persons interested in the college, its educational programs, its student record system, and related matters. Copies of and statistical records derived from individual responses to surveys, questionnaires, and similar instruments authorized by HQ USAF may also be maintained as needed for managerial evaluation and planning by officers of the college.

Authority for maintenance of the system:

44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records originated in the system serve the purpose of documenting, in terms of credit awarded or accepted in transfer by the college, individual educational accomplishments which satisfy curricular requirements of study programs leading to credentials offered by the college. Transcripts of records originated in the college are at the written request of persons concerned furnished to any recipient(s) designated in such requests. Such recipients typically include Air Force Education Services Centers, other offices where Air Force personnel are stationed, educational institutions, and potential or current employers. CCAF transcripts and copies of other records originated in the college are typically used to support educational and occupational counselling, planning, and development; admission to other colleges; and related individual affairs. Other disclosures of personal records originated in or maintained by the college may without the knowledge or written consent of persons concerned be made to Air Force officers, enlisted personnel, and civilian employees directly involved in administering or supporting the educational programs offered or records managed by the college; other Air Force officers, enlisted personnel, and civilian employees who provide educational and related services to Air Force personnel; officers and employees of other agencies as may be necessary to comply with proper requests for records under the Freedom of Information Act (5 USC 552, as amended by Public Law 93-502); and to officers and employees of other agencies as may be necessary to overcome extended interruptions in normal computer processing. Similar incidental disclosures of information recorded in the system may be made to employees of Honeywell, Inc., and other civilian contractors who may be engaged by the Air Force to to provide services which directly or indirectly support the record system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Permanent student records are maintained on and reproduced as necessary from microfiche created by computer processing. Microfiche are maintained in special filing stands and in special three-ring binders. Computer records are maintained on and as necessary reproduced from magnetic media (tape and disk) which when not in use are filed in special cabinets and racks in a library facility. Paper records are maintained in file folders, card files, and conventional cabinets, and in special binders and cabinets designed for computer listings.

Retrievability:

Computer records are retrievable by a combination of social security number (SSN) and certain letters of last name. Microfiche records are retrievable by SSN exclusively. Paper records are retrievable by either SSN or name. Note as may be necessary to support managerial studies by the college staff, computer records may also be retrieved in groups where such records bear common information.

Safeguards:

Records maintained in the college are normally disclosed only upon written request from the persons whose records are to be disclosed or upon written request from an Air Force officer or employee responsible to provide educational or related services to Air Force personnel. Disclosures to non-Air Force agencies not requested by the individual are made only with consent of an officer of the college and as consistent with the Privacy Act of 1974 and the Freedom of Information Act. Except for disclosures within the college as may be necessary to its operations, requests by telephone and other unwritten means will not be honored unless in the judgment of a responsible member of the college staff the requestor is a member or employee of the Air Force acting on behalf of, or is, the person whose record is requested. Special care is exercised to ensure complete identification of the requestor, the person whose record is to be disclosed, and intended use. Other systematic safeguards to ensure integrity of records include secure storage of successive generations of computer master files, existence and long term retention in other Air Force agencies of records which would be needed to rebuild the entire system in the event of catastrophe, and traditional measures to ensure the security of Air Force facilities. All records in the system are during duty hours attended by responsible Air Force personnel and during non-duty hours stored in locked facilities under constant or periodic surveillance by Air Force security police or comparable civilian guards.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Rules for retention of permanent microfiche and corresponding magnetic tape records have not yet been determined. It is anticipated that such records may need be retained for not less than 30 and not more than 50 years beyond the latest entries on each such record. Transitory computer records (such as input transaction records and records on successive generations of master files) are typically retained only so long as they may be useful, which may be as little as 48 hours or as much as 60 days. Active master file records are by their nature evolutionary and are typically retired within 180 days of a person's separation or retirement or five years after the most recent entry on a given record. (The last rule applies to persons who were not enlisted Air Force members when the last entries on their records were made.) Paper records maintained to serve students registered in study programs are retained so long as a registrant remains active in his or her program. Such records are destroyed one year after a registrant completes his or her study program or three years after the most recent communication from an airman whose program has not been completed. Other records are retained only so long as they may serve a useful purpose, which is typically between 30 and 90 days. No rule has yet been established for retaining records which verify awards of credentials by the college, but it is expected that such records will need be archival.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force. System Manager and President, Community College of the Air Force (CCAF/CC) Lackland AFB, TX 78236.

Notification procedure:

Address inquiries to Chief, Student Records Branch (CCAF/RRR) Lackland AFB, TX 78236. Such inquiries will need include the full name (and former names if appropriate), SSN, and birthdate of the inquirer, and should include a full return address (including zip code). Visits to the college are welcomed, and visitors seeking information about personal records should first visit the Office of the Registrar.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. and from addresses listed above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from educational institutions, from automated system interfaces. and from source documents submitted to the college by or at the request of individuals concerned, or by other Air Force agencies acting on behalf of individuals concerned.

Systems exempted from certain provisions of the act:

NONE

F05004 0QKRSMA

System name:

Training Systems Research and Development Materials

System location:

1550th Aircrew Training and Test Wing, Deputy Commander for Operations, r1550 Aircrew Technical Training Wing, Hill Air Force Base UT 84406

Categories of individuals covered by the system:

Students who have completed training.

Categories of records in the system:

Training and effectiveness questionaires for supervisors and graduates, flying instructor and academic instructor improvement and evaluation, evaluation coordination sheet.

Authority for maintenance of the system:

10 United States Code 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To evaluate and analyze training effectiveness.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Rank, social security account number and class number.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Evaluation and Analysis, 1550th Aircrew Training and Test Wing Hill Air Force Base UT 84406.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from assigned personnel.

Systems exempted from certain provisions of the act:

NONE

F05101 ADC A

System name:

05101 ADC A Aircrew Training Records, Aerospace Defense Command (ADCOM).

System location:

Headquarters Aerospace Defense Command and all subordinate levels down to and including Air Force installations. Air Force Reserve and Air National Guard activities for which ADCOM is the gaining command. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Aircrew personnel.

Categories of records in the system:

Initial qualification and requalification records; aircrew flying training, ground training, simulator training, individual records; Air Force Form 8 certification of aircrew qualification; aircrew continuation training status reports; formal flying school records; other flying training records.

**Authority for maintenance of the system:**

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by. Routine uses of records maintained in the system, including categories of users and the purpose of such uses: Records are used to monitor aircrew flying

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Records are used to monitor aircrew flying proficiency.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in notebooks/binders, as photographs and as wall charts.

**Retrievability:**

Accessed by name.

**Safeguards:**

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in the performance of their official duties, and by individual aircrew members.

**Retention and disposal:**

Semiannual records are retained on file for six months; C/EC-121 training records are closed out at the end of fiscal year maintained on file for one year; when an individual's aircraft assignment is changed, forms pertaining to previously assigned aircraft are removed from file. All records removed are either given to the individual concerned or destroyed by tearing into pieces, shredding, pulping, macerating or burning.

**System manager(s) and address:**

Deputy Chief of Staff Operations, Headquarters ADCOM, Ent Air Force Base, CO 80912.

**Notification procedure:**

Requests from individuals should be addressed to the system manager. Give name, grade, social security account number and unit assigned. When visiting system manager present military identification or military discharge, as applicable, to gain access.

**Record access procedures:**

Individuals can obtain assistance in gaining access from the system manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Formal training schools, unit training officers, flight evaluation officers.

**Systems exempted from certain provisions of the act:**

NONE

## F05101 OJ DOTA

**System name:**

05101 OJ DOTA Flying Training Records - Nonstudent.

**System location:**

Columbus AFB, MS 39701; Craig AFB, AL 36701; Lackland AFB, TX 78236; Laughlin AFB, TX 78840; Mather AFB, CA 95655; Moody AFB, GA 31601; Randolph AFB, TX 78148; Reese AFB, TX 79489; Sheppard AFB, TX 79720; Williams AFB, AZ 85244; Webb AFB, TX 79720; and USAFA CO 80840.

**Categories of individuals covered by the system:**

Aircrew personnel of Air Training Command, academic instructors in flying training courses and Trainer Instructors.

**Categories of records in the system:**

Record and document aircrew training, evaluations, performance, accomplishments and taped radio transmissions.

**Authority for maintenance of the system:**

44 USC 3101, and Executive Order 9397, 22 Nov 1943.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Document the training, performance, and qualifications of aircrew and synthetic trainer personnel. Taped radio communications are used to investigate aircraft accidents.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders, computer printouts, and on magnetic tape.

**Retrievability:**

Name, social security number, or other identifier such as class number, identification number, voice prints, etc.

**Safeguards:**

Access by custodian of the record system, access by persons responsible for servicing the record system in performance of their official duties; access by authorized personnel who are properly screened.

**Retention and disposal:**

Aircrew evaluation documents, training and qualification records on synthetic training instructors and academic instructors are maintained for the duration of an individual's assignment in Air Training Command. Out of date material is returned to the individual. Radio tapes are retained on file for one week unless circumstances dictate otherwise; initial training records are maintained for one year following completion of the training and then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Duputy Chief of Staff Operations, Air Trining Command, Randolph AFB, TX 78148.

**Notification procedure:**

Requrest from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information from source documents prepared by personnel administering training or evaluating performance; voice radio communications.

**Systems exempted from certain provisions of the act:**

NONE

## F05101 OJ DOTB

**System name:**

Flying Training Records - Student

**System location:**

Headquarters Air Training Command, Randolph AFB TX; Washington National Records Center, Washington DC 20409; ATC Pilot and Navigator Training Wings; Official mailing addresses are in Department of Defense directory in the appendix to the USAF systems notice.

**Categories of individuals covered by the system:**

Students entered into Undergraduate Pilot and Navigator training.

**Categories of records in the system:**

Complete record of training including class number, flying and academic course completed, flying hours, whether graduated or eliminated and date, reasons for elimination, Faculty Board Proceedings, student's performance in each category of training, including grades, evaluations and performance documentation; background information including name, grade, SSAN, source of commission, college, subject matter, etc; past training unit of assignment; class standing prior to 31 Dec 74; progress records on minority students.

**Authority for maintenance of the system:**

44 U.S.C. 3101, 10 U.S.C. 8012, and Executive Order 93-97 22 Nov 1943.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Document and record student performance; provide background information; report to Air National Guard/Air Force Reserve and other Air Force training units on qualifications of graduates; analyze student performance in following training for the purpose of evaluating training and revising course content; also used to monitor student

performance by source of entry, education level, and minority status; record and document Faculty Board proceedings.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders. Maintained in note books/binders. Maintained in card files. Maintained on computer magnetic tapes. Maintained on computer paper printouts.

Retrievability:

Filed by Name. Filed by Social Security Account Number (SSAN). Filed by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of, their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Student grade books are destroyed three months after completion of training; Summary Training Records are retained in office files for two years, then retired to Washington National Records Center, Washington, DC, for eight years; other records are retained in office files until superseded, obsolete, no longer needed for reference or on inactivation. Faculty Board Records are retained for one year. Destruction is by tearing into pieces, shredding, pulping, macera- ting, or burning.

System manager(s) and address:

Deputy Chief of Staff Operations, Air Training Command, Randolph AFB, TX 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information comes from source documents such as grade sheets, written examinations, and flight examinations; from reports by instructors and students, and from the individual, automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

F05101 0JMPLSA

System name:

Flying Training Records

System location:

Deputy For Flight Operations, Officer Training School USAF Lackland Air Force Base TX 78236.

Categories of individuals covered by the system:

All students entered in T41 training at Lackland Air Force Base TX 78236.

Categories of records in the system:

Flying training grades continuity summary analysis.

Authority for maintenance of the system:

44 United States Code 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Determine flying training potential.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
wall charts

Retrievability:

Filed by other identification number or system identifier.
Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy for Flight Operations Officer Training School.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Internally generated only.

Systems exempted from certain provisions of the act:

NONE

F05101 0QKRSMA

System name:

Aircrew Instruction Records (Flying Training Records)

System location:

1550th Aircrew Training and Test Wing, Deputy Commander for Operations Hill Air Force Base UT 84406.

Categories of individuals covered by the system:

Students and instructors undergoing training.

Categories of records in the system:

Graduate training summary, student counseling record, practical exercise/ground training record, student activity record, student flying record by name, social security number, rank and class number.

Authority for maintenance of the system:

10USC8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To record student accomplishment of training objectives.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.
Rank, social security account number, course, class number.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Destroy by tearing into pieces, pulping, burning, shredding or macerating one year after departure.

System manager(s) and address:

Deputy Commander for Operations, 1550th Aircrew Training and Test Wing Hill Air Force Base UT 84406.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information from assigned personnel.

**Systems exempted from certain provisions of the act:**

NONE.

**F05101 0QKRSMB**

**System name:**

Training Aids Usage (Simulator Student Training Records)

**System location:**

Simulator Branch, 1550th Technical Training Squadron(TTS), attn:TTO, Hill Air Force Base Ut 84406.

**Categories of individuals covered by the system:**

Simulator course students.

**Categories of records in the system:**

Flying training record, activity record, course sign in roster.

**Authority for maintenance of the system:**

10 United States Code 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Trend analysis, historical data on simulator.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained in note books/binders.

**Retrievability:**

Filed by Name.
Chronologically.

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Officer in Charge, Simulator Branch, 1550 Technical Training Squadron, Hill Air Force Base UT 84406.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Special orders, messages and instructors.

**Systems exempted from certain provisions of the act:**

NONE

**F05101 0TMUHJA**

**System name:**

Tactical Air Command Automated Flying Training Management System.

**System location:**

All Tactical Air Command Wings, Squadrons, Numbered Air Forces, and Headquarters, Tactical Air Command/DOOR.
Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Categories of individuals covered by the system:**

Aircrew members in Tactical Air Command maintaining qualification in command assigned aircraft.

**Categories of records in the system:**

Continuation training items directed by Air Force and Tactical Air Command directives. Includes flying times for current month, training cycle, and cumulative career totals, currencies as required by weapons system, flying and simulator sorties and events, and various ground training items, and other information such as social security account number, ratings, Air Force Speciality Codes, date of birth, unit assigned, availability data, assignment dates, training phase and qualifications.

**Authority for maintenance of the system:**

10 U.S.C. 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to monitor the status of continuation training by individuals and unit. Data is available at the unit, wing, numbered Air Force, Headquarters of Tactical Air Command.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.

**Retrievability:**

Filed by crew member's first letter of last name and last four digits of the social security account number.

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are controlled by computer system software.
Records are stored in secure areas with controlled access.

**Retention and disposal:**

Retained in units for six months after training cycle. History files are retained at Headquarters Tactical Air Command for analysis purposes. Information is destroyed by tearing into pieces, pulping, burining, shredding, or macerating; or in the case of computer tape, degaussing.

**System manager(s) and address:**

Deputy Chief of Staff/Operations, Headquarters, Tactical Air Command, Langley AFB, VA 23665.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from the individual concerned and other source documents.

**Systems exempted from certain provisions of the act:**

NONE

**F05101A0SSGBPA**

**System name:**

Aircrew Resource Management System (SACARMS)/Aircrew Qualification Report

**System location:**

All Strategic Air Command (SAC) Tactical Wings/NAF/HQ SAC DOTF offices.

**Categories of individuals covered by the system:**

All SAC personnel on active flying status. Maintaining currency in operational aircraft.

**Categories of records in the system:**

Mission accomplishment reports for ground and flying training events by individual/crew position, aircraft and unit depicting scheduled, accomplished, reliability, required, remaining and date accomplished.

**Authority for maintenance of the system:**

10 United States Code 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose is to evaluate and monitor the Air Force required Aircrew continuation training program flight management. The users are Wing, NAF and MAJCOM flight managers and mission development Officers. The data is used for mission development and Aircrew resource management.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in card files.
Maintained on computer magnetic tapes.
Maintained on computer paper printouts.

Retrievability:

Filed by Name.
Filed by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in locked cabinets or rooms.
Records are controlled by computer system software.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander in Chief, Strategic Air Command, SAC/DOTF and DOTT, Offutt Air Force Base, NE 68113.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F05301 DPP A

System name:

Air Force Academy Appointment and Separation Records

System location:

At Headquarters United States Air Force, Washington DC 20330.

Categories of individuals covered by the system:

Nominees for Air Force Academy appointment and cadets in training at the Air Force Academy for each Member of Congress, the Vice President, Governors of Territories, and all other nominating sources.

Categories of records in the system:

DD Form 1870 - 'Nomination for Appointment to the United States Air Force Academy, Military Academy, Naval Academy' containing nominee's name, address, date of birth, social security number, telephone number, temporary address (if any), type of nomination (principal or competitive), numbered vacancy, and date submitted, name and signature of Member of Congress or other authorized nominating source submitting the nomination; AFHQ Form 0-339 - 'Air Force Academy Nominee Record' Description of data contained on AFHQ Form 0-339 - The names of the nominees of each Member of Congress, the Vice President, and other authorized nominating sources. (Each Member may nominate a total of ten for each vacancy available.) The card also indicates whether a nominee withdraws from consideration for Academy appointment or if he is medically disqualified and the nominating system used by the nominating authority; - 'Chargeable and Nonchargeable Air Force Academy Appointment Record' Data maintained thereon: The names of the cadets entering each year for each Member of Congress and other nominating sources indicating charge or not charged to their quota (5 allowed at any one time - 10 United States Code (USC) (9342), year of scheduled graduation or separation date and reason, and reapportionment actions; - 'Report of Separation from the United States Air Force Academy' Data contained thereon - Name, cadet number, scheduled graduation date, reason for separation, name of congressional sponsor and whether the separation action provides an additional vacancy for the Congressional sponsor; - 'Report of United States Air Force Academy' containing spaces to insert names of cadets in training who are charged to the quota of a Member of Congress.

Authority for maintenance of the system:

Title - 10 USC - Armed Forces - Chapter 903, United States Air Force Academy 9342, 9344, 9345; and Senate Resolution 154, 10 June 1963 and 10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

When separation of a cadet from the Academy occurs, the system is used by Cadet Branch Personnel to determine who nominated the cadet so that notification of the separation of the cadet can be made to the Congressional sponsor. Also used in making reply to any Member of Congress who requests information concerning who nominated a cadet for Academy entrance (10 USC 9342(h)). / //A form is/ maintained annually on each Member of Congress, the Vice President, and other authorized nominating sources. Upon receipt of nominations from Members of Congress , only the name of the nominee is entered on the Form and the nominating system used by the member. The form is used to indicate withdrawal of a nominee or medical disqualification in order to determine the number of active candidates at any given time (10 allowed per vacancy (10 USC 9342)). Cadet Branch personnel use to answer inquiries from nominating sources. An AFHQ Form 0-851 (card) is maintained on each Member of Congress, the Vice President, and other authorized nominating sources. Upon entrance of each new class to the Air Force Academy, the names of the cadets entering for each Member of Congress, etc. is posted to the individual Congressional sponsor's card. This record card is used by Cadet Branch personnel to determine the number of vacancies available to all authorized nominating sources so that notification of vacancy information can be furnished to Members of Congress annually. Upon separation of an Academy cadet, the name is crossed out and a notation made of the date of graduation/separation and reason for separation. Another form is used as an attachment to a letter of notification to the Congressional sponsor when a cadet is separated. - Upon special request from Member of Congress, another form is used to provide the names of charge cadets (principals) to their authorized quota and the year of scheduled graduation. Also used to notify new Members of Congress of the chargeable cadets upon entering Congress. Cadet Separation Case Files - A cadet separation case file is maintained on every cadet separated for the period of time his class is in training and for one year after class graduation, then destroyed since these records are maintained permanently by the Air Force Academy. The case files are maintained since this office is the responsible staff office for implementing the Secretary of the Air Force instrument of separation/discharge action. The case files are further used to reply to Congressional inquiries concerning separation actions. The data contained in the separation case file are: copy of cadet's resignation/separation action; copy of Academy Superintendent's letter to Secretary of the Air Force containing recommendation on type of separation action; copy of Secretary of the Air Force Memorandum directing type of separation; copy of 'Report of Separation from United States Air Force Academy'; copy AF/DPPA notification letter to Congressional sponsor concerning separation; copy of AF/DPPA notification letter to United States Air Force Academy Commandant of Cadets effecting the decision of the Secretary of the Air Force; copy of, 'Disenrollment From Officer Candidate-Type Training.' (Prepared by Commandant, Air Force Academy); copy of, 'Armed Forces of the United States Report of Transfer or Discharge.' (Prepared by Commandant, Air Force Academy); copy of Special Orders effecting separation/discharge action. Information in the record/records system is used to provide information to Members of Congress, the Vice President, District of Columbia Delegate, Governors of Territories and South American Republic countries and the Philippines on candidate nominations, cadet vacancies, appointments, and separations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Upon entry of the class each year, forms are destroyed on unsuccessful candidates. by tearing into pieces,shredding,pulping,macerating,or burning. The forms on selected cadets are maintained in the Kardveyor. One form is maintained permanently.

**System manager(s) and address:**

Deputy Chief of Staff/Personnel, Headquarters United States Air Force.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Members of Congress, the Vice President and other nominating sources.

**Systems exempted from certain provisions of the act:**

NONE

**F05301XOBXQPCB**

**System name:**

Education and Research Data Base

**System location:**

At United States Air Force Academy, CO 80840.

**Categories of individuals covered by the system:**

Active, retired and separated Air Force officers who received their commissions through the USAF Academy.

**Categories of records in the system:**

High school, college and USAF career information including military performance, academic performance, certain medical, disciplinary and personal facts.

**Authority for maintenance of the system:**

10 USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose of System: To provide readily available information on Academy graduates. Category of Users: Faculty and staff. Specific Use: Used to complete various analyses and inquiries concerning how Academy graduates are competing with their contemporaries.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained on computer magnetic tapes.

**Retrievability:**

Filed by Name.

Filed by Social Security Account Number (SSAN).

Filed by Military Service Number.

Filed by date of birth.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Dean of the Faculty

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from educational institutions.

Information obtained from medical institutions.

Information obtained from automated system interfaces.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

NONE

**F05302 OBXQPCB**

**System name:**

Air Force Academy Candidate System

**System location:**

At United States Air Force Academy, CO 80840.

**Categories of individuals covered by the system:**

Air Force Academy nominees/applicants.

**Categories of records in the system:**

Candidate Evaluation Record, Liaison Officer Evaluation, Letter of Evaluation from High School or College, and Drug Abuse Certificate.

**Authority for maintenance of the system:**

10 USC 903, 10 USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by Admissions Office, Selection Panels, Academy Board, Athletic Department, and Preparatory School personnel for selection of cadets to attend the USAF Academy and Preparatory School. Also, used to evaluate candidates for recommendation for civilian preparatory school scholarships. Used to form the nucleus of the cadet record for candidates selected to attend the Academy.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

Maintained on disks or drums.

**Retrievability:**

Filed by Name.

Filed by other identification number or system identifier.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Records are controlled by computer system software.

**Retention and disposal:**

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Except records on candidates who accept appointments are sent to the Cadet Records Section, where they are included in the Cadet Personnel Records System maintained at USAF Academy, CO 80840.

**System manager(s) and address:**

Director of Admissions and Registrar

**Notification procedure:**

See Exemption

**Record access procedures:**

See Exemption

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

See Exemption

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

F053030BXQPCAB

System name:

053030BXQPCAB Preparatory School Records

System location:

At United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

Preparatory School Students

Categories of records in the system:

This system contains SSN, admissions data including college board test scores and uniform size, academic performance, counseling, disenrollment, and physical fitness information.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Data is used to measure student performance, progress and potential, for counseling purposes and for possible disciplinary or disenrollment action. Information contained on the record card consisting of grade, performance, and personal information pertaining to the student is used to provide transcripts when requested, to inform parents/guardians concerning student placement on academic advisement or probation and other pertinent information as required, when authorized by the cadet, and used by Preparatory School administrative personnel for management purposes such as emergency data, i.e. blood type, etc. Physical fitness test scores are furnished to the Registrar's Office for use in verification when considering student for nomination to the USAF Academy.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders. Maintained in card files. Maintained on computer paper printouts.

Retrievability:

Filed by name and year of enrollment

Safeguards:

Access by person(s) responsible for servicing the record system in performance of their official duties. Stored in locked cabinets or rooms.

Retention and disposal:

Admissions data, counseling records, academic placement, and physical fitness information are dest end of the academic year; college board test data is retained in office files for three months after monthly cut-off, the destroyed; copy of disenrollment data is retained for 5 years after disenrollment then destroyed; performance and student potential data used by academic instructors retained for 1 year; and the record card for 10 years after completion of the program, then retired to the USAF Academy CO 80840 staging area where they are kept per- manently. Remaining documents in the system are destroyed when no longer needed for reference purposes or when superseded. Destruction is by tearing into pieces, shredding, pulping, macerating, burning, or burying.

System manager(s) and address:

Commander, Preparatory School, USAF Academy, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from the academic departments within Prep School, based on performance of students, Prep School Commander, from tests administered to students, from student.

Systems exempted from certain provisions of the act:

NONE

F06003 ANGBXOB

System name:

Progress Report, Undergraduate Pilot Training

System location:

Office of Director, Air National Guard

Categories of individuals covered by the system:

Air National Guard Undergraduate Pilot Trainees

Categories of records in the system:

Evaluation of Pilot Training Progress

Authority for maintenance of the system:

10 United States Code 275

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used at National Guard Bureau Level to Determine Individual Capability to Perform Safely In Home Unit Weapons Systems

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are stored in safes.

Retention and disposal:

Retained in office files until graduation or elimination from training, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Air National Guard, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information Obtained from UPT Flying Training DCO

Systems exempted from certain provisions of the act:

NONE

F06005 XOOFF A

System name:

06005 XOOFF A Air Force Operations Resource Management Systems (AFORMS).

System location:.

Headquarters United States Air Force and major command headquarters. Air Force Inspection and Safety Center, Norton Air Force Base, CA 92409. Consolidated flight record custodians at Air Force installations.

Categories of individuals covered by the system:

Air Force active duty military personnel. Army, Navy and Marine Corps active duty military personnel. Air Force civilian employees. Air Force Reserve and Air National Guard personnel. Exchange Officers. who are assigned to aviation duties by competent authority are attached to the USAF for flying support or who have been suspended from flying duties for a period of not more than 3 years.

Categories of records in the system:

The base-level AFORMS data base contains a master file of flying records for each individual, in categories listed above,a month-to-date transaction file and a twelve month history file. A centralized file of selected information from each individual's master record is also maintained at HQ USAF. In addition to automated data files, this system uses manual files for maintaining historical data and important source documents. An Individual Flight Record Folder (IFR) is established for each category of fliers listed above and is the prime repository for a monthly computer listing which itemizes each indi-

vidual's flight accomplishments during the month as well as various source documents which serve to validate information entered into the computer data base for the system. Each flight management office maintains a file of Military Pay Orders to provide source documentation of flying pay actions initiated by the flight manager. Information which is maintained in the automated files is derived directly from the AFORMS master file or from subsequent processing of information entered into the master file. Categories of information maintained in the master file are: IDENTIFICATION DATA - provides individual identifiers and other information directly related to each individual in the file. DUTY ASSIGNMENT DATA - Includes information such as the major command of assignment for the individual, the Air Force Specialty Code indicating professional duties, the unit, consolidated flight record custodian, base of assignment, etc. AIRCREW TRAINING AND QUALIFICATION DATA - includes information such as flight and ground professional flying training accomplishments, aircrew qualification status, physical status for flight duties, types of aircraft assigned, etc. UTILIZATION MANAGEMENT DATA - Includes flying experience information; professional qualifications; aviation duties assigned; etc. FLYING PAY ENTITLEMENT DATA - Includes information needed to administer the payment of flying incentive pay for each individual. LOCAL USE DATA - contains information used by major or local command to supplement general system information as needed to meet unique unit requirements within the categories of information listed herein. SYSTEM CONTROL DATA - Contains computer data used to automatically control internal system functions.

**Authority for maintenance of the system:**

(A) 37 USC 30 (B) Public Law 92-204, section 715.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The AFORMS provides information and automated data processing capabilities used to manage and administer Air Force operations such as aircrew training and evaluation, flight scheduling functions, flying safety and related functions needed to attain and maintain combat or mission readiness. All information is entered into the system by flight managers at the airbase level. This information is then processed for use by flying resource managers at all levels through periodic computer product reports or automated systems interfaces. The specific uses of information and user categories for this system are: BASE LEVEL ACTIVITIES - (1) to establish each member's flying pay entitlement status and to monitor continuing entitlement in accordance with existing directions; (2) to record each individual's flying activities, both hours and specific events; and provide indications of successful attainment of standards or deficiencies; (3) to establish each individual's Aviation Service code for use in indicating type of flying activity or reason for inactive status, if applicable; (4) to determine each rated member's eligibility to perform operational or proficiency flying in accordance with existing USAF directives; (5) to provide an indication of each rated member's total operational flying time in terms of total aviation career duties as required by the Aviation Career Incentive Act of 1974; (6) to establish 'suspense lists' for use in scheduling flying personnel for flights, schools, tests and similar events directly related to their duties as professional airmen; (7) to provide each applicable individual and manager with all aviation career profile information needed to monitor flying career development, professional qualifications and training deficiencies; (8) to provide information requested by Operations, or other base functions, which relates to the flying duties and accomplishments of all personnel in the file; (9) to provide statistical data for management analysis and review of all aspects of each base's flying programs, including flying safety data involving AFORMS flying hour/individual information stored in the Norton AFB flying safety data bank maintained by the USAF Inspection and Safety Center. OTHER BASE USERS: CONSOLIDATED BASE PERSONNEL OFFICE - uses information provided by this system, through an automated data interface, to report the flying status of all individuals in the files; provides flying career background information used for assignment actions. ACCOUNTING AND FINANCE OFFICE - uses Military Pay Orders, prepared by flight management offices, to start and stop flying incentive pay in accordance with each individual's flying status and eligibility as reflected by the information in the system; uses the files to perform payment audits to identify individuals being paid improperly. BASE SUPPLY uses flying status information to determine which individuals are qualified to draw all authorized flying equipment. BASE MEDICAL FACILITY - uses system data to determine projected workloads associated with scheduled flight physical examinations. MAJOR COMMANDS - use all system data to measure the effectiveness of subordinate unit training programs and to check command-wide flying effectiveness. AIR FORCE MILITARY PERSONNEL CENTER - uses AFORMS information to establish assignment objectives and career development programs for USAF military personnel in the system. USAF INSPECTION AND SAFETY CENTER - uses flying hour data for each individual to establish historical files for reconstruction of lost or damaged records and to augment the Flying Safety statistical data bank. HQ USAF - uses various identification and flying data to establish statistical data needed to verify the effectiveness of standard procedures, determine the need for policy modification, provide a timely and accurate census of various types of flyers and provide a centralized point for collection and collation of data used by all levels of management.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders and on computer magnetic tapes.

**Retrievability:**

Filed by Name and Social Security Number (SSN).

**Safeguards:**

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties and individuals in files. Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Magnetic tape and hardcopy records are maintained in consolidated flight record files for three years following suspension of an individual from flying status. At the end of that period the magnetic tape records are Destroyed by tearing into pieces, pulping, burning, shredding or macerating and the hardcopy files turned over to the individual. Personnel leaving military service are provided their hardcopy files and all tape records are routinely erased. For deceased personnel, tape records are routinely erased and hardcopy folders are provided to the survivors as part of the individual's personal effects.

**System manager(s) and address:**

Deputy Chief of Staff/Plans and Operations, Headquarters United States Air Force, Washington, D.C.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager. Include name and SSN. Make base level inquiries to base flight manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from automated system interfaces and from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

NONE.

## F06604 AFLC A.

**System name:**

Maintenance Labor Distribution and Cost System

**System location:**

Primary system: Computer Operations Section, Data Automation Branch, Comptroller, at Oklahoma City Air Logistics Center, Tinker AFB, OK; Ogden Air Logistics Center, Hill AFB, UT; Sacramento Air Logistics Center, McClellan AFB, CA; San Antonio Air Logistics Center, Kelly AFB, TX; and Warner Robins Air Logistics Center, Robins AFB, GA.

**Categories of individuals covered by the system:**

All Air Force personnel (both military and civilian) assigned for duty (both permanently and temporarily) within the maintenance activity at each Air Logistics Center.

**Categories of records in the system:**

Employee Assignment Master File contains: (1) Social Security Number, (2) Military/Civilian Code, (3) Name, (4) Assigned Resource Control Center, (5) Assigned Shift, (6) Assigned Duty Code, (7) Assigned Special Project Code, (8) Assigned Skill Code, (9) Assigned Foreman Code, (10) Assigned Days Off, (11) Bank Card Counter, (12) Status Code, (13) Date Last Action, (14) Primary Change Effective Date, (15) Primary Change Termination Date, (16) Primary Change Resource Control Center, (17) Primary Shift

Change, (18) Primary Change Duty Code, (19) Primary Change Special Project Code, (20) Primary Change Skill Code, (21) Primary Change Foreman Code, (22) Primary Change Days Off, (23) Secondary Change Effective Date, (24) Secondary Change Termination Date, (25) Secondary Change Shift, (26) Secondary Change Duty Code, (27) Secondary Change Special Project Code, (28) Secondary Change Skill Code, (29) Secondary Change Foreman Code, (30) Secondary Change Days Off, (31) Interorganization Loan Indicator, (32) Partial Pay Period Code, (33) Regular Hours Worked Pay Period-to-date, (34) Overtime Hours Worked Pay Period-to-date, (35) Holiday Hours Worked Pay Period-to-date, (36) Compensatory Hours Worked Pay Period-to-date, (37) Hazard Hours Worked Pay Period-to-date, (38) Annual Leave Hours Worked Pay Period-to-date, (39) Sick Leave Hours Pay Period-to-date, (40) Other Paid Leave Hours Pay Period-to-date, (41) Compensatory Leave Hours Pay Period-to-date, (42) Leave without Pay Hours Pay Period-to-date. Interdirectorate Loan Data File contains: (1) Social Security Number, (2) Military/ Civilian Code, (3) Name, (4) From Resource Control Center, (5) From Shift, (6) From Duty Code, (7) From Special Project Code, (8) From Skill Code, (9) From Foreman Code, (10) From Days Off, (11) To Resource Control Center, (12) To Shift, (13) To Duty Code, (14) To Special Project Code, (15) To Skill Code, (16) To Foreman Code, (17) To Days Off, (18) Monthly Actual Hours. Inter/Intradirectorate Loan Data File contains following information on all affected individuals covered by the system: (1) Social Security Number, (2) Military/Civilian Code, (3) Name, (4) From Resource Control Center, (5) From Shift, (6) From Duty Code, (7) From Special Project Code, (8) From Skill Code, (9) From Days Off, (10) From Foreman Code, (11) To Resource Control Center, (12) To Shift, (13) To Duty Code, (14) To Special Project Code, (15) To Skill Code, (16) To Days Off, (17) To Foreman Code, (18) Starting Date, (19) Date Last Action, (20) Current Month Hours, (21) 1st Previous Month Hours, (22) 2nd Previous Month Hours, (23) 3rd Previous Month Hours.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the system is to accumulate labor costs for various workloads accomplished within the maintenance activity. Actual labor rates used within the system are obtained (via the Social Security Number) from the Civilian Payroll System and Military Payroll System.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Disk packs for principle storage medium with back-up maintained on magnetic tape.

Retrievability:

Retrieved by Foreman Code, Military/Civilian Code, Resource Control Center.

Safeguards:

All personnel authorized to add, change, or delete records from these files will be issued individually coded badges which are required for submission of transactions. Maintenance activity managers requiring access to update files must request information through the Data Automation Branch. All products containing Privacy Act information bear a notice at the top of each sheet, 'PERSONAL DATA - PRIVACY ACT OF 1974 (PL93-579) FOR OFFICIAL USE ONLY.' Products are controlled by manual distribution to requesting managers.

Retention and disposal:

All Privacy Act information contained in this system is deleted (1) in the case of the Employee Assignment Master File, at the end of the biweekly pay period following termination of an individual's assignment to a maintenance activity, and (2) in the case of files containing loan data, at the end of fifteen months following termination of an employee loan.

System manager(s) and address:

Directorate of ADP Resources Office of DCS/Comptroller, Headquarters, Air Force Logistics Command, Wright-Patterson AFB, OH 45433.

Notification procedure:

Information may be obtained from the Air Logistics Center where an individual is employed: Chief, Cost Accounting Branch, Accounting and Finance Division, Comptroller, at Oklahoma City Air Logistics Center, Tinker AFB, OK 73145; Ogden Air Logistics Center, Hill AFB, UT 84406; Sacramento Air Logistics Center, McClellan AFB, CA 95652; San Antonio Air Logistics Center, Kelly AFB, TX 78241; or Warner Robins Air Logistics Center, Robins AFB, GA 31093.

Record access procedures:

Requests from individuals should be submitted to the maintenance activity at the Air Logistics Center where employed. Written requests should contain the full name, social security number, address, telephone number, and current assignment within the maintenance activity of the requestor, and should be addressed to Director of Maintenance at: Oklahoma City Air Logistics Center, Tinker AFB, OK 73145; Ogden Air Logistics Center, Hill AFB, UT 84406; Sacramento Air Logistics Center, McClellan AFB, CA 95652; San Antonio Air Logistics Center, Kelly AFB, TX 78214; or Warner Robins Air Logistics Center, Robins AFB, GA 31093. Request may also be made by personal contact between requestor and his/her supervisor within the maintenance activity.

Contesting record procedures:

The Air Force's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned may be obtained from the systems manager.

Record source categories:

Information obtained from Civil Service Commission Standard Form 50 accompanying an employee into a maintenance activity, and from the Civilian Payroll System and Military Payroll System.

Systems exempted from certain provisions of the act:

None

## F06608 SAC A

System name:

06608 SAC A ICBM Maintenance Standardization and Evaluation Program.

System location:

Headquarters Strategic Air Command (SAC), Eighth and Fifteenth Air Force; all SAC missile wings/divisions; 3901 Strategic Missile Evaluation Squadron. Official mailing addresses are in the Department of Defense directory in the Appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Intercontinental Ballistics Missile maintenance personnel assigned to Missile Maintenance, Munitions, Communications, and Civil Engineering who have been designated by local maintenance managers as being in the evaluation program.

Categories of records in the system:

Evaluation records on technical proficiency, including manual and automated summaries of task performance. Administrative records of Evaluation Review Panels, including comments on substandard task performance, required corrective action or training, and follow-up actions.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To record individuals maintenance task performance results. This information is used by SAC to determine, rate, and evaluate individual maintenance performance as it contributes to the unit maintenance effort.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, card files, computer magnetic tapes, and computer paper print-outs.

Retrievability:

Filed and retrieved by name, team number, team type, date.

Safeguards:

Records are accessed by person(s) in performance of official duties. Records are stored in locked rooms or cabinets. Records are controlled by computer system software.

Retention and disposal:

Retained on file until superseded, obsolete, or no longer needed for reference. Destroyed when individual permanently leaves duties assigned in evaluation program. Current records may be forwarded to gaining unit if assigned to another SAC unit. Computerized evaluation records are forwarded periodically to 3901 Strategic Missile

Evaluation Squadron. Destroyed by tearing into pieces, shredding, pulping, burning or macerating.

System manager(s) and address:

Director of Missile Maintenance, Headquarters Strategic Air Command, Offutt Air Force Base, Nebraska 68113. Functional Area Managers in addition to Director of Missile Maintenance are: Director of Facilities, Director of Munitions and Director of Communications-Electronics. Field evaluation and statistical analysis of evaluation results are performed by 3901 Strategic Missile Evaluation Squadron, Vandenberg Air Force Base, California 93437. System Managers at installation level are: Chief of Maintenance in Missile Maintenance, Communications, Munitions and Civil Engineering Squadrons.

Notification procedure:

Requests for individuals should be addressed to the system manager of unit to which assigned. Request information by name, grade, and unit of assignment.

Record access procedures:

Individual can obtain access from the system manager of unit to which assigned.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as forms and reports) prepared by or on behalf of the Air Force by boards, committees, panels, auditors, instructors, inspectors, evaluators, and so forth.

Systems exempted from certain provisions of the act:

NONE

F06608 0OJUBJB

System name:

Maintenance Management Information and Control System MMICS

System location:

At all Air Force bases that utilize MMICS.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Individuals assigned to organizations involved in the maintenance of aircraft missiles C-E-M and associated equipment.

Categories of records in the system:

Maintenance personnel records.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to establish and maintain data pertaining to a specific individual assigned to a maintenance organization used by work center supervisors maintenance training and administrative personnel and other members of the chief of maintenance staff to maintain basic data relating to an individual and to monitor the overall manning status of an organization.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on disks or drums.

Retrievability:

Filed by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are controlled by computer system software.

Retention and disposal:

Maintained until purpose has been served or for 1 month whichever is sooner. Then destroyed by tearing into pieces, pulping, burning, shredding, or macerating.

System manager(s) and address:

Non-commissioned officer in charge of the maintenance documentation section at each unit utilizing MMICS.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F06608 0OJUBJC

System name:

Exception Time Accounting (ETA) System (G001A)

System location:

At all Air Force bases that utilize the ETA System.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Individuals assigned to organizations involved in the maintenance of aircraft missiles and associated equipment.

Categories of records in the system:

Master roster records.

Authority for maintenance of the system:

10 US Code 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to provide a breakout of available and non-available man-hours in various categories of the maintenance activity used by work center supervisors administrative personnel and other members of the chief of maintenance staff to establish and maintain man-hour data on individuals assigned to the maintenance organization and to monitor the expenditure of available man-hours.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.

Retrievability:

Filed by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are controlled by computer system software.

Retention and disposal:

Maintained until purpose has been served or for 1 month whichever is sooner.

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of data automation at each installation utilizing the ETA System.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F06711 AFSC A

System name:

06711 AFSC A Equipment Maintenance Management Program (EMMP).

System location:

Aeronautical Systems Division, Computer Center, Wright-Patterson AFB, OH.

Categories of individuals covered by the system:

Military and civilian personnel in Aeronautical Systems Division, Air Force Avionics Laboratory, Air Force Flight Dynamics Laboratory, Air Force Aero Propulsion Laboratory, Air Force Materials Laboratory, Air Force Human Resources Laboratory and Aerospace Medical Research Laboratory at Wright-Patterson AFB having custody of high value precision measurement equipment.

Categories of records in the system:

Equipment maintenance management data on equipment signed out to individuals by equipment item number, model number, date checked out, office symbol, calibration due date, user social security number and name.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by and Executive Order 9397, 22 November 1943, Number System for Accounts Relating to Individual Persons.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Maintain maintenance and management control of high value equipment including issuance, security and storage, and recalibration.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes and computer paper printouts.

Retrievability:

Records may be retrieved by custodian name and social security number or by equipment ID number and manufacturer.

Safeguards:

Computer records are maintained under systems software with password control. Printouts are kept in locked cabinets and desks. Offices and buildings are locked after duty hours.

Retention and disposal:

Printouts are kept up to a two weeks maximum and then destroyed by tearing into pieces.

System manager(s) and address:

Air Force Wright Aeronautical Laboratory, Logistics Office, Assistant for Operations, Wright-Patterson AFB, OH 45433.

Notification procedure:

Requests from individuals should be addressed to the system manager. Requesting individuals will be required to supply full name and office symbol or name of immediate supervisor for telephone requests; full name, driver's license or base ID card for personal visits.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager, telephone area code (513) 255-4522.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individuals and automated systems interface.

Systems exempted from certain provisions of the act:

NONE

F06711 LGYPS A

System name:

Personal Clothing and Equipment Record

System location:

Equipmnent Management Offices at Air Force installations.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Active duty military and reserve air crew personnel.

Categories of records in the system:

Expendable and non-expendable individual personal clothing and equipment records.

Authority for maintenance of the system:

10 United States Code 9832 Property Accountability Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Maintenance of authorized clothing and equipment issued to air crew members. Periodically reviewed by supply personnel and certified by the individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained as paper records and stored in vertical file folders.

Retrievability:

Filed by last name, first initial and last four digits of social security account number.

Safeguards:

Stored in file cabinets in locked rooms.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

The individual is reassigned, original records are transferred to the new installation. The copy retained at the previous station is destroyed after six months. When the individual is discharged, the signed copy of the record is forwarded to the consolidated base personnel office for disposition. The originals are retained by Equipment Management function and destroyed after the turn-in of all equipment by the individual.

Records are then destroyed by tearing into pieces, shredding, macerating, pulping or burning.

System manager(s) and address:

Deputy Chief of Staff/Systems and Logistics, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from the individual.

Systems exempted from certain provisions of the act:

NONE

F06711 0OJUBJA

System name:

Tool Kit Control Card

System location:

At Air Force installations only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At Air National Guard activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At Air Force Reserve units. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Individuals assigned tool kits at US Air Force National Guard Bureau, AF Reserve (AFRES) Locations

Categories of records in the system:

Tool kit control card.

Authority for maintenance of the system:

10 US Code 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Insures identification of personnel who has responsibility of safe guarding an individual tool kit. Category of user is USAF supply organizations, National Guard Bureau supply activities, and AFRES supply activities.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by other identification number or system identifier.

Conventional numerical sequence by tool kit number.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Tool issue center office chief.

Chief of Air Force Reserve, Headquarters United States Air Force.

Deputy Chief of Staff/Systems and Logistics, Headquarters United States Air Force.

Director of Air National Guard, Headquarters United States Air Force.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Tool issue center office chief.

**Systems exempted from certain provisions of the act:**

NONE

## F07001 0EACYVA

**System name:**

Accounts Payable Records

**System location:**

At Air National Guard activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At accounting and finance offices at Air Force bases. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At Air Force Reserve units. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

at Air Force components listed in the Department of Defense Directory in the appendix to the Air Force system notice, and some records are stored at the Denver Federal Archives and Record Center, Bldg 48, Denver Federal Center, Denver, CO 80225.

**Categories of individuals covered by the system:**

Individuals who have monies owing to them by the Air Force or who have performed an official function resulting in a valid debt payable by the Air Force to a third party. Such individuals include, but are not limited to, contractors, military and civilian personnel and their dependents, assignees, trustees, guardians, survivors, claimants having tort or compensation claims against the Air Force for personal injuries or property damage.

**Categories of records in the system:**

Types of records include, but are not limited to, contracts, purchase orders, temporary duty and permanent change of station orders, transportation requests, government bills of lading, tort claims, compensation claims, correspondence with creditors, dependents of military personnel and civilian employees.

**Authority for maintenance of the system:**

31 U.S.C. 492; 31 U.S.C. 82e; 31 U.S.C. 66c; 37 U.S.C. 404; 37 U.S.C. 406.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Records are used to support payments to creditors who may include military personnel and civilian employees, their dependents, survivors, guardians and trustees, contractors, vendors, claimants in tort and compensation claims and assignees. When authorized, records may be disclosed to creditors, dependents, claimants, Air Force and other Department of Defense components, Internal Revenue Service (for tax purposes, including assessments, levy action, employer/employee social security taxes), Air Force Office of Special Investigation and Federal Bureau of Investigation (for investigation of possible criminal violations), Department of Justice (for criminal prosecution, civil litigation and investigation), Social Security Administration and Veterans Administration (for verification of claims and eligibility for benefits administered by such agencies), and state and local authorities (for matters pertaining to taxation, welfare, and criminal and civil litigation within the jurisdiction of such authorities). Records may also be disclosed to the General Accounting Office and the Comptroller General (for audit purposes and for decisions on payments), and to members of the general public pursuant to the Freedom of Information Act.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained in visible file binders/cabinets.
Maintained in card files.
Maintained on computer paper printouts.
Maintained on magnetic cards.
Maintained on roll microfilm.
Maintained on microfiche.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in security file containers/cabinets.
Records are stored in locked cabinets or rooms.
Records are protected by guards.
Records are controlled by personnel screening.
Records are controlled by visitor registers.

**Retention and disposal:**

Retention periods of various types of documents vary from one month to permanent. Some records are destroyed by the Base Accounting and Finance Offices at base level by tearing, shredding, pulping, macerating, or burning; others are retired to the Denver Federal Archives and Record Center and destroyed after varying retention periods by sale to salvage paper companies for shredding.

**System manager(s) and address:**

Comptroller of the Air Force, Headquarters United States Air Force.

Director, Accounting and Finance, United States Air Force (USAF). Accounting and Finance Officers at Air Force installations.

**Notification procedure:**

Information as to whether the record system contains information on an individual may be obtained from AFAFC/RMAD, Denver, CO 80279. Telephone area code 303/825-1161 ext 6341. Information pertaining to geographically dispersed elements of the record system may be obtained from documentation managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force system notice. The requester should be able to provide sufficient proof of identity, such as name, social security number, service number, military status, duty station or place of employment, or other information verifiable from the record itself.

**Record access procedures:**

Requests from individuals should be addressed to AFAFC/RMAD, Denver, CO 80279. Telephone area code 303/825-1161 ext. 6341. Information pertaining to geographically dispersed elements of the record system may be obtained from documentation managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force system notice. The requester should be able to provide sufficient proof of identity, such as name, social security number, service number, military status, duty station or place of employment, or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Sources include, but are not limited to,
Information obtained from automated system interfaces.
Information obtained from a corporation.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth. contractors, vendors, claimants, trustees, assignees, Air Force and other Department of Defense components, carriers, General Accounting Office; Comptroller General; and Veterans Administration.

Systems exempted from certain provisions of the act:

NONE

F07503 AA A

System name:

07503 AA A Office, Secretary of Air Force Travel Files

System location:

Office of the Secretary of the Air Force, Washington DC 20330.

Categories of individuals covered by the system:

Military, civilian, statutory, Congressional and others sponsored by Secretaries of Air Force and/or Defense.

Categories of records in the system:

Travel orders and transportation authorizations, paying agent orders, passport information, and travel vouchers.

Authority for maintenance of the system:

44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide reference in response to individual and/or offices requests for actual purposes of travel, costs and records utilized for future planning. Copies of orders on file in Director of Administration, Headquarters U. S. Air Force, Washington DC 20330, for record of authentication. Copies of paying agent orders on file Director of Administration, Headquarters U. S. Air Force Washington DC 20330 for record of payments. Travel on file at US Air Force Accounting and Finance Center, Denver CO record of Air Force expenses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders/ note books/binders/card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms. Access controlled by assistant manager and restricted to authorized personnel.

Retention and disposal:

Records on currently assigned personnel are retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed. Transportation authorization and Invitational orders are retained in office files for one year after annual cutoff then destroyed. Paying agent orders are retained in office files for two years after annual cut-off, then destoyed. Records contained in this system are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Administrative Assistant to the Secretary of the Air Force, the Pentagon, Washington DC 20330.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Air Force channels from agencies and individuals requesting Air Force travel.

Systems exempted from certain provisions of the act:

NONE

F075031LGTT A

System name:

075031LGTT A Personal Property Movement Records

System location:

Traffic Management Office or Air Force controlled Joint Personal Property Shipping Offices at Air Force Activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Persons who shippped personal property through an Air Force controlled activity.

Categories of records in the system:

Application, orders, inventory, Government Bill of Lading, Certificates of Approval or Disapproval, Power of Attorney, carrier and/or contractor documentation, Inspection Report, and Counseling Checklist.

Authority for maintenance of the system:

10 USC 33.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Determination of shipment eligibility and lawful entitlements by the Traffic Management Officer. Basis for expenditure of public funds and contracts with commercial carriers. Releasable to auditors, accounting and finance, and other government services.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are stored in locked cabinets or rooms. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files for three years after annual cutoff; transferred to Regional Federal Records Center for indefinite retention.

System manager(s) and address:

Deputy Chief of Staff, Systems and Logistics, Headquarters United States Air Force, Washington DC 20330.

Notification procedure:

Request from individual should be addressed to the systems manager. Include Individual's name, service, Social Security Number, type of shipment, origin, destination, and the date of application. Any means of positive identification is acceptable.

Record access procedures:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Government Inspector's Quality Control Report. Information also obtained from the individual.

Systems exempted from certain provisions of the act:

NONE

F0750310OJUBJH

System name:

Household Goods Nontemporary Storage Accounts System (NOTEMPS)

System location:

At all Air Force bases having personal property responsibility.

Categories of individuals covered by the system:

All active duty military personnel.
Air Force civilian employees.
Retired Air Force military personnel.

Dependents of military personnel.

**Categories of records in the system:**

Applications for storage, travel orders, substantiating documents

**Authority for maintenance of the system:**

10 US CODE 133.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Assist in managing, controlling and payment of contractors for services rendered for storage services. Users are base level traffic management offices (TMO), finance offices (AFO) and local commercial contractors. Information used by TMO to maintain, identify lots, determine excess cost and perform payment actions for storage accounts. AFO will use information to process invoices for payment. Contractors will use data to verify and certify invoices for payment for services rendered against individual storage lots.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained in card files.
Maintained on computer magnetic tapes.
Maintained on disks or drums.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by other identification number or system identifier.
Conventional indices required to retrieve records.

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.
Records are controlled by personnel screening.

**Retention and disposal:**

Rule 7 Retain in office files for 2 years, transfer to staging area for 1 year and destroy by tearing, shredding, pulping, macerating or burning. Rule 8 Destroy after 6 months by tearing, shredding, pulping, macerating, or burning. Rule 11 Retain in office files for 2 years and destroy by tearing, shredding, pulping, macerating, or burning. Rule 12 Destroy after 6 months by tearing, shredding, pulping, macerating, or burning. Rule 14 Retain in office files for 2 years and transfer to staging area for 1 year then destroy by tearing, shredding, pulping, macerating or burning. Rule 16 Retain in office files for 2 years then transfer to staging area for 1 year and then destroy by tearing, shredding, pulping, macerating or burning.

**System manager(s) and address:**

Deputy Chief of Staff, Systems and Logistics, Headquarters United States Air Force, Washington DC 20330.

**Notification procedure:**

Individual requests should be addressed to the systems manager. Base traffic management offices contain individual record data. Visits must provide name, grade, SSAN and identification card.

**Record access procedures:**

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information from individuals, applications for storage of household goods, travel orders, and substantiating documents.

**Systems exempted from certain provisions of the act:**

NONE

## F07601 MAC A

**System name:**

07601 MAC A Passenger Reservation and Movement System.

**System location:**

Headquarters Military Airlift Command (MAC), Scott AFB, Illinois; Aerial Ports of Embarkation and Debarkation, military airfields or installations (all Services), certificated air carriers at civil (commercial) airports, and any activity or agency responsible for initiating or receiving a request for the movement of personnel and their baggage; manifesting, tracing and billing actions; and statistical data collection. Official mailing addresses are in the Department of Defense directory or the current United States Government manual. Commercial air carrier addresses are listed in the Official Airlines Guide.

**Categories of individuals covered by the system:**

Military, civilian, statutory, congressional and others sponsored by the Secretary of Defense or Military Service Secretaries. The Executive Office, Executive departments, independent agencies, Legislative Branch and the Judicial Branch.

**Categories of records in the system:**

Travel order, transportation authorizations, and passenger name records. Categories of information in the passenger name record include but are not limited to: name, grade, seats required; reservation identification code (RIC) which is assigned by a requesting activity or individual passengers and is the social security number or other unique identifier; origin, destination, requested travel dates, routing indicator (identifies the activity/installation requesting the reservation), cancellation and type standby codes (identifies the reason the passenger did not depart as scheduled); flight number, departure date and reporting time, and other administrative codings as determined by a Service activity or MAC to facilitate the completion of travel to include baggage tracer and billing actions. The passenger name record is a complete listing of all transportation related administrative actions related to individual passengers.

**Authority for maintenance of the system:**

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Passenger name records are used to prepare aircraft manifests for passenger identification processing and movement on military aircraft, commercial contract (charter) aircraft, and on seats reserved (blocked) on regularly scheduled commercial aircraft at military and civilian airports. Records in this system are also used to: (a) develop billing data to the user Military Services or other organizations; (b) determine passenger movement trends; (c) forecast future travel requirements; and (d) identify, research, and resolve transportation related problems. In addition, records may also be used as the basis of disciplinary action initiated by the requesting activity; and the conduct of official investigations. Records from the system are routinely disclosed to other Federal agencies and offices provided transportation, and to civilian airlines and airports for transportation services.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders, notebooks/ binders, card files, computer paper printouts, computer magnetic tapes, disks, microfiche or rolled microfilm.

**Retrievability:**

Records on this system may be retrieved by any of the following means: by name - RIC (SSN) channel, flight number, movement channel, type transaction, type travel, special passenger category, type standby code, passenger cancellation reason code.

**Safeguards:**

Records are stored in locked cabinets, rooms or buildings. Records are accessed by the custodian and person(s) responsible for servicing the record system in performance of their official duties. Access controlled by the manager and restricted to authorized personnel and, executive software sign on procedures control access to the computer data base.

**Retention and disposal:**

Transportation authorizations and orders are retained in office files for two years after the annual cut-off, then destroyed. Other records in the system are retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed. These records are destroyed by one of the following means: by tearing into pieces, shredding, pulping, macerating, burning, or degaussing in the case of magnetic computer media.

**System manager(s) and address:**

Director of Terminal Operations, Deputy Chief of Staff, Air Transportation, Headquarters Military Airlift Command, Scott AFB, Illinois 62225.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager. Full name, reservation identification code, and movement channel are required for inquiries.

Record access procedures:

Individuals can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from military transportation and personnel activities, individuals requesting air travel or from other agencies designated to arrange air passenger reservations.

Systems exempted from certain provisions of the act:

NONE

F07702 LGTN A

System name:

Motor Vehicle Operators' Records

System location:

Base Drivers Training and Qualification Section.

At Air Force Reserve units. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At Air National Guard activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All military and civilian personnel issued a United States Government Motor Vehicle Operator's Identification Card.

Categories of records in the system:

Application, test results, medical evaluation, accident history, traffic citations and driver awards.

Authority for maintenance of the system:

Title 10 United States Code 133

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Determination of operator eligibility by Vehicle Operations Officer. Used as basis for issue of a Government motor vehicle operator's identification card. Releasable to Safety and Law Enforcement authorities for investigation and possible criminal prosecution or civil court action.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are stored in locked cabinets or rooms.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until discharge, separation, or reassignment of the individual, then returned to servicing consolidated base personnel office for destruction by tearing, shredding, pulping, macerating or burning.

System manager(s) and address:

Deputy Chief of Staff, Systems and Logistics, Headquarters United States Air Force, Washington DC 20330.

Notification procedure:

Request should be addressed to the systems manager.

Record access procedures:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Information obtained from police and investigating officers.

Information obtained from the bureau of motor vehicles.

Information obtained from a state or local government.

Information obtained from witnesses.

Department of Transportation.

Systems exempted from certain provisions of the act:

NONE

F08001 0HMASIS

System name:

Research and Development Planning and Programming Records

System location:

Headquarters, Air Force Systems Command (AFSC), Andrews AFB, Washington, DC 20334. AFSC Laboratories. Aerospace Medical Division (AMD), Brooks AFB, Texas 78235. Civil Engineering Center (AFCEC), Tyndall AFB, Florida 32401. Air Force Armament Laboratory (AFATL), Eglin AFB, Florida 32542. Washington National Records Center, Washington D.C. 20409, for retired files.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

AFSC Contracting Officers, European Office Aerospace Research and Development Technical Officers; AFSC work monitors, investigators of contractual or in-house work, authors of technical reports and publications of contractual or in-house work.

Categories of records in the system:

Management and Scientific Information System (MASIS); Identification data on project planning and budgeting; unsolicited research proposals; contracts, grants, in-house work; publications, technical reports, and products.

Authority for maintenance of the system:

U.S.C. 133; and 10 U.S.C. 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The system provides data on Research, Development, Test and Evaluation (RDT&E) that is planned, proposed, monitored, or performed by MASIS reporting activities. Information in the system is collected to satisfy Air Force RDT&E reporting require- ments to the Director of Defense Research and Engineering via the Defense Docu- mentation Center's Work Unit Information System and the Research and Development Planning Summary. The system also provides a centralized system for management and scientific information related to the reporting activity's program. It is used by Headquarters AFSC staff and field activities for internal management purposes and as means to answer varieties of inquiries from the Department of Defense, other Government Agencies, Congress, or the scientific community at large.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.

Maintained on disks or drums.

Retrievability:

Information is accessed and retrieved through a multiple number of data elements, including names and individual code identifiers maintained on computer indices. Indices are not required to retrieve records from the system.

Safeguards:

A Product Control Number issued by a focal point is necessary to gain entry to the record system. Access is authorized to all elements of AFSC Staff and all reporting activities.

Records are stored in locked cabinets or rooms.

Records are stored in safes.

Retention and disposal:

Records are to be maintained permanently; retired to Washington National Records Center Washington D.C. 20408, 2 years after termination or completion of effort.

System manager(s) and address:

Director of Science and Technology/Headquarters, Air Force Systems Command; Commanders/AFSC Laboratories; Commander/AMD; Commander/AFCES; and Commander/AFATL.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Information required from the individual to determine if the system contains a record about him or her is their full name. For personal

visits, requester should provide full name, drivers license, or other proof of identity.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from AFSC Laboratories, AMD, AFCEC, and AFATL.

**Systems exempted from certain provisions of the act:**

NONE

**F08002 0JMPLSA**

**System name:**

Research and Development (R&D) Projects Records.

**System location:**

At Officer Training School (OTS) United States Air Force, Lackland Air Force Base, TX 78236.

**Categories of individuals covered by the system:**

Pilot candidates prior to T-41 flight screening program.

**Categories of records in the system:**

Experimental psychological psychomotor medical results.

**Authority for maintenance of the system:**

44 USC 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Develop new ground-based system for pilot candidate selection.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained in card files.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by other identification number or system identifier.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Deputy Chief of Staff, Research and Development, Headquarters United States Air Force Washington, D. C. 20330.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

None.

**F08003 OBXQPCA**

**System name:**

08003 OBXQPCA Minnesota Multiphase Personality Inventory Research Program

**System location:**

United States Air Force Academy, USAF Academy CO 80840.

**Categories of individuals covered by the system:**

Air Force Academy and Preparatory School cadets

**Categories of records in the system:**

Personality tests results, group data analyses.

**Authority for maintenance of the system:**

10USC903

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose of System: Used in research analyses concerning relationships, personality and personality and performance. Category of User: Superintendent and Academy Board. Specific Use: Used in a research manner to evaluate personality variables on cadet performance.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained on computer magnetic tapes, computer paper printouts and magnetic cards.

**Retrievability:**

Cadet Number

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Dean of Faculty at United States Air Force Academy, Co 80205

**Notification procedure:**

Requests from individuals should be addressed to the System Manager.

**Record access procedures:**

The individual can obtain assistance in gaining access from the System Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Individual.

**Systems exempted from certain provisions of the act:**

NONE

**F08003 0HCNBCA**

**System name:**

08003 0HCNBCA Aeromedical Research Data.

**System location:**

Aerospace Medical Division(AMD) Brooks Air Force Base, TX 78235.

**Categories of individuals covered by the system:**

Personnel receiving medical evaluations from Department of Defense medical facilities. Participants in epidemiologic studies sponsored by agencies of the Department of Defense, Federal Aviation Administration, Veterans Administration, The National Institute of Health, National Research Council, and Occupational Safety and Health Administration.

**Categories of records in the system:**

Medical evaluations, Demographic and mortality data.

**Authority for maintenance of the system:**

10 US Code 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Individually identifiable records are used by medical authorities and consultants of the Department of Defense and Federal Aviation Administration to determine that individual's fitness for duty. Data on foreign personnel are used by the corresponding authority in that

individuals country to determine his fitness for duty. An individual's record is used by medical personnel to deliver medical care to that patient. Aeromedical research data are used by scientists working with agencies of the Department of Defense, Federal Aviation Administration, Veterans Administration, The National Institute of Health, National Research Council, and Occupational Safety and Health Administration to determine medical criteria for duty, and to develop methods to prevent disease and disability.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in microfilm jackets, in paper files, on analog and digital magnetic tape, and on disks.

Retrievability:

Filed by Name, by Social Security Number (SSAN), by other identification numbers and patient characteristics. by Social Secuirty Number *SSN*,

Safeguards:

Computerized patient records retrievablle from remote terminals are protected from unauthorized access or alteration by a data management system which requires a password for allowing access to the authorized subset of data. When appropriate for research purposes, the data base management system permits scientists to examinpatient records without revealing the unique patient identifiers. All of the data is accessed only by the custodian of the record system, and released only to medical personnel and scientists who are properly screened and cleared for need to know.

Retention and disposal:

Destroy paper and microfilm files when no longer needed or after 25 years by tearing, shredding, pulping, macerating or burning. Magnetically stored date is destroyed by erasure.

System manager(s) and address:

Commander Aerospace Medical Division, Brooks Air Force Base, TX 78235.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from military personnel records.

Systems exempted from certain provisions of the act:

NONE

F08003 0HMPLSA

System name:

Personnel Research Laboratory Historical Data Base File.

System location:

Air Force Human Resources Laboratory(AFHRL) Lackland Air Force Base, TX 78236.

Categories of individuals covered by the system:

former
Air Force active duty officer personnel.
Air Force active duty enlisted personnel.

Categories of records in the system:

Statistics on military personnel including trends analysis.

Authority for maintenance of the system:

10 US Code 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Research reference file used by U. S. Air Force Military Personnel Center, Air Training Command, and Headquarters U. S. Air Force Washington, DC 20330 specific uses-identify aptitude motivation morale factors.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on microfiche.

Retrievability:

Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander Air Force Human Resources Laboratory.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

AFHRL-DAD or
Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from military personnel file.

Systems exempted from certain provisions of the act:

NONE

F09503 0JMPLSA

System name:

Sound Recordings.

System location:

At Officer Training School (OTS) United States Air Force (USAF) Lackland Air Force Base, TX 78236

Categories of individuals covered by the system:

Students meeting a faculty board.

Categories of records in the system:

Taped faculty board proceedings.

Authority for maintenance of the system:

44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Reference material for school use in placing, assigning students.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on a recording.

Retrievability:

Filed by Name.
Filed by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff Personnel, Headquarters United States Air Force Washington, D.C. 20330.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Faculty board proceedings and students training record.

**Systems exempted from certain provisions of the act:**

NONE

**F10010 AFCS A**

**System name:**

10010 AFCS A Military Affiliate Radio System (MARS) Member Records.

**System location:**

At Headquarters Air Force Communications Service (AFCS), subordinate headquarters, and Air Force installations. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Force systems notice. At MARS member stations.

**Categories of individuals covered by the system:**

Amateur Radio Operators licensed by United States Air Force (USAF) MARS.

**Categories of records in the system:**

MARS Personnel Action Notification and Registration; MARS Station Questionnaire; Application for Membership in Military Affiliate Radio System. Information includes individuals name, MARS call sign, amateur call sign, mailing address, Federal Communications Commission (FCC) license class, MARS assignment, communications capability, MARS position, military status, and telephone number.

**Authority for maintenance of the system:**

10 USC 8012 Secretary of Air Force, powers and duties; delegation by. Routine uses of records maintained in the delegation by.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To identify MARS members, to describe and update information concerning members, station capability, MARS assignment and position status, to assign call signs and designators, to specify operational parameters and constraints, mailing address, amateur license, telephone number, and responsibilities.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders and/or apperture cards.

**Retrievability:**

Filed by name, by call sign or designator and geographic location.

**Safeguards:**

By authorized personnel in the course of their duties who are properly screened and cleared for need-to-know. Stored in file cabinets.

**Retention and disposal:**

At HQ AFCS, retained until termination of membership or alteration of information and then destroyed by tearing to pieces, shredding, pulping, macerating or burning. At MARS stations, retained in office files until reassignment or termination of membership and then destroyed by tearing to pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Directorate of Systems Evaluation, Deputy Chief of Staff for Operations, HQ AFCS, Scott AFB IL 62225, and Director of Operations at all other levels.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the System Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Appoint MARS officials and Base MARS Directors.

**Systems exempted from certain provisions of the act:**

NONE

**F11001 AJA**

**System name:**

Judge Advocate Personnel Records

**System location:**

At Office of The Judge Advocate General At Headquarters United States Air Force, Washington DC 20330.

**Categories of individuals covered by the system:**

All Air Force active duty judge advocates, Air Force Reserve mobilization augmentees attached to Headquarters USAF, Office of The Judge Advocate General, Air Force civilian attorneys employed in classification series GS-905 and GS-1222, active duty Air Force applicants for Funded Legal Education Program and Excess Leave Program

**Categories of records in the system:**

Educational background, certificate of admission to the bar, career management questionnaire, career objective statement, active duty and reassignment orders, correspondence relating to the individual, Military Personnel Center computer data, classification/on-the-job training actions, Judge Advocate General Reserve Personnel Questionnaire, Headquarters USAF active duty and attachment orders, training reports, authorizations for inactive duty training, civilian personal qualifications statement, notification of personnel actions, statement of good standing before the bar, transcript of law school record, statement of availability for Air Force civilian attorney vacancies, actions by Ad Hoc Selection Committee and Air Force Civilian Attorney Qualifying Committee, Judge Advocate interview, letter of acceptance from an American Bar Association accredited law school, application and agreement, LSDAS report, transcript of all undergraduate and graduate education, letters of recommendation.

**Authority for maintenance of the system:**

10 USC 8072, 10 USC 806, 10 USC 261, 62 Stat. 1014, 5 USC 3301, Executive Order 10577, 10 USC 2004

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Records are used by The Judge Advocate General, Assistant Judge Advocate General, Executive, and Career Management Personnel in evaluating and selecting judge advocates for specific assignments, training, and advanced education; mobilization augmentee records are also used by the Reserve Advisor to The Judge Advocate General, Division Chiefs, Office of The Judge Advocate General in monitoring and evaluating reservists training assignments and in preparing performance evaluations; civilian records are used by the Executive Secretary and members of Ad Hoc and Air Force Civilian Attorney Qualifying Committees in evaluating and selecting civilian attorneys for appointment to Air Force position vacancies and promotions; Funded Legal Education and Excess Leave Program records are used by The Judge Advocate General, Assistant Judge Advocate General, Career Management personnel, and selection board members in monitoring, evaluating and selecting the best qualified applicants for the programs.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders. Maintained in card files.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Judge Advocate Officer Personnel records and Funded Legal Education and Excess Leave Program records are retained in office files for three years after the individual terminates military service, or until no longer needed for reference, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Other records: Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

The Judge Advocate General, Headquarters United States Air Force.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager. Full name and SSAN must be furnished. Visits may be made to HQ USAF/JAEC, Rm 7A251, Forrestal Bldg, Wash, DC

20314. Valid identification card, driver's license or equivalent must be presented.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers. Information obtained from educational institutions. Information obtained from automated system interfaces. Information obtained from a state or local government. Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth. Also from Air Reserve Personnel Center

Systems exempted from certain provisions of the act:

NONE

F11001 IGQ A

System name:

11001 IGQ A Inspector General Records Freedom of Information Act

System location:

Office of the Inspectors General and Base Inspectors

Categories of individuals covered by the system:

All those who have requested information from the Inspectors General or Base Inspectors under the Freedom of Information Act on matters related to the Department of the Air Force.

Categories of records in the system:

Reports, forms, letters, messages, witness statements and miscellaneous documents. Some records are classified.

Authority for maintenance of the system:

5 USC 552

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is collected to insure just, thorough, and timely resolution and response to complaints or queries, and a means of improving morale, welfare, and efficiency of organizations, units, and personnel by providing an outlet for redress. Used by the Inspectors General and Base Inspector in the resolution of complaints and response to queries involving the Department of the Air Force and in some instances the Department of Defense. Used by the correction board for the correction of records. Used by members of Congress and their staffs to conduct research and prepare replies in response to constituent inquiries. Used by commanders and their staffs to resolve issues, take action and provide information where applicable. Used by the General Accounting Office and its officers and employees to conduct audits and other statutory functions. Used by those who request information releasable as a summary, statement of facts, or reply to query considered not exempt. In these cases, requestor should apply to office where complaint was filed.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name and Social Security Number (SSN) and year and office where complaint was filed.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes and locked cabinets or rooms and are controlled by personnel screening.

Retention and disposal:

Retained in files for 5 years then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Inspector General, Headquarters United States Air Force. WASHINGTON D C 30330

Notification procedure:

Request from individuals should be addressed to the office where the complaint or query was filed or to the Base Inspector.

Record access procedures:

Individual can obtain access from the System Manager. Mailing addresses are in the Department of Defense Directory in the Appendix to the Air Force's Systems Notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Records are obtained from the individual requestor, witnesses, complainants, Department of the Air Force organizations, and agencies of Federal, State, or Local Governments, as applicable or appropriate, for processing the case.

Systems exempted from certain provisions of the act:

NONE

F11001 JACA H

System name:

Legal Assistance Administration

System location:

At Headquarters United States Air Force, Washington DC 20330.

At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All active duty military personnel.
Dependents of military personnel.
and Retired military personnel

Categories of records in the system:

Personal Letters and Documents furnished by person seeking advice and legal assistance record

Authority for maintenance of the system:

L0 USC 8072

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records kept to render proper advice for continuing assistance Used by attorney and client with attorney-client relationship to assist in personal legal problems

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

All Legal Assistance Officers

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information furnished by client

Systems exempted from certain provisions of the act:

NONE

F11001 JACL F

System name:

Freedom of Information Act Appeals

System location:

Office of The Judge Advocate General, General Litigation Division,

At Headquarters United States Air Force, Washington DC 20330. JACL

Categories of individuals covered by the system:

All those who have appealed to the Secretary of the Air Force from denials of Freedom of Information Act, 5 USC 552, requests for information or records and those to whom the requested information or records apply

Categories of records in the system:

Letters, memoranda, legal opinions, reports, messages, forms, miscellaneous documents

Authority for maintenance of the system:

5 USC 552

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is collected to evaluate appeals to the Secretary of the Air Force from denials of requests for records or information sought pursuant to the Freedom of Information Act; used by General Litigation Division members in preparing legal opinions and recommendations for the Secretary of the Air Force concerning the determination of appeals brought under the Freedom of Information Act; used by the Department of Justice in litigation; used by the Air Force Audit Agency to conduct audits; used by members of Congress and members of their staffs for the resolution of constituent inquiries; used by Air Force agencies to provide guidelines and precedents

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Retired records accessed through JACL office.

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are controlled by personnel screening.

Retention and disposal:

Retained in Office files for two years, then transferred to the General Services Administration where they will be destroyed after three additional years by tearing into pieces, shredding, pulping, macerating, or burning

System manager(s) and address:

The Judge Advocate General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Requesters must submit the following information: Name, Grade (if applicable); requester may visit the Office of The Judge Advocate General, General Litigation Division, Room 7H021, Forrestal Building, Washington, DC, Requester must present valid identification card or Driver's License

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from police and investigating officers.

Information obtained from medical institutions.

Information obtained from an international organization.

Information obtained from witnesses.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

## F11001 JAG A

System name:

11001 JAG A Litigation Records (Except Patents).

System location:

At Headquarters United States Air Force, Washington, DC 20330. At Headquarters of Major Commands and all levels down to and including Air Force installations worldwide. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All individuals who have brought suit against, or been involved in litigation with, the United States or its officers or employees concerning matters related to the Department of the Air Force; or persons against whom litigation has been filed under 28 USC 134b, 46 USC 741-52, 4781-90, 31 USC 71, 951-3, 42 USC 2651-3.

Categories of records in the system:

Pleadings, motions, interrogatories, orders, letters, messages, forms, reports, surveys, contracts, bids, photographs, legal opinions, answers, complaints, memoranda; personnel, finance, medical, business records; audits, summons, English translations of foreign documents, other evidentiary material, court orders and rulings; other documents including but not limited to: Environmental Impact Statements, contract determinations, witness statements, law enforcement agency investigative reports, administrative reports, engineering and technical reports and surveys; some records may be security classified.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by. Routine uses of records maintained in the delegation by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by USAF personnel tasked with supervisory and reporting responsibilities in connection with civil litigation; to enable the United States and its officers, employees, members, and parties to the litigation upon which suits at law can be prosecuted or defended in civil domestic or foreign litigation; used by Department of Justice and its officers and employees in the actual litigation of cases involving matters concerning the Department of the Air Force and in some instances the Department of Defense; 9to provide to Congress information upon which a reply to 9Congressional inquiries can be made; used by the Veteran's Administration and its officers and employees to adjudicate claims; to obtain from the Surgeon General and the military 9and civilian medical consultants thereto medical opinions 9upon which litigation decisions can be made by The Judge Advocate General and the Department of Justice; to provide information to the Court of Claims on legislative referral of private relief bills; used by law enforcement agencies, such as the Federal Bureau of Investigation, and their officers and employees in the conduct of background investigations and criminal investigations; used by the Air Force Audit Agency in conducting audits; used by the Board for 9the Correct of Military Records; used by the Air Force Accounting and Finance Center and its officers and employees 9for the adjudication of claims; when the Department of 9Defense or a military department is involved, civil liti9gation files are provided to any agency of the Department of Defense having a need for such files; provide litigation files to the legal staffs of the armed forces for the purpose 9of training of legal, paralegal and administrative personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by name of litigant and year of litigation.

Safeguards:

Records are accessed by authorized personnel in the course of their duties. Records are stored in locked containers or rooms and controlled by personnel screening.

Retention and disposal:

Files at the Claims Tort Litigation Division, Office of the Judge Advocate General, HQ USAF, are retired permanently at Washington National Records center, Washington, DC 2040, other levels destroy after two years upon completion of agency action; destroy after two years if files under 42 USC 2651-3. Destroy by tearing into pieces, shredding, macerating, pulping, or burning. Other records are retained in office files for two years after annual cut-off, then retired

to Washington National Records Center, Washington, DC 2040, for permanent retention.

System manager(s) and address:

The Judge Advocate General, Headquarters United States Air Force, Washington DC 20330. Subsystems Managers are the Staff Judge Advocate at concerned subordinate command or installation for foreign civil litigation records.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager or Subsystems Manager as appropriate.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager or Subsystems Manager as appropriate.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Court records, correspondence initiated by parties to litigation, reports prepared by or on behalf of the Air Force, reports of Federal, state, local or foreign government agencies and information obtained from the individual.

Systems exempted from certain provisions of the act:

NONE

F11001 SAFPC A

System name:

Air Force Discharge Review Board Voting Cards

System location:

At Office of the Secretary of the Air Force, Washington DC 20330.

Categories of individuals covered by the system:

Former Air Force Personnel who submit applications for review of discharge/ separation/dismissal.

Categories of records in the system:

Voting cards.

Authority for maintenance of the system:

10 United States Code 1553 - Review of Discharge or Dismissal

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Air Force Discharge Review Board to record votes of board members on indidividual cases.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for fifteen years from latest hearing and then destroyed by burning or shredding.

System manager(s) and address:

Director, Secretary of the Air Force Personnel Council, Washington, D.C. 20330.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Written requests should contain the full name, service number and social security account number of the requestor. Personal visits may be made to room 920, Commonwealth Building, 1300 Wilson Blvd, Arlington, VA. Personal visitors must supply full name service number, social security account number and some form of identification such as driver's license, credit cards, etc.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual's military personnel record.

Systems exempted from certain provisions of the act:

NONE

F11001 SAFPC B

System name:

Air Force Discharge Review Board Case Control/Locator Cards

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

Categories of individuals covered by the system:

Former Air Force Personnel who submit applications for review of discharge/ separation/dismissal.

Categories of records in the system:

Case control/locator cards.

Authority for maintenance of the system:

10 United States Code 1553 - Review of Discharge or Dismissal.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by personnel at the Air Force Military Personnel Center who are responsible for servicing the Air Force Discharge Review Board to keep track of cases and to record the daily activity relating to each case.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are controlled by personnel screening.

Retention and disposal:

Retained permanently at the Air Force Military Personnel Center.

System manager(s) and address:

Director, Secretary of the Air Force Personnel Council, Washington, D.C. 20330.

Notification procedure:

Written requests should be addressed to: AFMPC/DPMDRAl Randolph AFB, TX 78148. Such requests should contain individual's full name, service number and social security account number. Personal visits may be made to to the Air Force Military Personnel Center, Systems Management Division, Randolph AFB, Texas. Personal visitors must supply their full name, service number, social security account number and provide some form of identification such as driver's license, credit cards, etc.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual's application form and military personnel record.

Systems exempted from certain provisions of the act:

NONE

F11001 0EACYVA

System name:

Legal Administration Records of the Staff Judge Advocate

System location:

At Air Force Accounting and Finance Center, Denver CO 80279.

Categories of individuals covered by the system:

Air Force active duty officer personnel.
Air Force active duty enlisted personnel.
Air Force civilian employees.
Former Air Force civilian employees.
Air Force Reserve personnel.
Air National Guard personnel.
Retired Air Force military personnel.
Retired Air Force general officers.
Dependents of military personnel.
Air Force Academy cadets.

Categories of records in the system:

Legal opinions and supporting documents including, but not limited to, opinions on losses of Air Force funds; reports of survey on loss or damage of Air Force equipment, remission of indebtedness of active duty Air Force members; waiver of claims of the United States arising out of erroneous payments of pay and allowances; legal assistance; garnishment of wages of active duty, reserve and retired pay of Air Force military and civilian personnel; Freedom of Information Act and Privacy Act interpretations and opinions; and correspondence relating to the above subjects with other Air Force and Department of Defense components, United States attorneys, attorneys, Air Force Officers and members (and dependents thereof), former spouses of Air Force Officers and members, and federal, state and local agencies, including, but not limited to, the Federal Bureau of Investigation (F.B.I.), Internal Revenue Service, Social Security Administration, and state and local welfare agencies.

Authority for maintenance of the system:

37 U.S.C. 101 et seq; 31 U.S.C. 95a; 31 U.S.C. 492a-c; 40 U.S.C. 721-729; 39 U.S.C. 712; 5 U.S.C. 5512; 37 U.S.C. 1007; 31 U.S.C. 82a-1; 10 U.S.C. 9832; 10 U.S.C. 9835; 32 U.S.C. 710; 5 U.S.C. 552 and 552a; 10 U.S.C. 9837(d), 10 U.S.C. 2774; 32 U.S.C. 716; 5 U.S.C. 5584.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used to review and make recommendations in cases including but not limited to cases involving losses of funds; reports of survey; remission and waiver of indebtedness; garnishment of pay; Freedom of Information and Privacy Acts; and legal assistance. Users of the record system include, but are not limited to, the Air Force Accounting and Finance Center (AFAFC) ; other Air Force and Department of Defense (DoD) components; individual Air Force Officers and members and their dependents, former spouses of Air Force Officers and members; attorneys; United States attorneys; Internal Revenue Service; Social Security Administration and state and local agencies. All users of the record system use information from the record system to obtain information, advice and recommendations in the areas of losses of Air Force funds, reports of survey, remission and waiver of indebtedness, garnishment of pay, and Freedom of Information and Privacy Acts. Information is provided in appropriate cases to law enforcement agencies, such as the F.B.I., Internal Revenue Service, Social Security Administration and Office of Special Investigations, Department of the Air Force (OSI), for investigation and possible criminal prosecution, civil action or regulatory process. Disclosure of legal assistance records is limited in accordance with the attorney-client privilege. Disclosures made pursuant to the Freedom of Information Act. Disclosures to the Department of Justice for criminal prosecution, civil litigation or investigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in visible file binders/cabinets.
Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in security file containers/cabinets.
Records are protected by guards.
Records are controlled by personnel screening.
Records are controlled by visitor registers.

Retention and disposal:

Records are maintained at office of Staff Judge Advocate, Air Force Accounting and Finance Center (AFAFC/JA) for two years, or whenever their purpose has been served, whichever is later, and then destroyed by tearing or shredding. Significant cases involving legal opinions establishing precedent are transferred to subject files after two years and retained indefinitely.

System manager(s) and address:

The Staff Judge Advocate, United States Air Force; Staff Judge Advocate, Air Force Accounting and Finance Center.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/RMAD Denver Co 80279 telephone: area code 303/ 825-1161, ext. 6341. The requester should be able to provide sufficient proof of identity, such as name, social security number, military status, duty station or place of employment, or other information verifiable in the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/RMAD Denver Co 80279 telephone: area code 303/ 825-1161, ext. 6341. The requester should be able to provide sufficient proof of identity, such as name, social security number, military status or place of employment, or other information verifiable in the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers.
Information obtained from financial institutions.
Information obtained from educational institutions.
Information obtained from police and investigating officers.
Information obtained from a state or local government.
Information obtained from witnesses.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Information from other DoD components; information from other federal agencies, including, but not limited to, the F.B.I., Internal Revenue Service, Social Security Administration, Veterans Administration; applications by and correspondence with active duty, reserve and retired Air Force personnel and their dependents, former spouses, and guardians, applications by and correspondence with Air Force current and former civilian employees, their dependents, spouses, and guardians; correspondence with attorneys, records of courts-martial, interfaces with other record systems maintained at AFAFC, and correspondence with United States attorneys and attorneys.

Systems exempted from certain provisions of the act:

NONE

## F11001AJACI A

System name:

USAF Foreign Criminal Jurisdiction cases.

System location:

At Headquarters United States Air Force, Washington DC 20330.

Also at headquarters of major commands and at all levels of command in overseas areas down to and including Air Force installations.

Categories of individuals covered by the system:

All those USAF personnel, US nationals employed by the USAF, and dependents of the foregoing who become involved with foreign law enforcement authorities or who are subject to trial in foreign courts for serious criminal offenses.

Categories of records in the system:

Serious incident reports, security police blotters, summons, indictments, reports of investigations, judgments and other court orders, English translations of foreign documents, trial observer reports, status reports, prison visitation and confinement reports, congressional and other official inquiries, requests for counsel or bail, official correspondence pertaining to the case, and other documents, messages, memos or materials related to the case

Authority for maintenance of the system:

10 USC 8012, 44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by USAF personnel tasked with the supervision of foreign criminal jurisdiction cases; used in preparation of statistical and other reports; in answering inquiries from the President, Congress, the Department of Defense, the individual involved and members of his family; in trials by courts-martial and administrative or other personnel actions when information in the files is germane to the proceedings; by USAF commanders and personnel officials in making duty and assignment decisions; by the Board for the Correction of Military Records and the Veteran's Administration when pertinent to the matters before them; and when there is evidence of violations of international agreements or the unfair treatment of the accused individuals at the hands of foreign authorities, it is used by the Office of the Secretary of Defense and Diplomatic missions for preparing the appropriate response or protest

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in safes.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for two years after annual cut-off, then retired to Washington National Records Center, Washington DC 20409, for permanent retention.

System manager(s) and address:

Chief, International Law Division, Office of The Judge Advocate General, Forrestal Building, Washington, DC 20314 or Staff Judge Advocate of the Concerned Subordinate Command or Installation

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Furnish full name, SSAN, Year and Country of involvement. Visit may be made to AF/JACI, Forrestal Bldg,Wash,D 20314.Valid identification card, driver's license or equivalent must be presented.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers.

Information obtained from financial institutions.

Also from persons filing reports, foreign law enforcement authorities and judicial officials, the individual, his personnel record and other official sources

Systems exempted from certain provisions of the act:

NONE

F11001X0MUHHZA

System name:

Reserve Judge Advocate Training Report

System location:

Headquarters, Air Force Reserve (AFRES), Robins Air Force Base, GA 31098

Categories of individuals covered by the system:

Air Force Reserve Judge Advocates (JAGS)

Categories of records in the system:

Information pertaining to individual training

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide Air Force Reserve Staff Judge Advocate Training File on all Reserve JAGS

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Staff Judge Advocate Air Force Reserve Robins Air Force Base GA 31098

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from educational institutions.

Information from State Bar Association. Information from individual.

Systems exempted from certain provisions of the act:

NONE

F11002 AJACP

System name:

Invention, Patent Application and Patent Application Secutiry, and Patent Files

System location:

At Headquarters United States Air Force, Washington DC 20330. At HQUSAF /JACPD Wright-Patterson Air Force Base, Ohio 45433; at HQUSAF/JACPB, 424 Trapelo Road, Waltham, MA 02154

Categories of individuals covered by the system:

All military and civilian government inventors who have submitted an invention to the Air Force Patent Processing or for a determination of government rights; all applicants for U.S. Patents; all Air Force contractor inventors; all non-government inventors who have submitted an invention to the Air Force for an evaluation toward patent processing at Air Force expense.

Categories of records in the system:

Correspondence, invention disclosures, search reports, drawings, technical literature, patents, technical reports, photographs, patent applications, patented files and the papers relating thereto including licenses, assignments, declaration, power of attorney, amendments, patent office actions, notices of appeal, appeal briefs, examiner's answer, declaration of interferences, interference motions, among others; determination of rights, forms, secrecy orders, notices of recision, memoranda, legal opinions; security reviews, petitions to modify secrecy orders, petitions for foreign filing, petitions for rescinding secrecy orders, modifications of secrecy orders, foreign patent applications and related papers, permits, forms, rescinding orders. Some records under military classification.

Authority for maintenance of the system:

35 USC 181-185, Executive Orders 10096 and 10930, 5 USC 4502, 10 USC 1124, Department of Defense Directive 5535.2 of September 1966, Mutual Security Act of 1954, NATO Agreement January 12, 1961, 12 UST 43, TIAS 4672, 394 UNTS 3

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to support the filing and prosecution by the Air Force of Patent Applications on inventions disclosed by military and civilian personnel as well as subject inventions reported by contractors under Air Force research and development contracts for obtaining government patent protection; to permit the determination of the government rights and employee rights in employee inventions; to document and record the patent rights of the government obtained as a result of the Air Force contracting and patent prosecution effort; to enable the Air Force to administer Patent Secrecy Act; used by the

Air Force and the Commissioner of Patents in determination of rights; by the Air Force to evaluate inventions and patent inventions most important to the Air Force mission; by General Accounting Office and its officers and employees to conduct audits and other statutory functions; by the Air Force to recommend government employee invention and patent awards to their local incentive award boards; by the Air Force to document and record government patent rights; by the Federal Council for Science and Technology as statistical data for an annual report on government patent policy; by Air Force, Armed Services Advisory Board, and Commissioner of Patents to adminster Patent Secrecy Act.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Retrievable by name of inventor, title of invention, invention number, serial number of U.S. patent application.

**Safeguards:**

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets. Records are stored in safes. Records are controlled by personnel screening.

**Retention and disposal:**

Invention disclosures retained in office files for five years after evaluation completed, then retired to to Washington National Records Center, Washington, DC 20409, for retention up to 15 years thereafter, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Patent application and patented files retained in office files for three years after cases abandoned or after issued into a patent, then retired to Washington National Records Center, Washington, DC 20409, for retention up to 17 years thereafter, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Licenses and assignments retained in office files for 20 years after executed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Security records on patent applications are retained in office files for three years after secrecy orders rescinded, then retired to Washington National Records Center, Washington, DC 20409, for retention up to 9 years, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

The Judge Advocate General, Headquarters United States Air Force.

**Notification procedure:**

Chief Patents Division, Office of The Judge Advocate General, JACP; individual requesting information from records should supply full name, title of invention, Air Force invention number, if known, and serial number of U.S. Patent Application; requesting individual may visit Patents Division, Office of The Judge Advocate General, Forrestal Bldg., Wash., DC to obtain information about this records system; upon visit individual must present verification of identity as inventor of the invention, or invention covered by the patent application, about which information is requested, including full name, driver's license or other photo identity card.

**Record access procedures:**

Individual can obtain assistance in gaining access from Chief, Patents Division, Office of The Judge Advocate General, JACP, Washington, DC 20314.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information from inventors; Air Force and government technical personnel; other government departments and agencies; Air Force contractors; U.S. Patent Office; the work product of Air Force Patents Division, JACP, JACPD, JACPB; security reviews conducted by Department of Air Force personnel having military classification authority; owners of patent applications; foreign governments; armed services Patent Advisory Board; and Air Force Foreign Intelligence Personnel.

**Systems exempted from certain provisions of the act:**

NONE

## F11002 JACP C

**System name:**

11002 JACP C Patent Infringement and Litigation Records

**System location:**

Headquarters United States Air Force, Washington DC 20330. Office of The Judge Advocate General Patents Division JACPI at AF/JACPI Wright-Patterson Air Force Base, Dayton, OH 45433

**Categories of individuals covered by the system:**

All claimants or petitioners who have alleged unlicensed use of their patents by the Air Force or who have brought suit against the United States concerning patent, trademark or copyright matters related to the Department of the Air Force.

**Categories of records in the system:**

Letters; messages; forms; reports; contracts; bids; photographs; legal opinions; petitions; answers; discovery documents; memoranda; infringement studies; validity studies; procurement information; license agreements; other documents including but not limited to: contract determinations, witness statements, and engineering and technical reports. Some records are under military classification.

**Authority for maintenance of the system:**

10 USC 2386; 28 USC 1498; 35 USC 183

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose of the collection of information is to enable the United States and its officers and employees to investigate claims and/or defend the legal interests of the United States because of claims for compensation and litigation involving patents, trademarks and copyrights. Used by the Department of Justice and its officers and employees in the litigation of cases involving patent or copyright matters concerning the Department of the Air Force and in some instances the Department of Defense. Used by by the Department of the Air Force, its officers and employees to resolve claims for compensation involving patent, trademark or copyright matters. Used by other Government Departments and agencies, such as the Departments of the Army, Navy, and Defense, to resolve claims for compensation involving patent, trademark, or copyright matters. Used in research for preparation of Air Force replies in response to Congressional inquiries.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Retrievable by name of claimant or litigant

**Safeguards:**

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets/ safes and controlled by personnel screening.

**Retention and disposal:**

Retained in office files for three years after end of year in which the case was closed, then retired to Washington National Records Center, Washington, D.C. 20409, for retention up to twelve years thereafter, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

The Judge Advocate General, Headquarters United States Air Force.

**Notification procedure:**

Requests from individuals should be addressed to the System Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the System Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information received from the individual, contractors, other government agencies, and individual corporations (non-contractors). Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F11101 AJAJM

System name:

Court-Martial and Article 15 Records

System location:

At Headquarters United States Air Force, Washington DC 20330. At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. At National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. At Washington National Records Center, Washington DC 20409. At headquarters of the United States Air Force, major commands and major subordinate commands. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All persons subject to the Uniform Code of Military Justice (UCMJ) (10 USC 802) who are tried by court-martial or upon whom Article 15 punishment is imposed.

Categories of records in the system:

Records of trial by court-martial and records of Article 15 punishment

Authority for maintenance of the system:

10 USC 815(g), 854, 865

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records of trial by court-martial are used for review by the convening authority, Military Appellate Courts, The Judge Advocate General, corrections and probation authorities, the Secretary of the Air Force and the President; individual records may be transferred to other components within the Department of Defense, the Department of Justice, the Veteran's Administration, or state and federal courts for determination of rights and entitlements of individuals concerned or the government; used to formulate responses to inquiries concerning individual cases made by the Congress, the President, the Department of Defense, the individual involved or other persons or agencies with a legitimate interest in the court-martial proceedings; portions of the record in every case are transmitted to Air Force personnel authorities for use in evaluating the individual's overall performance and inclusion in their military master personnel record; if conviction results, a record thereof can be introduced at a subsequent court-martial trial involving the same individual; also used as source documents for collection of statistical information. Article 15 records are used for review of legal sufficiency and action on appeals or applications for correction of miltiary records filed before appropriate Air Force authorities; used to formulate responses to inquiries concerning individual cases made by the Congress, the President, the Department of Defense, the individual involved or other persons or agencies with a legitimate interest in the Article 15 action; used by Air Force personnel authorities in evaluating the individual's overall performance and inclusion in the individual's military master personnel record; may be used for introduction at a subsequent court-martial trial involving the same individual; used as source documents for collection of statistical information by The Judge Advocate General.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name. Filed by Social Security Account Number (SSAN). Filed by Military Service Number. Filed by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in vaults. Records are stored in locked cabinets or rooms. Records are protected by guards. Records are controlled by personnel screening. Records are controlled by visitor registers.

Retention and disposal:

Court-Martial records are retained in office files for two years following date of final action and then retired as permanent. All general and special court-martial records are retired to the Washington National Records Center, Washington DC 20409. Article 15 records are retained in office files for one year or until no longer needed, whichever is sooner, and then retired as permanent. Summary courts-martial and Article 15 records are forwarded to the Air Force Military Personnel Center, Randolph AFB, TX 78148 and filed in the individual's master personnel record.

System manager(s) and address:

The Judge Advocate General, Headquarters United States Air Force. Staff Judge Advocate at all levels of command and the Military Personnel Records Division, Directorate of Personnel Data Systems, Air Force Military Personnel Center (AFMPC/DPMDR)

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. Information required will be full name, SSAN, service number if different than SSAN, unit of assignment, date of trial and type of court, if known, or date punishment imposed in the case of Article 15 action. Requester may visit the Office of The Judge Advocate General, Forrestal Bldg Washington, DC and must present valid identification card or driver's license.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from almost any source can be included if it is relevant and material to the Article 15 or court-martial proceedings.

Systems exempted from certain provisions of the act:

NONE

F11101 0SPCZPA

System name:

11101 0SPCZPA Military Justice Administration

System location:

Beale Air Force Base CA 95903, Castle Air Force Base CA 95342, Davis Monthan Air Force Base AZ 85707, Dyess Air Force Base TX 79607, Ellsworth Air Force Base SD 57706, Fairchild Air Force Base WA 99011, Francis E Warren Air Force Base WY 82001, Grand Forks Air Force Base ND 58205, Malmstrom Air Force Base MT 59402, March Air Force Base CA 92508, Minot Air Force Base ND 58705, 6 Strategic Wing APO Seattle 98737, 320 Bombardment Wing Mather Air Force Base CA 95655, 916 Air Refueling Squadron Travis Air Force Base CA 94535, 55 Strategic Reconnaissance Wing Offutt Air Force Base NE 68113, 4300 Air Base Squadron Glasgow Air Force Base MT 59231.

Categories of individuals covered by the system:

All Air Force active duty personnel nominated to serve on general court martials.

Categories of records in the system:

Court martial member experience statement.

Authority for maintenance of the system:

10 United States Code 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Commanders to select court martial members.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Headquarters 15 Air Force Staff Judge Advocate, March Air Force Base CA 92518.

Notification procedure:

Addressed to unit Staff Judge Advocate.

Record access procedures:

Gain assistance from unit Staff Judge Advocate.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual.

Systems exempted from certain provisions of the act:

NONE

F11101 0UMCBVA

System name:

Military Justice Administration

System location:

Judge Advocate, United States Air Force Security Service, San Antonio TX 78243.

Categories of individuals covered by the system:

All active duty military personnel.
Air Force civilian employees.

Categories of records in the system:

Correspondence and legal opinions.

Authority for maintenance of the system:

10 United States Code 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used for personnel administration.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Judge Advocate, United States Air Force Security Service, San Antonio TX 78243.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F11101XJAJM C

System name:

Automated Military Justice Analysis and Management System (AMJAMS)

System location:

At headquarters of the United States Air Force, major commands and major subordinate commands. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All persons subject to the Uniform Code of Military Justice (UCMJ) (10 USC 802) who receive Article 15 punishment or against whom court-martial charges are preferred.

Categories of records in the system:

Article 15 records included personnel background information, nature of offenses involved, punishment imposed and results of appeals filed and subsequent actions taken affecting the punishment. Court-martial records include personnel background information, offenses charged, pretrial proceedings, results of trial or other disposition of case, sentence, action of convening authority and results of appellate review.

Authority for maintenance of the system:

Title 10, US Code, Sec. 8072 (Judge Advocate General: Appointment; Duties) and Articles 6(a) (Judge Advocates and Legal Officers) and 67(g) (Review by the Court of Miltiary Appeals), UCMJ (10 USC 806(a), 867(g)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are maintained in order to preserve an accurate statistical accounting of courts-martial and Article 15 activities for use in assisting The Judge Advocate General and Field Staff Judge Advocates in the management and administration of military justice, and for conducting statistical studies which measure disciplinary rates and trends and evaluate military justice involvement as it affects the quality of the force and the ability of the Air Force to carry out its mission

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.
Maintained on computer paper printouts.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in vaults.
Records are stored in locked cabinets or rooms.
Records are controlled by personnel screening.

Retention and disposal:

Records are retained in active office files at HQ USAF and major air command levels for three years. Records at major air commands are then purged and destroyed by degaussing and those at HQ USAF are retired as permanent history at HQ Command/ACD, Bolling AFB, Washington DC 20332.

System manager(s) and address:

The Judge Advocate General, Headquarters United States Air Force.
Major Command Staff Judge Advocates

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Information required will be full name, SSAN, unit of assignment and date of trial or imposition of Article 15 punishment. Requester may visit the office of the Judge Advocate General, Forrestal Bldg., Washington, DC and must present valid identification card or driver's license.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Also from records of trial by court-martial and Article 15 punishment actions.

Systems exempted from certain provisions of the act:

NONE

F11201 JACC A

System name:

Claims Administrative Management Program (CAMP) E064

System location:

At Headquarters United States Air Force, Washington DC 20330. At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All military personnel and civilians filing administrative claims against the Air Force or against whom the Air Force has filed an administrative claim

Categories of records in the system:

Individual claim record

Authority for maintenance of the system:

10 USC 8012, Secretary of Air Force; duties; 44 USC 3101, Records Management;

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Claims Budgeting - Judge Advocate General (JAG) Management of claims processing to insure worldwide consistency - JAG; Verification that administrative action has been attempted before litigation action is initiated - US Dept of Justice - JAG; Establishment of manpower authorization based on claims workload -JAG

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained on computer magnetic tapes.
Maintained on computer paper printouts.
Maintained on roll microfilm.
Maintained on microfiche.

Retrievability:

Filed by Name.
Claim number

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.
Records are stored in vaults.

Retention and disposal:

At HQ USAF retained in office files for 10 years, then permanently retired to Washington National Records Center; at other than HQ USAF

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. and cumulative printouts destroyed after five years by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

The Judge Advocate General, Headquarters United States Air Force.

Notification procedure:

HQ USAF/JACC, James Forrestal Bldg, Washington, D.C. 20314. Requests from individuals should be addressed to the system manager. Full name, claim number, date of incident, location of incident HQ USAF/JACC, James Forrestal Bldg, Washington, D.C. 20314 Identification - drivers license, birth certificate, military ID or equivalent must be presented for personal visit.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from claimants and Government agencies involved

Systems exempted from certain provisions of the act:

NONE

F11201 JACC B

System name:

Claims Records

System location:

At Headquarters United States Air Force, Washington DC 20330. At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All military personnel and civilians filing administrative claims against the Air Force or against whom the Air Force has filed an administrative claim

Categories of records in the system:

Individual claim record

Authority for maintenance of the system:

44 USC 3101, Records Management; 10 USC 8012, Secretary of the Air Force; duties

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide a legal basis for administrative payment, collection, or non-collection of claims for and against the government, by Judge Advocates and the Secretary of the Air Force; and when required, with the concurrence of the Justice Department; to provide evidence upon which suits at law can be defended or prosecuted by the Justice Department; to provide information upon which to reply to Congress or Congressional inquiries or to make reports to the General Accounting Office and Congress on legislative payment of claims; to effect management and collection of claims arising out of movement of household goods and effects, records are provided Air Force transportation officers, Air Force Finance officers, the General Accounting Office, the Interstate Commerce Commission and the individual carrier, warehouseman, or packer involved; to obtain medical opinions from the Office of The Surgeon General, USAF, upon which claims and litigation decisions can be made by Judge Advocates and the Justice Department; on request medical records are furnished to military personnel, dependants, retired personnel, or other individuals whose records are included in the claim file; Finance officers are also provided pertinent portions of any claim file forwarded for payment; a copy of the adjudicated claim is furnished upon request by the claimant for the purpose of submitting a tax return for a casualty loss or in support of a private relief bill; to provide evidence before the Court of Claims on legislative referral of private bill claims; when the Department of Defense is involved, claim files are provided to any agency of that department involved; claim files are submitted to foreign governments for adjudication under applicable status of forces agreements; documentary evidence may be furnished to foreign courts in connection with litigation involving the United States or its personnel; referral of claim files may be made to the Armed Forces Institute of Pathology or the Office of Special Investigations when appropriate; when required claim files may be referred to the Department of Labor with regard to employment and duty status; and to provide claim files to the legal staffs of the Armed Forces for the purpose of training of legal, paralegal and administrative personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Held one or two years depending upon claim, then destroyed after four additional years at staging area; after agency action completed others are held one, three or five years then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

The Judge Advocate General, Headquarters United States Air Force.

Notification procedure:

HQ USAF/JACC, James Forrestal Building, Washington, D.C. 20314

Requests from individuals should be addressed to the Systems Manager. Full name, date of incident, date of claim, type of claim, claim number, location of incident; HQ USAF/JACC James Forrestal Building, Washington, D.C. 20314; drivers license, military ID, birth certificate or equivalent must be presented for personal visit.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

HQ USAF/JACC, James Forrestal Building, Washington, D.C. 20314

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.
Information obtained from police and investigating officers.
Information obtained from the public media.
Information obtained from the bureau of motor vehicles.
Information obtained from a state or local government.
Information obtained from witnesses.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F12001 DPX B

System name:

12001 DPX B Investigation/Complaint Files

System location:

At Headquarters United States Air Force and at headquarters of major commands and all levels down to and including Air Force Installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Any individual specified in a formal complaint action.

Categories of records in the system:

The records maintained provide circumstances of a Service member's allegation of discriminatory treatment and the results of any inquiry/investigation related to the allegation. Such complaints may originate as Congressional/White House inquiries, Inspector General complaints, letters to the Air Force or Office of the Secretary of Defense (OSD) authorities, or complaints presented through equal opportunity channels. Records are manual.

Authority for maintenance of the system:

10 USC 8012 and 8032.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Routine use of investigation/complaint records is to provide information to commanders or complaints in the resolution of complainant's grievances. Principal purpose of the information is to document the circumstances and resolution of a particular allegation handled by Equal Opportunity personnel. All or a portion of the information contained in the files may be disclosed, upon request, to alleged discriminators.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

Filed by name, by category.

Safeguards:

Records are accessed by custodian of the record system and person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes, locked cabinets or rooms.

Retention and disposal:

Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Equal Opportunity, and Treatment Branch, Social Actions Division, Deputy Chief of Staff Personnel, HQ USAF; and Chief of Social Actions at major command headquarters down to and including Air Force installations.

Notification procedure:

Requests from individuals should be addressed to Systems Manager at the appropriate level. Individuals should identify full name, military status, dates of service, unit of last or present assignment, Social Security Number (SSN), and type of record involved. For personal visits, the requester may present proof of identity to include full name from driver's license or military identification card.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Requests for information regarding individual persons should identify full name, military status, dates of service, unit of last or present assignment, Social Security Number (SSN), and type of record involved. For personal visits, the requester may present proof of identity to include full name from driver's license or military identification card.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Records are manually compiled from complaints filed, Congressional correspondence, OSD correspondence and chief of Staff, United States Air Force correspondence.

Systems exempted from certain provisions of the act:

NONE

F12001 IGQ A

System name:

Inspector General Records

System location:

Office of the Inspectors General

At Headquarters United States Air Force, Washington DC 20330. Official mailing addresses are contained in the Department of Defense directory in the appendix to the Air Force systems notice.

Categories of individuals covered by the system:

All those who have registered a complaint or query with the Inspector General or Base Inspector on matters related to the Department of the Air Force.

Categories of records in the system:

Forms, letters, messages, reports, surveys, photographs, medical, finance, personnel, administrative and technical reports, and witness statements. Some records classified.

Authority for maintenance of the system:

44 USC 3101, 10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of the collection of information is to insure just, thorough, and timely resolution and response to complaints or queries, and a means of improving morale, welfare, and efficiency of organizations, units, and personnel by providing an outlet for redress. Used by the Inspectors General and Base Inspector in the resolution of complaints and response to queries involving matters concerning the Department of the Air Force and in some instances the Department of Defense. Used by the correction board for correction of records. Used by members of Congress and their staffs to conduct research and prepare replies in response to constituent inquiries. Used by commanders and their staffs to resolve issues, take action and provide information where applicable. Used by the General Accounting Office and its officers and employees to conduct audits and other statutory functions. Used by those who request information releasable as a summary, statement of facts, or reply to query considered not exempt. In these cases requestor should apply to office where complaint or query was filed.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
and year and office where complaint was filed.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in safes.
Records are stored in locked cabinets or rooms.
Records are controlled by personnel screening.

Retention and disposal:

Retained in office files for two years after annual cut-off, then destoyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Inspector General, Headquarters United States Air Force, Washington DC 20330.

Notification procedure:

See Exemption

Record access procedures:

See Exemption

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

See Exemption

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

F12301 02SCEYA

System name:

United States Air Force (USAF) Inspection Scheduling System

System location:

At Air Force Inspection and Safety Center, Norton Air Force Base, CA 92409.

Categories of individuals covered by the system:

USAF Inspection and Safety Center (AFISC) personnel

Categories of records in the system:

Name, rank, SSAN, security clearance, speciality code, duty and travel restrictions, inspection dates/types/locations, date of birth, office symbol, rotation date, title, address

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used to monitor and schedule AFISC inspection teams and efforts; publish official travel orders for safety and inspection personnel. This is trusted agent information; access is extremely limited and controlled when inspections are no-notice type. Portions are used to publish periodic rosters of all personnel assigned to AFISC.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.
Maintained on microfiche.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in safes.
Records are stored in locked cabinets or rooms.
Records are controlled by personnel screening.
Records are controlled by computer system software.

Retention and disposal:

Retained for three years and then destroyed by tearing into pieces or erasing tapes/discs

System manager(s) and address:

Director of Programs, Air Force Inspection and Safety Center, Norton AFB, CA 92409

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F12401 07YLNGA

System name:

Badge and Credentials

System location:

At Air Force Office of Special Investigations, Washington DC 20314.
at Air Force Office of Special Investigations (AFOSI) District Offices.

Categories of individuals covered by the system:

All accredited AFOSI special agents.

Categories of records in the system:

Letters of authorization to issue badge and credentials. Badge and credential receipts. Badge listings. Badge and credential inspection reports. Punch card used to prepare badge listings.

Authority for maintenance of the system:

44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To issue and control the badge and credentials assigned each AFOSI special agent. Used only by AFOSI. To identify specifically to which special agent each badge and credentials is assigned. To provide for orderly five year update of credentials. To turn in badge and credentials whenever accredidation is terminated.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in card files.

Retrievability:

Filed by Name.
Filed by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Receipts are maintained at district level only during assignment of accredited special agent. When badge and credentials are turned in, records are then destroyed. At HQ AFOSI the receipts are retained for the entire period badge and credentials are issued to a specific special agent and destroyed when badge and credentials are returned

to that unit. Badge listings and punch cards are destroyed when superseded.

System manager(s) and address:

Commander, Air Force Office of Special Investigations washington, DC 20314

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information is obtained from personnel records and issued badge.

Systems exempted from certain provisions of the act:

NONE

F12401 07YLNGB

System name:

12401 07YLNGB Investigative Applicant Processing Records

System location:

Air Force Office of Special Investigations, Washington DC 20314. Air Force Office of Special Investigations (AFOSI) District Offices, Detachment Offices, and Resident Agencies.

Categories of individuals covered by the system:

All AFOSI personnel, allocations and applicants for AFOSI duty

Categories of records in the system:

application documentation, results of the AFOSI applicant inquiry, and the personnel security investigation concerning the individual.

Authority for maintenance of the system:

44USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Compiled to assist in the selection and retention of AFOSI personnel. Used by the AFOSI Applicant Review Board and the Director of Personnel Management to select AFOSI investigative trainees and support personnel. Used by the Commander, AFOSI to reassign or retain AFOSI personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name, Social Security Number (SSN), Military Service Number, other identification number system identifier and date of birth.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Files on nonselected personnel are destroyed when selection process is terminated. Destruction is by pulping macerating, or burning. Files at AFOSI field units are destroyed 90 days after completed action is forwarded to HQ AFOSI. Destruction is by pulping, macerating or burning.

System manager(s) and address:

Commander, Air Force Office of Special Investigations. Washington, DC 20314

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers, financial institutions, educational institutions, medical institutions, police and investigating officers, the bureau of motor vehicles, a state or local government, an international organization, a corporation, witnesses, or source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth. Data is extracted from individual military or civilian personnel records.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

F12404 07YLNGA

System name:

Investigative Support Records

System location:

At Air Force Office of Special Investigations, Washington DC 20314.

At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Air Force Office of Special Investigations (AFOSI) Field Units.

At Washington National Records Center, Washington, DC 20409.

Categories of individuals covered by the system:

All active duty military personnel.
Air Force civilian employees.
Former Air Force civilian employees.
Air Force Reserve personnel.
Air National Guard personnel.
Retired Air Force military personnel.
Union or Association management personnel.
Contracting officers and representatives.
Air Force Academy nominees/applicants.
Air Force Academy cadets.
Dependents of military personnel.
Foreign Nationals residing in the United States.
American Red Cross personnel.
Peace Corps and State Department personnel.
Exchange Officers.
Other Department of Defense (DOD) and former DOD civilian and contractor employees. Applicants for enlistment or appointment. Armed forces exchange service employees.

Categories of records in the system:

Reports of investigation, collection reports, statements of individuals, affidavits, correspondence, and other documentation pertaining to criminal collection activities investigative surveys, technical, forensic, and other investigative support to criminal and counterintelligence investigations to include source control documentation and district indices.

Authority for maintenance of the system:

44 USC 3101, 10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Compiled for use by AFOSI and other military commanders in directing and supporting their criminal investigative, law enforcement, counterintelligence, and distinguished visitor protection programs. Used to assist in managing the AFOSI criminal and counterintelligence investigative program at the various USAF and US military installations worldwide. Furnished to USAF and other military commanders to assist in identifying areas of possible criminality and to assist in developing and managing the installation law enforcement program. Used to assist in managing the AFOSI source program. Used by USAF and other military commanders in managing installation crime prevention programs. Used by AFOSI to determine if, in fact, possible criminal activity requiring further specialized investigation is occurring in a specific area. Used as a basis for USAF and other authorized individuals to request AFOSI investigations. Used by USAF and other military commanders as well as Department of Justice officials to determine if judicial or administrative action is warranted. Furnished to the Federal Bureau of Investigations (FBI) and other federal, state, and local law enforcement agencies for use in investigations for law enforcement purposes. Used in joint investigations by AFOSI and foreign law enforcement agencies. Used by

the Department of Justice in litigation and to initiate action in federal courts. Provided to the Office of the Judge Advocate General for use in litigation. Furnished to the US Secret Service in conjunction with protection of the President, Vice President, and other high ranking Officials. Used to develop and manage the AFOSI Distinguished Visitor Protection Program. Used to develop and manage the AFOSI Investigative Survey Program for both appropriated and non-appropriated fund activities. Used to record technical investigative support provided to other investigative activities. Used to report forensic and polygraph support to other investigative activities. Used by HQ USAF activities in promotion, reassignment, and similar personnel actions for Air Force personnel only. Used in immigration and naturalization investigations conducted by the US Immigration and Naturalization Service. Furnished to medical and forensic laboratory personnel to assist in making laboratory tests and medical examinations in support of the investigative, Judicial, and administrative process. Provided to the Central Intelligence Agency (CIA), FBI, and other counterintelligence/intelligence agencies in matters pertaining to hostile intelligence activities and terrorism directed against the us, its installations, personnel, and allies. Provided to the Veterans Administration for verification and settlement of individual claims. Provided to the USAF Board of Corrections for use in correcting individual military records. Provided to congressional committees, their staff, and the General Accounting Office for Congressional Investigations. Used to prepare replies to members of Congress for answering constituent inquiries. Furnished to the Air Force Accounting and Finance Center for use in determining if individual pay adjustments are required as a result of investigations. Furnished for inclusion in investigations conducted by the Defense Investigative Service, US Civil Service Commission and other federal investigative agencies. Criminal information affecting US diplomatic relations with foreign nations is provided to the Department of State and US embassies overseas.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained on roll microfilm.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.
Filed by other identification number or system identifier.
Filed by date of birth.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in security file containers/cabinets.
Records are stored in safes.
Records are stored in vaults.
Records are protected by guards.
Records are controlled by personnel screening.
Records are controlled by visitor registers.

Retention and disposal:

Record paper copies at HQ AFOSI are retained for five years placed on microfilm, and paper copies are destroyed except for source control documents. Microfilm is destroyed after 15 years. Destruction is by pulping, macerating, or burning. Source control documentation at HQ AFOSI is destroyed after 15 years. Destruction is by pulping, macerating or burning. At AFOSI Field Units, documentation is destroyed when all action is completed or when no longer needed. Copies furnished USAF commanders are destroyed when all actions are completed and reported to AFOSI or when they are no longer needed. Destruction is by pulping, macerating, or burning. At HQ AFOSI, copies of reciprocal investigations conducted per request of a local, state, or federal investigative agency in the US or host country investigative agency overseas are destroyed after one year. Copies retained by AFOSI Field Units are destroyed after 90 days. Destruction is by pulping, macerating, or burning.

System manager(s) and address:

Commander, Air Force Office of Special Investigations washington, DC 20314

Notification procedure:

See Exemption

Record access procedures:

See Exemption

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

See Exemption

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

F12406 07YLNGA

System name:

Security and Related Investigative Records

System location:

At Air Force Office of Special Investigations, Washington DC 20314.

At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

and at Air Force Office of Special Investigations (AFOSI) field units.

At Washington National Records Center, Washington, DC 20409.

Categories of individuals covered by the system:

All active duty military personnel.
Air Force civilian employees.
Former Air Force civilian employees.
Air Force Reserve personnel.
Air National Guard personnel.
Retired Air Force military personnel.
Contracting officers and representatives.
Air Force Academy nominees/applicants.
Air Force Academy cadets.
Foreign Nationals residing in the United States.
American Red Cross personnel.
Peace Corps and State Department personnel.
Exchange Officers.

Armed Forces Exchange Service employees and former employees. Other Department of Defense civilian and contractor employees and former employees. Applicants for enlistment or USAF appointment. Prospective alien spouses of military personnel.

Categories of records in the system:

Reports of investigation, statements of individuals affidavits, correspondence, and other documentation pertaining to granting, continuing, or denying individual access to classified information or to US military installations.

Authority for maintenance of the system:

Executive Order 10450, security requirements for government employment. 44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Compiled for the use of military security access granting authorities to grant, deny, or continue individual access to classified material. Also compiled for military commanders to use in granting access to military installations and to use in granting or denying enlistment, appointment, or employment. Since October 1972 and the establishment of the Defense Investigative Service (DIS), AFOSI has not conducted normal background investigations except in certain overseas areas in support of DIS. However, HQ AFOSI serves as a repository for those normal background investigations conducted prior to Octber, 1972. AFOSI conducts security investigations on personnel requiring regular access to US military installations, on the prospective alien spouses of military personnel overseas and on USAF military and civilian employees as a result of complaints or referrals from other agencies. While these complaints may be short of actual criminality, they are of security interest to the USAF and they raise questions as to the suitability and risks of permitting continued access to classified material. Furnished to DIS, US Civil Service Commission, Federal Bureau of Investigation(FBI), Central Intelligence Agency(CIA) , and other federal agencies for inclusion in background investigations for use in granting access to classified material. Furnished to the FBI and other federal and military agencies for use in investigations for law enforcement purposes. Used in immigration and naturalization inquiries conducted by the US Immigration and Naturalization Service. Used by Headquarters US Air Force activities in promotion, assignment and similar personnel actions for Air Force personnel. Furnished to the US Secret Service in conjunction with the protection of the President and Vice President,

and other high ranking offiCIAls. Furnished to USAF and other military commanders for use in granting, denying, or continuing access to classified material. Also used by commanders in related administrative actions. Provided to the Veterans Administration for verification and settlement of individual claims. Furnished to the CIA, FBI, and other US intelligence/ counterintelligence agencies in matters pertaining to hostile intelligence and terrorist activities directed against the US, its installations, or personnel. Used in conjunction with joint law enforcement investigations conducted by AFOSI and foreign law enforcement agencies. Investigations regarding aliens overseas are furnished to the US Department of State and US embassies and consulates for use in immigration anD employment actions. Furnished to defense and trial counsels for use in judiCIAl and administrative actions. Provided to the USAF board of corrections for use in correcting military records. Provided to the Office of the Judge Advocate General for use in litigation. Provided to Congressional committees, their staff, and the general accounting office for congressional investigations. Used to prepare replies to members of congress for answering constituent inquiries. Furnished to the US Department of Justice for use in litigation.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained on roll microfilm.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.
Filed by other identification number or system identifier.
Filed by date of birth.

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.
Records are stored in safes.
Records are stored in vaults.
Records are controlled by personnel screening.

**Retention and disposal:**

Record paper copy at HQ AFOSI is placed on roll microfilm after five years and the microfilm is destroyed 15 years after date of last action. Files pertaining to individuals who do not become affiliated with DoD are destroyed one year after notification that affiliation was not completed. Destruction is by pulping, macerating, or burning. Copies at AFOSI field units are destroyed after 90 days except for record copies of premarital investigations which are retained for one year unless the marriage takes place. If marriage occurs, record copy is forwarded to HQ AFOSI where they are retained for five years and then destroyed. Destruction is by pulping, macerating, or burning. Copies furnished military commanders are destroyed 90 days after all action is completed. Destruction is by pulping, macerating, or burning. Record copies of investigations conducted in support of DIS and other federal agencies are furnished to the supported agency and AFOSI file copy is destroyed by the AFOSI unit after 90 days. Destruction is by pulping, macerating or burning.

**System manager(s) and address:**

Commander, Air Force Office of Special Investigations Washington, DC 20314

**Notification procedure:**

See Exemption

**Record access procedures:**

See Exemption

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

See Exemption

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

**F12408 07YLNGA**

**System name:**

Counterintelligence Operations and Collection Records

**System location:**

At Air Force Office of Special Investigations, Washington DC 20314.

At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Air Force Office of Special Investigations (AFOSI) field units.

At Washington National Records Center, Washington, DC 20409.

**Categories of individuals covered by the system:**

All active duty military personnel.
Air Force civilian employees.
Former Air Force civilian employees.
Air Force Reserve personnel.
Air National Guard personnel.
Retired Air Force military personnel.
Union or Association management personnel.
Contracting officers and representatives.
Air Force Academy nominees/applicants.
Air Force Academy cadets.
Dependents of military personnel.
Foreign Nationals residing in the United States.
American Red Cross personnel.
Peace Corps and State Department personnel.
Exchange Officers.

Other Department of Defense (DoD) and former DoD civilian and contractor employees. Applicants for enlistment or appointment. Armed Forces Exchange Service personnel and former employees.

**Categories of records in the system:**

Reports of investigation, collection reports, statements of individuals, affidavits, correspondence, and other documentation pertaining to investigative effort spent in identifying and countering foreign intelligence and terrorist threat to the United States and the US military. This includes activities and suspected activities intended to convince US military and others to illegally engage in such activities. Also includes indicators of foreign military and political actions directed against the United States, its installations, personnel, and allies.

**Authority for maintenance of the system:**

44 USC 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Compiled for use in determining the hostile threat against the United States, its allies, their military and government. Used by USAF, other military commanders, representatives of the US Department of State, the Central Intelligence Agency (CIA), the staff of the National Security Council, and the Executive Branch. Used by civilian authorities in assessing the threat against the US, its installations, and personnel as well as its allies. Used by USAF, other military commanders, and other responsible authorities in taking actions to counter these threats. Used by USAF Commanders to initiate other investigative, judicial, or administrative actions when appropriate. Furnished to the CIA, FBI, and other intelligence/counterintelligence agencies for use in matters pertaining to hostile intelligence and terrorist activities directed against the US or its allies, their installations, or personnel. Furnished to the Department of Justice for use in litigation and in the initiation of action against individuals in Federal courts. Furnished to the Office of the Judge Advocate General for use in litigation. Used in conjunction with other law enforcement investigations conducted by AFOSI, the FBI, and other Federal, state, and local law enforcement agencies. Used in immigration and naturalization inquiries conducted by the US Immigration and Naturalization Service. Used by appropriate Medical and Forensic Laboratory personnel to assist in making laboratory tests and medical examinations in support of the investigative, judicial, and administrative process. Furnished to Defense and Trial Counsels for use in judicial and administrative actions. Used by HQ USAF activities in promotion, reassignment, and similar personnel actions. Provided to the US Secret Service for use in conjunction with protecting the President, Vice President, and other high ranking officials. Used in conjunction with Joint Counterintelligence Operations conducted by AFOSI and other intelligence/counterintelligence services. Provided to the USAF Board of Corrections for use in correcting individual military records. Provided to Congressional committees, their staffs, and the General Accounting Office for use in Congressional investigations. Used to prepare replies to members of Congress for answering constituent inquiries. Furnished for use by the Defense Investigative Service, FBI, CIA, US Civil Service Commission, and other Federal investigative agencies for use in investigations conducted relative to granting individuals access to classified material or to US

military installations. Information concerning hijacking or suspected hijacking of aircraft is furnished to the Federal Aviation Agency.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in card files.
Maintained on roll microfilm.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.
Filed by other identification number or system identifier.
Filed by date of birth.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.
Records are stored in safes.
Records are stored in vaults.
Records are stored in locked cabinets or rooms.
Records are controlled by visitor registers.

Retention and disposal:

At HQ AFOSI, record paper copies of Counterintelligence Operations material is placed on roll microfilm after five years and the paper copy is then destroyed. The microfilm is retained for 20 years and then destroyed. Destruction is by pulping, macerating, or burning. At AFOSI Field Units, copies of Counterintelligence Operations Reports are destroyed one year after HQ AFOSI is notified of final Command action or when no longer required, whichever is sooner. Destruction is by pulping, macerating, or burning. Copies of Counterintelligence Operations Reports furnished USAF Commanders are destroyed after AFOSI is notified of final action in the matter or when they are no longer required. Destruction is by pulping, macerating, or burning. At HQ AFOSI, record paper copies of Collection Reports are placed on microfilm and the paper copy destroyed after one year. Microfilm copies are destroyed after six years. Destruction is by pulping, macerating, or burning. At AFOSI Field Units, copies of Collection Reports are destroyed when no longer needed. Destruction is by pulping, macerating or burning. Copies of Collection Reports furnished USAF Commanders are destroyed when no longer needed.

System manager(s) and address:

Commander, Air Force Office of Special Investigations, Washington, DC 20314

Notification procedure:

See Exemption

Record access procedures:

See Exemption

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

See Exemption

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

F12410 07YLNGA

System name:

Criminal Records

System location:

At Air Force Office of Special Investigations, Washington DC 20314.

At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Air Force Office of Special Investigations (AFOSI) districts. Afosi detachments.

At Washington National Records Center, Washington, DC 20409.

At Washington National Records Center, Washington, DC 20409.

Categories of individuals covered by the system:

All active duty military personnel.
Air Force civilian employees.
Former Air Force civilian employees.
Air Force Reserve personnel.
Air National Guard personnel.
Retired Air Force military personnel.
Contracting officers and representatives.
Air Force Academy cadets.
Dependents of military personnel.
Foreign Nationals residing in the United States.
American Red Cross personnel.
Peace Corps and State Department personnel.
Exchange Officers.
Department of Defense (dod) contractor and armed forces exchange service employees and former employees. Other DoD civilian employees and former employees.

Categories of records in the system:

Reports of investigation, statements of individuals affidavits, correspondence, and other informational material pertaining to specific investigations of alleged violations of laws, regulations, or directives.

Authority for maintenance of the system:

44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Compiled for use by USAF and other military commanders and the US Department of Justice in taking judicial and administrative actions involving suspected criminal activity concerning dod personnel, property, and procurement/disposal activities. Used by USAF and other military commanders to determine if legal or administrative action is warranted. Used by the department of justice to initiate judicial action in federal courts and for litigation. Used in conjunction with investigations conducted for law enforcement purposes by other military, federal, state, and local law enforcement agencies. Used in conjunction with joint law enforcement investigations conducted by AFOSI and foreign law enforcement agencies. Provided to the Central Intelligence Agency (CIA), the Federal Bureau of Investigation (FBI), and other counterintelligence/intelligence agencies in matters pertaining to hostile intelligence and terrorist activities directed against the US, its installations, or personnel. Used in immigration and naturalization inquiries conducted by the US Immigration and Naturalization Service. Furnished to appropriate medical and forensic laboratory personnel to assist in making laboratory tests and medical examinations conducted in support of the investigative judicial, and administrative process. Furnished to defense and trial counsels for use in judicial and administrative actions. Used by HQ USAF activities in promotion, reassignment, and similar personnel actions for Air Force personnel only. Provided to the US Secret Service in conjunction with the protection of the President, Vice President, and other designated high ranking officials. Provided to the veterans administration for verification and settlement of individual claims. Provided to the USAF board of corrections for use in correcting individual military records. Provided to the office of the judge advocate general for use in litigation. Provided to congressional committees, their staff, and the General Accounting Office for congressional investigations. Used to prepare replies to members of Congress to answer constituent inquiries. Furnished to the USAF accounting and finance center for use in determining if individual pay adjustments are required as a result of investigations. Furnished for use in investigations conducted by the Defense Investigative Service, US Civil Service Commission and other federal investigative agencies for use in granting access to classified information. Criminal information affecting US diplomatic relations with foreign nations is provided to the department of state and us embassies overseas.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained on roll microfilm.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.
Filed by other identification number or system identifier.
Filed by date of birth.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in security file containers/cabinets.

Records are stored in safes.

Records are stored in vaults.

Records are controlled by personnel screening.

Records are controlled by visitor registers.

**Retention and disposal:**

At HQ AFOSI, records regarding suspected espionage and sabotage are retained for 25 years. All other files are retained for 15 years. All files are placed on roll microfilm after 5 years and the record paper copies are destroyed. Destruction of paper copies and microfilm is by pulping, macerating, or burning. At AFOSI districts, all files are destroyed one year after action is reported to HQ AFOSI. Destruction is by pulping, macerating, or burning. At AFOSI detachments, files are destroyed when command action is reported to district. Files are destroyed by pulping, macerating, or burning. All copies furnished USAF commanders are destroyed when all command action is completed and reported to appropriate higher Headquarters and AFOSI. Destruction is by pulping, macerating, or burning.

**System manager(s) and address:**

Commander, Air Force Office of Special Investigations Washington, DC 20314

**Notification procedure:**

See Exemption

**Record access procedures:**

See Exemption

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

See Exemption

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

## F12501 ASPP

**System name:**

Firearms Authorization and Safety Records

**System location:**

Kept by the Chief of Security Police at each Air Force or military installation where Air Force personnel (including civilians) are or may be armed in performance of their duties. Some portions of this system may be kept in individual training records, employment records, firearm issue points, or by the individuals authorized to bear arms. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Forces' system notice.

**Categories of individuals covered by the system:**

All Air Force active duty military personnel. Air Force civilian employees. Air Force Reserve personnel. Air National Guard personnel. Who are authorized to bear firearms in performance of duties and personnel who store firearms in Air Force armories.

**Categories of records in the system:**

Documentation of authority for the civilian employee to bear firearms on an Air Force installation and contains personal identification data and documentation of authorization to bear firearms. Also includes a record of understanding and certification of same by individual regarding the constraints on the application of deadly force and the weapons safety requirements that must be adhered to by all personnel who bear firearms in the performance of duties. May include a single letter file of names of individuals who cannot be issued firearms.

**Authority for maintenance of the system:**

Title 44 USC 3101 and Title 10 USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose is to provide certification of an individual's understanding of the constraints regarding the application of deadly force and the weapons safety requirements that must be adhered to by anyone who bears firearms in the performance of duties. Used by security police and commanders as evidence that the individual has certified his knowledge of constraint on the application of deadly force and necessary firearms safety requirements. May also be used to deny issue of firearms to unauthorized personnel. A part of this system is used by the Air Force to authorize civilian employees to bear firearms on Air Force installations. Copies could be given to other law enforcement agencies. Purpose of the system is to identify civilian employees who can legally bear firearms on Air Force installations. Any individual record or part thereof can be transferred to any component of the Department of Defense.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders. Posted on bulletin boards to be seen by personnel issuing firearms.

**Retrievability:**

Filed by Name. Filed by Social Security Account Number (SSAN).

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

**Retention and disposal:**

May be retained in office files for two years after annual cutoff, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Chief of Security Police, Headquarters United States Air Force. At decentralized locations: Chief of Civilian Personnel or Chief of Security Police at the appropriate installation.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager. Civilian Personnel Manager at any Air Force installation. When requesting information, the requestor should include full name, and some proof of identity such as date of birth. During a visit, identity must be proven by means of a valid drivers license or identification card.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth. Employees (military and civilian) Personnel Records.

**Systems exempted from certain provisions of the act:**

NONE

## F12501 SPO D

**System name:**

Provisional Pass

**System location:**

Maintained by the Chief of Security Police at those installations where the pass was issued to the individual, as well as the unit commander at the members final destination. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notice.

**Categories of individuals covered by the system:**

This form is issued to any enlisted member of the Armed Forces when delays might result in failure to report to proper station within the time limit specified in orders or pass; or when a pass has expired or the individual does not have a pass or leave orders.

**Categories of records in the system:**

A written pass provided to the member to enable him or her to travel legally without any restriction; contains name, rank, SSAN of member as well as his unit. He signs the back side of the pass as acknowledgement.

**Authority for maintenance of the system:**

Title 44USC, 3101 and Title 10USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose of the record is to document the provisionary travel of a member who is without a regular pass or orders are not available. Use of the record by security police to notify the members com-

mander that he is travelling to a specific destination; potential use for follow-up on individuals travelling without regular passes or leave orders in the event the member does not arrive at his final destination within specified time limit. The original copy is given to the individual, the duplicate copy is forwarded at the individuals unit commander, and the triplicate copy is maintained at the issuing Chief of Security Police's office.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in note books/binders.
Maintained in visible file binders/cabinets.
Maintained in card files.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in locked cabinets or rooms.

Retention and disposal:

The original and duplicate copies are retained for 90 days after date of issue and then destroyed by tearing into pieces, shredding,macerating,pulping,or burning. The members copy is likewise destroyed when the member reports to final destination.

System manager(s) and address:

Chief of Security Police, Headquarters United States Air Force.
The Chief of Security at the issuing installation or the unit commander at the members final destination
Chief of Security Police, Headquarters United States Air Force.

Notification procedure:

Individual requests should be addressed to the Chief of Security Police at the issuing installation or the unit commander at the members final destination. Visitors making requests must provide proof of identity (e.g., identification card, or drivers license).

Record access procedures:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.
Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from police and investigating officers.
Information obtained from witnesses.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

## F12501 SPO E

System name:

Registration Records (Excluding Private Vehicle Records)

System location:

Kept by the Chief of Security Police at the installation where an individual registers personal property. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Forces' system notice.

Categories of individuals covered by the system:

Persons who register firearms, pets, certain types of personal property, bicycles, etc.

Categories of records in the system:

Includes the registration forms for each particular item registered with the security police activity.

Authority for maintenance of the system:

Title 10 USC 8012, Title 44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to record information on make, model, type, kind, etc., of property. Information is necessary for identifying lost or stolen property and to insure proper control of privately owned firearms maintained on an Air Force installation. The firearm registration form is also used to maintain accountability (logging weapons in/out) of those privately owned firearms stored in government firearm storage facilities. Routine use could include disclosure to law enforcement or investigatory authorities for investigation and possible criminal prosecution or civil court action. Any individual record or part thereof can be transferred to any component of the Department of Defense and the Department of Justice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Records are kept in the Office of the Chief of Security Police for one year after departure of owner and then destroyed by tearing into pieces.

System manager(s) and address:

Chief of Security Police, Headquarters United States Air Force.
Installation Chief of Security Police.

Notification procedure:

The appropriate installation Chief of Security Police should be contacted for information. When requesting information in writing, individual should include full name, social security account number, military status, and home address. During a personal visit, individual will be required to produce military ID, if applicable, a valid drivers license, or other appropriate proof of identity.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.
Contact the Chief of Security Police at the appropriate installation.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from individual.

Systems exempted from certain provisions of the act:

NONE

## F12501 SPO F

System name:

Notification Letters to Persons Barred From Entry to Air Force Installations

System location:

Kept by Chief of Security Police at the installation where an individual is barred entry. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Forces' system notice.

Categories of individuals covered by the system:

Persons prohibited from entering US military installations for cause.

Categories of records in the system:

A copy of the letter to the individual which informs him of being barred from entry to the particular installation.

Authority for maintenance of the system:

Title 10 USC 8012, Title 44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of record is for maintaining a list of personnel who have been barred from entry to the installation. (If an individual's name is on the list, the person would be denied entry to the installation). Routine use could include disclosure to law enforcement or investigatory authorities for investigation and possible criminal prosecution

or civil court action. Any individual record can be transferred to any component of the Department of Defense and to The Staff Judge Advocate.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained in note books/binders.
Maintained in visible file binders/cabinets.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.
Records are protected by guards.

**Retention and disposal:**

Retained for three years after removal from barred list; then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

**System manager(s) and address:**

Chief of Security Police, Headquarters United States Air Force.
Installation Chief of Security Police.

**Notification procedure:**

The appropriate installation Chief of Security Police should be contacted for information. When requesting information, individual should include full name, social security account number, and home address. During a personal visit individual will be required to produce a valid driver's license or other appropriate proof of identity.

**Record access procedures:**

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.
Contact the Chief of Security Police at the appropriate installation.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from police and investigating officers.

**Systems exempted from certain provisions of the act:**

NONE

## F12501 SPO G

**System name:**

Complaint/Incident Reports

**System location:**

Kept by the Chief of Security Police at the installation where an individual becomes involved in an incident or complaint, and by the Chief of Security Police at the installation where an individual is assigned if the incident occurs at a different location. Information copies of a report are kept at the individual's organization to which she/he is assigned duty and other organizations which have an interest in a particular incident. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Forces' system notice.

**Categories of individuals covered by the system:**

Persons who become involved in complaints or incidents on Air Force installations or Air Force active duty personnel who become involved in incidents regardless of the location.

**Categories of records in the system:**

Includes the incident or complaint report, statements by the subject or witness, information on seized or acquired property, if applicable, copies of forms referring cases to other agencies for final disposition, and other forms or reports required to complete basic report. Also includes an individual incident reference record.

**Authority for maintenance of the system:**

Title 10 USC 8012, Title 44 USC 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to record information on individual involvement in incidents or criminal activity. Reports are used to provide information to the appropriate individual within an organization who insures corrective action is taken. Routine use could include disclosure to law enforcement or investigatory authorities for investigation and possible criminal prosecution or civil court action. Any individual record or part thereof can be transferred to any component of the Department of Defense, the Department of Justice, and The Staff Judge Advocate.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained in card files.

**Retrievability:**

Filed by Name.
Filed by other identification number or system identifier.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.
Records are stored in locked cabinets or rooms.

**Retention and disposal:**

The individual incident record is retained in the office of the Chief of Security Police and destroyed three years after close of year in which last entry was made. Destroyed by tearing into pieces. Incident and complaint reports and parts thereto are retained in office files for one year after annual cutoff, transferred to a staging area for two years, and then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Information copies at interested agencies are destroyed one year after annual cutoff by tearing into pieces.

**System manager(s) and address:**

Chief of Security Police, Headquarters United States Air Force.
Installation Chief of Security Police.

**Notification procedure:**

The appropriate installation Chief of Security Police should be contacted for information. When requesting information in writing, individual should include full name, social security account number, military status, home address, and the letter will be notarized. During a personal visit, individual be required to produce military ID, if applicable, a valid drivers license, or other appropriate proof of identity.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.
Contact the Chief of Security Police at the appropriate installation.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from police and investigating officers.
Information obtained from witnesses.
Information may also come from persons registering complaints or from those who become victims of a crime.

**Systems exempted from certain provisions of the act:**

NONE

## F12501 SPO H

**System name:**

Serious Incident Reports

**System location:**

Kept by the Chief of Security Police at an installation where a crime or serious incident occurs or where an Air Force employee or dependents (active duty military or civilians) become involved in a crime or serious incident regardless of location. Reports are forwarded through the different levels of command to the appropriate Major Command Headquarters. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Forces' system notice.

**Categories of individuals covered by the system:**

Persons who become involved in crimes or serious incidents on Air Force installations or Air Force personnel and dependents who become involved in these incidents regardless of the location.

**Categories of records in the system:**

Includes information on the particular incident, and identification of persons involved to include information on final disposition of the crime or incident.

Authority for maintenance of the system:

Title 10 USC 8012; Title 44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to report crimes or incidents which may evoke command or congressional interest or may result in unfavorable publicity to the Air Force. Also used to develop statistics, rates, and trends of certain crimes which occur on Air Force installations. May be used to evaluate command discipline rates, personnel quality control, and to monitor various drug and alcohol abuse programs. Routine use could include disclosure to law enforcement or investigatory authorities for investigation and possible criminal prosecution or civil court action. Any individual record or part thereof can be transferred to any component of the Department of Defense and the Department of Justice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in card files.

Retrievability:

Filed by Name.
Filed by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for one year after annual cut-off, transferred to staging area for two additional years, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Major Command Chief of Security Police and Installation Chief of Security Police.

Notification procedure:

The appropriate installation or Major Command Chief of Security Police should be contacted for information. When requesting information in writing, individual should include full name, social security account number, military status, and home address. During a personal visit, individual will be required to produce military ID, if applicable, a valid driver's license or other appropriate proof of identity.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.
Contact the Chief of Security Police at the appropriate installation or the Chief of Security Police at the appropriate Major Command Headquarters.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.
Information obtained from police and investigating officers.
Information obtained from the public media.
Information obtained from a state or local government.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

## F12501 SPO I

System name:

Incident Investigation Files

System location:

Kept by the Chief of Security Police at an installation where a criminal act or incident occurs which requires investigation by the security police. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Forces' system notice.

Categories of individuals covered by the system:

Persons who become involved in criminal acts or incidents on an Air Force installation.

Categories of records in the system:

Includes a chronology of the investigation being conducted, data on sources of information, information on investigation techniques, and records concerning seized property.

Authority for maintenance of the system:

Title 10 USC 8012, Title 44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by a security police investigator to assist in the investigation of a criminal act or incident. Routine use could include disclosure to law enforcement or investigatory authorities for investigation and possible criminal prosecution or civil court action. Any individual record or part thereof can be transferred to any component of the Department of Defense and the Department of Justice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.
Filed by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Incident and complaint investigation reports are retained in office files for one year after annual cutoff, transferred to a staging area for two years, and then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Security Police, Headquarters United States Air Force.
Installation Chief of Security Police.

Notification procedure:

See Exemption

Record access procedures:

See Exemption

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

See Exemption

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

## F12501 SPO J

System name:

Traffic Accident and Violation Reports

System location:

Kept by the Chief of Security Police at the installation where an individual becomes involved in a traffic violation or accident. Information copies of traffic accident reports are kept at the Ground Safety, Staff Judge Advocate, and Transportation offices (when a government vehicle is involved). Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Forces' system notice.

Categories of individuals covered by the system:

Persons who become involved in traffic violations or accidents on an Air Force installation.

Categories of records in the system:

Includes the traffic accident investigation report, statement of witnesses, alcohol influence reports, and reports of traffic-violations to include notices or summons.

Authority for maintenance of the system:

Title 10 USC 8012, Title 44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to record information on traffic accidents and violations. Reports are forwarded to the appropriate individual within an organization who insures corrective action is taken, or to US Magistrate as applicable. Routine use could include disclosure to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or statistical use. Any individual record or part thereof can be transferred to any component of the Department of Defense or to The Staff Judge Advocate. Additionally, accident reports may be provided to private attorneys, representatives of insurance companies and private citizens.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in card files.

Retrievability:

Filed by Name.
Filed by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained for one year after end of year in which the case was closed, transferred to a staging area for one additional year, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Security Police, Headquarters United States Air Force.
Installation Chief of Security Police

Notification procedure:

The appropriate installation Chief of Security Police should be contacted for information. When requesting information in writing, individual should include full name, social security account number, military status, home address, and the letter will be notarized. During a personal visit, individual will be required to produce military ID, if applicable, a valid drivers license, or other appropriate proof of identity.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.
Contact the Chief of Security Police at the appropriate installation.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from police and investigating officers.
Information obtained from witnesses.

Systems exempted from certain provisions of the act:

NONE

F12501 0QVDYDC

System name:

12501 0QVDYDC Field Interview Card

System location:

Air Force installations.

Categories of individuals covered by the system:

Active duty military personnel and civilian employees, Air Force Reserve personnel, Dependents of military personnel, and civilians not affiliated with DOD.

Categories of records in the system:

field interview card which contains name,address,telephone number,physical description,age,date of birth,description of clothing worn,if an automobile is involved,the make,year,decal number license and style and color

Authority for maintenance of the system:

10 USC 8012 44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

purpose of system is to obtain and record information on the presence of individuals in a special location at specific time and date. Information is used by the chief of security police and security police investigators at base level. Information is used as an investigative tool in the identification of crime suspects and witnesses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, and locked cabinets or rooms and are controlled by personnel screening.

Retention and disposal:

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

chief of security police at base concerned.

Notification procedure:

requests should be addressed to chief of security police at base concerned required information from individual will be name and address to obtain information requestor may visit the office of the chief of security police at base concerned. Requester must provide a current military identification card, civilian personnel must provide a civilian identification card or driver's license.

Record access procedures:

individuals can be notified by contacting the chief of security police at the base concerned.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Source of information is individual interviewed, witnesses and interviewing security policemen.

Systems exempted from certain provisions of the act:

NONE

F12501 02 ALSB

System name:

Temporary Private Vehicle Impoundment Record

System location:

21 Security Police Squadron, Building 2-900, Elmendorf Air Force Base, Alaska, APO Seattle 98742

Categories of individuals covered by the system:

Any individual who abandons or leaves a disabled or derelict privately owned motor vehicle in a public parking area over five consecutive days.

Categories of records in the system:

Letter file with owner's name, social security account number, rank, address, and organization and description of vehicle.

Authority for maintenance of the system:

5 USC, Section 301, Government Organization and Employees. Powers. Department Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Security Police personnel to identify property impounded, report condition of property, and disposition.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are stored in locked cabinets or rooms.

Retention and disposal:

Destroy three years after final disposition of property by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Security Police, 21 Security Police Squadron, Elmendorf Air Force Base, Alaska, APO Seattle 98742.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Send full name.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from the bureau of motor vehicles.

Systems exempted from certain provisions of the act:

NONE

F12501XSPP B

System name:

Pickup or Restriction Order

System location:

Maintained by the Chief of Security Police at those installations where the order was issued. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notice.

Categories of individuals covered by the system:

The record applies to any Air Force member whose actions necessitate the unit commander to issue the order. Some examples of actions that warrant an order being issued include AWOL, suspicion of an offense etc. A pickup order results in the authority for the security police to transport an individual to the person issuing the order or restricting the individual for that person.

Categories of records in the system:

The record provides a complete physical description of the individual as well as his name, rank, social security number, organization and date of birth. It also includes the reason for the order being issued.

Authority for maintenance of the system:

Title 44USC, 3101 and Title 10, USC8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the record is to document the identity of a member of the Armed Forces whose actions justify the picking up or restriction of the member by his unit commander. The record is used as a notification bulletin for the pickup or restriction by security police until disposition is made by the members unit commander. Copies of this order may be given to other law enforcement agencies or other installations if warranted, in attempt to pickup the individual.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in note books/binders.
Maintained in visible file binders/cabinets.
Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in locked cabinets or rooms.
Records are protected by guards.

Retention and disposal:

Record is retained until member is picked up or until the order is cancelled by the issuing authority, at which time all copies are destroyed by tearing into pieces, shredding, pulping or burning.

System manager(s) and address:

Chief of Security Police, Headquarters United States Air Force. The Installation Chief of Security Police

Notification procedure:

Requests should be addressed to the Chief of Security Police at the installation where the order was issued or to the members unit commander at that installation. Visitors requesting information must provide proof of identity (e.g., identification card, or drivers license).

Record access procedures:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from police and investigating officers.
Information obtained from witnesses.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F12502 SPP A

System name:

12502 SPP A Correction Records

System location:

Headquarters United States Air Force, Washington DC 20330. Air Force Accounting and Finance Center, Denver, CO 80279. Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280. National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. Washington National Records Center, Washington DC 20409. Maintained by the Chief of Security Police and Staff Judge Advocate at the installation where the individual was last assigned, Commander 3320th Retraining Group, Lowry AFB, Co., Commandant United States Disciplinary Barracks (USDB), Leavenworth, Ks. and the Office of the Secretary of the Air Force Personnel Council, Pentagon, Washington, D.C.

Categories of individuals covered by the system:

Records are maintained on any individual who was placed in confinement at an installation, assigned to the 3320th Retraining Group and the USDB for purposes of retraining or confinement, placed in a federal prison system as the result of criminal conviction, or spent time in the correctional custody program at any Air Force installation.

Categories of records in the system:

System includes prisoner personnel records consisting of confinement orders, release orders, personal history records, medical examiners report, request and receipt for health and comfort supplies, recommendations for disciplinary action, inspection records, requests for interview and evaluation reports; corrections officers records including personal deposit fund records and related documents, disciplinary books, correction facility blotters and visitor registers; prisoner records consisting of daily strength records, and reports of escaped and returned from escaped prisoners; prisoner classification summaries; retrainee test records and correctional custody case files consisting of disciplinary punishment letters, evaluation of individual and personal history, and records pertaining to any clemency/ parole actions.

Authority for maintenance of the system:

Title 44 USC 3301 and Title 10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of these records is to maintain a life file on the individual during his status as a prisoner or correctional custodee on an installation, as well as during his retrainee status at the 3320th Retraining Group or when he is an Air Force prisoner serving a sentence in a federal prison. Routine uses of the records are to establish background for either disciplinary or good conduct action as well as general administration uses of the records concerning health and

welfare of the individual, as well as clemency and parole actions. Any individual record or part thereof can be transferred to any component of the Department of Defense or the Department of Justice, as well as civilian agencies such as law enforcement agencies, or law firms as a basis for consideration of civil action either against or on behalf of the individual.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders, in note books/binders, in card files, on computer paper printouts, on roll microfilm and on microfiche. Maintained as photographs.

**Retrievability:**

Filed by Name, Social Security Number (SSN) and fingerprint classification.

**Safeguards:**

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms and controlled by visitor registers.

**Retention and disposal:**

Depending on the type of record within the system, it is either destroyed after release of the prisoner/custodee/retrainee, maintained for one year after the release of the individual, or retained in the files at the facility in which the individual was confined for two years, after which time the record is either destroyed or transferred to a staging area for two additional years, then either retired to the Washington National Records Center, Washington DC 20409, for permanent retention or destroyed by tearing into pieces, shredding pulping, macerating, or burning. Records pertaining to clemency/parole actions are retained for 5 years after final action, then destroyed by burning and shredding.

**System manager(s) and address:**

Chief of Security Police, Headquarters United States Air Force. The Judge Advocate General, Headquarters United States Air Force. Unit commander at the individual's last assignment; the commander of the 3320th Retraining Group, Lowry AFB, Colorado; Installation Chief of Security Police, Commandant USDB, Chairman Air Force Clemency and Parole Board.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager. Installation Chief of Security Police Installation Staff Judge Advocate Commander of unit to which individual was last assigned, or the Commander, 3320th Retraining Group. Records of clemency and parole actions are maintained by the Office of the Secretary of the Air Force Personnel Council and the Commandant USDB. Requestors should provide full name and proof of identity. When visiting, requestor will be required to provide proof of identity.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from financial institutions, medical institutions, police and investigating officers, a state or local government, witnesses or source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

NONE

## F12503 SPO A

**System name:**

Vehicle Administration Records

**System location:**

Kept by the Chief of Security Police at the installation where an individual registers or frequently operates a vehicle thereon. Information copies of some portions of this system may be kept at an individual's assigned unit. Official mailing addresses are in the Department of Defense Directory in the appendix to the Air Forces' system notice.

**Categories of individuals covered by the system:**

Persons who frequently drive or register vehicles on an Air Force installation.

**Categories of records in the system:**

Includes vehicle registration records, driver records, letters of suspension or revocation as applicable, and forms or letters which are necessary in the vehicle administration program for driver improvement actions.

**Authority for maintenance of the system:**

Title 10 USC 8012, Title 44 USC 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to record an individual's statement of understanding on financial responsibilities with regard to operation of a vehicle on an Air Force installation. Driver records are maintained to record information about motor vehicle accidents and moving traffic violations that are used to provide for traffic point assessment, suspension, or revocation, or other driver improvement actions affecting driving privileges on Air Force installations. Routine use could include disclosure to law enforcement or investigatory authorities (Division of Motor Vehicles) for possible reciprocal action on driver license suspension or revocation. Any individual record or part thereof can be transferred to any component of the Department of Defense or to the Staff Judge Advocate.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained in card files.

**Retrievability:**

Filed by Name.
Filed by Vehicle Registration Number.
Filed by Vehicle License Number.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in security file containers/cabinets.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Private vehicle registration documentation is destroyed after departure of the registrant to a new duty station, upon termination of an individual vehicle registration, or at the end of the particular registration period. Driver records on employees are transferred to gaining installations when an individual is reassigned or transferred. These are destroyed on permanent separation from active service, termination of employment, or upon deletion of all entries. Destruction of these forms is done by tearing into pieces.

**System manager(s) and address:**

Chief of Security Police, Headquarters United States Air Force. Washington DC 20330

**Notification procedure:**

The appropriate installation Chief of Security Police should be contacted for information. When requesting information in writing, individual should include full name, social security account number, military status, home address, and the letter will be notarized. During a personal visit, individual will be required to produce military ID, if applicable, a valid drivers license, or other appropriate proof of identity.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contact the Chief of Security Police at the appropriate installation.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from police and investigating officers.
Information obtained from the bureau of motor vehicles.

**Systems exempted from certain provisions of the act:**

NONE

F12503 02 ALSB

System name:

Bicycle Registration File

System location:

Pass and Registration (Building 1149), 5010 Security Police Squadron, Eielson Air Force Base, Alaska, APO-Seattle 98737.

Categories of individuals covered by the system:

Personnel who own bicycles and volunteer to register them.

Categories of records in the system:

Card File. Owners name, address and description of bicycle.

Authority for maintenance of the system:

Title 44 USC Sec 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Pass and Registration and Security Police personnel for identifying ownership of lost and recovered bicycles.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief Security Police, Eielson Air Force Base, Alaska, APO Seattle 98737

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Send full name

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Voluntarily by individual

Systems exempted from certain provisions of the act:

NONE

F12503 02 ALSC

System name:

Storage and Special Permits for Recreational and Utility Trailers

System location:

Pass and Registration, Building 2-900, 21 Security Police Squadron, Elmendorf Air Force Base Alaska, APO Seattle 98742.

Categories of individuals covered by the system:

All personnel who own a recreational and/or utility trailer and living on base, and those living off-base with special permission for storage on base.

Categories of records in the system:

Card listing with owner's name, social security account number, organization, and description of item stored.

Authority for maintenance of the system:

44 USC, Section 3101, Public Printing and Documents - Records Management by Federal Agencies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Security Police and housing supervisors to control parking of recreational and/or utility trailers on base.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Filed by Vehicle Registration Number.

Safeguards:

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief Security Police, Elmendorf Air Force Base, Alaska, APO Seattle 98742

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Send full name.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual prepares registration form.

Systems exempted from certain provisions of the act:

NONE

F12701 0J IGYA

System name:

Air Training Command Aircraft Accident Board Resources List

System location:

Headquarters Air Training Command, Randolph Air Force Base, Tx 78148.

Categories of individuals covered by the system:

Assigned rated pilots in the grade of colonel or general office r with an aviation service code of 1-7 but excluding wing and center commanders and assigned rated pilots on unconditional flying status with at least five years rated service and who have attended the aircraft accident investigation course,flight safety Officers course or advanced safety program management course.

Categories of records in the system:

Position, aircraft flown, previous air-training command assignm ents, previous board experience, and safety schools attended.

Authority for maintenance of the system:

44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Air Training Command Commander appoints board presidents and investigators.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in note books/binders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Safety, Headquarters Air Training Command, Randolph Air Force Base TX 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

by full name, safety directorate, Headquarters Air Training Command, military identification card.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

NONE

**F12701 02SCEYA**

**System name:**

Safety Education File

**System location:**

At Air Force Inspection and Safety Center, Norton Air Force Base, CA 92409.

**Categories of individuals covered by the system:**

United States Air Force (USAF) personnel who have received formal safety training

**Categories of records in the system:**

Name,rank,SSAN,command of assignment,address,safety course name ,class number. Individual training records, letters, memorandum, messages and other material pertaining to training.

**Authority for maintenance of the system:**

10 United States Code 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to identify and provide a record of USAF personnel who have received formal safety training. Also used by AF military personnel center in office assignment process.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained on computer magnetic tapes.
Maintained on computer paper printouts.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by other identification number or system identifier.

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are controlled by personnel screening.
Records are stored in locked cabinets or rooms.
Records are controlled by visitor registers.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Also destroyed by erasing computer tapes.

**System manager(s) and address:**

Director of Aerospace Safety, Air Force Inspection and Safety Center, Norton AFB, Ca 92409.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from educational institutions.

**Systems exempted from certain provisions of the act:**

NONE

**F12702 02SCEYA**

**System name:**

Aircraft Accidents and Incidents Computer File

**System location:**

At Air Force Inspection and Safety Center, Norton Air Force Base, CA 92409.

**Categories of individuals covered by the system:**

Any person in control of aircraft at time of United States Air Force accident or incident.

**Categories of records in the system:**

Date of mishap, aircraft identification, description of flight characteristics, injury totals, description of property damage, organization of aircraft, organization of individual, personnel data consisting of name, SSAN, grade, service component, aero rating, date received rating, year of birth, flying experience, and causes of accident as assessed by accident board. Engine data is included if accident is engine caused. Recommendations of accident board.

**Authority for maintenance of the system:**

10 USC 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To provide statistical and historical information used by Department of Defense for aircraft accident prevention. Specifically for special safety studies, magazine articles, aircraft safety design studies, to evaluate pilot and crew training, to supplement curriculum for training, to determine possible causes of future accidents, to determine safety award winners, to estimate aircraft inventory requirements based on accident attrition, to estimate budget costs due to accident damage costs.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained in note books/binders.
Maintained in visible file binders/cabinets.
Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.
Maintained on microfiche.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.
Filed by date of birth.

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.
Records are controlled by personnel screening.
Records are controlled by visitor registers.
Records are controlled by computer system software.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Chief, Reports and Analysis Division, Air Force Inspection and Safety Center, Norton AFB, Ca 92409.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F12702 02SCEYB

System name:

human factors in aircraft accident/incident computer file.

System location:

At Air Force Inspection and Safety Center, Norton Air Force Base, CA 92409.

Categories of individuals covered by the system:

Any individual aboard aircraft during USAF accident or who suffered injury/fatality as result of accident/incident.

Categories of records in the system:

General identifying data, aircraft flight description, medical and injury data, toxicology test results, physical diseases and defects, psychological/environmental factors, personnel leave/ experience/ rest data, physiological data, vertigo training, survival equipment, egress training, ejection data, rescue/survival information.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide statistical and historical information used by Department of Defense for aircraft accident prevention. Specifically for special safety studies involving egress, ejection, search, rescue, survival, related equipment/training, physiological/medical/ injury data.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in note books/binders.
Maintained in visible file binders/cabinets.
Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.
Maintained on microfiche.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by date of birth.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.
Records are controlled by personnel screening.
Records are controlled by visitor registers.
Records are controlled by computer system software.

Retention and disposal:

Retained on computer magnetic tape until no longer required and then tape records are destroyed by erasing.
Records are then destroyed by tearing into pieces, shredding, macerating, pulping or burning.

System manager(s) and address:

Chief, Reports and Analysis Division, Air Force Inspection and Safety Center, Norton AFB, Ca 92409.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F12702 02SCEYC

System name:

United States Air Force (USAF) Ground Accident Fatality File

System location:

At Air Force Inspection and Safety Center, Norton Air Force Base, CA 92409.

Categories of individuals covered by the system:

All USAF active duty military and civilian employee fatalities

Categories of records in the system:

Name, SSAN, rank, service component, command and base of assignment, date of occurrence, duty status, major catagory of mishap.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides preliminary statistical accounting data on Air Force fatalities for accident prevention studies/efforts.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.
Maintained on computer magnetic tapes.
Maintained on computer paper printouts.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.
Records are controlled by personnel screening.
Records are controlled by visitor registers.

Retention and disposal:

Retained in files for four years after accident date, then destroyed.
Records are then destroyed by tearing into pieces, shredding, macerating, pulping or burning.

System manager(s) and address:

Director of Aerospace Safety, Air Force Inspection and Safety Center, Norton AFB, Ca 92409.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F14001 0SGHLNA

System name:

Bachelor Airmen's Quarters (BAQ) Temporary Issue Receipt

System location:

321Strategic Missile Wing, Grand Forks Air Force Base, ND 58201 321Missile Maintenance Squadron, Grand Forks Air Force Base, ND 58201 319Bombardment Wing (H), Grand Forks Air Force Base, ND 58201 319Avionics Maintenance Squadron, Grand Forks Air Force Base, ND 58201 319Field Maintenance Squadron, Grand Forks Air Force Base, ND 58201 319Organizational Maintenance Squadron, Grand Forks Air Force Base, ND 58201 319Munitions Maintenance Squadron, Grand Forks Air Force Base, ND 58201 321Combat Support Group, Grand Forks Air Force Base, ND 58201 21Civil Engineering Squadron, Grand Forks Air Force Base, ND 58201 321Transportation Squadron, Grand Forks Air Force Base, ND 58201 321Communications Squadron, Grand Forks Air Force Base, ND 58201 321Security Police Group, Grand Forks Air Force Base, ND 58201 321Missile Security Squadron, Grand Forks Air Force Base, ND 58201 321Supply Squadron, Grand Forks Air Force Base, ND 58201 USAF Hospital, Grand Forks Air Force Base, ND 58201

**Categories of individuals covered by the system:**

All Air Force active duty military personnel.
Residing in barracks.

**Categories of records in the system:**

Receipt for room, furnishing, bedding, and key.

**Authority for maintenance of the system:**

10 USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Temporary issue receipt.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in card files.

**Retrievability:**

Filed by Name.
Filed by other identification number or system identifier.

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Unit Commanders, Grand Forks Air Force Base.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Individual.

**Systems exempted from certain provisions of the act:**

NONE

## F16001 AFA A

**System name:**

16001 AFA A Cadet Hospital/Clinic Records.

**System location:**

At USAF Academy CO 80840.

**Categories of individuals covered by the system:**

AF Academy Cadets.

**Categories of records in the system:**

Daily roster of cadets hospitalized and report of cadet visits to the cadet clinic.

**Authority for maintenance of the system:**

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

(1) Information collected for purpose of notifying concerned individuals of status of cadets hospitalized. Users include: Superintendent, Commandant of Cadets and Hospital Commander. Information used to provide Superintendent daily report of number and status of cadets hospitalized; provide Hospital Commander and staff daily report of status of cadets hospitalized; provide Commandant and staff daily report of number and status of cadets hospitalized; provide information to Air Officer Commanding so that he may notify parents as required when their child is hospitalized more than three days; concerned personnel can note trends in hospitalization in terms of numbers of cadets hospitalized, length of hospital stay, and nature of medical problems being treated. (2) Report of visits to cadet clinics; record the time a cadet enters the clinic, what his complaint is and explanation of excusals and time he exited the clinic. Distribution of this info is made to Cadet Safety, Athletics and individual concerned. Cadet Safety uses it to monitor cadet activity for ground safety program. Athletics uses to monitor excusals from physical education and to evaluate injury rates. The individual uses it to justify time away from classes.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by name.

**Safeguards:**

(1) Records are accessed by the custodian, person(s) responsible for servicing the record system, and authorized personnel who are properly screened and have a need-to-know. Records are stored in locked cabinets or rooms. (2) Clinic copy is under the direct control of Non-Commissioned Office in Charge (NCOIC) of Administrative Services. Distribution is made only to acknowledged representatives of Cadet Wing Safety and Athletics.

**Retention and disposal:**

Retained in office files for one year after annual cut-off then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Commander, USAF Academy Hospital, USAF Academy, CO 80840.

**Notification procedure:**

Requests should be addressed to the Registrar, USAF Academy Hospital Cadet Liaison, and should include full name, and date of hospital admission.

**Record access procedures:**

Individual can obtain assistance in gaining access from the System Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from medical institutions, the individual, a physical and/or medical technicians.

**Systems exempted from certain provisions of the act:**

NONE

## F16001 SGPC A

**System name:**

16001 SGPC A Medical Professional Staffing Records

**System location:**

At Air Force medical centers, hospitals, and clinics. All health facilities where graduate health education programs are conducted.

**Categories of individuals covered by the system:**

Practitioners, who are, or have been, members of the USAF Medical Service or Civil Service Employees (including civilian consultants who engage in direct patient care) and who are assigned to, employed by, or practice in the Air Force medical facility for the purpose of providing health services for eligible beneficiaries; United States Air Force Medical Service personnel pursuing graduate health education programs.

**Categories of records in the system:**

(1) Credential review files: Contains curriculum vitae, training reports, journals of patients managed, summaries of ambulatory experi-

ence, letters of evaluation, summaries of special activities or other information furnished or solicited in order to fully evaluate the professional qualifications of individuals. (2) Health education records: applications for training, training reports, Faculty Board reports, photograph or negative, and personnel documents related to training.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information contained in credential review files are used to award inpatient and ambulatory clinical privileges to all categories of health practitioners. They may also be used as background data to respond to applications submitted by individual, admission to professional medical societies, employment, for medical privileges at civilian institutions. Health education records are used to permit evaluation of individuals in training, by program directors, in managing the individual in training; by the record maintenance personnel, to document changes to the individual's personnel record maintained by the servicing Consolidated Base Personnel Office (CBPO).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders. Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. By commanders of USAF medical centers hospitals and clinics (credential review files); by program directors, trainees and personnel managers with the need to know (health education records).

Retention and disposal:

(1) credential review files are retained in the office files of the medical facility the practitioner is assigned or employed. Following separation, resignation, or retirement, the files are retained at the location of the last duty assignment for a period of 3 years and then are destroyed. (2) Health education files are retained by the director of health education until training is completed, files are then kept by the health facility for 30 years and then destroyed by tearing into pieces, shredding, pulping, macerating, or burning; if facility is deactivated, the records are retired to the Washington National Records Center, Washington, DC 20409 to be retained until the 30-year period has expired at which time they will be destroyed.

System manager(s) and address:

For credential review files: The Surgeon General, Headquarters, United States Air Force; Commanders of medical centers, hospitals, clinics; Director, Washington National Records Center, Washington, DC 20409. For health education records, individuals should give full name, military status, social security number, when they entered training and completed training, and what corps within the medical service they are a member. Individuals may visit either the health facility main- taining the records or the Office of the Surgeon, Air Force Military Personnel Center, Randolph Air Force Base, Texas to learn if the record system contains their records. When visiting either of these locations, the individual must provide a valid drivers license or equivalent identification containing a photograph to establish identity.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

For credential review files, individual may obtain assistance in gaining access from the Systems Manager. For health education records, individual may obtain assistance by writing or presenting themselves in person to the health facility where the records are maintained. Official mailing addresses are in the Depart- ment of the Air Force Directory in the appendix to the Department of the Air Force system notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Credential review files: Basic information submitted by the practitioner. Additional information may be solicited from other sources in order to permit the credentials committee to best judge the capabilities of the practitioner. Health education records: Previous employer, educational institutions, master personnel record, information provided by the individual concerned.

Systems exempted from certain provisions of the act:

NONE

## F16001 SGPS A

System name:

Aircrew Standards Case File

System location:

Directorate of Professional Services, Office Surgeon General, Forrestal Bldg, Washington, D.C. 20314

Categories of individuals covered by the system:

This record system is maintained on all Air Force members who have been considered for medical waiver for flying duty due to conditions defined as serious illness or for waiver for flying training.

Categories of records in the system:

The record system contains members' Report of Medical Examination, Report of Medical History. Narrative Summary; Aeromedical Evaluation; Electrocardiographic Reocrd; Clinical Record Consultation Sheet, and USAF School of Aerospace Medicine Evaluation Report (if accomplished). Additionally, disposition data is maintained or aperture cards to include member's name, social security account number, date of birth, aeronautical rating, diagnosis/diagnoses, and a chronological listing of waiver actions.

Authority for maintenance of the system:

Title 10, USC, Section 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These files are utilized to determine if previous action has been taken by the system manager and what was the disposition. Additionally, via the use of aperture cards, waiver actions are suspensed and historical retrieval of records by diagnosis is provided.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained on aperture cards.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

Records are controlled by personnel screening.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Directorate of Professional Services, Office of Surgeon General, Forrestal Bldg, Washington, DC 20314

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Systems exempted from certain provisions of the act:

NONE

## F16002 SGPS A

System name:

Department of Defense Medical Examination Review Board Medical Examination Files

System location:

Department of Defense Medical Examination Review Board (DODMERB) US Air Force Academy CO 80840.

**Categories of individuals covered by the system:**

All applicants to the five service academies or the Four Year Reserve Officer Training Corps (ROTC) Scholarship Program.

**Categories of records in the system:**

The record system is maintained in three forms: hard copy - the original report of Medical Examination, Report of medical history, narrative summary and any associated civilian forms or rests that may have been accomplished; may also contain personal correspondence between the DODMERB and the applicant. The second portion is microform copy of the hard copy file; the third portion is storage in a Burroughs 3500 Computer.

**Authority for maintenance of the system:**

Title 10, United States Code, Section 133.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The paper copy is used to determine medical qualification for one or more of the service academies or the ROTC. The microform portion is used for historical retrieval of previous actions; The computer form is used to advise the service academies and ROTC program managers of any medical update actions on an applicant. Statistical summaries are extracted from the computer bank.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained in microfilm jackets.
Maintained on disks or drums.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in locked cabinets or rooms.
Records are controlled by computer system software.

**Retention and disposal:**

Retained in office files until graduation or elimination from training, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Department of Defense Medical Examination Review Board, US Air Force Academy CO 80840.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from medical institutions.

**Systems exempted from certain provisions of the act:**

NONE

## F16002 SGPS B

**System name:**

16002 SGPS B Retirements/Separations Records System

**System location:**

AFMPC/SG, Randolph AFB, Texas 78148.

**Categories of individuals covered by the system:**

All Air Force members whose cases have been presented to a Medical Evaluation Board with a recommended disposition of return to duty; whose medical qualification for worldwide duty upon examination for retirement or separation is questionable;all retiring general officers;all members who have had their medical clearance for retirement or separation withdrawn.

**Categories of records in the system:**

Retirement, separation, continued active duty Medical Evaluation Board, (if accomplished), Report of Medical Examination, Report of Medical History, Narrative Summary, Clinical Record Consultation Sheet, Electrocardiographic Record.

**Authority for maintenance of the system:**

10 USC 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To determine if previous action has been taken by the system manager, and what the previous disposition was.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

**Retention and disposal:**

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

AFMPC Surgeon, Rnadolph AFB, Texas 78148.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from medical institutions.

**Systems exempted from certain provisions of the act:**

NONE

## F16002 0IACYVA

**System name:**

16002 0IACYVA Physical Examination Reports Suspense File

**System location:**

Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280.

**Categories of individuals covered by the system:**

Air Force Reserve personnel.

**Categories of records in the system:**

incomplete reports of physical examinations, correspondence to and from reservists/individuals.

**Authority for maintenance of the system:**

section 10 US Code 275

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

information in files is used to provide control of reservists/ individual medical status.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name and Social Security Number (SSN).

**Safeguards:**

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties and by commanders of medical centers and hospitals. Records are protected by guards.

**Retention and disposal:**

route for filing in the individual personnel records maintained at ARPC.

**System manager(s) and address:**

commander Air Reserve Personnel Center (ARPC), 7300 East First Avenue, Denver, CO 80280.

Notification procedure:

Requests from individuals should be addressed to the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, Colorado 80280. Written requests for information should contain full name, SSN, current mailing address and, if known, the case (control) number on correspondence received from ARPC. Records may be reviewed in the Records Review Room, Air Reserve Personnel Center, 7300 East First Avenue, Denver, Colorado between 8:00 am and 3:00 pm on normal work days. Visitors wishing to see their records should provide a current Reserve identification card and/or driving license and some verbal information that could verify the person's identification.

Record access procedures:

Individuals can obtain assistance in gaining access from the Documentation Management Officer, ARPC/DADP, 7300 East First Avenue, Denver, Colorado 80280; telephone (303) 394-4667.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

information from examining facilities,physicians(military and civilian),and summary of physicians evaluation.

Systems exempted from certain provisions of the act:

NONE

F16003 ASGH R

System name:

Air Force Clinical Laboratory Automation Systems (AFCLAS)

System location:

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Wright-Patterson Air Force Base, Ohio and Andrews Air Force Base, Maryland.

Categories of individuals covered by the system:

Patients at above medical facilities.

Categories of records in the system:

Patient identifiers, demographic data, laboratory tests requested, test results, related scheduling and suspensing information, internal laboratory auditing and quality control information.

Authority for maintenance of the system:

Title 10, United States Code, Sections 133 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides coarse data concerning clinical laboratory results to permanent in and outpatient records, provides scheduling and suspense information to laboratory personnel, and provides permanent laboratory records as required by pertinent regulations and policies. Facilities provision of timely and accurate data to medical professional staff for determining patient care requirements. Provides basis for workload accounts and statistcal analysis of mass patient data for research, including determination of normal values by age, sex, and race.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in note books/binders.
Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.
In and outpatient medical records.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by other identification number or system identifier.
Requesting physician, ward or clinic, date of request, type of request.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are accessed by commanders of medical centers and hospitals.
Records are stored in locked cabinets or rooms.
Records are controlled by computer system software.

Retention and disposal:

Retained in computer memory for up to 7 days after discharge for inpatients and/or up to 290 days after last clinic visit for outpatients. Length of retention variable within reasonable limits by user. Final report then generated for patient medical records and memory erased. Reports also privide for internal laboratory record requirements.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.
Data Automation Agency, USAF.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Systems exempted from certain provisions of the act:

NONE

F16003 0SPCZPA

System name:

Laboratory Course Phase II

System location:

USAF Regional Hospital, March AFB, Ca 92508

Categories of individuals covered by the system:

Enlisted military personnel assigned for training as laboratory technicians.

Categories of records in the system:

Evaluation of quality and quantity of work and of personal characteristics.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by supervisors to evaluate students.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are controlled by personnel screening.

Retention and disposal:

Retained in office files as long as student is in training status , then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief, Laboratory Services, USAF Regional Hospital, March AFB, Ca 92508

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from training supervisors

Systems exempted from certain provisions of the act:

NONE

F16003 02 ALSA

System name:

Chain of Custody Receipt

System location:

United States Air Force (USAF) Hospital Elmendorf Air Force Base, Alaska, APO Seattle 98742

Categories of individuals covered by the system:

Blood alcohol testing is accomplished on military personnel at the direction of proper military authority.

Categories of records in the system:

A means of providing a continuous hand receipt for blood alcohol specimens.

Authority for maintenance of the system:

44 USC 3101, Records Management by Agency Head - General Duties.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Original retained in laboratory. Copy sent with blood alcohol specimen to local Security Police, Office of Special Investigations, or Federal Law Enforcement Agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files for two years after annual cut-off, then destoyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander, USAF Hospital Elmendorf Air Force Base, Alaska, APO Seattle 98742

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Identification card in the case of personal request.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

USAF Hospital, Elmendorf AFB, Alaska

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual with custody of specimen provides name.

Systems exempted from certain provisions of the act:

NONE

F16006 ASGPA R

System name:

USAF Hearing Conservation Record System

System location:

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At USAF School of Aerospace Medicine (USAFSAM), Brooks AFB, TX 78235.

Categories of individuals covered by the system:

All Air Force Employees, military or civilian who are enlisted in the Hearing Conservation Program due to working in noise hazard areas.

Categories of records in the system:

AF Forms 1490 and 1491 which documents name, social security account number, individuals military grade or rank, or U.S. Civil Service grade, date of birth, age, sex, USAF specialty code or job code, whether in-training or assigned to regular duty, the organization to which the individual is assigned complete with address, individual's duty phone number, whether military or civilian, date assigned to duty in noise occupation, brief description of previous exposure to noise, time, day of week and date of audiometric test, time and date of last significant noise exposure encountered within last 30 days, if any, type significant to noise to which last exposed, type of audiometer used, i.e., manual or automatic, audiometer calibration method, date of last audiometer calibration, whether audiometric exam conducted in prefabricated booth or not, class of hearing based on hearing threshold levels measured. Hearing threshold levels for 500, 1000, 2000, 3000, 4000 and 6000 frequencies in each ear including results of current audiometric examination, his reference or initial examination and any shift between these two examinations in each ear, whether or not ear plugs were issued at time of audiometric examination or have been previously issued, type of earplug issued, size of ear plug issued for each ear, if noise ear muff issued, if individual wears glasses, if examiner and individual consider ear protection is satisfactory, any pertinent remarks relative to the individual, noise exposure, hearing, etc.; and the audiometric examiner's name, Air Force Specialty Code, social security account number, and office symbol. File contains information on AF Form 1621, Evaluation of Individual Noise Exposure, which is used to document data and observations relating to an individual's exposure to occupational noise.

Authority for maintenance of the system:

Title 29 Code of Federal Regulations, Part 1910.95 Occupational Safety and Health Standards. Public Law 91-596, The Occupational Safety and Health Act; Executive Order 11807, the Occupational Safety and Health Program for Federal Employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

USAF School of Aerospace Medicine-to provide continuing review of the Air Force Hearing Conservation Program by updating damage-risk criteria, modifying monitoring audiometry program procedures, validating personnel disposition procedures relating to occupationally induced hearing losses, evaluating hearing protective devices and procedures, and research associated with noise induced hearing losses. At the specific request of a USAF Medical Facility provide an historical record of the results of an individual's monitoring audiometric test results. Base Medical Personnel-to monitor employees health status for occupational health programs, to use in formulating recommendations to supervisors on requirements to remove individual from further exposure, to determine need for investigation of workplace environment for abnormal exposure conditions. Employee's Supervisor-to determine whether employee can continue to work in the exposure situation; to determine relative risk of various work tasks, to improve safety of noise exposure procedures. Bureau of Employees Compensation-Information relating to individuals' claims for occupationally induced hearing losses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained on computer magnetic tapes.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Filed by date of birth.

Air Force Specialty Code, Job Code.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are accessed by commanders of medical centers and hospitals.

Records are controlled by computer system software.

Retention and disposal:

At School of Aerospace Medicine, retained permanently in computer, at bases retained as permanent part of medical record for fifty years after date of latest document, then destroyed.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Systems exempted from certain provisions of the act:

NONE

F16006 SGPC A

System name:

Central Medical Registry Files

System location:

Armed Forces Central Medical Registry, Brooks AFB TX 78235; Armed Forces medical centers, hospitals, and clinics.

Categories of individuals covered by the system:

All individuals who were diagnosed as having or were treated for cancer in an armed forces medical treatment facility.

Categories of records in the system:

Files contain summaries of treatment provided cancer patients, to include tumor board evaluations, comprehensive chronological summaries of care rendered, a locator system, suspense files for required follow-up treatment and/or evaluation.

Authority for maintenance of the system:

Title 10, United States Code, Sections 125, 133 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is collected for the purpose of maintaining an information service for the military departments for clinical and statistical analysis of designated medical and dental cases, their treatment and results. The files serve as the central repository of clinical information relating to individuals evaluated and/or treated in Army, Navy and Air Force medical facilities. It is used to conduct statistical analysis and to provide clinical information to other federal medical services, scientific institutions and qualified members of the medical and dental professions (information identifiable by name is released only with permission of the patient). Information may be provided local hospital tumor registries, physicians, scientific institutions. Information is used by the medical facilities to promote education programs and to develop statistics designed to be used as a basis for developing improved diagnostic and therapeutic standards. Used by the individual physician or scientist to develop and write professional papers and is used by hospital tumor registries to update their case records as to status and quality of survival of individual patients.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in card files.
Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.
Maintained on roll microfilm.
Maintained on microfiche.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in locked cabinets or rooms.
Records are controlled by computer system software.

Retention and disposal:

Records located at the Central Medical Registry are retained in Office files permanently. Records located at medical facilities are retained in the office files until inactivation of the tumor board or the facility, then destroyed by tearing into pieces, shredding, pulping macerating, or burning.

System manager(s) and address:

Director, Armed Services Central Medical Registry, Brooks AFB TX 78235; Commanders of armed forces medical facilities. MEDICAL FACILITIES.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

; full name, social security account number of sponsor, accesion number.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.
Information obtained from a state or local government.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F16007 SGPA A

System name:

Drug Abuse Rehabilitation Report System.

System location:

At Headquarters United States Air Force and major command headquarters. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Any active duty military personnel who are confirmed as drug abusers as a result of drug abuse urinalysis testing.

Categories of records in the system:

File contains Drug Abuse Rehabilitation Reports in Electrical Message Form in which demographic data, urine testing results and abuser disposition are detailed.

Authority for maintenance of the system:

Public Law 91-513 as applied to Federal agnecies by Section 2b of Executive Order 11599, 17 June 1971, Comprehensive Drug Abuse Prevention and Control Act of 1970.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

At HQ USAF to provide statistical data for required reports to Department of Defense (DOD) and to the Special Action Office on Drug Abuse Prevention, White House; to perform epidemiologic and statistical studies for use in evaluating the effectiveness of Air Force urinalysis testing programs; to provide information for answering congressional inquiries.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in card files.

Retrievability:

Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.
Records are controlled by personnel screening.

Retention and disposal:

Retained in office files for five years after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force, Washington DC 20330.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Systems exempted from certain provisions of the act:

NONE

F16101 SGPA A

System name:

Medical Recommendation for Flying Duty

System location:

At headquarters of the United States Air Force, major commands and major subordinate commands. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At consolidated flight record custodians. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At Air National Guard activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At Air Force Reserve units. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All Air Force active duty military personnel.

Personnel on flying status, performing missile duties, Air Traffic Controller duties, Weapons Controller duties.

Categories of records in the system:

Name, Rank, social security account number, command of assignment, aeronautical rating, aviation service code, date of grounding, month in which flight requirements were last met, estimated duration of incapacity to fly, total flying time to date, type of action recommended relative to performing flying duties, days grounded, and information on suspension from flying, previous waivers, requirement for spectacles, medical diagnosis. Records also contain correction sheets, transcript sheets for individuals not returned to flying status after excusal, grounding, or suspension.

Authority for maintenance of the system:

Title 10, United States Code, Sections 8012 and 133; Executive Order 9397; Title 37 United States Code, Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose is to establish annual clearance, recommend change in flying, missile alert, air traffic controller, and weapons controller status for medical reasons; gather data for statistical tabulation of non-effectiveness rates in Individual Category due to illness/injury. Category of user and related specific uses are: Base Level CBPOs use data as a basis for preparing aeronautical order at the instruction of the local commander authorized to issue orders suspending flying status; Flight Managers retain copies of Medical Recommendations for Flying Duty in the Aircrew Standardization Evaluation records to reflect medical status for flying; Local medical facility maintains a copy of the Medical Recommendation for Flying in individual health records and also uses the Medical Recommendation for Flying to notify local commander, local flight managers, local CBPO and higher headquarters of change of medical status of Individual Category relative to the performance of lying, missile, air traffic control, or weapons control duty; Major Command Surgeon's office use the data to evaluate the effectiveness of respective base level Aerospace Medicine Programs and to determine medical causes of non-effectiveness among respective flying personnel; HQ USAF/SGHB, Biometrics Division, uses data for statistical determination of medical causes of non-effectiveness among flying personnel, as source document for individuals removed from flying for medical reasons and not authorized to return, control information when a rated flyer is returned after a removal which spans two calendar years, and to provide greater detail than the coded abstract about the medical reason for removal from flying.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Base Level, Major Command Level, Headquarters United States Air Force Level.

Maintained in file folders.

Maintained in visible file binders/cabinets.

Retrievability:

Base Level, Major Command Level, Headquarters United States Air Force Level.

Filed by Name.

Filed by Social Security Account Number (SSAN).

Filed by Military Service Number.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are accessed by commanders of medical centers and hospitals.

Records are stored in locked cabinets or rooms.

Records are protected by guards.

Records are controlled by personnel screening.

Retention and disposal:

Original medical recommendations for flying duty are retained in individual health record for fifty years after date of latest document, then destroyed. HQ USAF/SGHB retains Medical Recommendations for Flying Duty indefinitely or until data is received that they are no longer on active duty with the Air Force; Medical Recommendation for Flying for rated flyers returned to flying are retained for two years prior to the current year, then destroyed; coded 'transcript sheets' are retained for the five years prior to the current year then destroyed; edits and audits of coded data are retained for the full year prior to the current year, then destroyed; computer listings are retained for 15 years prior to current year then destroyed; computer listings on microfiche are retained for 20 years prior to current year, then destroyed.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Information obtained from medical institutions.

Systems exempted from certain provisions of the act:

NONE

F16101 0SSGBPA

System name:

Aerospace Medicine Program Medical Recommendation Missile Duty

System location:

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Supporting a missile mission, individuals commander.

Categories of individuals covered by the system:

Air Force active duty officer personnel.

Air Force active duty enlisted personnel.

Assigned missile launch duty as members of a combat crew.

Categories of records in the system:

Individual identification, certificate of awareness of clearance-restriction and appropriate medical comment.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Notify individuals commander of medical restriction- qualification to perform missile duty - missile unit commanders ,missile medicine sections at base medical facility, SAC surgeons office missile medicine branch - commander -to assign or remove an individual from missile duty-missile medicine sections - to notify individuals commander of medical restriction-qualification to perform missile duty-SAC surgeon monitor the health of SAC missile combat crew members.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Filed by Military Service Number.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are accessed by commanders of medical centers and hospitals.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Strategic Air Command (SAC) surgeon, Headquarters SAC - commanders of SAC hospitals, medical centers, and clinics.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Full name, military status, SSAN, air force base where medical record is maintained. Registrar of air force hospitals, medical centers, and clinics. Proof of identity is required.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Systems exempted from certain provisions of the act:

NONE.

## F16102 SGPA A

System name:

Air Force Aerospace Physiology Training Programs

System location:

Chamber Flight Records located at USAF School of Aerospace Medicine, Physiological Education Branch (USAFSAM/EDP), Brooks AFB TX 78235 and at the AF Physiological Training Unit (PTU) where individuals received training; Physiological Training Monthly Report is retained at each AF PTU, USAFSAM/EDP Brooks AFB TX 78235; Physiological Training Records are located at AF PTUs; Individual Physiological Training Records for aircrews, Individual Physiological Training Records for non-aircrew personnel.

At National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132.

At Headquarters United States Air Force and major command headquarters. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At consolidated flight record custodians. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All Aircrew and non-aircrew personnel required to fly on Air Force aircraft.

Categories of records in the system:

Used for records accounting and research. Contains data on attendance at formal training, type of course received, quality performance, training flight profiles, location of training, age, height, weight and sex of trainees.

Authority for maintenance of the system:

Title 10, United States Code, Section 8012 and 133.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Authenticate type of training, location and trainees performance during course. Exact flight profiles (altitude chamber) and any reactions occurring during flight are maintained by each PTU for future authentication of training. Additional authentication is provided flight managers and scheduling officers and copies of flight profiles and reaction data are provided USAFSAM for research. A compilation of select data is forwarded to appropriate Command Coordinator for Physiological Training for management purposes. USAFSAM/EDP/ and the Test Support Branch (BNT) for analysis and research and to the Aerospace Medicine Divison, HQ USAF/SGPA Washington DC 20314 for managment and research. Data for specific reactors to low pressure are handled as medical records with additional distribution to appropriate MAJCOM Surgeon/SGP for information and possible corrective action, to USAFSAM/EDP/VNT for research and analysis, and to HQ USAF/SGPA for policy/management/statistical/research analysis.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Record of training, records of individuals in a given class, altitude flight profiles, combined data of all individuals trained each month, and data on technicians providing the training

Maintained in file folders.

Maintained in visible file binders/cabinets. Authentication of training

Maintained in card files.

Retrievability:

Data relative to reactors to low pressure, management analysis procedures, and authentication of training

Filed by Name. All other data retrieval, except in case of a reactor to low pressure, is by translation of an individual's name into a number.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by commanders of medical centers and hospitals.

Records are protected by guards.

Retention and disposal:

Chamber Flight Record (original) at USAFSAM

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Copies at Unit

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. after three years; Physiological Training Monthly Report (original) at HQ USAF and USAFSAM

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Copies at other than HQ USAF and USAFSAM

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into

pieces, shredding, pulping, macerating, or burning. after three years; Physiological Training Record

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. after 6 years; Individual Physiological Training Records for non-flying personnel retained as a permanent part of individual medical record for fifty years after date of latest document, then destroyed. For flying personnel, is retained in flight records and turned over to individual after discharge, separation, retirement.

**System manager(s) and address:**

The Surgeon General, Headquarters United States Air Force.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

, Attention Chief, Aerospace Physiology, HQ USAF/SGPA, Washington DC 20313. Students should provide full name, military status, approximate date and last location of training; officers and technicians assigned AF Aerospace Physiology Programs provide full name and location of last training. Requestors may visit Office of the Surgeon General, Aerospace Medicine Division. Proof of identity is by government ID Card for active/retired, driver's license if otherwise.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Physiological Training Unit (PTU).

**Systems exempted from certain provisions of the act:**

NONE

## F16102 SGPA B

**System name:**

USAF Compression Chamber Operation

**System location:**

Treatment Records (original) retained in individual health record

At National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118.

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. as part of health record. First copy retained at USAF School of Aerospace Medicine, Hyperbaric Medical Branch (USAFSAM/EDH) Brooks AFB TX 78235. Other copies

At Headquarters United States Air Force and major command headquarters. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. and individual Physiological Training Unit (PTU) having Compression Therapy capability; Compression Chamber Operations Record is retained at PTUs having Compression Therapy capability; Compression Chamber Reactor Case Report (original)

At National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118.

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. as part of health record. First copy retained at USAFSAM/EDH. Other copies

At Headquarters United States Air Force and major command headquarters. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. and individual PTUs having Compression Therapy capabilities; Oxygen Sensitivity Tolerance/Pressure Test

At National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118.

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. as part of health record and USAFSAM/EDH.

**Categories of individuals covered by the system:**

Officers/technicians performing treatments (normally medical doctors, aerospace physiologists/physiological training technicians); patients, who are

All active duty military personnel.

Retired Air Force military personnel.

Dependents of military personnel. dependents of retired military and civilians treated on an emergency basis.

**Categories of records in the system:**

Treatment records of patient and records of personnel conducting treatment. Records of exposure to high pressure profiles are maintained for patient and personnel conducting treatment. Records of training dives are maintained on officers and technicians performing treatment dives as well as their physical capability/tolerance to perform in subsequent treatment dives/procedures.

**Authority for maintenance of the system:**

Title 10, United States Code, Section 8012 and Section 133.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Provide an exacting record for a patient treated by compression therapy and documents reactions of the patient's response to high presssure. Concurrently it protects the patient by insuring that overexposure to high pressure does not occur. Records are maintained on persons performing treatments because they are exposed to the same treatment profiles as their patients and to insure their capability of performing treatment and to determine in advance that they are not physiologically susceptible to potential hazards of treatment. Category of user: Physicians, aerospace physiologists and technicians. Records are also provided to USAF Compression Therapy Center, USAFSAM/EDH, Brooks AFB TX and the Aerospace Medicine Division, HQ USAF/SGPA Washington DC for research and statistical analysis, and management effectiveness. Records maintained on technicians/officers conducting procedures are maintained at treatment site to insure overexposure to high pressure does not occur and to determine professional adequacy to participate in treatment dives. Records involving officers/technicians performing treatment are provided MAJCOM/SGP, USAF School of Aerospace Medicine, Physiological Education Branch (USAFSAM/EDP) and HQ USAF/SGPA for statistical analysis, research and management effectiveness considerations.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

Maintained in visible file binders/cabinets.

**Retrievability:**

Patients records

Filed by Name.

Filed by Social Security Account Number (SSAN). Officers/technicians

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by commanders of medical centers and hospitals.

Records are protected by guards.

**Retention and disposal:**

Treatment Records (original) retained in individual health record for fifty years after date of latest document and then destroyed. First copy and other copies at USAFSAM, HQ USAF and MAJCOMs

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Other copies at PTUs

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. after 3 years; Compression Chamber Operation Record at PTUS

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. after 3 years; Compression Chamber Reactor Case Report (original) retained in individual health record for fifty years after date of latest document, then destroyed. First copy at USAFSAM and other copies at HQ USAF and MAJCOMs

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Copies at PTU

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. after 3 years; Oxygen Sensitivity Tolerance/Pressure Test retained in individual health record for fifty years after date of latest document, then destroyed.

**System manager(s) and address:**

The Surgeon General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Required information for military/ex-military is full name, social security account number; civilian should provide name, social security account number, location of treatment, and approximate date of treatment. Requester may visit Office of the Surgeon General, Aerospace Medicine Division. Proof of identity is by government ID card for active/retired military, driver's license for civilians.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

By physicians regarding diagnosis/treatment.

Systems exempted from certain provisions of the act:

NONE

F16104 SGPA A

System name:

USAF Master Radiation Exposure Registry

System location:

USAF Radiological Health Laboratory, (AFLC), Wright Patterson AFB, OH 45433

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. At base facilities using sources of ionizing radiation

At Air Force installations only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All military and civilian employees of the U.S. Air Force who are currently or have been since 1960 included in the USAF Personnel Dosimetry Program.

Categories of records in the system:

Radiation dosimetry results in quarterly, annual and lifetime cumulative periods and results of bioassays for radioactive emitters.

Authority for maintenance of the system:

Part 20.401(c), Title 10, Chapter 1, CFR 'Atomic Energy Act of 1954' and Sections 2(2),2(3), Executive Order 11807 'Occupational Safety and Health Program for 'Federal Employees.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

At Radiological Health Laboratory-to maintain throughout the employment history of radiation workers a cumulative record of occupational radiation exposure as required by Public Law; to provide that cumulative record to any future employer who makes a proper request for it; to provide information to occupational health personnel and employee's supervisor on cumulative radiation exposure status of employee; to provide information to investigators of radiation accidents and incidents regarding radiation exposure resulting from the event; to use in epidemiological and statistical studies to determine the effectiveness of Air Force wide radiological health programs, trends in exposure doses, exposure experiences of selected occupational groups and similar studies. Base Medical Personnel-to monitor employees health status for occupational health programs, to use in formulating recommendations to supervisors on requirements to remove from further exposure, to determine need for investigation of workplace environment for abnormal expsure conditions. Employee's Supervisor-to determine whether employee can continue to work in the exposure situation; to determine which tasks are high exposure and which are low exposure; to improve safety of radiation exposure procedures. Future Employers-to use as the basis for continuing the lifetime cumulative record on the employees and to use for all the purposes which the current employer uses these records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by commanders of medical centers and hospitals.
Records are controlled by personnel screening.
Records are controlled by computer system software.

Retention and disposal:

Records are permanent at USAF Radiological Health Laboratory. Retained in medical record and supervisor's record for six months then destroy by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers.
Information obtained from medical institutions.

Systems exempted from certain provisions of the act:

NONE

F16201 SGD A

System name:

Dental Health Records

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

At National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118.

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Other authorized medical units serving military personnel and/or dependents, such as National Aeronautics and Space Administration, Embassies, Federal Aviation Agency, Public Health Service, Veterans Administration.

Categories of individuals covered by the system:

All active duty military personnel.
Retired Air Force military personnel.
Air Force Academy nominees/applicants.
Dependents of military personnel.
Foreign Nationals residing in the United States.
American Red Cross personnel.
Peace Corps and State Department personnel.
Exchange Officers.

Categories of records in the system:

Chronological record of all care received in military dental facilities. This is primarily arecord of all treatment received on an outpatient basis with supporting documentation such as consultations, dental history, laboratory, and x-ray reports; the record also includes temporary copies of appointment slips and attendance records until entered in the record.

Authority for maintenance of the system:

Title 10, United States Code, Section 8012 and Section 133.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Chronological record of patient's dental health while authorized care in a military dental facility. Patient-for further dental care, legal purposes, other uses such as insurance requests or compensation claims as specifically authorized by the patient. Dentist-for further dental care of the patient, research, teaching, legal purposes. Other Patient Care Providers within the hospital - for further medical/dental care of the patient, research, teaching, legal purposes. Hospital and Dental Staff - evaluation of dental staff performance in the dental

care rendered; dental research; teaching; hospital accreditation; preparation of statistical reports; legal purposes. Army-Navy-VA-PHS-any other hospital, clinic, etc - for further dental care of the patient if he is currently undergoing treatment there. Attorneys and courts for litigation purposes. Record is released only upon receipt of the patient's signed authorization or a court order. Insurance companies require the patients' written consent for release. Used for establishing insurance benefits or payment of benefits. Other Air Force Agencies - such as Central Tumor Registry which maintains files on all patients in whom a malignancy has been diagnosed; Office of Special Investigations when required for an investigation they are conducting; Judge Advocate General for litigation purposes. Other Federal and State Agencies - such as the Veterans' Administration and Department of Labor (workmen's compensation) for adjudication of claims; reporting communicable disease or other conditions required by law. Other persons or agencies as specifically authorized by the patient.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained in note books/binders.
Maintained in visible file binders/cabinets.
Maintained in card files.
Maintained on x-ray film.
Maintained as photographs.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.
Filed by date of birth.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are accessed by commanders of medical centers and hospitals.

Records are stored in locked cabinets or rooms.
Records are protected by guards.
Records are controlled by personnel screening.

**Retention and disposal:**

Records for military personnel are retained for fifty years after date of last document; for all others, twenty-five years. While on active duty, the Health Record of a US military member is maintained at the dental unit at which the person receives treatment. On separation/retirement the records are forwarded to National Personnel Records Center (NPRC/MPR) or other designated depository; such as Air Reserve Personnel Center, if reservist; to appropriate state National Guard unit, if National Guard member, to appropriate Veterans Administration Regional Office, if VA claim has been filed. Records of other personnel may be handcarried or mailed to the next military medical facility at which treatment will be received, or the records are retained at the treating facility for a minimum of 1 year after date of last treatment then retired to NPRC or other designated depository, such as but not limited to, Commandant (PM) US Coast Guard, Washington DC 20226 for Coast Guard active duty members; Medical Director, American Red Cross, Washington DC 20006 for Red Cross Personnel.

**System manager(s) and address:**

The Surgeon General, Headquarters United States Air Force.

Assistant Surgeon General for Dental Services, USAF; commanders of medical centers, hospitals, clinics, medical aid stations - Military Personnel Center Director National Personnel Record Center (military) 9700 Page Blvd, St Louis MO 63212; Director, National Personnel Record Center (civilian), 111 Winnebago St., St Louis MO 63118, individuals who have records responsibility at all other authorized medical units servicing military personnel and their dependents.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

Complete name, social security account number of individual through whom eligibility for care is established, year in which treatment was received, location treatment was received, whether treatment was on an inpatient or outpatient basis. Above SYSMANAGERS or in the case of Air Force medical facilites, the Registrar's office of the hospital. An appropriately signed authorization for the release of the information is required. Individual's complete name and social security account number of individual through whom eligibility for care is established.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from medical institutions.

**Systems exempted from certain provisions of the act:**

NONE

## F16202 SGD A

**System name:**

Dental Personnel Actions

**System location:**

U.S. Air Force Surgeon General, Office of the Assistant Surgeon General for Dental Services, Room 6A179, Forrestal Building, Washington, D. C. 20314, (HQ USAF/SGD)

**Categories of individuals covered by the system:**

All individuals who are or have been associated with the Air Force Dental Service

**Categories of records in the system:**

General Correspondence relating to dental personnel actions; for example, but not limited to Awards and Decorations, Letters of Appreciation, Favorable Communications, Promotion Letters, Retirement Letters, Resignation Letters, Letters of Congratulation, Board Certified Specialists, Chief Dentists Badge Selection Board, Moonlighting Program, Military Assistance Program, Dental School Representatives Program, Air Force Reserve Forces Personnel listings, AFSC Prefix Awards (A&W), Dental Consultant Program, Uniformed Services University of Health Sciences (USUHS), Tri-Service Exhibit Monitors, Administration of Office Personnel

**Authority for maintenance of the system:**

Title 10 USC, Section 8012; Title 10 USC, Section 133

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Supporting Documentation for Air Froce Staff for establishing policies and procedures of professional personnel activities for the Air Force Dental Service. Other persons or agencies as specifically authorized by the individual concerned.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained in note books/binders.
Maintained in visible file binders/cabinets.
Maintained in card files.
Maintained on computer paper printouts.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.
Records are protected by guards.
Records are controlled by personnel screening.

**Retention and disposal:**

Records are retained in active file for three years or until purpose has been served, then destroyed, by tearing into pieces, shredding, pulping, macerating or burning

**System manager(s) and address:**

The Surgeon General, Headquarters United States Air Force.
Assistant Surgeon General for Dental Services, HQ USAF

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

Complete name, Social Security Account Number, and military status of individual requesting

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Information obtained from automated system interfaces.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F16202 SGD B

System name:

Dental Professional Activities

System location:

At Headquarters United States Air Force and major command headquarters. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All individuals who are or have been associated with the Air Force Dental Service

Categories of records in the system:

General Correspondence relating to dental professional activities; for example, but not limited to correspondence from ASD (H&E) Special Assistant for Dental Affairs, ADA Council on Scientific Sessions-Table Clinics, Professional Academies, Professional Associations, Professional Societies, Specialty Boards; and Academic Reports, Teaching Reports, and Dental Service Report (D.D.477a)

Authority for maintenance of the system:

Title 10 USC, Section 8012; Title 10 USC, Section 133

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Supporting documentation for Air Force Staff for eatablishing policies and procedures of professional personnel activities for the Air Force Dental Service. Other persons or agencies as specifically authorized by the individual concerned.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained in note books/binders.

Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Institution attended and date

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are accessed by commanders of medical centers and hospitals.

Records are stored in locked cabinets or rooms.

Records are protected by guards.

Records are controlled by personnel screening.

Retention and disposal:

Records are retained in active file for three years or until purpose has been served, then destroyed, by tearing into pieces, shredding, pulping, macerating or burning

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Assistant Surgeon Genrral for Dental Services, HQ USAF

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F16401 GHXO S

System name:

Patient Evacuation Manifest

System location:

Patient Airlift Center, 375th Aeromedical Airlift Wing, Scott AFB IL 62225 Office of the Command Surgeon, Military Airlift Command, Scott AFB IL 62225 Aeromedical Evacuation Control Center (AECC), 57th Aeromedical Evacuation Squadron, Scott AFB IL 62225 AECC, 9th Aeromedical Evacuation Squadron, APO San Francisco 96274 AECC, 58th Aeromedical Evacuation Squadron, APO New York 09057

Categories of individuals covered by the system:

Any patient or attendant provided transportation by the Air Force aeromedical evacuation system.

Categories of records in the system:

Files contain a list of patients and attendants moved by aeromedical evacuation.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Patient Airlift Center and AECCs-To develop flight itineraries and patient loading plans, prepare necessary equipment and medicines for inflight patient care, determine medical crew requirements, maintain statistical data for planning long-range flight schedules, study trends in patient flow, monitor effectiveness of the aeromedical evacuation system. Military Airlift Command-To compile aeromedical evacuation statistics, develop long-range patient evacuation plans, monitor effectiveness of the aeromedical evacuation system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained on computer magnetic tapes.

Retrievability:

Filed chronologically by manifest and flight number and day flight operated.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Computer tapes are retained indefinitely

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

375th Aeromedical Airlift Wing/SG, Scott AFB IL 62225

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Systems exempted from certain provisions of the act:

NONE

F16802 CSGH R

System name:

MAMS-R (Medical Administrative Management System - Revision)

System location:

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

MAMS-R feeds information to current MAMS

Categories of individuals covered by the system:

Patients and employees that are treated at Air Force medical facilities

Categories of records in the system:

Patient identifier, demographic data, diagnosis data, surgical operation data, statistical data pertaining to days under treatment, disposition data, and data associated with medical facility personnel.

Authority for maintenance of the system:

Title 10 USC Sections 133 and 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides source data pertaining to treatment of patients rendered by Air Force medical facilities. Data used by medical managers in planning, directing, and controlling operation of medical facility. Provides other medical personnel data required for day to day operation of a medical facility. Provides statistical data to current MAMS system at MAJCOM and HQ USAF.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in note books/binders.
Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.

Retrievability:

Filed by Social Security Account Number (SSAN).
Filed by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are accessed by commanders of medical centers and hospitals.

Records are controlled by computer system software.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Retained in office files for two years after annual cut-off, then destoyed by tearing into pieces, shredding, pulping, macerating, or burning.

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Maintained on computer history file via magnetic tape storage. Duration of storage not yet determined, but will not exceed 5 years.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Data Automation Agency, USAF, and medical facility commanders at each location.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Information obtained from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

F16802 SGHB B

System name:

Casualties in Southeast Asia

System location:

At Headquarters United States Air Force, Washington DC 20330.

Categories of individuals covered by the system:

Air Force personnel killed, wounded in action in Southeast Asia or declared dead after having been missing in action.

Categories of records in the system:

Abstraction of casualty reports provided to Air Force Military Personnel Center.

Authority for maintenance of the system:

Title 10, US Code Section 133 and Section 8012 Executive Order 9397

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Statistical research on type of casualty and the preparation of special reports on the medical care required by battle casualties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retention time not determined.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Complete name (including maiden name, if applicable). Social Security Account Number of individual through whom eligibility for care is established, year in which treatment was provided, whether treatment was on an inpatient or outpatient basis. If a dependent, specify relationship to sponsor, e.g., wife, oldest child, second oldest child, etc.

Record access procedures:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F16802 SGPC A

System name:

16802 SGPC A Child Advocacy Case Files

System location:

At Headquarters United States Air Force, Office of the Surgeon General, Directorate of Professional Services, Clinical Medicine Division, 1000 Independence Avenue, Washington, D.C. 20314; Major Command Surgeon's Office; and Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Categories of individuals covered by the system:

All children entitled to care at Air Force medical and dental facilities whose abuse or neglect is brought to the attention of appropriate authorities and all persons suspected of abusing or neglecting such children.

Categories of records in the system:

Medical records of suspected and established cases of child abuse or neglect, investigative reports, correspondence, child advocacy committee reports, follow-up and evaluative reports, and any other supportive data assembled relevant to individual child advocacy program files.

Authority for maintenance of the system:

5 U.S.C. 301; 10 U.S.C. 8012; 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Air Force in the performance of their official duties relating to health and medical treatment of members and former members of the uniformed services, civilians, and dependents receiving medical care under Air Force auspices; performance of research studies and compilation of statistical data. Officials and employees of other components of the Department of Defense and other Departments and agencies of the Executive Branch of government in the performance of their official duties relating to the coordination of child advocacy programs, medical care and research concerningchild abuse and neglect. The Attorney General of the United States or his authorized representatives in connection with litigation, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. Federal, state or local governmental agencies when it is deemed appropriate to utilize civilian resources in the counseling and treatment of individuals or families involved in child abuse or neglect, or when it is deemed appropriate or necessary to refer a case to civilian authorities for civil or criminal law enforcement. Authorized officials and employees of private organizations and individuals for health research in the interest of the federal government and the public; and authorized surveying bodies for professional certification and accreditation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records may be stored in file folders, microfilm or magnetic tape, punched cards, machine lists, discs, and other computerized or machine readable media.

Retrievability:

Records are retrieved by name of the abused or neglected child and the social security number of the sponsor or guardian.

Safeguards:

Records are maintained in various kinds of filing equipment in specified monitored or controlled access rooms or areas. Public access is not permitted. Records are accessible only to authorized personnel that are properly screened and trained, and on a need to know basis only. Computer terminals are located in supervised areas with access controlled by password or other user code system.

Retention and disposal:

Retained in office files for five years after the end of year in which case was closed, retired to National Personnel Records Center (Civilian), 111 Winnebago Street, St Louis, Missouri 63118.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force, Major Command Surgeons, commanders of medical centers, hospitals, and clinics.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager at Air Force hospitals, medical centers and clinics. Requests should include name, social security account number of sponsor location, and place of incident.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Reports from physicians and other medical department personnel reports and information from other sources including educational institutions, medical institutions, law enforcement agencies, public and private health and welfare agencies, and witnesses.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a(k)(2) and (5), as applicable. For additional information contact the System Manager(s).

F16802 0RKNMDA

System name:

Civilian Health/Medical Program of Uniformed Services (CHAMPUS) Case Claim Files

System location:

Commander Eighth Air Force USAF Clinic Andersen (Registrar) APO 96334. All of Guam (basic program) USAF Hosp Clark (Registrar),APO 96274 all of Phillipines,Thailand, Taiwan (basic program) USAF Hosp Tachikawa (Registrar),APO 96323 Kanto Plains, Hakata all of Korea (basic program) USAF Hosp Misawa (Registrar),APO 96519,Misawa and Chitose (basic program) USAF clinic Kadena (Registrar),APO 96239,all of Okinawa (basic program) the remainder of Air Force claims in Pacific Air Force(PACAF) command area, along with Air Force claims from India, Sri Lanka,Pakistan Nepal,and Afghanistan is processed and filed by commander in chief Pacific Air Forces (CINCPACAF)(Scamp),APO 96553(basic program and entire handicapped program for command).

Categories of individuals covered by the system:

dependents of Air Force personnel retired Air Force military personnel dependents of retired and deceased AF personnel.

Categories of records in the system:

medical reports invoices and receipts for treatment.

Authority for maintenance of the system:

Of Title 10 US Code 1071-1087.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

for determination if claim is authorized for payment for screening against duplicate payments for same service serves as auditable records to support computations of amount of payments made to claimants categories of users are physicians for diagnosis hospital administrative personnel for determining if care is authorized and to compute amount to be paid accounting and finance office for supporting documents to support payment of claims auditors - to determine if payment computations were made in accordance with directives.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are accessed by commanders of medical centers and hospitals.

Records are stored in locked cabinets or rooms.

Retention and disposal:

records are kept on a fiscal year basis and are brought forward to current year if they are still active. Records are cut off at end of fiscal year and destroyed after 5 years by tearing into pieces,shredding,pulping,macerating,or burning signed requests from individual concerned must be forwarded to office of record. Request should include full name of individual and full name of sponsor and his social security account number. with Air Force claims from India,Sri Lanka,Pakistan,Nepal,and Afghanistan is processed and filed

by CINCPACAF surgeon general, APO San Francisco,96553 basic program and entire handicapped program for the command.

System manager(s) and address:

Commander Eighth Air Force USAF Clinic Andersen (Registrar)APO San Francisco 96334.all of Guam (basic program) USAF Hosp Clark (Registrar) APO San Francisco 96274 all of Phillipines,Thailand , Taiwan (basic program) USAF Hosp Tachikawa (Registrar),APO San Francisco 96323 Kanto Plains,Hakata, all of Korea (basic program) USAF Hosp Misawa (Registrar),APO San Francisco 96519,Misawa and Chitose (basic program) USAF clinic Kadena (Registrar),APO 96239,all of Okinawa (basic program) the remainder of Air Force claims in Pacific Command area alone.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

physicians, hospitals, dentists, clinics, pharmacy, commercial medical supply houses, other providers of medical associated care.

Systems exempted from certain provisions of the act:

NONE

F16803 ASGHB R

System name:

Patient Index and Locator System

System location:

At National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118.

At National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132.

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Patients currently hospitalized or for whom the facility maintains a clinical record or an outpatient record.

Categories of records in the system:

Cards, 3x5 which contain patient identification data used as a nominal index to all patients admitted to the facility or whose outpatient record is maintained by the facility.

Authority for maintenance of the system:

Title 10, U.S. Code Sections 133 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Master index of all patients who have been hospitalized in the medical facility. Also used as a patient locator system during hospitalization by various hospital and base personnel such as the information desk, chaplains, patient control file. Master alphabetical index to all outpatient records. Retired to the Records Centers with records to which they pertain.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are accessed by commanders of medical centers and hospitals.

Records are controlled by personnel screening.

Retention and disposal:

Master index retained permanently or until facility deactivated at which time it is destroyed by burning or shredding. Locator cards are destroyed by burning or shredding when purpose has been served. Cards retired to Records Centers are retained for twenty-five years after date of last document for civilian records and for fifty years after date of last document for military records at which time destroyed by burning or shredding.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Commanders of hospitals, medical centers and clinics; Directors of National Personnel Records Centers, military or civilian.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Patient or legal representative.

Systems exempted from certain provisions of the act:

NONE

F16803 SGH A

System name:

OASIS (Outpatient Appointment Scheduling Information System)

System location:

National Naval Medical Center, Bethesda; USAF Medical Center Wright-Patterson AFB, Ohio

Categories of individuals covered by the system:

Patients treated at Department of Defense Medical facilities. Data associated with medical facility personnel.

Categories of records in the system:

Patient identifiers, demographic data, appointment data

Authority for maintenance of the system:

Title 10 USC Sections 133 and 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides source data pertaining to appointments for patients at Department of Defense medical facilities. Provides statistical data for operation of medical facility and scheduling system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in note books/binders.
Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are accessed by commanders of medical centers and hospitals.

Records are controlled by personnel screening.

Records are controlled by computer system software.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

The Surgeon General, Headquarters United States Navy; medical facility commanders Official mailing addresses are in DOD Directory in the Appendix to Air Force Systems notice.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Information obtained from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

F16803 SGHB B

System name:

Admission and Disposition System

System location:

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At consolidated base personnel offices only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At accounting and finance offices at Air Force bases. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All patients admitted for treatment as inpatients and all military patients not hospitalized but treated on an excused-from-duty status.

Categories of records in the system:

List compiled each day of patients admitted, discharged, died, incurring change in status, etc at the hospital on the previous day.

Authority for maintenance of the system:

Title 10, U.S. Code Sections 133 and 8012 and 44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Internal administration of the medical facility; by unit commanders and Consolidated Base Personnel Office for personnel reporting; as a reference in checking any discrepancies that may develop in preparing statistical reports; daily statement of patient strength for the medical facility food service officer; checklist of patients who receive hospital treatment for which the Air Force is entitled to reimbursement; local servicing Accounting and Finance Officer - Military Pay for pay purposes; flight surgeons to provide verification of admission and disposition of flying personnel, Base Staff Judge Advocate and other interested personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained in note books/binders.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Filed by other identification number or system identifier.

Register Number

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are accessed by commanders of medical centers and hospitals.

Records are controlled by personnel screening.

Retention and disposal:

Destroyed by burning or shredding after 1 year

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Commanders of hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the Appendix to the Air Force Systems notice.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Patient Index and Locator System.

Systems exempted from certain provisions of the act:

NONE

F16803RSGHXO B

System name:

Air Force Blood Program

System location:

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All active duty military personnel.

Retired Air Force military personnel.

Dependents of military personnel.

Government employees.

Categories of records in the system:

Emergency blood donotr list, donor record cards, and a roster/list by blood type and Rh factor.

Authority for maintenance of the system:

21 United States Code 600.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Air Force medical centers, hospitals and clinics to control, coordinate and process request for blood donors.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained in card files.

Retrievability:

Filed by Name.

Rosters/lists are filed chronologically.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by commanders of medical centers and hospitals.

Records are stored in security file containers/cabinets.

Access by commanders of clinics.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Donor record cards are retained in office files for seven years.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Documents prepared by the Air Force.

**Systems exempted from certain provisions of the act:**

NONE

**F16804 SGHB A**

**System name:**

Clinical Records and Related Documents

**System location:**

At National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118.

At National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132.

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Categories of individuals covered by the system:**

Any individual who is hospitalized in or dead on arrival at an Air Force medical facility. Also any active duty member who is an excused-from-duty status, in quarters, meets a Physical Evaluation Board on an outpatient basis or who is hospitalized in a non-federal hospital and for whom the Air Force facility has assumed responsibility for documenting the hospitalization.

**:ords in the system:**

Cover Sheet, summary of hospitalization and all ientation which substantiates the diagnosis, treatment, and end result of the hospitalization such as history and physical examination, laboratory reports, operative reports. To provide ready accessibility to the records, a register of patients in date sequence and an alphabetical name file are maintained in support of the system.

**Authority for maintenance of the system:**

Title 10, United States Code, Sections 133 and 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Provide a complete account of care rendered a patient while under the jurisdiction of a US Air Force Hospital, including diagnosis, treatment and end result. Patient or his legal representative-for further medical care; legal purposes, other authorized uses such as insurance requests or compensation claims. Physicians-for further medical care of the patient; research; teaching purposes; professional certification; legal purposes. Other patient care providers within the hospital-for further medical care of the patient; research, teaching purposes, professional certification, legal purposes. Hospital and Medical staff-evaluation medical staff performance in the medical care rendered; medical research; teaching; hospital accreditation; prepare statistical reports; report communicable diseases or other conditions required by law to federal and state agencies; legal purposes. Army, Navy, Veterans Administration, Publich Health Service, other hospitals-if individual is currently undergoing treatment. Judicial-Attorneys and courts for litigation purposes. Record is released only upon receipt of the patient's signed authorization or a court order. Insurance Companies-requires the patient's written consent for release - used for establishing insurance benefits or payment of benefits. Other Air Force Agencies-such as Central Tumor Registry which maintains files on all patients in whom a malignancy has been diagnosed; Office of Special Investigations when required for an authorized investigation they are conducting; Judge Advocate General-litigation purposes. Other Federal and State Agencies - such as the Bureau of Vital Statistics Records of Births and Deaths; Veterans Administration and Department of Labor (workmen's compensation) for adjudication of claims; reporting communicable diseases or other conditions required by law. Other persons or agencies as specifically authorized by the patient.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

Maintained in note books/binders.

Maintained in card files.

**Retrievability:**

Filed by Name.

Filed by other identification number or system identifier.

Register Number.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are accessed by commanders of medical centers and hospitals.

Records are stored in locked cabinets or rooms.

Records are controlled by personnel screening.

**Retention and disposal:**

Retained for 2 years after date of last treatment at smaller hospitals; retained for 5 years after date of last treatment at large hospitals and medical centers. Records are retired to National Personnel Records Centers (NPRC) (military or civilian as appropriate) or other designated depository such as Commandant, US Coast Guard for Coast Guard personnel. NPRC (military) maintains records for 50 years after date of last treatment. NPRC (civilian) maintains records for 25 years after date of last treatment. After these periods, records are destroyed by burning or shredding.

**System manager(s) and address:**

The Surgeon General, Headquarters United States Air Force.

Commanders of USAF medical centers and hospitals; Director, National Personnel Records Center, military; Director, National Personnel Records Center, civilian; Commandant, US Coast Guard, Washington DC 20026; Medical Director, American Red Cross, Washington DC 20006; Administrator, Veterans' Hospitals.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Physicians and other patient care providers such as nurses, physician's assistant, dietitians, etc. Administrative forms filed in the records will be completed by the appropriate officials, military or civilian.

**Systems exempted from certain provisions of the act:**

NONE

**F16805 ASGHB R**

**System name:**

16805 ASGHB R-Health and Outpatient Records

**System location:**

Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. Air Reserve Personnel Center, 3800 York Street, Denver, CO 80205. United States Air Force Academy, USAF Academy CO 80840. National Personnel Records Center, Civilian Personnel Records, 111 Winnebago Street, St. Louis, MO 63118. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. Air Force hospitals, medical centers and clinics. consolidated flight record custodians at Air Force installations. Air National Guard activities. Air Force Reserve units. in the appendix to the Air Force's systems notice. Other authorized medical units servicing military personnel and/or their dependents, such as National Aeronautics and Space Administration, Embassies, Federal Aviation Agency, Public Health Service, Veterans Administration.

**Categories of individuals covered by the system:**

All personnel authorized to receive medical care in an Air Force facility.

**Categories of records in the system:**

Chronological record of all care received in military medical facilities. This is primarily a record of all treatment received on an outpatient basis with supporting documentation such as laboratory and x-ray reports; the record also includes copies of cover sheets and summaries of each period of hospitalization the patient has had. Certain administrative forms which concern medical conditions, such

as Line of Duty Determinations, Physical Profiles, Medical Recommendation for Flying Duty are also included. To proivde ready accessibility to the records, an alphabetical name file is maintained.

Authority for maintenance of the system:

Title 10, United States Code Sections 133 and 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used as chronological record of patient's health while authorized care in a military medical facility. By patient or legal representative for further medical care, legal purposes, other uses such as insurance requests or compensation claims as specifically authorized by the patient. Physician for further medical care of patient, research, teaching, legal purposes. Other Patient Care Providers within the hospital for furhter medical care of the patient, research, teaching, legal purposes. Hospital and Medical Staff for evaluation of medical staff performance in the medical care rendered; medical research; teaching; hospital accreditation; preparation of statistical reports; reporting communicable diseases and other conditions required by law to federal and state agencies; legal purposes. Army-Navy-Veterans Administration-Public Health Service-any other hospital, clinic etc for further medical care of the patient if he is currently undergoing treatment there. Judicial - by attorneys and courts for litigation purposes (record is released only upon receipt of the patients' signed authorization or a court order). Insurance Companies - requires the patients' written consent for release. Used for establishing insurance benefits or payment of benefits. Other Air Force Agencies - such as Central Tumor Registry which maintains files on all patients in whom a malignancy has been diagnosed; Office of Special Investigations when required for an investigation they are conducting; Judge Advocate General for litigation purposes. Other Federal and State Agencies - such as Veterans Administration and Department of Labor (Workmens Compensation) for adjudication of claims; reporting communicable disease or other conditions required by law. Other persons or agencies as specifically authorized by the patient.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in card files and in machine - readable form.

Retrievability:

Filed by Name. Filed by Social Security Number (SSN) and by Military Service Number.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are accessed by commanders of medical centers and hospitals. Records are stored in locked cabinets or rooms. Records are controlled by personnel screening.

Retention and disposal:

Records for military personnel are retained for fifty years after date of last document; for all others, twenty-five years. While on active duty, the Health Record of a US military member is maintained at the medical unit at which the person receives treatment. On separation, or retirement, records are forwarded to National Personnel Records Center/Military Personnel Records (NPRC/MPR) or other designated depository, such as Air Reserve Personnel Center if reservist; to appropriate state National Guard unit, if National Guard member; to appropriate Veterans Administration Regional Office if VA Claim has been filed. Records of other personnel may be hand-carried or mailed to the next military medical facility at which treatment will be received, or the records are retained at the treating facility for a minimum of 1 year after date of last treatment then retired to NPRC or other designated depository, such as, but not limited to, Commandant (PM) US Coast Guard, Washington DC 20226 for Coast Guard active duty members; Medical Director, American Red Cross, Washington DC 20006 for Red Cross Personnel. (Records at NPRC are destroyed by burning or shredding).

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force. Chief of Air Force Reserve, Headquarters United States Air Force. Director of Air National Guard, Headquarters United States Air Force. Commanders of medical centers hospitals clinics medical aid stations; Commander, Military Personnel Center; Director National Personnel Record Center (military) 9700 Page Blvd, St Louis, MO 63132; Director, National Personnel Record Center (civilian), 111 Winnebago St., St Louis, MO 63118. Individuals who have records responsibility at all other authorized medical units servicing military personnel and their dependents.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Physicians and other patient care providers such as nurses, dietitians, physicians assistants, etc. Administrative forms filed in the records will be completed by appropriate official, military or civilian.

Systems exempted from certain provisions of the act:

NONE

F16806 SGHB A

System name:

Inpatient Data System

System location:

At Headquarters United States Air Force, Washington DC 20330.

Categories of individuals covered by the system:

Individuals who died in or were dead on arrival at Air Force medical facilities. Air Force active duty personnel who died while on active duty but not at Air Firce medical facilities.

Categories of records in the system:

Duplicate copies of clinical record cover sheets. Rosters of Air Force active duty personnel who have died. Rosters of Air Force active duty personnel whose deaths have been reported in the Automated Inpatient Data System. Carbon copies or replies to letters requesting the disease causing the death of an Air Force active duty person but not reported through the automated system. Coding sheets for deaths not entered originally in the Air Force, the Army or the Navy automated systems.

Authority for maintenance of the system:

Title 10 United States Code Sections 133 and 8012. Executive Order 9397.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Comparisons between death rosters to insure that all deaths of Air Force active duty personnel are entered into the automated system. Administrative and professional review of the recording of the cause of death and related data.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.
Filed by other identification number or system identifier.
Identification used by foreign military.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Duplicate copies of clinical record cover sheets are retained for the five years piror to the current year, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Complete Name (including maident name, if applicable). Social security account number of the individual through whom eligibility

for care is established, year in which treatment was provided, whether treatment was on an inpatient or outpaitent basis. If a dependent, specify relationship to sponsor, e.g., wife, oldest child, second oldest child, etc.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Information obtained from automated system interfaces.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Medical records.

Systems exempted from certain provisions of the act:

NONE

F16808 SGHC A

System name:

Medical Service Accounts

System location:

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All active duty military personnel.

Dependents of military personnel.

Retired military personnel, dependents of retired and deceased military personnel and civilian emergencies.

Categories of records in the system:

Hospital Invoice/Receipt/Accounts Receivable Records.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The patient or principal as an invoice showing charges for subsistence and medical service. The patient or principal as a receipt for payment on account. The Medical Service Account officer as a record of cash receipts and a basic instrument for posting to the cash and sales journal. The Medical Service Account officer as an account receivable record. The food service officer as a receipt for cash collected and turned in to the Medical Service Account officer.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in filing cabinets at Clinics, Hospitals, and Medical Centers.

Retrievability:

Filed by Name.

Invoice receipt number.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Air Force auditors.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Medical Service Account Officers at all Clinics, Hospitals, Medical Centers.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F16810 SGN A

System name:

Nursing Service Records

System location:

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All active duty military personnel.

Air Force civilian employees.

Air Force Reserve personnel.

Air National Guard personnel.

Retired Air Force military personnel.

Air Force Academy cadets.

Dependents of military personnel.

Foreign Nationals residing in the United States.

American Red Cross personnel.

Peace Corps and State Department personnel.

Exchange Officers.

Anyone admitted to inpatient status in Air Force Medical Facilities.

Categories of records in the system:

File contains 24-hour nursing reports, listings of ward patients and registers containing information on operations performed.

Authority for maintenance of the system:

Title 10, US Code Sections 133 and 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used by Chief Nurse and other management personnel to determine nursing care work loads and allocate resources.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained in note books/binders.

Retrievability:

Filed by Name.

Dates of Admission and Discharge from Medical Facility and Date of Operation

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Operation registers destroyed after five years.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Chief Nurses of Medical Centers and Hospitals

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

From medical records and personal observations of Nursing Service Personnel

Systems exempted from certain provisions of the act:

NONE

F17101 SGHB A

System name:

Automated Inpatient Data System

System location:

At Headquarters United States Air Force and major command headquarters. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Any patient hospitalized in, or dead on arrival at, an Air Force medical treatment facility. Any active duty member who is hospitalized in a non-federal hospital and for whom the Air Force treatment facility assumes record responsibility, or in quarters. Any active duty member who has met a Physical Evaluation Board on an outpatient basis. Any member of the Air Force on active duty who was hospitalized at any Army or Navy medical treatment facility.

Categories of records in the system:

Coded abstracts of individual medical records and deaths. Data transcribed from magnetic tapes regarding Air Force personnel treated at Army or Navy medical facilities. Data transcribed form military personnel magnetic tapes regarding Air Force Specialty. Data transcribed from Flight Management magnetic tapes regarding Aviation Service Code.

Authority for maintenance of the system:

Title 10 U.S.C. Section 133 and Section 8012 Executive Order 9397

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Statistics regarding illnesses and length of care for patients in Air Force medical facilities. Statistics on Air Force active duty personnel wherever treated. Identification of cases to be reported to Armed Forces Central Medical Registry. Special abstracts of magnetic tapes for use by National Institutes of Health. Tables regarding length of hospitalization to detect differences affecting treatment standards. Transcription to tabulations or microfilm/microfiche for manual analysis of data. Copies of magnetic tape for residents/personnel located in a medical service area for use by Department of Defense and/or the Office of Management and Budget. Copies of magnetic tapes for military members of the Army and the Navy/Marine Corps to make available data on persons treated in Air Force medical facilities. Chronological record of medical care rendered a patient in Air Force medical facilities. Physician and other patient care providers to aid further medical care of the patient, research, teaching and for legal purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in card files.
Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.
Maintained on roll microfilm.
Maintained on microfiche.

Data maintained primarily on magnetic tape or disks. Some specialized abstractions maintained on listings or microfilms/microfiche.

Retrievability:

Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.
Filed by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in locked cabinets or rooms.
Records are controlled by computer system software.

Retention and disposal:

Computer files retained at major air command for five years prior to current year then destroyed. Computer file retained at Headquarters USAF for 10 year prior to current year and then transferred to National Archives. Listings, microfilm and microfiche are retained 20 years prior to current year.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Command Surgeon for major air commands.

Notification procedure:

Complete name (including maiden name, if applicable). Social Security Account Number of individual through whom eligibility for care is established, year in which treatment was provided, whether treatment was on an inpatient or outpatient basis. If a dependent specify relationship to sponsor, e.g., wife, oldest child, second oldest child, etc.

Record access procedures:

Address requests to systems manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.
Information obtained from automated system interfaces.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.
Medical records

Systems exempted from certain provisions of the act:

NONE

F17101 SGHB B

System name:

Medical Recommendation for Flying Duty

System location:

At Headquarters United States Air Force, Washington DC 20330.

Categories of individuals covered by the system:

Rated flying officers who were removed from flying duty for medical reasons and were either returned to flying status of 'suspended from flying' and who have not been returned to flying.

Categories of records in the system:

Coded AF Forms 1042 for rated flying officers.

Authority for maintenance of the system:

Title 10, United States Code, Section 133 and Section 8012. Executive Order 9397. Title 37, United States Code, Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Inform flight surgeon at major air command of illness rates for rated flyers assigned the command. Provide Air Training Command with number of losses from rated flying force due to specific illnesses. Provide a summary of all illnesses for a rated flyer which caused loss of flying time.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.
Maintained on microfiche.

Retrievability:

Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in locked cabinets or rooms.
Records are controlled by computer system software.

Retention and disposal:

Computer magnetic tapes are retained 10 years and then destroyed. Computer tabulations (listings) are retained for 15 years prior to current year, then destroyed. Computer listings on microfiche are retained 20 years prior to current year and then destroyed.

System manager(s) and address:

The Surgeon General, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Complete name (including maiden name, if applicable), social security account number of individual through whom eligibility for care

is established, year in which treatment was provided, whether treatment was on an inpatient or outpatient basis. If a dependent, specify relationship to sponsor, e.g., wife, oldest child, second oldest child, etc.

Record access procedures:

Address requests to system's manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Information obtained from automated system interfaces.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F17101 0HZHTVA

System name:

Manhour Accounting System (MAS)

System location:

Aeronautical Systems Division(ASD) Wright-Patterson AFB OH.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Civilian and military personnel assigned to ASD and LABS.

Categories of records in the system:

Manpower information-hourly expenditure,grade/rank,symbol.

Authority for maintenance of the system:

Title 10, USC 133.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

used to provide manhour expenditure/resources for management.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.

Maintained on disks or drums.

Retrievability:

Filed by Social Security Account Number (SSAN).

Safeguards:

Records are controlled by computer system software.

Retention and disposal:

destroy after 2 years or when purpose has been served by means of tearing, shredding, pulping, maceration or burning.

System manager(s) and address:

mas monitor,support division,dir of program and budget,ASD Wright-Patterson AFB, Ohio.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

With civilian and military personnel record systems.

Systems exempted from certain provisions of the act:

NONE

F17101 0HZHTVD

System name:

Management Oriented Personnel System (MOP)

System location:

Aeronautical Systems Division(ASD) Wright-Patterson AFB OH.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

civilian and military personnel at AFSC activities.

Categories of records in the system:

personnel data-name-SSAN-service dates-awards-performance.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

used by management to make decisions on personnel/resources.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Includes computer fail/safe system.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief Management Information Office ASD/DPCO.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

and civilian and personnel records.

Systems exempted from certain provisions of the act:

NONE

F17101 0JNTMUA

System name:

Behavioral Automated Research System (BARS) (B-3500)

System location:

3320 Retraining Group/RGP, Lowry Air Force Base, CO 80230.

Categories of individuals covered by the system:

Air Force prisoners who serve sentences to confinement at 3320 Retraining Group and 3415 special training squadron students.

Categories of records in the system:

Intelligence quotient achievement scores, significant dates, psychological tests, military history, discipline involvement, military justice data, performance rating, type of discharge.

Authority for maintenance of the system:

44 USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Retraining Group staff and approved researchers for statistical analysis, improve program, screen potential offenders.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by Military Service Number.
Filed by other identification number or system identifier.
and desired data element.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained for 20 years and destroyed by tearing,macerating,pulping, shredding, burning or degaussing.

System manager(s) and address:

Commander, 3320 Retraining Group/RGP, Lowry AFB, CO 80230.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.
Name and SSAN, visit 3320 Retraining Group (RGP), proof of identity, date and place of birth, drivers license.

Record access procedures:

3320 Retraining Group (RGP); phone - 394-4167.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

FBI military records, supervisors, commanders, lawyers, doctors, chaplains, other USAF officials, American Red Cross.

Systems exempted from certain provisions of the act:

NONE

F17101 0OJUBJA

System name:

Planning and Resources Management Information System

System location:

HQ Air Force Data Systems Design Center (AFDSDC/SYI), Gunter Air Force Station, Alabama 36114.

Categories of individuals covered by the system:

Personnel assigned to the AFDSDC involved in direct productive work on automated data systems.

Categories of records in the system:

Records of specific tasks assigned, estimated and expended hours required for tasks, start and completion dates, records of projected availability for work.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by supervisors and project managers to allocate and manage resources against job requirements.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.

Retrievability:

Filed by Social Security Account Number (SSAN).
Office symbol, codes of assigned tasks.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in security file containers/cabinets.

Retention and disposal:

Magnetic tape of historical data retained indefinitely. Computer lists kept by users until replaced by more current lists, daily and monthly, then destroyed by means of tearing, shredding, pulping, macerating, burning or by erasing tapes or drums.

System manager(s) and address:

Chief, Project Management Division.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.
Accessed by social security account number.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual and supervisor.

Systems exempted from certain provisions of the act:

NONE

F17101 0UMCBVA

System name:

Military Personnel Management System

System location:

Director of Personnel, United States Air Force Security Service (USAFSS), San Antonio TX 78243.

Categories of individuals covered by the system:

All Air Force active duty military personnel.

Categories of records in the system:

APDS.

Authority for maintenance of the system:

10 United States Code 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to provide management assignment data on career development, assignments, training, contingency, USAFSS language student training and historical data.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.

Retrievability:

Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.
Records are controlled by computer system software.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Personnel.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

F1710100HAJXFA

System name:

Personnel Data Used For Management Engineering (ME) Program Manning Purposes

**System location:**

At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Categories of individuals covered by the system:**

Air Force active duty officer personnel.
Air Force active duty enlisted personnel.
Air Force civilian employees.
Air Force Reserve personnel.
Personnel authorized and assigned.

**Categories of records in the system:**

automatic data processing system data plus home address/phone/spouse name/type work performed.

**Authority for maintenance of the system:**

10 USC 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

personnel assignment data used in manning the ME program.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained on computer magnetic tapes.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).
Filed by date of birth.

**Safeguards:**

Records are accessed by custodian of the record system.

**Retention and disposal:**

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Headquarters Air Force Systems Command/DOM Andrews Air Force Base MD 20034.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

NONE

**F17501 06SCEYA**

**System name:**

Air Force Audit Agency Management Information System - Report File

**System location:**

Managed at HQ Air Force Audit Agency, AFAA/CC, Norton Air Force Base, CA 92409

**Categories of individuals covered by the system:**

Resident auditors issuing audit reports Auditors-in-charge of performing audits

**Categories of records in the system:**

Reports of audit

**Authority for maintenance of the system:**

Title 10, US Code 8014a

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

1. Provide quality control check for optical character recognition data entry 2. Evaluate audit coverage by an auditor 3. Develop expertise listing by auditor 4. All other accesses of the File are for statistical data and records not pertaining to individuals. The purposes of this file are to provide a research capability on past audit findings reported in audit reports and to provide a history of audit coverage to support organizational planning and management. The above listed retrievals constituted the only retrievals made using the individual's name as the key, all others are keyed on subject or report indicative data. All levels of AFAA management use this information.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.
Maintained on microfiche.
Maintained in card files.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.
Records are controlled by computer system software.

**Retention and disposal:**

Retained in office files for one year after annual cut-off, transferred to a staging area for four additional years, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.
Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.
Retained in office files for two years after the individual completes or discontinues a training course, then retired to Washington National Records Center, Washington DC 20409, and, after 28 additional years, they are then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

The Auditor General, Air Force Audit Agency (AFAA/CC), Norton AFB CA 92409

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.
And the Director of Operations (AFAA/DO), Norton AFB CA 92409

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Reports of Audit and annotated information. Report Notification data generated internally within the AFAA.

**Systems exempted from certain provisions of the act:**

NONE

**F17501 06SCEYB**

**System name:**

Internal Audit and Control Records

**System location:**

HQ Air Force Audit Agency, AFAA/CC, Norton Air Force Base, CA 92409

**Categories of individuals covered by the system:**

All Air Force Audit Agency personnel

**Categories of records in the system:**

Resource expenditure transactions

**Authority for maintenance of the system:**

Title 10, US Code 8014a

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

1. Provide resource expenditure data for an individual 2. Provide quality control checks over data input for an individual 3. All other accesses of the File are for-statistical data and research not pertaining to individuals. The purpose of the system is to accumulate AFAA resource expenditure data and provide this information for AFAA managers. The above listed uses constitute the only retrievals made using the individual's name or social security account number as the key. All levels of AFAA management use the information on the file.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.
Maintained in card files.
Maintained on microfiche.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performanee of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.
Records are controlled by computer system software.

Retention and disposal:

Retained in office files for one year after annual cut-off, transferred to a staging area for four additional years, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The Auditor General, Air Force Audit Agency (AFAA/CC), Norton AFB CA 92409

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
And the Director of Operations (AFAA/DO), Norton AFB CA 92409

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Resource expenditure data generated internally within the AFAA.

Systems exempted from certain provisions of the act:

NONE

F17602 0EACYVA

System name:

Nonappropriated Funds Standard Payroll System

System location:

Fiscal control offices at Air Force installations, the addresses of which are provided in the Department of Defense Directory in the appendix to the Air Force System Notice.

Categories of individuals covered by the system:

Air Force nonappropriated fund employees.

Categories of records in the system:

Time and attendance cards; personal payroll data listings and or cards; correspondence; combined payroll checks and employee leave and earnings statements; federal, state, and city tax reports and or tapes; individual pay and leave records; personnel action forms covering pay changes and deductions.

Authority for maintenance of the system:

5 U.S.C. 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The records are used to compute employees': pay entitlements and deductions and issue payroll checks for amounts due; to withhold amounts due for federal, state, and city taxes, to remit withholdings to the taxing authorities, and to report earnings and tax collections; and upon request of employees, to deduct specified amounts from earnings for charity, union dues, and for allotments to financial organizations. Users and uses include but are not limited to the following nonappropriated fund employees. Uses include receipt of pay and pay data covering hours worked, entitlements and deductions for taxes, insurance, retirement, union dues, and charity contributions. Records are also available to respond to specific inquiries by employees regarding their pay history. Internal Revenue Service, state and city taxing authorities, which use the records to establish the amount of earnings and tax liability of individual employees and to record remittances of payroll withholdings against tax liabilities. State employment agencies use the information to determine eligibility for unemployment compensation. Civil Service Commission which uses the records for personnel management functions. Director, Non Appropriated Fund Personnel, Military Personnel Center, Randolph AFB, Texas, who uses the records to monitor and manage employee group life and health insurance and retirement programs. Financial organizations, employee unions, and community fund charitable organizations which use the records to credit remittances to accounts of members or contributions from deduction records provided each organization. Disclosures made pursuant to the Freedom of Information Act. Disclosures to the Department of Justice for criminal prosecution, civil litigation or investigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in card files.
Maintained on computer magnetic tapes.
Maintained on computer paper printouts.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.
Records are stored in safes.
Records are protected by guards.
Records are controlled by personnel screening.
Records are controlled by visitor registers.
Records are controlled by computer system software.

Retention and disposal:

Retained in office files for two years after annual cut-off, then destoyed by tearing into pieces, shredding, pulping, macerating, or burning.
Exception: records pertaining to tax data are retained for four years rather than two.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force.
Director, Accounting and Finance, United States Air Force (USAF); and Assistant Comptroller for Non Appropriated Funds at Air Force installations.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/RMAD Denver, Colorado 80279 telephone 303/825-1161 ext. 6341. Information pertaining to geographically dispersed elements of the record system may be obtained from documentation managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force Systems Notice. The local Fiscal Control Officer (FCO) maintains the record system at installation level. Requester should be able to provide sufficient proof of identity such as name, social security account number, place of employment or other information verifiable from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/RMAD Denver, Colorado 80279 telephone 303/825-1161 ext. 6341. Information pertaining to geographically dispersed elements of the record system may be obtained from documentation managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force Systems Notice. The local FCO maintains the record system at installation level. Requester should be able to provide sufficient proof of identity such as name, social security account number, place of employment or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information is obtained from source documents originating from Civilian Personnel Offices at Air Force installations.

**Systems exempted from certain provisions of the act:**

NONE

**F17603 AA A**

**System name:**

Accounts Receivable

**System location:**

At Office of the Secretary of the Air Force, Washington DC 20330.

**Categories of individuals covered by the system:**

All Air Force employees authorized to use Air Force mess number one

**Categories of records in the system:**

Records all charges or purchases by members of Air Force mess number one

**Authority for maintenance of the system:**

5 USC 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose of file is for billing members authorized use of the Mess

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in note books/binders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

Access controlled by Manager and restricted to authorized personnel

**Retention and disposal:**

Records are retained until Official Audit and then destroyed through shredding, macerating, burning, pulping, tearing into pieces.

**System manager(s) and address:**

Administrative Assistant to the Secretary of the Air Force

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Internally generated

**Systems exempted from certain provisions of the act:**

NONE

**F17603 HC**

**System name:**

Chaplain Fund Service Contract File

**System location:**

At Air Force installations only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Categories of individuals covered by the system:**

Contracting officers and representatives.

**Categories of records in the system:**

Contract Between Local Chaplain Fund and an Individual for Provision of Specified Services Not Available through other Funds

**Authority for maintenance of the system:**

Title 10 USC 8012 and Title 10 USC 8034

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Record of Terms of Contracts

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Chief of Chaplains, Headquarters United States Air Force.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information Obtained from Contractor

**Systems exempted from certain provisions of the act:**

NONE

**F17603 OYUEBLA**

**System name:**

17603 OYUEBLA Individual Earning Data

**System location:**

Headquarters of the major commands and separate operating agencies. individuals concerned and at Internal Revenue Service (IRS).

**Categories of individuals covered by the system:**

Off duty Active duty military personnel. employed by Isolated Site Lounge Sundry Fund (ISLSF).

**Categories of records in the system:**

Individual pay records and identifies individual by name and social security account number (SSAN).

**Authority for maintenance of the system:**

10 USC 8012

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To report to the IRS individual earnings so that federal income tax may be collected on all payments made to individuals employed in the operation of an ISLSF.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders. Maintained in card files.

**Retrievability:**

Filed by Name. Filed by Social Security Number (SSAN). conventional.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

**Retention and disposal:**

retained in air force Communications Service Comptroller files for four years after wages are paid, then destroyed by tearing into pieces. Retained by individual for reporting income to IRS.

**System manager(s) and address:**

Director of Personnel Services, Deputy Chief of Staff/Personnel Headquarters AFCS, Scott AFB IL 62225. Comptroller of the Air Force, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F17607 DPM A

System name:

17607 DPM A Morale, Welfare, and Recreation (MWR) Participation/Membership/Training Records

System location:

At Air Force Military Personnel Center, Randolph AFB TX 78148; at major command headquarters; at all levels down to and including Air Force installations.

Categories of individuals covered by the system:

Active duty and retired military members and their dependents; members of Reserve components while on inactive duty for training and DOD civilians and their dependents; certain other categories for individuals identified by authorized personnel who directly support Air Force mission requirements. Following additional categories apply for specific activities activities as indicated: Air Force Aero Clubs: Air Force, Army, or Naval Academy Cadets; military members of foreign governments on duty with the DOD; members elected to the US Congress or a statutory appointee of the Federal Government; Federal Government employees working on military installations and conducting various recreation programs. Utilized by personnel responsible for conducting Air Force MWR activities. May be provided to commercial or non-profit concerns conducting activities in support of, similar to, or in furtherance of, the Air Force programs involved. May be provided to any Department of Defense component or any part thereof and, upon request, to any other Federal, state, and local governmental agencies in the pursuit of their official duties. May also be used for other lawful purposes including law enforcement and/or litigation.

Categories of records in the system:

Volunteer, membership, attendance, training, and participation/competition records and supporting data relative to Air Force MWR activities.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; 44 USC 3101, Records management by agency heads: general duties; and Executive Order 9397, 23 November 1943, Number System for Accounts Relating to Individual Persons.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Determine membership/participation eligibility; maintain patron attendance; conduct contests; monitor training and currency of members; and serve as data base for designing and currency of members; and serve as data base for designing and conducting various recreation programs. Utilized by personnel responsible for conducting Air Force MWR activities. May be provided to commercial or non-profit concerns conducting activities in support of, similar to, or in furtherance of, the Air Force programs involved. May be provided to any Department of Defense conponent or any part thereof and, upon request, to any other Federal, state, and local governmental agencies in the pursuit of their official duties. May also be used for other lawful purposes including law enforcement and/or litigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file cabinets.

Retrievability:

Filed by name and/or Social Security Number (SSN).

Safeguards:

Records are maintained in secured buildings. Access is controlled by authorized personnel and limited to those requiring access in the performance of their duties.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning, or surrender to member upon termination, as applicable.

System manager(s) and address:

Assistant Duputy Chief of Staff Personnel for Military Personnel (DPMSO), Randolph AFB TX 78148.

Notification procedure:

Request from individual should be addressed to the Chief, Morale, Welfare, and Recreation Division at the appropriate Air Force installation or the System Manager indicating the individual's full name and SSN.

Record access procedures:

Individuals may contact the Chief, Morale, Welfare, and Recreation Division at the appropriate Air Force installation or the System Manager to exercise their rights under the Act. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notices.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual applications for membership/participation in MWR activities and offices of primary responsibility for MWR activities.

Systems exempted from certain provisions of the act:

NONE

F17607 DPMS

System name:

17607 DPMS Nonappropriated Fund Instrumentalities (NAFIs) Financial System.

System location:

At any of the following: Air Force Military Personnel Center, Randolph AFB TX 78148, MAJCOM headquarters and SOAs, and Air Force NAFIs when deemed appropriate and necessary and approved by the appropriate commander. System exists within approximately 1,300 NAFIs which include resale and revenue-sharing NAFIs, general welfare and recreational NAFIs, membership association NAFIs, and special NAFIs. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All personnel, who are members of membership associations or authorized patrons of any of the above NAFIs, and with whom financial transactions are conducted including the extension of credit in accordance with Air Force regulations or those whose personal checks are returned to the NAFI by the banking system and are dishonored for such reasons as insufficient funds, closed accounts, invalid signatures, bank errors, etc. In accordance with appropriate Air Force regulations concerning NAFI participation, the above personnel may include, but are not limited to, active duty and retired military members and their dependents, members of US reserve components and Federally recognized National Guard units, Air Force, Army, or Naval Academy cadets; military members of foreign governments on duty with the DOD; DOD civilians and their dependents, other Federal Government employees working on the military installations and their dependents, employees of Federal Government agencies working at the installation, contractor employees, technical representatives, and others who are authorized logistic support and work at the installation and where membership or usage would be in the best interest of the installation, retired Federal Government service civilian personnel (civil, foreign service, etc.) who were members/participants of a NAFI at time of retirement, commissioned members of the American Red Cross, US Public Health Service, and the US Environmental Sciences Administration, unremarried spouses and children of deceased active duty or retired members of the US Armed Forces, and certain other categories of individuals identified by authorized personnel who directly support Air Force mission requirements. Also, all personnel employed by or assigned to the NAFI in any manner who are involved in any financial transaction involving the NAFI whether internal or external, including but not limited to, the receipt or control of cash or other property.

Categories of records in the system:

Records necessitated by or resulting from financial transactions with authorized members, patrons, vendors, or those otherwise entitled to utilize or deal with a NAFI service. Such records include, but are not limited to, subsidiary account ledgers maintained on individual members/authorized patrons who are charged dues and/or extended credit including the use of billeting type facilities prior to payment, form(s) on which a record of delinquent accounts or dishonored checks and their disposition are maintained; and records of package liquor or other sales or services. Records necessitated for or by internal/external financial record keeping or asset control, including but not limited to the receipt and control of cash, custody for tangible property, and any actions taken as a result of any irregularity.

Authority for maintenance of the system:

10 United States Code 8012, Secretary of the Air Force: powers and duties; delegation by. 5 United States Code 301, Departmental regulations. Executive Order 9397, 22 November 1943, Number System for Accounts Relating to Individual Persons.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To record charges and credits of members and others authorized credit. To prepare billing statements or furnish data to an outside party to prepare billing statements. To maintain a record of dishonored checks. To assist in collecting all amounts due in accordance with established Air Force procedures. To compile a statistical quarterly report on dishonored checks and statistical data on delinquent accounts receivable for use with the financial reports. To verify eligibility to engage in financial transactions with NAFIs, including package liquor and other sales and extension of credit. To form a data base within the financial system of the NAFIs. Uitlized by personnel responsible for conducting Air Force morale, welfare, and recreation (MWR) financial transactions. May be provided to commercial or nonprofit concerns conducting activities in support of, similar to, or in furtherance of, the Air Force programs involved. May be provided to any DOD component or any part thereof and, upon request, to any other federal, state, and local governmental agencies in the pursuit of their official duties. May also be used for other lawful purposes including law enforecment and/or litigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visable file binders/cabinets. Also, may be maintained on computer records.

Retrievability:

Filed by name and/or social security account number (SSAN); form title or computer product control number.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Personnel are properly screened and cleared for need-to-know. Records are stored in secured buildings or locked cabinets or rooms.

Retention and disposal:

Subsidiary accounts receivable are retained throughout the life cycle of credit sales and for as long as an individual remains in an active member/authorized patron status. Those forms used in connection with delinquent accounts or dishonored checks are retained until no longer needed. Record disposal for these and all other maintained records is in accordance with AFM 12-50.

System manager(s) and address:

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph AFB TX 78148.

Notification procedure:

Individuals may contact the appropriate nonappropriated fund financial management branch (NAFFMB) or the appropriate operating branch/section manager in order to exercise their rights under tha Act. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Forces systems notice.

Record access procedures:

Same as procedures for notification.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual members/patrons/users of a service themselves, charge slips, payment receipts, checks, and other authorized financial forms and records.

Systems exempted from certain provisions of the act:

NONE

## F17701 NGBJA A

System name:

Confidential Statement of Employment and Financial Interest

System location:

NGB JA

Categories of individuals covered by the system:

All active duty military personnel.

Air National Guard personnel.

Categories of records in the system:

Statements of Financial Interest

Authority for maintenance of the system:

Executive Order 11222, 8 May 65

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Routine use to include but not limited to retaining all information pertaining to an individual including employment forms, employment and financial documents from individual, other government agencies and/or private concerns. To Keep a record of any employment or financial action of official interest or concerning promotion consideration, assignment policies, selection, location and to report on or take appropriate action on individuals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Air National Guard, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from the individual

Systems exempted from certain provisions of the act:

NONE

## F17701 OBXQPCA

System name:

17701 OBXQPCA Cadet Accounting and Finance, System Code RZ, Data System Designator E516

System location:

United States Air Force Academy, USAF Academy CO 80840. Air Force Accounting and Finance Center, Lowry AFB, Denver, CO 80279.

Categories of individuals covered by the system:

Air Force Academy cadets.

Categories of records in the system:

Individual computerized files containing pay data for all USAF Academy Cadets including Establishment/Change in Personal Checking Account, Monthly Report of Contingency Fund Status, Contingency Fund Loan Request, Cadet Pay Order, Document Con-

trol Log, Recapitulation of Cadet Pay Account, Cadet Pay Authorization, Cadet Pay Monthly Statement, Cadet Pay Record, Payment/Collection Vouchers, Separation Control Log, Electronic Data Processing Sheets, Microfilm Files, Cadet Pay Disk File, Quarterly FICA Report, Transmittal Letter.

Authority for maintenance of the system:

10USC, 9331,9334,9342,9350; 37USC, 201

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose for which the information in the system is collected is to accumulate cadet pay entitlements (basic pay and subsistence), deductions (federal tax, social security, insurance premiums) in order to properly monitor the payments disbursed to the Air Force Cadet Wing (TAFCW). The only category of user is the Accounting and Finance Office, Cadet Pay Section and Paying and Collection Section. The specific uses of the information include determining the correct monthly net pay to be disbursed to each cadet, preparing TD Forms W2 for the Internal Revenue Service, reporting deductions for the Federal Insurance Contribution Act to the Social Security Administration, charging the cadets for clothing issues and miscellaneous charges from authorized USAF Academy sources, and the reporting of all expenditures to the Air Force Accounting and Finance Center.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in visible file binders/cabinets, in card files, on computer magnetic tapes, on disks or drums, on computer paper printouts, on roll microfilm.

Retrievability:

Filed by Military Service Number or other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

The original copy of Cadet Pay Record, Cadet Pay Order, Substantiating Pay Documents and Transmittal Letter are forwarded to AFAFC, Lowry AFB, Denver, CO 80279. A microfilm copy of the Cadet Pay Record is maintained by USAF Academy Finance, Cadet Pay Section, USAF Academy, CO 80840, and is destroyed 4 years after graduation by cutting into pieces. Copies of Cadet Pay Orders, substantiating pay documents and posting media records are retained 1 year after annual cutoff in current files area and forwarded to the USAF Academy Staging Area for 2 additional years. Document Control Records are destroyed 90 days after close of FY to which they pertain. W-2 listings, quarterly FICA reports and CPITF interest distribution records are retained by Cadet Pay Section 6 years after CY to which they pertain. Audit registers are destroyed after 9 months. Financial statements, schedules and supporting data is destroyed after 4 years. Pay inquiries are destroyed after 2 years. All destruction is accomplished by tearing into pieces.

System manager(s) and address:

Superintendent, United States Air Force Academy, Colorado, 80840.

Notification procedure:

Director of Accounting and Finance, United States Air Force Academy, Colorado, 80840.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F17705 0EACYVA

System name:

17705 0EACYVA Accounting and Finance Officer Accounts and Substantiating Documents

System location:

Air Force Accounting and Finance Center, Lowry AFB, Denver, CO 80279. Denver Federal Archives and Records Center Bldg 48 Denver Federal Center, Denver, Colorado 80225

Categories of individuals covered by the system:

Civilian personnel employed at or paid by AF Installations, Air Force active duty military personnel, Air Force Reserve and Air National Guard personnel, Retired Air Force military personnel, and their allotees.

Categories of records in the system:

individual military pay records; substantiating documents, such as, certificates for deductions and retained military pay orders; records of travel payments; financial record data folders; miscellaneous military vouchers and statements; copies of morning or strength reports and personal financial records.

Authority for maintenance of the system:

31 USC 67(b).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of this system is to serve as a repository from which information may be retrieved. The categories of users and uses are federal agencies including, but not limited to, the Federal Bureau of Investigation; Office of Special Investigtion, United States Air Force; Internal Revenue Service; and U. S. Attorneys for investigative purposes; And the General Accounting Office and Comptroller General for audit purposes. Also used by state, local and city governments to substantiate pay, eligibility for welfare and unemployment; the civil service commission for personnel management functions; the general public for garnishment of pay, employment purposes and by by other Air Force and Department of Defense components and Air Force members to substantiate claims, legality of payments, and service. Disclosures made pursuant to the freedom of information act. Disclosures to the Department of Justice for criminal prosecution, civil litigation or investigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in note books/binders, on computer paper printouts, on roll microfilm, and on microfiche.

Retrievability:

Filed by Name, Social Security Number (SSN) or Military Service Number, accounting and disbursing station number and period of data requested.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards and controlled by personnel screening.

Retention and disposal:

records are stored at Air Force Accounting and Finance Center, updated and accessible for 18 months after receipt from Air Force Accounting and Finance Officers world-wide; then retired to the Denver Federal Archives and Records Center where they are retained for a period of 4 years, 9 months. Destruction is accomplished by sale to a salvage company for shredding.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director Accounting and Finance United States Air Force (USAF).

Notification procedure:

information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. Requester should be able to provide sufficient proof of identity, such as name, social security number, duty station, place of employment or other information verifiable from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. Requester should be able to provide sufficient proof of identity, such as name, social security number, duty station, place of employment or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from Air Force Accounting and Finance Officers.

Systems exempted from certain provisions of the act:

NONE

F17707 0EACYVA

System name:

17707 0EACYVA Loss of Funds Case Files

System location:

Air Force Accounting and Finance Center, Lowry AFB, Denver, CO 80279.

Categories of individuals covered by the system:

Army, Navy and Marine Corps active duty military personnel. Air Force active duty officer and enlisted personnel. Air Force civilian employees. Former Air Force civilian employees. Air Force Reserve and Air National Guard personnel. Retired Air Force military personnel.

Categories of records in the system:

information source documents, reports of investigating officer(s) pertinent to losses in Air Force accounting and finance Officers: (AFOS) accountability, loss of funds settlement vouchers, material to determine cause of the loss, identification of personnel concerned in the loss, determinations of pecuniary liability, opinions from Judge Advocate General offices, opinions from the Comptroller General and from the General Accounting Office, and final determinations by the Secretary of the Air Force.

Authority for maintenance of the system:

31 USC 95a, 492b; 40 USC 721-729.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Loss of funds case files record the chronological history of losses or deficiencies in AFOS money accounts. Data contained in these files are used to prepare reports and statistics, and to develop facts necessary for administrative adjudications of pecuniary responsibility. Users of the records system include, but are not limited to, attorneys, surety companies, and individuals for internal Air Force processing and outside litigation by those named in the case. Disclosures are made to the Department of Justice (for criminal prosecution, civil litigation, and investigation); to members of the general public when required by the freedom of information act, to the Comptroller General and the General Accounting Office for audit purposes and for opinions, to the Federal Bureau of Investigation and the Office of Special Investigations, United States Air Force (for investigation of possible criminal violations), and to various Air Force pay systems for implementation of administrative adjudications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets and Records are stored in safes, protected by guards, and controlled by personnel screening and visitor registers.

Retention and disposal:

whenever relief from pecuniary responsibility for a loss is recommended and granted, records are retained at AFAFC for four years and then destroyed by tearing into pieces, shredding ,pulping or macerating. Whenever one or more persons are held liable for a loss, and the loss is completely recovered, records are retained in AFAFC files for six years and then destroyed by tearing into pieces, shredding, pulping, or macerating.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director of Accounting and Finance United States Air Force (USAF).

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 3207553. The requester should be able to provide sufficient proof of identity, such as name, social security number, military or civilian status, duty station or place of employment, or other information verifiable in the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. The requester should be able to provide sufficient proof of identity, such as name, social security number, military or civilian status, duty station or place of employment, or other information verifiable in the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from financial institutions, police and investigating officers, witnesses and source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F17708 0EACYVA

System name:

17708 0EACYVA Claims case file - corrected military pay and allowances.

System location:

Air Force Accounting and Finance Center, Lowry AFB, Denver, CO 80279. and at the Denver Federal Archives and Records Center Denver Federal Center, building 48, Denver CO 80225

Categories of individuals covered by the system:

Air Force active duty officer personnel and enlisted personnel, and former active duty military personnel; Air Force Reserve and Air National Guard personnel. Retired Air Force military personnel. Air Force Academy cadets. Surviving dependents of military personnel.

Categories of records in the system:

Includes but not limited to the following retired pay information; reserve pay information; statement of service; travel orders; travel vouchers; leave records; individual military pay records; discharge document; civilian earning statements; civilian earnings, wage and tax statement; income tax returns when provided by individuals to support a claim; copies of court martials; copies of non-judicial punishment, application for correction of military or naval records; requests, authorizations and pay orders for basic allowance for subsistence (BAS), separate rations; record of travel payments; military pay and allowances voucher; bills of lading; supplemental wage and tax statement; dependents: address and name; social security number of deceased retired Air Force members; pay adjustment authorization; medical bills and receipts; correspondence pertaining to above subject matters.

Authority for maintenance of the system:

10 USC 1552

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the record system is to determine the proper payment due based on the correction of military records. Users include, but are not limited to the following when claimant has his records changed to receive back pay for a period he was drawing unemployment, the amount of the payment is reported to the applicable state unemployment office. The various state unemployment offices may use the information to either institute collection process from the member or to adjust their records. Pay adjustment data and supporting documentation is submitted to the accounting and finance office for payment, and also to the Joint Uniform Military Pay System (JUMPS) for memorandum type entry on master military pay account. Disclosures made persuant to the Freedom of Information Act. Disclosures to Department of Justice for criminal prosecution, civil litigation, or investigation. Disclosures may also be made to the Internal Revenue Service and to the Social Security Administration for their determination of tax liabilities and social security entitlements flowing from corrections of military pay and allowances.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name, Social Security Number (SSN) or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets. protected by guards, and controlled by personnel screening and visitor registers.

Retention and disposal:

Folder is retained at Air Force Accounting and Finance Centet for 3 and 1/2 years, after which time it is sent to Denver Federal Archives and Record Center and destroyed 6 years from final closing date. Destruction is by shredding, mascerating, pulping, or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. ; Director Accounting and Finance United States Air Force

Notification procedure:

information as to whether the records system contains information on an individual may be obtained from AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. The Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, driver,s license, military status, duty station or place of employment or other information verifiable from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. The requester should be able to provide sufficient proof of identity, such as name, social security number, drivers license, military status, duty station or place of employment or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers, automated system interfaces, and source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F17708 0EACYVB

System name:

17708 0EACYVB Claims case file - missing in action data

System location:

Air Force Accounting and Finance Center, Lowry AFB, Denver, CO 80279. and at the Federal Archives and Record Center Building 48 Denver Federal Center, Denver Co 80225.

Categories of individuals covered by the system:

Missing in action Air Force members; dependents of missing Air Force members; next of kin of missing Air Force members; and former wives of missing Air Force members.

Categories of records in the system:

Includes, but not limited to the following statements of dependent,s expenses; Air Force Office of Special Investigation reports (OSI); correspondence requests for dependency determination; travel vouchers; travel orders; marriage certificates; birth certificates; annulments; divorce decrees; adoption papers; allotment documents (starts, stops, and changes); military pay and allowance vouchers; promotion orders ; military pay orders; financial statements; reports of casualty; wage and tax statements; guardianship papers; statements of service; records of emergency data; assignments of assistance responsibility; leave and earnings statements; acknowledgments and/or transfers of casualty assistance; records of travel payments; per diem work sheets; pay adjustment authorizations; bills of lading; tax certificate statements; returned check records; public vouchers for purchases and services; notice of premium due from commercial insurance companies; car titles; Judge Advocate General opinions and interpretative memoranda; car insurance policy statements; requests for verification of deposits in Uniformed Services Savings Deposit program; public vouchers for refunds; military pay vouchers; letters of notification of pay increases and decreases; copies of missing members last will and testament; Uniformed Services Savings Deposit statements; change of mailing address forms; copies of personal checks; breakdown of expenditures for investment purposes; military pay records of missing member; medical history on dependents; and newspaper clippings.

Authority for maintenance of the system:

37 USC 551-558

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This record system is used for adjudication and distribution of missing members funds, and to make determinations of dependents eligibility and entitlement to pay allowances for parents, wives and children. Copies of parents: dependency affidavits and related correspondence may be furnished to the Air Force Office of Special Investigation (OSI) to verify statements made by the parents on application of claim for dependency. Data is also disclosed through correspondence with member,s dependents pertaining to distribution of monies. Copies of records may on occasion be furnished to other agencies, such as but not limited to Internal Revenue Service (IRS), Social Security Administration (SSA), and the Veterans Administration (VA), and to state and local agencies for their determination for any obligations, benefits and privileges under their respective jurisdictions. On occasion information is provided to the comptroller general and the General Accounting Office for decisions and audit purposes. Information is furnished to members of congress for replies to their constituents and for legislative purposes. Disclosures are made pursuant to the Freedom of Information act. Disclosures are made to the Department of Justice for criminal prosecution, civil litigation, or investigation. Vouchers are provided to the Automated Uniformed Services Savings Deposit Program (USSDP). Vouchers and supporting documentation are provided to local accounting and finance offices for payment.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name, Social Security Number (SSN), or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards, and controlled by personnel screening and visitor registers.

Retention and disposal:

Records are retained for the entire time member is in a missing or prisoner status. If member is returned to military control , files are returned to military pay jacket (active duty). If member is declared killed-in-action, file is processed as death case, retained at AFAFC for 3 1/2 years, then retired to Denver Federal Archives and Record Center, and destroyed 6 years after final closing date. Destruction is by shredding, mascerating, pulping, tearing, or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director Accounting and Finance United States Air Force (USAF).

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. The requester should be able to provide sufficient proof of identity, such as name, social security number, drivers license, military status, duty station or place of employment or other information verifiable from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. The requester should be able to provide sufficient proof of identity such as name, social security number, drivers license, military status, duty station or place of employment, or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from financial, educational and medical institutions; automated system interfaces; police and investigating officers; the public media; and the bureau of motor vehicles.

Systems exempted from certain provisions of the act:

NONE

F17708 0EACYVC

System name:

17708 0EACYVC Claims case file - death gratuity records

System location:

Air Force Accounting and Finance Center, Lowry AFB, Denver, CO 80279. and at the Denver Federal Archives and Record Center building 48, Denver Federal Center, Denver, CO 80225.

Categories of individuals covered by the system:

Deceased active duty and former active duty Air Force members; dependents of deceased air force members; beneficiaries of deceased Air Force members; next of kin of deceased Air Force members.

Categories of records in the system:

Includes but not limited to the following claim certification and vouchers for death gratuity payments; claim for unpaid compensation of deceased members of the uniformed services; reports of casualty; travel vouchers; travel orders; military pay and allowance vouchers; wage and tax statements; miscellaneous income statements; divorce decrees; guardianship papers; death certificates; birth certificates; military pay records; statements of service; military pay orders; employees: exemption for dependents certificates; authorizations to start , stop or change allotments; mailing address payment options for Joint Uniform Military Pay System (JUMPS); authorizations to start or stop basic allowance for quarters credit; document transmittals (JUMPS); military pay orders transfer in; requests and authorizations to pay basic allowance subsistence and separate rations; records of emergency data; records of accounting and finance office authorized payments, JUMPS; assignments of assistance responsibility; leave and earnings statements; acknowledgments and/or transfers of casualty assistance cases; records of travel payments; special orders; record of courts-martial; per diem work sheets; marriage licenses; proceedings of homicide trials; court records; promotion orders; personal letters from deceased member to claimant; applications for commercial insurance; pay and allotment information on deceased members; affidavits in support of in local parentis relationships; pay adjustment authorizations; bills of lading; affidavits by natural custodian for claim on behalf of minor children; tax certificate statements; paternity admissions statements; social security wage adjustment data; leave records; claims for unpaid pay and allowances of deceased member of the uniformed services where there is no designated beneficiary of the claimant; returned check records; allotment reports; proof of adoption; and public vouchers for purchases and services.

Authority for maintenance of the system:

10 USC 1475-1480; 10 USC 2771

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purposes of the record system are to compute death gratuity payments and payments of unpaid pay and allowances and to determine the proper beneficiaries thereof. Vouchers and supporting documents are forwarded to accounting and finance offices for payment, with authorizations for local Accounting and Finance Offices to pay death gratuities. Copies of records or requested information are furnished to other agencies, such as but not limited to Internal Revenue Service (IRS), Social Security Administration (SSA), and the Veterans Administration (VA), and to state and local agencies. Information is used by such entities to determine any obligations, benefits and privileges under their jurisdiction. Records are furnished to the General Accounting Office and the Comptroller General for determination purposes regarding proper beneficiaries and for audit. Information is furnished to members of Congress for replies to their constituents and for legislative purposes. Certified copies of past pay records are furnished to attorneys representing potential beneficiaries. Disclosures are made pursuant to the Freedom of Information Act. Disclosure to the Department of Justice for criminal prosecution, civil litigation or investigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name, Social Security Number (SSN) or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards and controlled by personnel screening and visitor registers.

Retention and disposal:

Retained at Air Force Accounting and Finance Center for 3 1/2 years after closing date. Folder is then forwarded to Denver Federal Archives and Records Center and destroyed six years from final closing date. Destruction is by shredding, tearing, mascerating, pulping, or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director Accounting and Finance United States Air Force (USAF).

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 329-7553. The requester should be able to provide sufficient proof of identity, such as name, social security number, drivers license, military status, duty station or place of employment or other information verifiable from the record itself.

Record access procedures:

Request from individuals should be addressed to AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. The requester should be able to provide sufficient proof of identity, such as name, social security number, drivers license, military status, duty station or place of employment or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from educational and medical institutions, automated system interfaces, police and investigating officers, the public media, a state or local government, witnesses, and source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F17708 0EACYVD

System name:

17708 0EACYVD Indebtedness and claims

System location:

Air Force Accounting and Finance Center, Lowry AFB, Denver, CO 80279. Denver Federal Archives and Record Center Bldg 48 Denver Federal Center, Denver, Colorado 80225.

Categories of individuals covered by the system:

Active duty military personnel. Air Force civilian employees. Former Air Force civilian employees. Air Force Reserve and Air National Guard personnel. Retired Air Force military personnel. Air Force Academy cadets. Dependents of military personnel. Exchange Officers. Foreign nationals.

Categories of records in the system:

Records of current and former military members and civilian employees pay accounts showing entitlements, deductions, payments made, and any indebtedness resulting from deductions and payments exceeding entitlements. These records include, but are not limited to, individual military pay records, substantiating documents such as military pay orders, pay adjustment authorizations, military master pay account print out from Joint Uniform Military Pay System (JUMPS), records of travel payments, financial record data folders, miscellaneous vouchers, personal financial records, credit reports, promissory notes, individual financial statements, and correspondence. Applications for waiver of erroneous payments or for remission of indebtedness with supporting documents, including but not limited to, statements of financial status (personal income and expenses), statements of commanders, statements of Accounting and Finance Officers, correspondence with members and employees. Claims of individuals requesting additional payments for services rendered with supporting documents including, but not limited to, time and attendance reports, leave and earnings statements, travel orders, travel vouchers, statements of non-availability of quarters and mess, paid receipts, and correspondence with members and employees. Delinquent accounts receivable from base Accounting and Finance Officers including, but not limited to, returned checks, medical services billings, collection records, and summaries of the Air Force Office of Special Investigation and Federal Bureau of Investigation reports.

Reports from probate courts regarding estates of deceased debtors. Reports from bankruptcy courts regarding claims of the US against debtors.

Authority for maintenance of the system:

31 USC 951-953; 10 USC 2774; 10 USC 9837 (d); 5 USC 5584; 12 USC 1715m.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information is collected to determine eligibility for waiver of erroneous payments and remission of indebtedness or additional payments for services rendered. Also, information is required to attempt collection of all claims of the United States for money or property arising out of the activities of the United States Air Force. Claims of the United States may be compromised, terminated, or suspended when warranted by information collected. The records are used by, but not limited to, Air Force Accounting and Finance Center (AFAFC) Director of Accounting and Finance and Deputy Director of Accounting and Finance (HQ USAF/ACF), Assistant Secretary of the Air Force for Manpower and Reserve Personnel (SAF/MR), United States Air Force Comptroller (HQ USAF/AC), and the Comptroller General. AFAFC/CC uses the information to make final determinations or recommendations to SAF/MR, HQ USAF/AC, or the Comptroller General; to furnish legal advice to operating officials; to establish debts and respond to letters received from individuals. After action is completed, files are closed and filed in individual records. SAF/MR, HQ USAF/AC and the Comptroller General use the files for making final determinations. Disclosures made pursuant to the Freedom of Information Act. Disclosures to the Department of justice for criminal prosecution, civil litigation or investigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and in machine - readable form.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards and controlled by personnel screening and visitor registers.

Retention and disposal:

Retained in office files for one year after annual cut-off, transferred to the Denver Federal Archives and Record Center for nine additional years, and then sold to salvage paper companies to be destroyed by shredding, tearing, mascerating, pulping or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director Accounting and Finance United States Air Force (USAF).

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 320-7553. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military status , duty station or place of employment, or other information verifiable from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 320-7553. Requester should be able to provide sufficient proof of identity, such as name, Social Security Number, military status , duty station or place of employment, or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from financial and medical institutions; automated system interfaces; police and investigating officers; the public media; a state or local government; and source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth; credit bureaus; Bureau of Employees Compensation, Veterans Administration; Social Security; Internal Revenue Service; Federal Housing Administration; health insurance companies; U.S. Army Finance and Accounting Center; Navy Finance Center; Base Accounting and Finance Officers, Major Commands; Comptroller General; and correspondence with individual concerned or his representative.

Systems exempted from certain provisions of the act:

NONE

F17709 0EACYVA

System name:

17709 0EACYVA Reports of Survey.

System location:

At Air Force Accounting and Finance Center Lowry AFB, Denver CO 80279. Headquarters, of the United States Air Force, major commands and major subordinate commands. Air Force installations.

Categories of individuals covered by the system:

Air Force active duty officer and enlisted personnel. Air Force civilian employees and former employees. Air Force Reserve and Air National Guard personnel. Retired Air Force military personnel. Air Force Academy cadets. Exchange Officers.

Categories of records in the system:

Records include but are not limited to documentation of facts developed and liability ascertained pertaining to loss of, or damage to, Air Force owned or controlled property. Records are reports of survey; government property lost, damaged (GPLD) survey certificate; reports of survey register, survey Officers : reports of investigation, depositions, affidavits, exhibits such as appraisals, reports, record copies, records of property maintenance, historical and other inspection reports, procurement records, security forces investigation reports, fire department and community and state police reports, and Judge Advocate General opinions.

Authority for maintenance of the system:

10 USC 9832, 9835; 37 USC 1007, 32 USC 710

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

the purposes of the record system are to determine responsibility and pecuniary liability and to adjust accountability for the loss, damage, or destruction of public property under Air Force control. The category of users and uses include but are not limited to: Department of Defense and Air Forcee components; other federal agencies, including but not limited to the Department of Justice for criminal prosecution, civil litigation, or investigations; the Federal Bureau of Investigation for investigation of possible criminal violations; and the Internal Revenue Service for tax determinations resulting from Air Force adjudications of pecuniary responsibility; the Civil Service Commission for personnel management functions; and state and local courts and law enforcement agencies. The report of survey is used to record and present facts in support of a determination of pecuniary liability and to serve as, or support, a property adjustment voucher. The GPLD Survey certificate is used to authorize adjustment of property records of government property when a report of survey is not required. The facts recorded may be used in establishing cause of loss or damage to private or government property. Disclosures made pursuant to the Freedom of Information Act.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in note books/binders, in visible file binders/cabinets, in card files.

Retrievability:

Filed by other identification number or system identifier. Conventional indices keyed to name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, in safes, vaults, locked cabinets or rooms. Records are protected by guards. Records are controlled by personnel screening and by visitor registers. Files are given the same protection as the property accountability records with which they are associated.

Retention and disposal:

Files are destroyed three years after final action if pecuniary liability is not assessed, and three years after collection or ten years after final action, whichever is sooner. Destruction of unclassified reports may be made by shredding. Classified reports must be destroyed in

presence of Records Management Officers by shredding, pulping, macerating, or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters, United States Air Force. Director of Accounting and Finance United States Air Force (USAF).

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver, CO 80279, telephone (303) 320-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from the documentation manager at the applicable Air Force component listed in the Department of Defense directory in the appendix to the Air Forcee systems notice. Requester must present sufficient proof of identity, such as full name, social security number (SSN), military or civilian status and grade, and approximate date and location of incident involving report of survey or other information verifiable from the record itself.

Record access procedures:

Requests should be addressed to AFAFC/DAD, Denver, CO 80279, telephone (303) 320-7553. Requester must present sufficient proof of identity, such as full name, SSAN, military or civilian status and grade, and approximate date and location of incident involving report of survey or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from police and investigating officers, the public media, the bureau of motor vehicles, a state or local government, an international organization, a corporation, witnesses, or source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth. Information also obtained from Air Force property records.

Systems exempted from certain provisions of the act:

NONE

## F17718 0EACYVA

System name:

17718 0EACYVA Account receivable records maintained by Accounting & Finance

System location:

Air National Guard activities. Accounting and Finance Offices at Air Force bases. Air Force Reserve units. in the appendix to the Air Force's systems notice. At Air Force components listed in the Department of Defense directory in the appendix to the Air Force system notice, Denver Federal Archives and Record Center, Bldg 48, Denver Federal Center, Denver, CO. 80225.

Categories of individuals covered by the system:

Active duty military personnel. Air Force civilian employees and former employees. Air Force Reserve and Air National Guard personnel. Retired Air Force military personnel. Union or Association management personnel. Contracting officers and representatives. Air Force Academy cadets. Dependents of military personnel. Foreign Nationals residing in the United States. American Red Cross personnel. Peace Corps and State Department personnel. Exchange Officers. And other individuals who may be indebted to the Air Force.

Categories of records in the system:

Records maintained by the system include but are not limited to documentation pertaining to telephone bills, utility bills, check issue discrepancies, dishonored checks, postal fund losses, reports of survey, freight losses in shipments, involuntary collections, erroneous payments, property losses and damages, administratively ascertained indebtedness of Airmen, withholding for subsistence and other supplies, losses of funds, government losses in shipments, unauthorized allotment payments, setoff of final pay, detentions of pay by reason of courts martial or forfeiture or fines documentation.

Authority for maintenance of the system:

5 USC 5512-5514; 10 USC 86-89; 10 USC 856; 10 USC 9832; 10 USC 9837(b); 31 USC 71; 31 USC 82(a); 31 USC 95; 31 USC 492(a)-(c); 37 USC 1007(b),(e),(f),(g); 40 USC 721-729; 49 USC 1 et. Seq.; 5 USC 552.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used to support customer billings and collections. Recipients of information from the record system include, but are not limited to, the Comptroller General and the General Accounting Office (for opinions and audits); credit bureaus (for credit investigations); Internal Revenue Service (for determination of tax liabilities); Office of Special investigations-USAF, Federal Bureau of Investigation, US Secret Service, state and local law enforcement authorities (for criminal investigation and civil court proceedings); trustees in bankruptcy; Veterans: Administration (for its Administration of laws pertaining to veterans: benefits); correspondence with all of the above and their dependents and survivors and to members of the general public as required by the Freedom of Information Act. Disclosures are also made to the Department of Justice for criminal prosecution, civil litigation or investigation and to other Air Force and Department of Defense components for identification of and/or appropriate action on personnel subject to check cashing privileges.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in note books/binders, in visible file binders/cabinets, in card files and on computer magnetic tapes.

Retrievability:

Filed by Name, Social Security Number (SSN), Military Service Number or Civilain Payroll Number.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets or locked cabinets or rooms. Records are protected by guards. Records are controlled by personnel screening and by visitor registers.

Retention and disposal:

Retention is for up to five years or until discrepancies are cleared. Destruction is accomplished by tearing, shredding, pulping, macerating, or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director of Accounting and Finance USAF; Accounting and Finance Officers at Air Force installations.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Denver CO 80279, telephone (303) 320-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense directory to the Air Force system notice. The requester should be able to provide sufficient proof of identity, such as name, social security number, service number, military status, duty station or place of employment, or other information which may be verified from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Denver CO 80279, telephone (303) 320-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense directory to the Air Force system notice. The requester should be able to provide sufficient proof of identity, such as name, social security number, service number, military status, duty station or place of employment, or other information which may be verified from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers, financial institutions, educational institutions, medical institutions, trade associations, police and investigating officers, the bureau of motor vehicles, a state or local government, international organization, a corporation, witnesses, source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth. Charges and invoices from other Air Force and Department of Defense components at Headquarters, major command and base levels; Internal Revenue Service; Social Security Administration; and Veteran's Administration.

Systems exempted from certain provisions of the act:

NONE

F17720 SGHC A

System name:

Control Logs

System location:

At Air Force hospitals, medical centers and clinics. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Dependents of military personnel.

All personnel authorized treatment in a military medical facility

Categories of records in the system:

Controls for payment of supplemental medical care and civilian medical, dental and veterinary care

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To insure duplication of payment to provider is not made

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained in note books/binders.

Maintained in card files.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Filed by Military Service Number.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Medical Service Account Officers at all Clinics, Hospitals, Medical Centers

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from financial institutions.

Information obtained from medical institutions.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F17720 0CGBUZA

System name:

Control log for civilian medical care

System location:

At Aerospace Defense Command Air Force Stations stations official mailing addresses are in the Department of Defense directory in the appendix to the Air Forces systems notice.

Categories of individuals covered by the system:

Active duty personnel, retired military personnel, dependents of active duty and retired personnel.

Categories of records in the system:

Listing of patients receiving civilian medical care at Air Force expense. Giving date of care and nature of medical problem.

Authority for maintenance of the system:

10 United States Code section 8012, Secretary of the Air Force powers and duties; delegation by; compensation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose for system is to prevent double payment for civilian medical care obtained at air force expense. Users are medical technicians at medical aid stations use of system is to verify that no prior payment has been made and that civilian medical care was properly authorized.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in note books/binders.

Retrievability:

Filed by other identification number or system identifier.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

The senior medical technician at each Air Force station

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

full name, date medical care received, may visit medical aid station and presenting valid identification card or drivers license.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Systems exempted from certain provisions of the act:

NONE

F17720 0EACYVA

System name:

17720 0EACYVA Travel Records

System location:

Air Force Accounting and Finance Center, Lowry AFB, Denver, CO 80279. accounting and finance offices at Air Force bases. the addresses of which are listed in the department of Defense directory in the appendix to the Air Force system notice; and at the Denver Federal Archives and Records Center, Denver Federal Center, Bldg 48, Denver, CO, 80225.

Categories of individuals covered by the system:

Active duty military personnel. Air Force civilian employees and former employees. Air Force Reserve and Air National Guard personnel. Retired Air Force military personnel. Air Force Academy nominees/applicants/cadets. Senior and Junior Air Force Reserve Officers. Dependents of military personnel. Foreign Nationals residing in the United States. Exchange Officers. Any other individual in receipt of competent travel orders.

Categories of records in the system:

Documents include but are not limited to travel vouchers and subvouchers; travel allowance payment lists; travel voucher or subvoucher continuation sheets; vouchers and claims for dependent travel and dislocation or trailer allowance; certificate of government quarters and mess; multiple travel payments list; travel payment card; requests for fiscal information concerning transportation requests, bills of lading, and meal tickets; public vouchers for fees and mileage of witnesses; claims for reimbursement for expenditures on official business; claims for fees and mileage of witness; certifications for travel under classified orders; travel card envelopes; statements of adverse effect-utilization of government facilities; and correspondence relating to the above subject matter.

Authority for maintenance of the system:

37 USC 404-412; 5 USC 2105, 2106, 5561, 5564, 5701-5708, 5721-5730, and 5742.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The purposes for which information in the system is collected include but are not limited to paying travel entitlements and supporting the payment of travel entitlements to military and civilian personnel. Uses made of the records by the paying Accounting and Finance Office, other Air Force and Dept of Defense components include but are not limited to the following: payment of advances; payment of per diem at temporary duty stations; settlement payments upon completion of travel; payment of mileage upon separation or release from active duty; consolidation of payments; payment of dependents: travel; payment of dislocation or trailer allowance; to support a traveler:s entitlement to a specific rate of per diem; to list multiple payments for travel and temporary duty performed under like conditions and circumstances; as a control record of all travel payments made to an individual; to query the United States Army Finance and Accounting Center for information contained on transportation requests, bills of lading, and meal tickets; payment of fees and allowances to civilian witnesses who are not u.s. Government employees; payment of expenses incurred within and around duty stations; supports the travel voucher in lieu of classified orders; updates leave records. Other users and specific uses made by them include but are not limited to Accounting and Finance Officers, who use travel records to pay travel entitlements to military and civilian personnel who perform official travel; traffic management Officers, who use travel records to support the issuance of transportation requests and to support the movement of household goods or house trailer; Internal Revenue Service, which receives and records information concerning the payment of travel allowances which are subject to federal income tax; the Civil Service Commission which uses the records for personnel management functions; General Accounting Office (GAO), which uses travel records for auditing activities and for the settlement of questionable travel claims; Office of Special Investigation, United States Air Force (OSI), which uses travel records in the investigation of suspected fraud cases; Air Force Audit Agency (AFAA), which uses travel records in performing routine audit activities; Department of Justice (disclosures for criminal prosecution, civil litigation or investigation); and disclosures made pursuant to the Freedom of Information Act.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders, note books/binders, visible file binders/cabinets, and card files.

**Retrievability:**

Filed by Name, Social Security Number (SSN) or by other identification number or system identifier.

**Safeguards:**

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, safes, vaults, and locked cabinets or rooms. Records are protected by guards. Records are controlled by personnel screening and by visitor registers.

**Retention and disposal:**

The original voucher and related supporting documents are stored at the Air Force Accounting and Finance Center, Denver, CO, for 18 months and then moved to the Denver Federal Archives and Records Center for 4 years and 9 months after which they are sold to salvage companies for destruction by shredding. Copies of the original voucher and related supporting documents are maintained by field accounting and finance offices for 3 years and then destroyed by burning, shredding, tearing, pulping or macerating.

**System manager(s) and address:**

Comptroller of the Air Force, Headquarters United States Air Force. Director Accounting and Finance United States Air Force (USAF). At base level the system manager is the local Accounting and Finance Officer.

**Notification procedure:**

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. Requester should be able to provide sufficient proof of identity, such as name, social security number, duty station, place of employment, and specify the accounting and disbursing station number, voucher number, date of voucher, or other information verifiable in the record itself.

**Record access procedures:**

Request from individuals should be addressed to AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. Requester should be able to provide sufficient proof of identity, such as name, social security number, duty station, place of employment, and specify the accounting and disbursing station number, voucher number, date of voucher, or other information verifiable from the record itself.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information is acquired from but not limited to the individual traveler; related voucher documents such as those described above in the description of categories of records; Office of the Judge Advocate; the Comptroller;General Accounting Office; Congress; Accounting and Finance Officers; Traffic Management Officers; Consolidated Base Personnel Officers; the Air Force Accounting and Finance Center; and other Air Force and Department of Defense components.

**Systems exempted from certain provisions of the act:**

NONE

## F17721 ADPMSNA

**System name:**

Employee Group Life and Health Insurance Plan

**System location:**

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

At Air Force installations only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Categories of individuals covered by the system:**

All full time Nonappropriated Fund employees enrolled in the plan.

**Categories of records in the system:**

Copy of Personnel Action Request provided by Civilian Personnel Office

**Authority for maintenance of the system:**

Title 10, United States Code, Chapter 803, Department of the Air Force, Section 8012; Title 5, United States Code, Chapter 3, Powers Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To pay insurance carrier billings.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files for one year after annual cut-off, transferred to a staging area for one additional year, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Files are retained for one year and sent to the administrative staging area for disposition.

**System manager(s) and address:**

Comptroller, Air Force Welfare Board, Randolph Air Force Base, Texas 78148.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Personnel Action Request, Air Force Form 2545, provided by Civilian Personnel Office.

Systems exempted from certain provisions of the act:

NONE

F17721 DPMSN B

System name:

Employee's Quarterly Federal Tax Return

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

At Air Force installations only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All Nonappropriated Funds full time and temporary employees.

Categories of records in the system:

Payroll Data

Authority for maintenance of the system:

Title 26 United States Code, Internal Revenue Code, required by Department of the Treasury Internal Revenue Service.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Quarterly report for tax purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets.

Retrievability:

By employee payroll identification number.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Records are stored in safes.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Comptroller, Air Force Welfare Board, Randolph Air Force Base, Texas 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Or individuals may contact agency officials at respective Air Force installations to exercise their rights under the Act.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

or as included in above (notification) procedures.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Personnel Action Request, Air Force Form 2545, provided by Central Civilian Personnel Office.

Systems exempted from certain provisions of the act:

NONE

F17721 0EACYVA

System name:

17721 0EACYVA Civilian Pay Records

System location:

Air National Guard activities. Accounting and Finance Offices at Air Force bases. Air Force Reserve units. in the appendix to the Air Force's systems notice. addresses of geographically dispersed units may be obtained by reference to Air Force components listed in the Department of Defense directory in the appendix to the Air Force notice.

Categories of individuals covered by the system:

Air Force civilian employees.

Categories of records in the system:

Individual pay records; Individual leave records; source documents for posting leave and attendance; individual retirement deduction records; source documents maintained in connection with retirement deduction records and control files thereon; wage and separation information files; health benefit records; income tax withholding records; allowance and differential eligibility files, such as, but not limited to clothing allowances and night rate differentials; withholding and deduction authorization files, such as, but not limited to federal income tax withholding, insurance and retirement deductions; accounting document files; input data posting media, such as, but not limited to time and attendance cards and reports and personnel actions affecting pay; accounting and statistical reports and computer edit listings; claims and waivers affecting pay; control logs and collection/disbursement vouchers; listings for administrative purposes, such as, but not limited to health insurance, life insurance, bonds, locator files and checks to financial institutions; correspondence with the Civilian Personnel Office, dependents, attorneys, survivors, insurance companies, financial institutions, other governmental agencies and others; leave and earnings statements; travel records; and separation documents; official correspondence; federal, state and tax reports and/or tapes; forms covering pay changes and deductions, and documentation pertaining to garnishment of wages.

Authority for maintenance of the system:

5 USC Chapters 53, 55 and 81.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The records are used to accurately compute individual employee's pay entitlements and to withhold required and authorized deductions and issue payroll checks for amounts due. Output products are forwarded as required to other subject matter areas to ensure accurate accounting and recording of pay to civilian employees. These records and related products are also used to verify and balance in the civilian pay office and other applicable subject matter areas and to report information to recipients, other government, and nongovernment agencies. Such recipients and agencies include, but are not limited to, the individual employee; banks which credit the employee's account if the employee has requested his check to be sent to the bank; financial organizations which credit the employee's account if the employee has requested a savings allotment; other approved organizations which an employee has designated for an allotment; health benefit carriers to ensure proper credit for the employee authorized health benefit deductions; employee organizations for which the employee has requested a dues deduction (reasons for nondeduction of dues will be benefit deductions; disclosed to officials of labor organizations recognized under Executive Orders 11636 and 11491, as amended, when relevant and necessary to their duties of exclusive representation concerning personnel policies, practices and matters affecting working conditions (including disclosure of reasons for nondeduction of dues, if applicable); the US Treasury, which maintains cash accountability; the Internal Revenue Service for recording withholding and social seu2curity information; the Social Security Administration and Civil Service Commission which credits the employee's account for Federal Insurance Contributions Act or Civil Service Retirement withheld; State revenue departments which credit employee's state tax withholding; State employment agencies which require wage information to determine eligibility for unemployment compensation benefits of former employees; city revenue departments of appropriate cities which credit employees for city tax withheld; any agency or component thereof that needs the information for proper accounting of funds, such as, but not limited to, for-others listings; Civil Service Commission for assistance in resolving complaints, grievances, etc. In the event of suspected fraud or other irregularity, data may be released to the Federal Bureau of Investigation, Office of Special Investigations, United States Air Force, or other investigating agencies for investigation and possible civil action or criminal prosecution. Data may also be released to a court of competent jurisdiction for court action. Disclosures are made to the Department of Justice for criminal prosecution, civil litigation, or investigation. Information is also supplied to the Civil Service Commission for computation of Civil service retirement annuity. Records are also used for extraction or compilation of data and reports for management studies and statistical analyses for use internally or externally as required by the Department of Defense or other Government agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders, in note books/binders, in visible file binders/cabinets, in card files, on computer magnetic tapes, disks or drums, on computer paper printouts, on roll microfilm, on microfiche, and in microfilm jackets.

Retrievability:

Filed by Name, Social Security Number (SSN), Civilian Payroll Number, Vehicle Registration or License Number, or other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms, protected by guards, and controlled by personnel screening, visitor registers, and computer system software.

Retention and disposal:

Records are retained for periods ranging up to 56 years.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director of Accounting and Finance United States Air Force (USAF); and commanders of Air Force installations

Notification procedure:

information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Lowry AFB, Denver, CO 80279 telephone (303) 320-7553. Information pertaining to geographically dispersed elements of the record system maybe obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense directory in the appendix to Air Force system notice. Requester should be able to provide sufficient proof of identity, such as name, social security number, drivers license, civilian identity card, duty station or place of employment or other information verifiable from the record itself.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. Information pertaining to geographically dispersed elements of the record system maybe obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense directory in the Air Force system notice. Requester should be able to provide sufficient proof of identity, such as name, social security number, drivers license civilian identity card, duty station or place of employment, or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers from financial institutions, from medical institutions, from automated system interfaces, from a state or local government, from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth, and from other Department of Defense components and other federal agencies such as, but not limited to Social Security Administration, Internal Revenue Service, State Revenue Departments, Department of the Army, Navy or State Department. Correspondence with attorneys, dependents, survivors or guardians may also furnish data for the system.

Systems exempted from certain provisions of the act:

NONE

F17721 02 ALSA

System name:

Civilian Pay - Control Data

System location:

Accounting and Finance Office, Elmendorf Air Force Base, Alaska, APO Seattle 98742

Categories of individuals covered by the system:

Air Force civilian employees.

Categories of records in the system:

Individual Bank Account Identification

Authority for maintenance of the system:

5 USC, Section 5332, Government Organization and Employees General Schedule Pay Rates

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To determine the address or bank to which an individual paycheck is mailed and to verify same. Used by the Elmendorf Air Force Base Accounting and Finance Office, Civilian Pay Section.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force Accounting and Finance Officer, Elmendorf Air Force Base, Alaska, APO Seattle 98742

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Send Full name and social security number

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual provides information

Systems exempted from certain provisions of the act:

NONE

F17722 0EACYVA

System name:

17722 0EACYVA Accrued military pay system, discontinued (AMPS 360/390)

System location:

Air Force Accounting and Finance Center, Lowry AFB, Denver, CO 80279; and at Denver Federal Archives and Record Center Bldg 48 Denver Federal Center, Denver, CO 80225; (back-up storage).

Categories of individuals covered by the system:

Air Force active duty officer and enlisted personnel. Retired Air Force military personnel. Separated Air Force Personnel Officers of Air Researve and Air National Guard on extended active duty.

Categories of records in the system:

Military pay records and related documentation including but not limited to monthly and cumulative six-months histories of pay transactions, wage and tax data, Uniformed Services Savings Deposit Program Records and Federal Insurance Contribution Act tax data contained on hard coy and/or microfilm. Military pay supporting documents and vouchers including but not limited to basic pay, special compensation positions, special pay, status adjustments, separation, reenlistment, reenlistment bonus, incentive pay, allowances, death gratuities, allotments of pay, court-martial sentences, indebtedness, and correspondence pertaining to all of the above. Sundry lists, reports and rosters including but not limited to Internal Revenue reports, Social Security reports, Veterans Administration reports and Treasury reports.

Authority for maintenance of the system:

37 USC 101 et seq; 10 USC 265, 8033, 8496, 9837(d); 32 USC 708.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of these records is to provide an audit trail for audit purposes and to provide historical information for inquiries pertaining to past pay record data. It is used primarily by all components of the Air Force for answering inquiries pertaining to information contained in these discontinued records, and for reviews by the Air Force audit agency and Inspector General. Other users may include but are not

limited to other components of Department of Defense such as Army and Navy which had paid Air Force members and desire to initiate claims, other federal agencies such as Internal Revenue Service for tax information on members, Social Security Administration for information regarding tax deducted from members and social security entitlements, Veterans Administration for information regarding premiums on servicemens group life insurance, General Accounting Office for audits, members of congress for complaints from constituents, and financial institutions for deposits and/or payments. Disclosure may be made pursuant to the Freedom of Information Act. Records may be disclosed to law enforcement agencies such as but not limited to Air Force Office of Special Investigation, Department of Justice, Federal Bureau of Investigations, city and state law enforcement agencies for violations of law, for investigations and possible criminal prosecution, civil court action or regulatory processes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders/visible file binders/cabinets and on roll microfilm.

Retrievability:

Filed by Name, Social Security Number (SSN), or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are protected by guards and controlled by personnel screening.

Retention and disposal:

Local retention varies from 6 months to 10 years; records are either destroyed by tearing shredding, pulping macerating or burning, or transferred by the Air Force Accounting and Finance Center to the Denver Federal Archives and Records Center where they may be retained for a period up to 56 years. Back-up records for emergency reconstitution in the event of destruction of primary records are stored at the Federal Records Center Annex, GSA, Neosho, MO. Destruction is by shredding or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director of Accounting and Finance United States Air Force

Notification procedure:

information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Lowry AFB, Denver, CO 80205, telephone (303) 320-7553. Requester should be able to provide sufficient proof of identity such as name, social security account number, military status, duty status or place of employment or other information verifiable from the record itself.

Record access procedures:

Request from individuals should be addressed to AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. Requesters should be able to provide sufficient proof of identity, such as social security account number, military status, duty status or place of employment, or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers, financial and medical institutions, a state or local government, a corporation, and source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth. Accounting and Finance Offices (AFO) Consolidated Base Personnel Offices (CBPO).

Systems exempted from certain provisions of the act:

NONE

F17722 0EACYVC

System name:

17722 0EACYVC Military Pay Records

System location:

Air Force Accounting and Finance Center, Lowry AFB, Denver, CO 80279. Denver Federal Archives and Records Center, Building 48, Denver Federal Center, Denver CO 80225. Federal Records Center Annex, GSA, PO Box 141, Neosho, Missouri 64850.

Categories of individuals covered by the system:

Air Force active duty officer and enlisted personnel and Air Force military personnel separated from active duty.

Categories of records in the system:

Microfilm of Military Pay Records of individual Air Force personnel on active duty or separated. Military pay records and related documentation including but not limited to monthly and cumulative six-months histories of pay transactions, Federal Income Tax withholding data, Uniformed Services Savings Deposit program records such as listings, Federal Insurance Contribution Act tax data contained on hard coy and/or microfilm. Military pay supporting documents and vouchers including but not limited to basic pay, special compensation positions, special pay, status adjustments, separation, reenlistment, reenlistment bonus, incentive pay, allowances, death gratuities, allotments of pay, court-martial sentences, indebtedness, and correspondence pertaining to all of the above. Sundry lists, reports and rosters including but not limited to Internal Revenue reports, Social Security reports, Veteran's Administration reports, and Treasury reports.

Authority for maintenance of the system:

37 USC 401-403; 37 USC 551-558; 10 USC 1475-1480; 10 USC 1552; 10 USC 2771.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purposes are to furnish pay information from microfilm of Military Pay Records when hard copies of pay records cannot be located in Military Pay Record file. Used as back-up of hard copies of Military Pay Records which are also filed at this location. The purpose of the record system is to retain historical pay data on Air Force and former Air Force members. Categories of users and uses include but are not limited to the following furnish pay information and/or related information to Accounting and Finance Offices (AFOS) and Consolidated Base Personnel Offices (CBPOs), who use this information in answering inquiries and in determining current administrative adjustments. Copies of records on request may be furnished to Federal Bureau of Investigation (FBI) and the Air Force Office of Special Investigations (OSI), who use these data to investigate possible criminal violations. Copies of certified pay records and related documents are disclosed to military courts for court-martial action, and to Civil Courts. Furnish wage and tax statement (Form W-2) for tax purposes to State Revenue Service, Internal Revenue Service, individual members misplacing original form W-2, widows of deceased members, or to verify Air Force service on request from other services. On occasion may disclose information to members of Congress upon request for reply to constituents or for legislative purposes. Records may be disclosed for audit and inspection by the General Accounting Office, and to other Air Force and Department of Defense components. Disclosures are made pursuant to the Freedom of Information Act. Disclosures to the Department of Justice for criminal prosecution, civil litigation, or investigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and on roll microfilm.

Retrievability:

Filed by Name, Social Security Number (SSN), Military Service Number or by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards, and controlled by personnel screening and visitor registers.

Retention and disposal:

Military Pay Records, hard copies, are retained at Air Force Accounting and Finance Center where they are sold to paper salvage companies and destroyed by shredding after a total of six years after member's separation. Microfilm of Military Pay Records is retained at Air Force Accounting and Finance Center for five years then destroyed by shredding or burning. Copies of microfilm are retained for fifty-six years at Federal Records Center Annex, GSA at Neosho, Missouri and then destroyed by shredding or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director Accounting and Finance USAF.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Lowry AFB,

Denver, CO 80279 telephone (303) 320-7553. The requester should be able to provide sufficient proof of identity, such as name, social security number, service number, military status, duty station or place of employment, or other information which may be determined from the record itself.

**Record access procedures:**

Requests from individuals should be addressed to AFAFC/DAD, Lowry AFB, Denver, CO 80205 telephone (303) 320-7553. The requester should be able to provide sufficient proof of identity, such as name, social security number, service number, military status, duty station or place of employment, or other information which may be determined from the record itself.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from previous employers, financial and medical institutions, automated system interfaces; police and investigating officers; a state or local government; a corportation; source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth; Air Force installation Accounting and Finance Pay Offices; Joint Uniform Military System (JUMPS); state agencies; state revenue services; veterans organizations; federal agencies; Internal Revenue Service; Veteran's Administration; attorneys; widows of former members; parents of members; dependents, trustees, and guardians; and other Department of Defense components.

**Systems exempted from certain provisions of the act:**

NONE

**F17722 0EACYVD**

**System name:**

17722 0EACYVD Uniformed Services Savings Deposit Program (USSDP).

**System location:**

Air Force Accounting and Finance Center, Lowry AFB, Denver, CO 80279. and Denver Federal Archives and Record Center bldg 48 Denver Federal Center, Denver, Co 80225. Record Center Annex GSA, P.O. Box 141, Neosho, MO. 64850 (backup storage).

**Categories of individuals covered by the system:**

This notice covers both the discontinued portion of USSDP and the remaining active part of the system. Effective 30 june 1974 , the USSDP program was discontinued except for those members declared missing in action (MIA) during the Vietnam conflict. Prior to 30 June 1974, the record system serviced Air Force active duty Officers and enlisted personnel serving on a permanent duty assignment outside the United States or its possessions. Effective 1 july 1974, the record system services only Air Force active duty Officers and enlisted personnel who have been declared MIA as a result of the Vietnam conflict. Dependents, next of kin, survivors and former spouses of USSDP participants.

**Categories of records in the system:**

Categories of records include but are not limited to the following master account records for each depositor; transaction records of monetary data (deposits, withdrawals and adjustments); allotment records; name and social security number (SSN) change record; settled records; checkwriting and voucher register data records; interest paid records; quarterly statements records; supplemental address for interest refund records. Also included are correspondence files covering requests for information from members, federal agencies, spouses, former spouses, dependents, survivors, widows or widowers, next of kin, the American Red Cross, Congress, and other Air Force and DoD components.

**Authority for maintenance of the system:**

10 USC 1035.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

the purpose for which information in the system is collected is to provide the following mechanized and manual account maintenance including updating for deposits, withdrawals, interest accruals, adjustments and summary data for quarterly processing; capability of responding to inquiries regarding the status of each depositors account; capability to settle accounts, issue settlement statements and checks; quarterly statements to depositors showing detailed activity for the current quarters and cumulative balances for prior periods; reconciliation between the Accounting and Finance Officers (AFO ) accounts and cash control reports with appropriate audit trails; controls to insure compliance with statutory limitations on amounts deposited, desertion status and conditions under which withdrawals are permitted and; records for storage of historical data on each depositors: account. The users and uses made of the information include but are not limited to the following United States Air Force components use these records to maintain, update, settle, and report on individual members account balances. Other DoD components use various account balances information to process withdrawal requests. Congress uses this information for legislative purposes and in responding to constituents: inquiries. Disclosures to the Department of Justice and other investigatory agencies for criminal prosecution, civil litigation or investigation. Veterans Administration (VA) and Social Security use this information to determine eligibility, entitlements, and addresses of and for USSDP members. Federal Housing Agency (FHA) uses this information in their loan programs. Internal Revenue Service (IRS) uses the information for tax purposes and for levy action in the collection of taxes owed. American Red Cross uses this information to determine needs of a member or his dependents in emergency situations. Widow or widower, dependent, or next of kin of deceased members use this information in settling the affairs of the former member. Information may be disclosed to the above persons or to members of the general public as required by the Freedom of Information Act.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in, visible file binders/cabinets/card files, on computer magnetic tapes and computer paper printouts, and on mircrofiche.

**Retrievability:**

Filed by Name, Social Security Number (SSN), or Military Service Number.

**Safeguards:**

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards and controlled by personnel screening, visitor registers and computer system software.

**Retention and disposal:**

all records except correspondence and balancing data (deposit, adjustment, and withdrawal) are retained for 6 years after final settlement. Correspondence is kept for 90 days; balancing data is kept for 1 year after in balance status is reached. Records are stored at Air Force Accounting and Finance Center, at the Denver Federal Archives and Record Center, and at the Record Center Annex, Neosho, MO. Destruction is by sale to salvage company for shredding.

**System manager(s) and address:**

Comptroller of the Air Force, Headquarters United States Air Force. and Director Accounting and Finance United States Air force (USAF).

**Notification procedure:**

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Lowry AFB, Denver, Colo 80279, telephone (303) 320-7553. The requester should be able to provide sufficient proof of identity, such as name, social security number, date of final settlement, duty station or place of employment, or other information verifiable from the record itself.

**Record access procedures:**

Request from individuals should be addressed to AFAFC/DAD, Lowry AFB, Denver, Colo 80279, telephone (303) 320-7553. The requester should be able to provide sufficient proof of identity, such as name, social security number, date of final settlement, duty station or place of employment, or other information verifiable from the record itself.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from automated system interfaces other Air ForceDoD components and dependents, next of kin, survivors, and former spouses of USSDP members.

**Systems exempted from certain provisions of the act:**

NONE

**F17724 0KPNQSA**

**System name:**

17724 0KPNQSA Air Force ROTC Cadet Pay System

System location:

3841 CPTSS(ACFR), Maxwell AFB, AL 36112 and AFROTC(SUF), Maxwell AFB, AL 36112 and AFROTC detachments. Official mailing addresses of the detachments are in the Department of Defense directory in the appendix to the Air Force;s system notice.

Categories of individuals covered by the system:

Senior AFROTC contract cadets

Categories of records in the system:

monthly pay disbursement & documents for senior AFROTC contract cadets

Authority for maintenance of the system:

37 USC209

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

system data are used by detachments to verify entitlements, and by AFROTC to summarize costs of the program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes and on computer paper printouts.

Retrievability:

Filed by Name and Social Security Number (SSN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by computer system software. Building secured after duty hours.

Retention and disposal:

Retained in office file for three years after completion of training,then destroyed by tearing, pulping, macerating or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force Chief, Financial Management Division; AFROTC(SUF), Maxwell AFB, al 36112 .

Notification procedure:

Reserve Pay Section, 3841 CPTSS(ACFR), Maxwell AFB, AL 36112. Provide name, date attended the institution, detachment number, reason for request. Requestor may visit the reserve pay section and present driver,s license or social security card.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Enrollment and attendance records as translated to pay days entitlement and submitted by detachments on the monthly AFROTC Pay Order.

Systems exempted from certain provisions of the act:

NONE

F17725 0EACYVA

System name:

17725 0EACYVA Air Reserve Pay and Allowance System (ARPAS)

System location:

primary system location: Air Force Accounting and Finance Center, Lowry AFB, Denver CO 80279; decentralized supporting segments are located at: Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. Air Reserve Personnel Center, 7300 East First Avenue, Denver, CO 80280. National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132. Air National Guard activities. Air Force Reserve units. in the appendix to the Air Force's systems notice. accounting and finance offices at Air Force bases. Servicing individual Air Reserve Forces members. Denver Federal Archives and Record Center, Bldg 48, Denver federal center, Denver, Co 80225; and records Center annex GSA, p.o. Box 141, Neosho, MO 64850 (system back- up storage).

Categories of individuals covered by the system:

Active Air Reserve Forces members in a military pay status and Dependents of military personnel thereof, except the following; Air Reserve Forces members on extended active duty and members of the Air Force Reserve Officer Training Corps.

Categories of records in the system:

Military pay account computer records and supporting documentations relating to Air Reserve Forces military pay and allowance entitlements, deductions, and collections. Military pay computer records, including but not limited to, master individual pay account files (containing essential check and member identification data, military pay entitlement and allowance data, accounting data, tax withholding rate and amount data, collection and indebtedness data, and performance data); wage and tax withholding records; records of Air Reserve Forces calendar day performance; check issue, control and cancellations records; transaction input, system reject, and system recycle records; disbursement and collection report records; accounting report records; and other generated records supporting, substantiating, or authorizing Air Reserve Forces military pay and allowance entitlement, deduction, or collection actions. Military pay documentation records include, but are not limited to, travel orders, requests and performance records; active military duty performance records; statements of tours or performance of military duty; payroll attendance lists and rosters; document records establishing, supporting, reducing, or cancelling entitlements to basic pay; special compensations (such as medical, dental, veterinary, and optometry); special pays (such as foreign duty, hostile fire); allowances (such as basic allowance for subsistence, basic allowance for quarters, family separations, clothing maintenance and monetary allowances); incentive pays; and other entitlements in accordance with the Department of Defense Pay and Allowance Entitlement Manual; certificates and statements changing address, name, military assignment, and other individual data necessary to identify and provide accurate and timely Air Reserve Forces military pay and performance credit; allotment start, stop, or change records; declarations of benefits and waivers; military pay and personnel orders; medical certifications and determinations; death and disability documents; check issuing and cancellation records and schedules; payroll vouchers; money lists and accounting records; pay adjustment authorization records; system input certifications; member indebtedness and tax levy documentation; earnings statements; employees wage and tax reports and statements; casual payment authorization and control logs; punch card transcripts; and other documentation supporting, authorizing, or substantiating Air Reserve Forces military pay and allowance entitlement, deduction, or collection. Inquiry files, sundry lists, reports, letters, correspondence, and rosters including, but not limited to, Congressional inquiries, Internal Revenue Service notices and reports, state tax and insurance reports, Social Security Administration reports, Veterans Administration reports, inter-Department of Defense requests, treasury reports, and health education and institution inquiries.

Authority for maintenance of the system:

37 USC 101 et. Seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is collected in the system to ensure accurate and timely military pay and allowances to supported Air Reserve Forces members; provide timely, complete master individual pay account review; document and account for Air Reserve Force military pay and allowance disbursements and collections; and provide account inquiry research response capability. Records are utilized to determine net military pay and allowances check issues to Air Reserve Force members; to verify and account for system input transactions; to identify, correct, and collect overpayments; to establish, control, and collect member collection and indebtedness notices and levies; to maintain complete accounting records for Air Reserve Forces military pay and allowance disbursements, collections, refunds, and reimbursement actions; and to provide internal and external managers with statistical and monetary reports. Other users of system record data include such Air Force components as Headquarters US Air Force, Major Air Force Commands, Air Force installations, Air National Guard and Air Force Reserve Consolidated Base Personnel Offices and Consolidated Reserve Personnel Offices, Air National Guard Base Comptrollers, and ARPAS payroll offices. Other users and uses include, but are not limited to, record transfers to components of the Department of Defense for system transaction validity and accuracy audit, accounting, and documentation utilization; other federal agencies such as the Internal Revenue Service for wage and tax withholding reporting, accounting, tax audits or levies; Social Security Administration for wage and tax withholding reporting, accounting, or tax audit; Civil Service Commission for personnel

management functions; Comptroller General and the General Accounting Office for system transaction validity and accuracy audits; Veterans Administration for compensation and waiver reporting and audits, life insurance accounting, disbursement and benefit determinations; US Federal Courts for legal proceedings; Federal, State, or local Governmental agencies for reports and accounting utilization; state and local governments for tax and welfare information; educational institutions for verifying scholarship qualifications and performance; charitable institutions and military associations to render recognition for meritorious service; and financial institutions for deposits (checks to banks) and credit references. Disclosure made persuant to the Freedom of Information Act. Disclosures to the Department of Justice for criminal prosecution, civil litigation or investigation. The American Red Cross and Air Force Aid Society use this information to determine needs of a member of his or her dependents in emergency situations.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders/ in note books/binders/ visible file binders/cabinets/card files on computer magnetic tapes and computer paper printouts, on roll microfilm and microfiche.

**Retrievability:**

Filed by Name and Social Security Number (SSN).

**Safeguards:**

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets/safes/ vaults, protected by guards, and controlled by personnel screening, visitor registers and computer system software requiring special random input entry identifiers.

**Retention and disposal:**

The system contains differing types of records subject to varied retention of from 6 months to 56 years. Records are retired to the Denver Federal Archives and Record Center, and also are stored at the Records Center annex GSA at Neosho, MO for back-up storage. Final destruction of records is by sale to a salvage company for shredding.

**System manager(s) and address:**

Comptroller of the Air Force, Headquarters United States Air Force. ; Director Accounting and Finance United States Air Force (USAF); managers for geographically dispersed supporting elements to the system are Chief of Air Force Reserve, Headquarters United States Air Force. Director of Air National Guard, Headquarters United States Air Force. Accounting and Finance Officers, Consolidated Base Personnel Officers, Air National Guard Base Comptrollers, Consolidated Reserve Personnel Officers, ARPAS Payroll Officers, and designated representatives thereof.

**Notification procedure:**

Information as to whether the record system contains Information on an individual may be obtained from AFAFC/DAD, Lowry AFB,, Denver, CO 80279, telephone (303) 320-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force system notice. Requesters should be able to provide sufficient proof of identity, such as name, social security account number, military status, last Air Reserve Forces unit of assignment, duty status or place of employment, or other information verifiable from the system record itself.

**Record access procedures:**

Requests from individuals should be addressed to AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from Documentation Managers at the Air Force component listed in the Department of Defense Directory in the appendix to the Air Force system notice. Requesters should be able to provide sufficient proof of identity, such as name, social security account number, military status, last Air Reserve Force unit of assignment, duty status, or place of employment, or other information verifiable from the system record itself.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Record system sources for information include, but are not limited to, the following: Headquarters USAF, Air Force Major Commands and Air Force installations, Consolidated Base Personnel Offices and Consolidated Reserve Personnel Offices, Air National Guard Base Comptrollers, ARPAS Payroll Offices, other DoD components; the Internal Revenue Service, Social Security Administration, Veterans Administration, and other federal agencies; financial institutions, educational institutions, medical institutions, automated system interfaces , and state and local agencies.

**Systems exempted from certain provisions of the act:**

NONE

## F17726 0EACYVA

**System name:**

17726 0EACYVA Pay and Allotment Records

**System location:**

At Air Force Accounting and Finance Center, Lowry AFB, Denver CO 80279, and at Denver Federal Archives and Record Center, Building 48, Denver Federal Center, Denver, CO, 80225

**Categories of individuals covered by the system:**

Air Force active duty officer and enlisted personnel. Air Force Reserve and Air National Guard personnel. Retired Air Force military personnel. Air Force Academy cadets. Dependents of military personnel, guardians of dependents of military personnel and custodians of dependents of military personnel

**Categories of records in the system:**

applications for Basic Allowance for Quarters (BAQ); request for dependency determinations for dependent travel; request for dependency determinations for Housing Allowance (HOLA) and Cost of Living Allowance (COLA); requests for dependency determinations for medical care; copies of marriage certificates, birth certificates, annulments, divorce decrees and adoption papers; certificate of residence forms; allotment documents (starts, changes and stops); special pay authorizations; copies of allotment vouchers; change of address forms; parent dependency affidavits; correspondence between the Air Force Accounting and Finance Center (AFAFC) and members and their dependents pertaining to allotments (pay information ) and determinations of dependency; Comptroller General decisions; General Accounting Office opinions; Judge Advocate General opinions and interpretative memoranda; Air Force Office Special Investigation (OSI) reports, interpretative memoranda from plans and systems (XS) at AFAFC; status request from office of civilian health and medical program of the uniformed services (CHAMPUS) regarding medical care for children over age 21; correspondence with state and local agencies; American Red Cross; and other material related to dependency determination and eligibility of dependents for pay and allowance purposes and medical care.

**Authority for maintenance of the system:**

37 USC 401; 37 USC 403 and 10 USC 1072.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Records are used to; make determinations of dependency and or relationship eligibility entitlement to pay allowances (BAQ, dependent travel, HOLA, COLA) for parents, step-children and adopted children who have income in their own right, illegitimate children and all cases where relationship or dependency is questionable; make determinations of dependency and or eligibility entitlement to medical care for parents, parents-in-law, illegitimate children and children over age 21. Copies of affidavits, documents, related correspondence and/or information contained therein may be furnished to the service member, the claimed dependent and/or the person who furnish such information. Copies of affidavits, statements and related correspondence may be furnished OSI to verify information submitted by or in behalf of the claimed dependent. Copies of records may on occasion be furnished Federal Bureau of Investigation (FBI) through OSI for investigation in possible forgery and fraud cases. Copies of records may on occasion be furnished to federal agencies, including, but not limited to FBI for criminal investigations, Internal Revenue Service (IRS), Social Security Administration (SSA), Civil Service Commission, and the Veterans Administration (VA), and to state and local agencies for their own determinations for any obligations , benefits and privileges that come under their jurisdiction. On occasion may disclose information to the General Accounting Office for audit purposes and to Major Commands and Base Level Commander, Accounting and Finance Office, and Consolidated Base Personnel Office) upon their request for information relating to dependency determinations. Notify other services (Army, Navy, Marine Corps, Coast Guard) on approvals of BAQ in behalf of parents and illegitimate children to prevent duplicate claims. Notify the American Red Cross of status of claims to inform the member and/or their depend-

ents. On occasion may send or disclose information to the Comptroller General for advance opinions. On occasion may disclose information to members of Congress on request. On occasion may disclose information to the Air Force Aid Society. Disclosures made pursuant to the Freedom of Information Act. Disclosures to the Department of Justice for criminal prosecution, civil litigation or investigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name, Social Security Number (SSN), or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, protected by guards and controlled by personnel screening and visitor registers.

Retention and disposal:

records for members who have been separated from the service are purged annually and retired to the Federal Archives and Records Center at Denver Federal Center with one exception, records for which claims are received and/or a dependency determination is made after separation, are retained at the AFAFC for six years after last determination and then sent to the Denver Federal Record Center. Records are destroyed six years after members separation from the service or last determination, whichever is latest. Destruction is accomplished by sale to a salvage Co. for shredding,tearing or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director Accounting and Finance United States Air Force Wash DC 20330 (USAF)

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Lowry AFB, Denver CO 80279, telephone (303) 320-7553. The requester should be able to provide sufficient proof of identity, such as name, social security number, service number, military status, duty station or place of employment.

Record access procedures:

Request from individuals should be addressed to AFAFC/DAD, Lowry AFB, Denver CO 80279, telephone (303) 320-7553. The requester should be able to provide sufficient proof of identity, such as name, social security number, service number, military status, duty station or place of employment.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers, financial and medical institutions, automated system interfaces, police and investigating officers, a state or local government, source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth, applications and correspondence from members for dependency determination for BAQ, dependent travel, HOLA, COLA, and medical care; correspondence from parents, guardians and custodians of dependents, attorneys and the American Red Cross pertaining to dependency determination and support of dependents; information from other components of the department of defense.

Systems exempted from certain provisions of the act:

NONE

F17730 0EACYVA

System name:

17730 0EACYVA Joint uniform military pay system (JUMPS)

System location:

Air Force Accounting and Finance Center, Lowry AFB, Denver, CO 80279. Air Force Military Personnel Center, Randolph Air Force Base, TX 78148. consolidated base personnel offices at Air Force installations. accounting and finance offices at Air Force bases. At Air Force Data Systems Design Center, Gunter Air Force Station, AL 36114 (for research and test only), Denver Federal Archives and Records Center, Denver, CO 80225 (storage), Records Center Annex GSA, PO Box 141, Neosho, MO 64850 (back-up storage). Information pertaining to geographically dispersed elements of the record system (CBPO's and AFO's) may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force system notice.

Categories of individuals covered by the system:

Air Force active duty military personnel and dependents. Retired Air Force military personnel. Separated Air Force military personnel, individuals to whom active duty military personnel authorize a direct payment of a portion of their pay, and Officers of the Air Reserve and Air National Guard on extended active duty.

Categories of records in the system:

Military pay records and files including but not limited to; master military pay accounts, immediate access storage, six-months history, leave and earnings statements, federal insurance contribution act tax and federal income tax withholding contained on magnetic tape, magnetic discs, microfilm, microfiche and computer printed formats; pay authorization control files, central pay authorization file, deferred transaction file, reject suspense file and daily transaction record. Military pay supporting documents and vouchers including but not limited to basic pay; special compensation positions such as medical, dental, veterinary and optometry; special pay such as foreign duty, proficiency, hostile fire and diving duty; status adjustments relating to entrance on active duty, absent-without-leave, confinement, desertion, sick or injured, leave, mentally incompetent, missing, interned, permanent change of station, promotions and demotions; separation, reenlistment, reenlistment bonus; incentive pay such as flying duty, stress duty, demolition duty, parachute jumping duty and submarine duty; allowances, such as basic allowance for subsistence, basic allowance for quarters, family separation allowances, overseas station allowances, clothing monetary allowance; separation payments, death gratuities, time-in-service; allotments of pay; checks-to-banks; federal and state withholding taxes; court-martial sentences and non-judicial punishment; indebtedness resulting from but not limited to overpayment of pay and allowances and allotments, other debts to United States, certain non-government debts, and correspondence pertaining to all of the above. Inquiries files, personal financial records and sundry lists, reports and rosters including but not limited to Internal Revenue reports, state tax reports, Veterans Administration reports, Social Security Administration reports, and Treasury reports.

Authority for maintenance of the system:

37 USC 101 et seq.; 10 USC 265,8033,8496; 10 USC 9837 (d); 32 USC 708; E.O. 9397.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purposes of these records are to accurately and timely pay members of the Air Force, provide members periodic comprehensive statements of their accounts, and to respond to inquiries concerning their accounts at any time. US Air Force components such as Headquarters, Air Force Accounting and Finance Center, Major Commands and Air Force installations use these records to determine pay due military members, to verify pay affecting information, to collect overpayments made to military members, to provide accrual accounting for each covered entitlement of military pay and allowances, and to provide fund manager reports, internal manager reports and external reports. Other users include but are not limited to other components of Department of Defense such as Army and Navy which may pay Air Force members and initiate claims; other federal agencies such as the Internal Revenue Service for tax information on members, Social Security Administration for information regarding Federal Insurance Contribution Act tax deducted from members, Veterans Administration for information regarding premiums on serviceman's group life insurance, the General Accounting Office for audits, opinions, and fact-finding information, state and local governments for tax and welfare information, US and state courts for civil litigation and criminal prosecution purposes, members of Congress for complaints from constituents and for inquiries not generated by constituents, insurance companies for allotments made to them by military members, financial institutions for deposits (checks-to-banks) and/or payments, the American Red Cross and the Air Force Aid Society. Records may be disclosed to law enforcement agencies such as but not limited to office of Special Investigations, United States Air Force; Federal Bureau of Investigation; city and state authorities for violations of law, for investigation and possible criminal prosecution, civil court action or regulatory processes. Disclosures made pursuant to the Freedom of Information Act. Disclosures to the Department of Justice for criminal prosecution, civil litigation, or for investigatory purposes. American Red Cross uses this information to determine needs of a member or his dependents in emergency situations.

The Air Force Aid Society uses this information to determine needs of a member or his dependents in emergency situations and for verification of loan applications. The name, rank and social security number of each member of the Armed Services on active duty may be disclosed as a routine use to the Department of Health, Education and Welfare (DHEW). This information shall be extracted from systems of records used for making paymentto military personnel on active duty. This information may be sumbitted to the Inspector General of DHEW upon request of that department only for comparison with appropriate rolls reflecting recipients of Aid to Families with Dependent Children (AFDC).

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders/ note books/binders/bisible file binders/ cabinets/card files, computer magnetic tapes and maintained on computer paper printouts, and on roll mircrofilm and microfiche.

**Retrievability:**

Filed by Name, Social Security Number (SSN), or Military Service Number.

**Safeguards:**

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets/ locked cabinets or rooms, protected by guards, and controlled by personnel screening, visitor registers and computer system software.

**Retention and disposal:**

local retention varies from 3 to 6 years. At expiration of local retention, records are either destroyed by tearing, shredding, pulping, macerating or burning or transferred by the Air Force Accounting and Finance Center to the Denver Federal Archives and Records Center for varying retention periods up to 56 years. Destroyed by shredding. Back-up records for emergency reconstruction in the event of primary record destruction are retained by the Federal Records Center Annex GSA at Neosho MO. Destruction is by shredding.

**System manager(s) and address:**

Comptroller of the Air Force, Headquarters United States Air Force.

**Notification procedure:**

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Lowry AFB, Denver, CO, 80279, telephone (303) 320-7553. Information pertaining to geographically dispersed elements of the record system may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force system notice. Requester should be able to provide sufficient proof of identity, such as name, social security account number, military status, duty status or place of employment or other information verifiable from the record itself.

**Record access procedures:**

Request from individuals should be addressed to AFAFC/DAD, Lowry AFB, Denver, Colorado, 80279 Denver, CO, 80279, telephone (303) 320-7553. the record system may be obtained from Documentation Managers at the applicable Air Force component listed in the Department of Defense Directory in the appendix to the Air Force system notice. Requester should be able to provide sufficient proof of identity, such as name, social security account number, military status, duty status or place of employment or other information verifiable from the record itself.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from financial institutions, automated system interfaces, a state or local government, source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth, military pay information originating from telephone inquiries telegraph messages and correspondence information from federal agencies and other DoD components and information from Air Force installations, Major Commands and USAF Headquarters.

**Systems exempted from certain provisions of the act:**

NONE

**F17734 0EACYVA**

**System name:**

17734 0EACYVA USAF Retiree/Annuitant Pay System (RAPS)

**System location:**

Air Force Accounting and Finance Center, Lowry AFB Denver CO 80279. Federal Archives and Records Center, building 48, Denver Federal Center, Denver, Colorado 80225. Records center annex, GSA, P.O. Box 141, Neosho, Missouri 64850 (back up storage only). Air Reserve Personnel Center and Personal Affairs offices at Air Force installations. Official mailing addresses are in the Department of Defense Directory in the Appendix to the Air Force's systems notice.

**Categories of individuals covered by the system:**

Air Force active duty officer and enlisted personnel. Air Force Reserve and Air National Guard personnel. Retired Air Force military personnel. Dependents and survivors of military personnel.

**Categories of records in the system:**

Records include, but are not limited to, retired pay and annuitant pay master files with supporting documentation relating to entitlements, deductions, collections and allotments. Supporting documents include but are not limited to the following Retirement Orders, retirement pay orders, gross pay statements, statements of employment, employees: withholding exemption certificates, records of emergency data, retired pay allotment authorizations, retirees: United States savings bond authorizations, Air Reserve Forces retirement credit summaries, divorce decrees, computation of retired pay, death certificates, claims for unpaid pay and allowances of deceased members, marriage certificates, adoption papers, guardian papers, birth certificates, election certificates for retired servicemans: family protection plan (RSFPP), election certificates for survivor benefit plan (SBP), documents pertaining to status of childrens: schooling, and income tax withholding statements. Also included are listings of bonds, allotments, retired pay and annuitant pay checks, debts owed the government and direct remittances made by retirees for the costs of the RSFPP and SBP plans, records from dependents of retired military personnel, correspondence related to retirement entitlements such as reports from hospitals and medical review boards, print-outs of members: active duty military pay accounts from the joint uniform military pay system.

**Authority for maintenance of the system:**

10 USC Chapters 61, 63, 65, 67, 69, 71, 73 and 79; 5 USC Chapter 83. 37 USC 101 et. Seq.; 38 USC 410

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

the purpose of these records is to accurately and timely pay the retired members of the Air Force and their survivors; provide members periodic statements of pay; document and account for all disbursements and collections; and to respond to inquiries concerning the retiree and annuitant accounts. Records are used to establish, maintain and close retiree and annuitant pay accounts and prepare related reports; compute retired and annuitant pay and initiate actions for monthly pay and allotment transactions; casualty cases are established upon the death of a member and arrears of pay are computed and disbursed to survivors; upon the death of a retired member, RSFPP and/or SBP accounts are established and survival annuities are paid. Users of system record data include Headquarters US Air Force and the USAF Military Personnel Center for routine and special reports which are generally statistical in nature, but occasionally include lists of retirees with related pay data. Other users include, but are not limited to, any component of the Department of Defense for inquiries, audit and document utilization; other federal agencies such as the Internal Revenue Service for normal wage and tax withholding reporting, accounting, tax audits and levies; Comptroller General and the General Accounting Office for legal interpretations and audits. Disclosures are made to the Department of Justice for criminal prosecution, civil litigation or investigation; disclosures are made to the Veteran's Administration regarding establishments, changes and discontinuances of VA compensation to retirees and annuitants; disclosures are made to the Social Security Administration regarding wages and Federal Insurance Contributions Act Tax withholding; information is furnished the American Red Cross and the Air Force Aid Society for their use in assisting retirees and their survivors; disclosures are made pursuant to the Freedom of Information Act. Information is supplied to state and local governments for use as follow-up data in welfare cases and for tax purposes. Also, there is an automated interface with the joint uniform military pay system for data used to compute annuitant payments; checks are sent to banks for credit to the retiree:s and annuitant:s accounts including payments made under the Electronics Fund Transfer System (EFTS) transmitted through the Federal Reserve System; and allotments are

mailed to other financial institutions for uses such as insurance premiums and loan repayments. Information is also supplied to the Civil Service Commission when a retiree waives his military retired pay in order to use his military service for computing his Civil Service Retirement Annuity. Records are also used for extraction or compilation of statistical data and reports for management studies and statistical analyses for use internally or externally as required by Department of Defense or by other Government agencies. Information is supplied to the courts regarding retiree pay in garnishment cases. Disclosures are also made to attorneys, law firms, and other parties acting as executors or administrators of retirees estates and information is provided to trustees of mentally incompetent members and guardians of survivors (children).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders/note books/binders/visible file binders/cabinets/card files, computer magnetic tapes and paper printouts, and on roll microfilm and micorfiche.

Retrievability:

Filed by Name, Social Security Number (SSN) or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets/vaults/ locked cabinets or rooms, protected by guards, and controlled by personnel screening, visitor registers and computer system software.

Retention and disposal:

the system contains differing types of records subject to varied periods of retention up to 56 years. Final destruction of records is by shredding. Records are maintained in the retired pay division office while active, and then retired to the Denver Federal Archives and Records Center. Duplicate records are maintained at the records center annex at Neosho, Missouri for storage. Destruction is accomplished by shredding or burning.

System manager(s) and address:

Comptroller of the Air Force, Headquarters United States Air Force. Director of Accounting and Finance United States Air Force Washington DC 20330 (USAF). Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, TX 78148 for Survivor Benefit Plans Briefing records and spouse notification letters.

Notification procedure:

Information as to whether the record system contains information on an individual may be obtained from AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. The requester should be able to provide sufficient proof of identity, such as name, social security number, duty station or place of employment, military status, military grade or other information verifiable from the record itself. For Survivor Benefits Plans Briefing records and spouse notification data, contact the Systems Manager specified in the preceding category or Personal Affairs officials at the servicing Air Force installation. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notices.

Record access procedures:

Requests from individuals should be addressed to AFAFC/DAD, Lowry AFB, Denver, CO 80279, telephone (303) 320-7553. The requester should be able to provide sufficient proof of identity, such as name, social security number, duty station or place of employment, military status, military grade or other information verifiable from the record itself.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers, financial, educational, and medical institutions, automated system interfaces, a state or local government, source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth. Also record system sources of information include but are not limited to, the following members: survivors, trustees of mentally incompetent members, guardians of survivors (children), private law firms which are executors of estates in casualty cases, the Military Personnel Center at Randolph Air Force Base, Texas, and other government agencies such as the Veterans Administration and the Social Security Administration. Information also obtained from the individual.

Systems exempted from certain provisions of the act:

NONE

F17801 OJ RS A

System name:

17801 OJ RS A Recruiting Advertising Evaluation (RAE).

System location:

Air Force Opportunity Center (AFOC) (Duties of this Center are performed by a civilian contractor who is engaged by the Air Force to provide lead fullfillment services to Headquarters, United States Air Force Recruiting Service, Randolph AFB TX 78148. Location depends on the contractor.

Categories of individuals covered by the system:

Respondents to United States Air Force Recruiting Service advertisements and referrals made by active duty military personnel, retired military personnel and Air Force civilian employees.

Categories of records in the system:

Respondent's inquiry record containing name, Social Security Number, address, date of birth, sex, telephone number, advertising medium, recruiting program in which interested, and source of referral, including name and Air Force base assigned. Recruiter contact records containing success of contract efforts, reason for not contacting, how contact was made, confirmation of educational level, qualification of individual and status of individual.

Authority for maintenance of the system:

10 U.S.C. 503 and E.O. 9397.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The contractor fullfills requests from respondents for information about the Air Force and notifies appropriate recruiting activities of respondent's interest. Contractor develops statistical summaries which are used by USAF Recruiting Service to evaluate the effectiveness of the advertising and referral programs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer and computer products.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian and by persons responsible for servicing the system.

Retention and disposal:

Contractor retains at the AFOC for two years, then destroys. HQ USAF Recruiting Service retains on computer paper printouts for 60 days, then destroys. Subordin Subordinate recruiting activities retains for one year after final follow up action is complete, then destroys.

System manager(s) and address:

Director, Marketing and Analysis, USAF Recruiting Service, Randolph AFB TX 78148.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individuals can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Record source Information obtained from automated system interfaces.

Systems exempted from certain provisions of the act:

NONE

F17801 0HFREZA

System name:

Rome Air Developement Center(RADC) manpower resources expenditure system

System location:

Rome Air Development Center(AC) Griffiss AFB NY 13441

Categories of individuals covered by the system:

civilian and military personnel assigned to RADC

Categories of records in the system:

personnel identification and job classification data

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to compile statistical reports and for support of manpower and cost accounting systems

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.
Maintained on computer paper printouts.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Deputy Chief of Staff, Research and Development, Headquarters United States Air Force; Comptroller, Rome Air Development Center, Griffiss Air Force Base, NY.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.
or RADC/Department of Administration Griffis Air Force Base NY

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

obtain from individual and personnel record

Systems exempted from certain provisions of the act:

NONE

F17801 0HZHTVA

System name:

Intergrated Management Information and Control System(IMICS)

System location:

Foreign Technology Division (FTD)Wright-Patterson Air Force Base, Ohio 45433

Categories of individuals covered by the system:

all personnel assigned to Foreign Technology Division (FTD)

Categories of records in the system:

identification data-name-SSAN-address-security-access-grade

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

verify security clearances-manpower accounting-internal uses

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes.

Retrievability:

Filed by Name.
Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander, Foreign Technology Division (FTD), Wright-Patterson Air Force Base

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.
FTD Director of Administration Wright-Patterson Air Force Base OH 45433

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from individual and verified from file.

Systems exempted from certain provisions of the act:

NONE

F17801 0KPNQSA

System name:

student questionaire

System location:

At Headquarters Air University, Maxwell Air Force Base, AL 36112.
Acm subsystems are located at the following locations Air War College (AWC) Air Command and Staff college (ACSC) Squadron Officers School(SOS) Maxwell AFB AL 36112

Categories of individuals covered by the system:

All students attending AWC, ACSC, and SOS

Categories of records in the system:

Questionaire including military data such as name,SSAN,grade age,flying data, education data,personal data and locator data

Authority for maintenance of the system:

44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Primary use is to gather statistical data for analysis by management analysis personnel, subsequent publication of data in AU quarterly program summary. Used by applicable PME school for locator and other administrative purposes

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Class desiginator and
Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until graduation or elimination from training, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Management Analysis at HQ USAF Submanager at each applicable school, AWC, ACSC, and SOS

Notification procedure:

Requests should be addressed to the Director of Administration at the applicable school. Provide name,SSAN and class. May visit office of Director of Administration at the applicable school

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual student

Systems exempted from certain provisions of the act:

NONE

F17802X0OTAYZM

System name:

17802X0OTAYZM Personnel Cost Accounting System (PCAS)

System location:

Air Force Data Services Center (AFDSC), Pentagon, Washington, DC 20330. Air Force Data Systems Design Center (AFDSDC), Gunter AFS, AL 36114.

Categories of individuals covered by the system:

Air Force active duty military personnel and civilian employees assigned at each location.

Categories of records in the system:

Records amount of time spent on various projects/tasks, administrative duties, leave, Temporary Duty(tdy), leave without pay(LWOP) and clerical time. Also records overtime and compensator time.

Authority for maintenance of the system:

10USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The PCAS system was established to provide information for management about manpower utilization in the Air Force Data Services Center. Anticipated users of the PCAS system: Commander, Air Force Data Services Center. Directors and Division Chiefs, Air Force Data Services Center. Functional analysts assigned to the office of Plans and Management, Air Force Data Services Center. Specific uses of the PCAS data by all AFDSC management personnel and by the Commander include: Monitoring of manpower resources expended in support of automatic data processing (ADP) projects. Determining and validating requirements for additional manpower. Examining distribution of workload among the AFDSC directorates.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on disks or drums. Maintained on computer paper printouts.

Retrievability:

Filed by Social Security Number (SSAN). Filed by Military Service Number.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are controlled by computer system software.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander, Air Force Data Services Center, Pentagon, Washington, D.C. 20330. Chief, Management Information Team, AFDSC, Pentagon, Washington, D.C. 20330.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from the individual.

Systems exempted from certain provisions of the act:

NONE

F18201 DAC A

System name:

18201 DAC A Air Force Postal Directory File

System location:

Air Force postal and courier service activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Active duty military personnel and civilian employees. Retired Air Force military personnel. Contracting officers and representatives, American Red Cross and State Department Personnel.

Categories of records in the system:

Directory cards for permanently assigned personnel, transient personnel, such as students at schools, temporary duty personnel who have departed for their place of duty, and individuals awaiting an assignment to another Air Force duty location.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used for forwarding and directorizing individual personal mail received by Air Force postal activities, and for assignment of individual mail boxes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in visible file binders/cabinets card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files for six months after reassignment, separation, or departure from the servicing postal activity, then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Director of Administration, Headquarters United States Air Force. Submanagers include the Chief, Central Base Administration at each Air Force installation. Official mailing addresses are in the Department of Defense directory in the Appendix to the Air Force's systems notices. Washington D.C. 20330

Notification procedure:

Individuals may be notified of whether the system contains a record pertaining to them by writing to the Chief, Central Base Administration at the location(s) where postal directory services were provided.

Record access procedures:

Individuals may obtain assistance in gaining access as indicated in the notification procedures above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual to whom the record pertains.

Systems exempted from certain provisions of the act:

NONE

F18202 HC A

System name:

Current Official Active Duty Chaplains Mailing List

System location:

At Headquarters United States Air Force, Washington DC 20330.
At Headquarters Air University, Maxwell Air Force Base, AL 36112.

Categories of individuals covered by the system:

Air Force active duty officer personnel.

Categories of records in the system:

Current Official Mailing Address

Authority for maintenance of the system:

Title 10 USC 8012 and Title 10 USC 8034

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Maintenance of Current Official Active Duty Chaplain Mailing List

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Form is Destroyed after New Address Entered on Official Mailing List at AUIPD/HCX

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Chaplains, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Senior Chaplain at New Unit of Assignment

Systems exempted from certain provisions of the act:

NONE

## F19001 AA AB

System name:

19000 Public Affairs References

System location:

At the Office of the Secretary of the Air Force, Washington DC 20330.

Categories of individuals covered by the system:

Military and civilian officials of the Federal Government (including Presidential Appointees), prominent Americans in and out of government who are involved in defense matters, and reporters and syndicated columnists or commentators who write on defense matters.

Categories of records in the system:

For military and civilian officials of the Department of Defense and for Presidential Appointees: copies of official biographies released by the Department of Defense or by the White House. A speech sub-system may contain copies or excerpts of speeches by military and civilian Federal Government officials speaking about defense matters. A clippings sub- system may contain news media clippings about activities or statements of prominent Americans

Authority for maintenance of the system:

10 USC 133.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To respond to requests from Air Force and Department of Defense officials for any of the following information: biographical material about key government officials; public statements by government officials about defense matters; defense related statements or activities of prominent Americans, as reported in news media; or publishing history of writers on defense matters.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders. Maintained in note books/binders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in active files during an official's incumbency (for Federal Government officials), until the individual is no longer actively involved in defense matters, or until the writer stops writing about defense matters. Then placed in inactive file where they are retained until no longer needed for reference. Then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Administrative Assistant to the Secretary of the Air Force, Room 4D-881, The Pentagon, Washington DC 20330.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from the public media. Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

## F19001 OI B

System name:

Biographies of Officers and Key Civilians Assigned to SAF/OI

System location:

Secretary of the Air Force Office of Information (SAF/OI), Room 4D926, Washington DC 20330

Categories of individuals covered by the system:

Officers and key civilians (grade GS-10 or higher) currently assigned to positions in the Secretary of the Air Force Office of Information and its component divisions.

Categories of records in the system:

Biographical information including summary of military service, educational background, marital status and special interests.

Authority for maintenance of the system:

5 United States Code 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Serves as a ready reference of assigned personnel for the Director of Information, Office of the Secretary of the Air Force; used in preliminary personnel evaluations for reassignment within the Secretary of the Air Force Office of Information and throughout the Information field.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in safes.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Information, Office of the Secretary of the Air Force (SAF/OI)

Notification procedure:

Requests for information should be addressed to the Executive, Secretary of the Air Force Office of Information (SAF/OI), Washington DC 20330, telephone (202) OX-55227. Personal visit may be made to the system location in room 4D926, The Pentagon, Washington DC.

Record access procedures:

Individual can obtain assistance from the Executive, Secretary of the Air Force Office of Information, address as above.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers.
Information obtained from financial institutions.
Information obtained from trade associations.
Information obtained from automated system interfaces.
Information obtained from the public media.

Systems exempted from certain provisions of the act:

NONE

## F19001 OI AB

System name:

Official Biographies

System location:

Biographies of active duty general officers and high level civilian personnel of the Department of the Air Force are maintained at the Command Services Unit (SAF/OIIC), Bolling Air Force Base, DC 20332, and at the Internal Information Division, Secretary of the Air Force Office of Information (SAF/OII), Room 5C-941, The Pentagon, Washington DC 20330. Record system segments or duplicates pertaining to active duty general officers may be found at the Office of Information at headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Depart- ment of Defense Directory in the appendix to the Air Force's systems notice. Also at Air Force libraries, offices of air attaches to United States Embassies, Air Force sections of Military Assistance Advisory Groups and missions, unified activities and unified commands. Additional locations include the Air Force Chief Historian (HQ USAF/CHO), Washington DC 20330; Assistant for General Officer Matters (DCS/P), Washington DC 20330; and the Aero- space Historical Foundation, University of Kansas. Biographies of retired Air Force general officers are located at the Public Information Division, Secretary of the Air Force of Information (SAF/OIP), Room 4C-922, The Pentagon, Washington DC 20330, and at the Retired Activities Section, Assistant DCS/Personnel, Air Force Military Personnel Center (AFMPC/ AFPMSDMI), Randolph Air Force Base TX 78148. Biographies of key civilian employees of the Office of the Secretary of the Air Force and of Headquarters, United States Air Force, are located at the Director of Civilian Personnel, 1143rd Support Squadron, Washington DC 20330, and at the office of the Administrative Assistant to the Secretary of the Air Force, Room 4D-881, The Pentagon, Washington DC 20330. Biographies of key civilian employees at sub- ordinate organizational levels may be found at the office of the Director of Civilian Personnel. Biographies of Air Reserve general officers are at Headquarters USAF/REL, Washington DC 20330. Record system segments or duplicates may be found at the Office of Information at headquarters of the United States Air Force, major commands and major subordinate commands. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notice. At the Air Force Military Personnel Center (AFMPC/ DPMYR), Randolph Air Force Base TX 78148; Headquarters, Air Force Reserve (Commander and Information Office), Robins Air Force Base GA 31098; Air Reserve Personnel Center (Commander and Information Office), 3800 York Street, Denver CO 80205; Headquarters, Military Airlift Command (CSB), Scott Air Force Base IL 62225; Secretary of the Air Force, Manpower and Reserve Affairs (MRR), Washington DC 20330; the Reserve Forces Policy Board, Washington DC 20330; and the offices of all Air Force Reserve general officers. Biographies of Air National Guard general officers are located at the National Guard Bureau, Washington DC 20310. Record system segments or duplicates may be found at Department of the Army major divisions and installations and at Department of the Air Force headquarters of major commands and separate operating agencies. Official mailing addresses are in the Depart- ment of Defense directory in the appendix to the Air Force's systems notice. At Army readiness regions; offices of Army Guard and Air National Guard Liaison Officers; the Aerospace Audio-Visual Service, Norton Air Force Base CA 92409; the Office of the Secretary of Defense; the Office of the Secretary of the Navy; The Library of Congress; the Air Force Association; the Army Association; the Reserve Officers Association; Air Force libraries' the Air War College; the offices of all National Guard and Air National Guard general officers; and the offices of state Adjutants General. Specific addresses may be obtained from the National Guard Bureau. Biographies and biographical files for National Medical Consultants are filed at the office of the Special Assistant for Information to the Surgeon General, USAF, Forrestal Building, Washington DC 20314. Biographies prepared under the official biographies program for key military and civilian personnel of other Air Force organizations may be found at the Office of Information at headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

The Secretary of the Air Force; Under Secretary and Assistant Secretaries of the Air Force; Air Force general officers on active duty or retired; Air Reserve and Air Naional Guard general officers; Air Force personnel assigned as pilots to the Manned Space Program; statutory appointees and key military and civilian personnel of the Department of Defense and Presidential Appointees in the Federal Government; National Medical Consultants; and key military and civilian personnel at all Air Force organizations.

Categories of records in the system:

Biographical information including, but not limited to, summary of military service (including dates and locations of assignments and dates of promotions), military honors and awards, educational background, date and place of birth, marital status, name of spouse and family, and additional personal information provided by the individual. For civilian and military personnel of the Depart- ment of Defense, may include formal biographies released by the Department of Defense; for Presidential Appointees will include biographical material released by the White House. May also include news media clippings and/or photographs.

Authority for maintenance of the system:

5 USC 301, 10 USC 133, 10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Biographies and biographical files are prepared and maintained to support the Air Force policy to keep its members and the public informed about the Air Force and its leaders. In their final form, biographies are considered published, 'public domain' material and may be released to any requester. Biographies may be used as resource documents for news releases or other public information purposes. Copies of general officer biographies are included in official personnel records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders. Maintained in note books/binders. Maintained in visible file binders/cabinets.

Retrievability:

Filed by Name.

Safeguards:

Normally, records are accessed by the custodian of the record system and are stored in locked cabinets or rooms.

Retention and disposal:

For records of retired officers and National Medical Consultants: retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieced, shredding, pulping, macerating, or burning. All other records are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

For biographies of general officers (active duty and retired), Director of Information, Office of the Secretary of the Air Force (SAF/ OI), Washington DC 20330. For biographies of key civilian and

military personnel assigned to the Office of the Secretary of the Air Force or for biographical files on officials, including Presidential Appointees, of the Federal Govern- ment, the Administrative Assistant to the Secretary of the Air Force, (SAF/AA), Washington, DC 20330. For biographical files of National Medical Consultants, the Special Assistant for Information to the Surgeon General, USAF, Forrestal Building, Washington DC 20314.

Notification procedure:

Requests from individuals should be directed to Commander, Command Services Unit (SAF/OIIC), Bolling Air Force Base DC 20332, Telephone: (202)767-4527; for all biographies of active duty general officers and key civilians assigned to the Office of the Secretary of the Air Force or to Headquarters Air Force. For biographies of Air Reserve general officers, at Headquarters USAF/REL; for Air National Guard general officers, at the National Guard Bureau; and for retired general officers, at the Public Information Division (SAF/OIP), mailing addresses in the Department of Defense directory in the appendix to the Air Force's system notice. For biographies of officials, including Presidential Appointees, in the Federal Government, and for National Medical Consultants, direct requests to the Systems Manager. For all other biographies, address requests to the Office of Information at the appropriate level.

Record access procedures:

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. Individual can obtain assistance from the Commander, Command Services Unit, the National Guard Bureau, Headquarters USAF/REL, the Public Information Division (SAF/OIP), the Systems Manager, or the Office of Information at the appropriate level.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from the public media. Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth. Biographies prepared by the Air Force are subject to final review by the individual concerned before publication.

Systems exempted from certain provisions of the act:

NONE

F19001 SAFOI

System name:

Special Events Planning - Protocol

System location:

At Air Force installations only. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. At USAF Recruiting Service offices. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Non-Air Force civilians, generally, but not limited to civilian leaders of the local community. Segments of the system may be specialized; e.g. active and retired military persons identi- fied by special interests, teachers or other persons in governmental agencies qualified or considered to lecture in Air Force training courses.

Categories of records in the system:

Biographical data usually including, but not limited to: name; business and home address and telephone numbers; name of spouse and family; description of positions in business and community affiliations with Air Force-oriented civic organizations; photographs. May include summaries of circumstances of visits to the installation.

Authority for maintenance of the system:

5 USC 301; 10 USC 8012; 44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records serve as reference for planning official functions, reporting to higher headquarters, selecting lecturers for training courses, and submitting nominations for Air Force or Depart- ment of Defense conferences or other functions. Systems are used by Information Officers, Executive Officers, Protocol Officers, or Commanders for the above purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders. Maintained in note books/binders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Commander of the Air Force installation concerned. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Notification procedure:

Requests from individuals should be addressed to the Office of Information, for public affairs planning, or the Executive Officer or Office for Protocol, for protocol system segments. Requests regarding systems for selection of lecturer should be addressed to the particular school or training unit, e.g. USAF Special Operations School (EDPT), Eglin AAF 9, FL 32544.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. Or from the notification request addressee.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from the public media. Information obtained from a state or local government. Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth. Also Federal agencies staff recommendations.

Systems exempted from certain provisions of the act:

NONE

F19002 A58WWYK

System name:

Home Town News Release Background Data File

System location:

United States Air Force Home Town News Center, Tinker Air Force Base, OK 73145. Subsystems of the main system may be located at the Information Office of the Air Force Base or Air National Guard or Air Force Reserve or similar installation to which an individual is assigned.

Categories of individuals covered by the system:

All Air Force active duty military personnel. Air Reserve or Air National Guard personnel recently selected for promotion, reassigned, awarded a medal or decoration, or who otherwise participated in a newsworthy event.

Categories of records in the system:

Biographical information including, but not necessarily limited to name, current grade, marital status, local address, name and address of parents, educational background, and military history; photographs. Information is usually, but not necessarily, contained in a USAF Home Town News Release Form or similar form.

Authority for maintenance of the system:

5 USC 301 and 10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Preparation of news releases for distribution to newspapers and broadcast stations throughout the United States.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders. Maintained in visible file binders/cabinets.

Retrievability:

Filed by name within date of release.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in Home Town News Center files until 90 days after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Local files may be retained for one year and are then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Information, Office of the Secretary of the Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to Commander, USAF Home Town News Center, Tinker AFB OK 73145. When inquiring about a subsystem inquiries should be addressed to the Information Officer at the base or installation of the individual's assignment. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force systems notice.

Record access procedures:

Individuals can obtain assistance in gaining access from the Commander, USAF Home Town News Center or the installation Information Officer.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from the individual.

Systems exempted from certain provisions of the act:

NONE

F20002 05HCHLA

System name:

20002 05HCHLA Operations Security File for Foreign Intelligence Collection Activities

System location:

7602 AINTELG/INOB, Ft Belvoir, VA 22060

Categories of individuals covered by the system:

Air Force active duty officer and enlisted personnel. Air Force civilian employees and former employees. Retired Air Force military personnel. Primarily foreign nationals

Categories of records in the system:

AFOSI Records of investigation and AFIS correspondence incidental to AFOSI investigations. Correspondence reporting incidents having security ramifications bearing on U.S. collection activities abroad. Studies of compromised U. S. intelligence collection projects abroad and correspondence thereto

Authority for maintenance of the system:

National Security Act of 1947, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Routine internal 7602/AFIS reference materials used for internal orientation and study for object lesson guides for routine instruction to support operational security in U. S. foreign intelligence collection operations

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation. Then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Chief of Staff, Intelligence, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from AFOSI reports, studies and source documents pertaining to foreign intelligence collection operations.

Systems exempted from certain provisions of the act:

NONE

F20002 05HCHLB

System name:

20002 05HCHLB DIA Source Administration Program for Foreign Intelligence Collection Activities

System location:

7602 AINTELG/INOB, Ft Belvoir, VA 22060 and subordinate units: Det 1, APO San Francisco 96525; Det 2, APO San Francisco 96301; Det 3, APO San Francisco 96280; Det 5, APO San Francisco 96346; Designation and location of one overseas unit is classified. Headquarters, Foreign Technology Division (FTD), Wright-Patterson AFB, Ohio 47433; Det 3/FTD, APO New York 09633; Det 4/FTD, APO San Francisco 96328.

Categories of individuals covered by the system:

Air Force Reserve personnel. Retired Air Force military personnel. Foreign Nationals residing in the United States. US Citizens resident aliens and foreign nationals overseas who are sources or support assets for foreign intelligence collection operations

Categories of records in the system:

Biographic data and records incidental to utilization in foreign intelligence collection operations

Authority for maintenance of the system:

National Security Act of 1947, Public Law 257, July 26, 1947 (61 Stat 495).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Routine internal reference relative to use or possible use in foreign intelligence collection operations

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders. Maintained in note books/binders. Maintained on computer paper printouts. Maintained on roll microfilm. Maintained on aperture cards.

Retrievability:

Filed by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system. Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets. Records are stored in safes.

Retention and disposal:

Prior to destruction, files are screened, purged of extraneous material, and microfilmed. Microfilm retained indefinitely.

System manager(s) and address:

Assistant Chief of Staff, Intelligence, Headquarters United States Air Force. Washington DC 20330. Submanager: Chief, Foreign Acitivities Division, FTD, Wright-Patterson AFB, Ohio 45433.

Notification procedure:

Requests from individuals should be addressed to the System Manager or Submanager, as appropriate.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager or Submanager, as appropriate.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from biographical data and records incident to foreign intelligence collectionoperations.

Systems exempted from certain provisions of the act:

NONE

F20002 05HCHLC

System name:

20002 05HCHLC Events and Installation File

System location:

7602 AINTELG/INXE, Ft Belvoir, VA 22060 and AF Intelligence Service (AFIS/IND) Washington DC 20330

Categories of individuals covered by the system:

Individuals having access to people, agencies, organizations, institutes, and companies in foreign countries of intelligence interest.

Categories of records in the system:

Occupational and travel information derived from Intelligence Reports, Visa Requests, Trip Reports, Open Source Documents, news media, and Trade and Professional Publications

Authority for maintenance of the system:

National Security Act of 1947, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To identify potential source of positive foreign intelligence information

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes and roll microfilm.

Retrievability:

Filed by Name, organization and activity.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets.

Retention and disposal:

Retained until no longer needed. Destroyed by conventional computer purge action.

System manager(s) and address:

Assistant Chief of Staff, Intelligence, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from intelligence reports, visa requests, trip reports, open source documents, news media, trade and professional publications.

Systems exempted from certain provisions of the act:

NONE

F20002 05HCHLD

System name:

20002 05HCHLD Master Alpha Resource List (MARLA)

System location:

7602 AINTELG/INXE, Ft Belvoir, VA 22060 and AF Intelligence Service (AFIS/IND) Wash DC 20330

Categories of individuals covered by the system:

Individuals having access to people, agencies, organizations, institutes, and companies in foreign countries of intelligence interest

Categories of records in the system:

Occupational and travel information derived from Intelligence Reports, Visa Requests, Trip reports, Open Source Documents, news media, and Trade and Professional Publications

Authority for maintenance of the system:

National Security Act of 1947, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To identify potential source of positive foreign intelligence information

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer magnetic tapes and on roll microfilm.

Retrievability:

Filed by Name, Occupation, ethnic group, language capability

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets.

Retention and disposal:

Retained until no longer needed. Destroyed by conventional computer purge action.

System manager(s) and address:

Assistant Chief of Staff, Intelligence, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from intelligence reports, visa requests, trip reports, open source documents, news media, trade and professional publications.

Systems exempted from certain provisions of the act:

NONE

F20501 SPI A

System name:

Requests for Access to Classified Information by Historical Researchers

System location:

SAF/OIPM Pentagon 4C-914 Washington DC 20330

Categories of individuals covered by the system:

All persons outside the Executive Branch of the United States Government who request access to classified information for historical research purposes.

Categories of records in the system:

Basic biographical data on the requestor, letters of requests, letters granting access or denial and statement signed by the requestor explaining the conditions governing access.

Authority for maintenance of the system:

Title 10USC 8012, Title 44USC 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of the record is to determine the trustworthiness of individuals for whom access is requested, authorize or deny access based on this determination and prescribe locations, schedules and circumstances in which research may be conducted. Biographical data is disseminated to the Defense Investigative Service, the Department of Justice, the Air Force Office of Special Investigations and the Air Force Personnel Security Group.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in safes.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Security Police, Headquarters United States Air Force.

Chief Magazine and Book Branch, Secretary of the Air Force, Office of Information.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Chief Magazine and Book Branch, Secretary of the Air Force, Office of Information. Written requests should be notarized. Personal visits require positive identification such as Military ID card, drivers license, SSAN, date of birth, etc.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from police and investigating officers.

Department of Justice.

Systems exempted from certain provisions of the act:

NONE

F20501 0UMCBVA

System name:

20501 0UMCBVA Compartmented Intelligence Access Roster

System location:

USAFSS INS San Antonio TX 78243

Categories of individuals covered by the system:

Army, Navy and Marine Corps active duty military personnel. Air Force active duty officer and enlisted personnel. Air Force civilian employees. Air Force Reserve personnel.

Categories of records in the system:

Automated line entries.

Authority for maintenance of the system:

44 USC 3301; 10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To locate personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on computer paper printouts.

Retrievability:

Filed by other identification number or system identifier.

Safeguards:

Records are accessed by custodian of the record system.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

HQ USAFSS INS San Antonio TX 78243.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information is obtained from special security files.

Systems exempted from certain provisions of the act:

NONE

F20503 DAI A

System name:

20503 DAI A Personnel Security Case Files.

System location:

Personnel Security Group, Directorate of Administration, Headquarters US Air Force, Washington, DC 20330. Decentralized segments at the Washington National Records Center.

Categories of individuals covered by the system:

Air Force civilian employees and applicants, and Air Force military members and prospective members, including Air Force Reserve and Air National Guard, whose personnel security investigations contain unfavorable information, who were previously processed or adjudicated under the Air Force Military or Civilian Security Programs, or who are assigned or nominated to offices of the Secretary of the Air Force, the Air Staff or the support agencies and offices under the security clearance authority of the Personnel Security Group.

Categories of records in the system:

Files may include (1) requests for clearance, investigation, (2) determinations of eligibility for assignment to sensitive positions, (3) medical records checks and evaluations, (4) personnel records information, (5) personnel security questionnaires, (6) correspondence between the group and the individual, office of assignment, commanders, medical facilities and installations, personnel offices, investigative agencies, Air Staff offices, or offices of the Secretary of the Air Force, (7) clearance records, and (8) summaries, evaluations, recommendations and records of adjudication.

Authority for maintenance of the system:

5 USC 7531, Definitions; 7532, suspension and removal; 7533, Effect on other statutes; 10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; Executive Order 10450, Security requirements for government employment. Routine uses of records maintained in the system, including

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Files are established to evaluate the security acceptability of Air Force military and civilian personnel, applicants, enlistees and nominees for appointment, assignment or retention in sensitive positions with access to classified defense information or to restricted areas and locations. Files are used to record clearance adjudicative actions, eligibility determinations and investigative data. Investigative case file information may be reviewed by Air Force installation commanders, supervisors, personnel officers, medical, security, and investigative personnel, personnel of Air Staff offices and offices of the Secretary of the Air Force. Case files and cards are also used to answer inquiries from other Air Force offices and agencies, and from investigative, security and personnel representatives of other Federal agencies concerning the clearance status of individuals. Case records are maintained to prepare statistical accounting and to measure the effectiveness of the adjudicative programs and procedures.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and microfiche maintained in file folders, card files, visible file binders/cabinets and notebooks/binders.

Retrievability:

Filed alphabetically by name.

Safeguards:

Records are stored in vaults, safes and security file containers/cabinets. All records are stored, processed, transmitted and protected as the equivalent of classified information. Records are accessed by the custodian of the records system, by persons responsible for servicing the system in the performance of their official duties and by authorized personnel who are properly screened and cleared for need-to-know.

Retention and disposal:

Clearance records are retained in the office files for one year after annual cut-off then are destroyed by tearing into pieces, shredding, pulping or burning. Adjudication records are retained in office files for two years after annual cut-off, then retired to the Washington National Records Center, Washington, DC 20409. Records of personnel assigned to Air Staff/OSAF and support functions are maintained in office files until reassignment or separation. Inactive files of military personnel are destroyed after two years. Inactive files of civilian personnel are transferred to the gaining agency, or are retained for two years as the Civilian Security Documents Folder.

System manager(s) and address:

Chief, Personnel Security Group, Directorate of Administration, Headquarters US Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the System Manager, and should contain the full name, including any former names, grade, date of birth and social security number.

Record access procedures:

Individuals can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information is received from investigative reports from federal investigative agencies, personnel and medical records, board reports, correspondence from offices and organizations of assignment, and from commanders, supervisors, witnesses and individuals, from security, and investigative personnel and from Air Staff offices, offices of the Secretary of the Air Force, and other offices of the Executive and legislative branches. System exempted from Executive and legislative branches.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 USC 552a(j) or (k), as applicable. For additional information, contact the Systems Manager.

F20503 DAI C

System name:

20503 DAI C Presidential Support Files.

System location:

Primary System at the Personnel Security Group, Directorate of Administration, Headquarters US Air Force, Washington, DC 20330. Decentralized segments are located at security police offices for major command headquarters, and at installations and units having a Presidential Support mission and those units from which personnel are nominated or assigned to Presidential Support duties.

Categories of individuals covered by the system:

Those Air Force military and civilian personnel who are nominated or assigned to authorized designated positions involving Presidential Support duties on either a full or part-time basis.

Categories of records in the system:

Nomination Files include reports of investigation by the Defense Investigative Service and by other Federal investigative agencies; correspondence between the Personnel Security Group and units, installations and major commands, investigative agencies, security offices, air staff offices and offices of the Secretary of the Air Force, the office of the Military Assistant to the Special Assistant to the Secretary and Deputy Secretary of Defense, the Office of the Director, White House Military Office, medical evaluations, statements by nominees, summaries and evaluations of investigative information. Assignment Record Files include letters of notification of selection and quarterly rosters of all assigned personnel listed alphabetically and by unit, by major command.

Authority for maintenance of the system:

10 USC 8012, 9Secretary of the Air Force: powers and duties; delegation by. Routine uses of records maintained in the system, including categories of users and the duties; delegation by.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Nomination files are collected to evaluate the background, character, suitability and qualifications of nominees being considered for selection to positions requiring regular or frequent contact with the President or access to Presidential facilities or modes of transportation. Files are reviewed and evaluated by staff members at each level in the selection process, by medical facility staff members, by the Personnel Security Group, and other appropriate Air Staff offices, by the Office of the Administrative Assistant to the Secretary of the Air Force, and other appropriate offices of the Secretary of the Air Force, by the Office of the Military Assistant to the Special Assistant to the Secretary and Deputy Secretary of Defense and the Office of the Director, White House Military Office. Assignment Record Files are originated to locate, identify, control, manage, and administer individuals selected for assignment to Presidential Support duties, to initiate assignment actions after final selection, to notify medical facilities, and to prepare the quarterly listing of individuals assigned to the program for submission to the Office of the Military Assistant to the Special Assistant to the Secretary and Deputy Secretary of Defense, the Office of the Director, White House Military Office, to major commands, and units and Security Police offices having a Presidential Support mission. Assignment Record Files at echelons below the Personnel Security Group are merely duplicate copies of the file copy. File copies are retained at the Personnel Security Group to permit record access and to record the accountability of disclosures of the Nomination Files.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records maintained in file folders and on computer paper printouts.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system, by person responsible for servicing the record system in performance of their official duties, and by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in security file containers/cabinets, in safes and vaults.

Retention and disposal:

Upon completion of final favorable determination of selection, Nomination Files are destroyed by tearing into pieces, shredding, pulping, or burning and are replaced by Assignment Record Files. Assignment Record Files for individuals are retained during the period of assignment or for five years, whichever is longer, as the disclosure accountability record, then are destroyed by 9tearing into pieces, shredding, pulping, or burning. Assignment Record Files in quarterly roster listing form are destroyed when superseded by the next quarterly roster by tearing into pieces, shredding, pulping, or burning. Nomination Files for personnel not selected are retained in the office of nonselection or at the Personnel Security Group, for one year after the date of nonselection, at which time they are destroyed by tearing into pieces, shredding, pulping, or burning.

System manager(s) and address:

Chief, Personnel Security Group, Directorate of Administration, Headquarters US Air Force, Washington, DC 20330.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. Requests should contain the full name, military or civilian grade, date of birth, position, unit and location to which nominated, and the date of nomination or nonselection or the unit location and period of assignment.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information is obtained from reports from Federal investigative agencies, military and civilian personnel records, and military medical records, correspondence from military and civilian law enforcement and Security Police offices, major command staff offices, Air Staff offices, offices of the Secretary of the Air Force, the Office of the Military Assistant to the Special Assistant to the Secretary and Deputy Secretary of Defense, Office of the Director, White House Military Office and other Federal agencies and office of the Executive and Legislative Branches.

Systems exempted from certain provisions of the act:

NONE

F20505 AFIS A

System name:

20505 AFIS A Sensitive Compartmented Information Personnel Security Records

System location:

Personnel Security Division, Directorate of Security and Communications Management, Air Force Intelligence Service, Pentagon, Washington DC 20330, Records for personnel assigned Air Force Security Service are located with Directorate of Security Police, Air Force Security Service, Kelly Air Force Base, Texas 78243. Records for personnel assigned to Air Force Communications Service are located with Office of the Inspector General, Air Force Communications Service, Richards-Gebaur AFB, Missouri 64030. Records for personnel assigned to Air Weather Service are located with Directorate of Special Projects, Control Division, Air Weather Service, Scott Air Force Base, Illinois 62225.

Categories of individuals covered by the system:

Air Force personnel, civil service employees, and contractor personnel with current access to SCI or who have had such access within past five years except Air Force personnel assigned to Central Intelligence Agency, Office of the Secretary of Defense/Defense Agencies, Office of the Joint Chiefs of Staff, and the National Security Agency.

Categories of records in the system:

Statements of Personnel History and allied papers prepared or submitted by individuals; Personnel Background Investigations; Statements by Commanders, Supervisors, Medical, Legal, and Security Officials, and related correspondence; Access Adjudication Records; Indoctrination Oaths; Termination Oaths; routine records/correspondence pertaining to access status or changes in status.

Authority for maintenance of the system:

Executive Order 10450. Routine uses of records maintained in the system, including categories of users and the purposes of such uses: Used by designated, responsible Air Force officials to recommend/determine eligibility for access to SCI. Use to verify an individual's status with respect to SCI access or eligibility for such access, only the 'fact of' an individual's eligibility/ noneligibility for SCI access is furnished to other authorized government agencies/activities and only upon request. To answer official inquiries involving an individual's eligibility/ noneligibility for access to SCI, substantive information is released to responsible officials in the Air Force Inspector General Organizations, or higher Air Force authority, and to members of Congress. Used internally to determine personnel security trends and to attempt to determine causes for security deviations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by designated, responsible Air Force officials to recommend/determine eligibility for access to SCI. Use to verify an individual's status with respect to SCI access or eligibility for such access, only the 'fact of' an individual's eligibility/noneligibility for SCI access is furnished to other authorized government agencies/activities and only upon request. To answer official inquiries involving an individual's eligibility/noneligibility for access to SCI, substantive information is released to responsible officials in the Air Force Inspector General Organizations, or higher Air Force authority, and to members of Congress. Used internally to determine personnel security trends and to attempt to determine causes for security deviations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and on roll microfilm.

Retrievability:

Filed by name, by Social Security Number (SSN), and grade or rank.

Safeguards:

Records are accessed by custodian of the record system, by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets and vaults.

Retention and disposal:

Active records maintained as long as an individual is authorized access to SCI. Upon termination of access record is placed in inactive status where it is retained for five years and then destroyed unless sooner returned to active status. Destruction is by burning or shredding.

System manager(s) and address:

Assistant Chief of Staff, Intelligence, Headquarters United States Air Force. The Director of Security and Communications Management, Air Force Intelligence Service, The Pentagon, Washington DC 20330, is designated to act in the name of the Assistant Chief of Staff/ Intelligence, HQ United States Air Force. The Chief of Security Police, HQ United States Air Force Security Service, Kelly Air Force Base, TExas 78243 is designated Sub-System Manager and may act in the name of the Assistant Chief of Staff, Intelligence, HQ United States Air Force, for records located at HQ United States Air Force Security Service.

Notification procedure:

Requests from individuals should be addressed to the System Manager or Sub-System Manager as appropriate. Unclassified portions of file are available upon request. Include full name, grade (where applicable), social security number, date and place of birth, organization/activity to which assigned/ employed at time of SCI access. Visits may be made to office of the System Manager or Sub-System Manager as appropriate. Individuals not authorized access to Pentagon working areas or HQ United States Air Force Security Service, Kelly Air Force Base, should contact the Executive Order 10450.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager or Sub-System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Personnel Background Investigations conducted by Defense Investigative Service and/or Air Force Office of Special Investigations; Statement of Commanders, Supervisors, and medical, legal and security officials; records of adjudication processes.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a(j) or (k), as applicable. For additional information, contact the Systems Manager.

F20505 SPI A

System name:

Personnel Security Clearance Investigation Records

System location:

At National Personnel Records Center, Military Personnel Records, 9700 Page Boulevard, St. Louis, MO 63132.

At Air National Guard activities. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

At Air Force Reserve units. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Records for active duty military personnel are maintained by Consolidated Base Personnel Offices (CBPO). Records for civilian employees are maintained by the installation Chief of Security Police; they may also be maintained by Consolidated Civilian Personnel Offices (CCPO) if that record is the only evidence that investigative requirements for a particular position have been completed. For individuals who hold commissions or Reserve commitments in the Air Force Reserve, a copy of the clearance record is also maintained by Air Reserve Personnel Center (ARPC). Records for military personnel separated into a Reserve component are located at the Air Reserve Personnel Center or at State National Guard Headquarters.

Categories of individuals covered by the system:

All Air Force active duty military personnel.
Air Force civilian employees.
Air Force Reserve personnel.
Air National Guard personnel.
Air Force Academy cadets.
American Red Cross personnel.
Employees of defense contractors

Categories of records in the system:

System includes a statement of personal history; documentation requesting personnel security investigations and/or security clearances, to include a check of installation medical, personnel, and police records; documentation recording favorable investigations and/or recording level of security clearance granted.

Authority for maintenance of the system:

Executive Orders 9838; 10450; 11652; Title 10USC 8012; Title 44USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used to request and record personnel security investigations and clearances. Biographical data from personal history state-

ment is disseminated to the Defense Investigative Service when requesting personnel security investigations. Information may also be disseminated to the Justice Department (FBI), law enforcement agencies, or other DOD components in the course of requesting and conducting personnel security investigations. Records may be used to verify completion of investigations and are the basis for granting access to classified information and for unescorted entry to specifically designated restricted areas. Information may be used for assignment action if a specific level of clearance or a particular type of investigation is required in the assignment.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained on computer magnetic tapes.
Maintained on disks or drums.
Maintained on computer paper printouts.
Maintained on magnetic cards.
Maintained on roll microfilm.
Maintained on microfiche.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.
Records are controlled by computer system software.
Records are stored in locked cabinets or rooms.
Records are protected by guards.
Records are controlled by personnel screening.
Records are controlled by visitor registers.

**Retention and disposal:**

Records on military personnel who separate into a Reserve component or have a Reserve commitment are retained until commitment is fulfilled, then retired to the National Personnel Records Center. Records of personal history statements on civilian employees and on military personnel who do not have a Reserve commitment are retained in office files until separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Records of security clearance/investigation on civilian employees and on military personnel who do not have a Reserve commitment are retained in office files for two years after separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. The request for investigation/ clearance is usually destroyed when clearance action is completed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Chief of Security Police, Headquarters United States Air Force.
Installation Chief of CBPO or CCPO (as applicable); installation Chief, Security Police; Director, National Personnel Records Center; Chief, Air Reserve Personnel Center; Adjutants General of State National Guards.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.
Write or visit the Air Force installation where currently assigned or employed or the installation where separated, if applicable. Written requests must be notarized; personal visits require positive identification. Provide full name, SSAN, and military/civilian status. Former military member or civilian employee must also provide approximate date (month and year) when Air Force affiliation ceased.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from medical institutions.
Information obtained from police and investigating officers.
Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

NONE

## F20505 SPI B

**System name:**

Personnel Security Access Records

**System location:**

Records are normally located at organizational units where individuals are currently assigned or employed. They may be located at offices of installation Chiefs of Security Police and for non-immigrant aliens at headquarters of major commands and major subordinate commands or at the National Personnel Records Center, Military Personnel Records, 9700 Page Blvd, St Louis, Mo., 63132, or Civilian Personnel Records, 111 Winnebago St., St Louis, Mo. 63118. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's Systems Notice.

**Categories of individuals covered by the system:**

All Air Force active duty military personnel.
Air Force civilian employees.
Air Force Reserve personnel.
Air National Guard personnel.
Air Force Academy cadets.
Senior and Junior Air Force Reserve Officers.
American Red Cross personnel.
Exchange Officers.
Foreign nationals.

**Categories of records in the system:**

System includes documentation requesting, granting and terminating access to classified information.

**Authority for maintenance of the system:**

EO 9835; EO 10450; EO 11652 Title 10USC 8012, Title 44 USC 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Records are used to record level of security clearance and level of access to classified information that has been authorized. Information is used by commanders, supervisors, and security managers to insure that individuals who receive classified information have been properly investigated, cleared, have a definite need-to-know, and have been properly debriefed.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.
Maintained in note books/binders.
Maintained in visible file binders/cabinets.
Maintained in card files.

**Retrievability:**

Filed by Name.
Filed by Social Security Account Number (SSAN).

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in security file containers/cabinets.
Records are stored in safes.
Records are stored in vaults.
Records are stored in locked cabinets or rooms.
Records are protected by guards.
Records are controlled by personnel screening.

**Retention and disposal:**

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.
(Exception: Records on non-immigrant aliens are retained for two years after termination of access or employment, then destroyed, as above.) Security Termination Statements are retired one year after termination of service or employment to the National Personnel Records Center, Military Personnel Records, 9700 Page Blvd, St Louis, Mo 63132, or Civilian Personnel Records, 111 Winnebago St, St Louis, Mo, 63118. Records indicating that access to classified

information has been withdrawn for cause are forwarded to installation Chief of Security Police for disposition.

System manager(s) and address:

Chief of Security Police, Headquarters United States Air Force.

Commanders of organization units and the Director, National Personnel Records Center, Military PersRecords, 9700 Page Blvd, St Louis, Mo 63132 or Civilian Personnel Records, 111 Winnebago St, St Louis, Mo 63118.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Write or visit the organizational unit where currently assigned or employed. Written requests must be notarized; personal visits require positive identification. Provide full name, SSAN, and military rank or civilian rating.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from medical institutions.

Information obtained from police and investigating officers.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F20505 SPI C

System name:

Special Security Files

System location:

At Headquarters United States Air Force, Washington DC 20330.

At Air Force installations

Categories of individuals covered by the system:

All Air Force active duty military personnel.

Air Force civilian employees.

Air Force Reserve personnel.

Air National Guard personnel.

Air Force Academy cadets.

American Red Cross personnel.

Categories of records in the system:

System contains reports of investigation which are exempt under the 'Privacy Act of 1974.' It also contains these items, which are not exempt: correspondence relating to transmission and/or retention of the file; summaries of significant unfavorable information if not included in a report of investigation or in other official records; access authorization certificates; documentation requesting and recording personnel security investiations and/or clearances; medical reports if not maintained by installation medical facility.

Authority for maintenance of the system:

Title 10USC 8012; Title 44USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Special Security File system is designed to alert officials who are responsible for granting clearances, authorizing access, and granting unescorted entry to restricted areas to the existence of information, which, from a security standpoint, may be potentially disqualifying and to establish procedures for timely investigative action. Records in the system are used by security clearance granting officials, by unit and installation commanders, and by legal, medical, personnel, security police, and other staff officials. Security clearance granting or denying a security clearance and for determining appropriate administrative action. Security police officials maintain the records, and conduct, in coordination with the individual's immediate commander, reviews to assure that investigative or administrative inquiries are progressing on a timely basis. Security police officials may refer portions of the record to investigative agencies, including the Defense Investigative Service, for further inquiry. Legal, medical, security police, personnel, and other staff officials use the records to provide installation commanders with opinions on disposition of individual cases. Unit commanders may use the records as the basis for granting or denying an individual access to classified information or unescorted entry to specifically designated restricted areas. Personnel officials may use the records as the basis for determining administrative actions such as reassignment, separation, etc.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are accessed by commanders of medical centers and hospitals.

Records are stored in security file containers/cabinets.

Records are stored in safes.

Records are stored in vaults.

Records are stored in locked cabinets or rooms.

Records are protected by guards.

Records are controlled by personnel screening.

Records are controlled by visitor registers.

Retention and disposal:

Records that contain information determined not disqualifying from a security standpoint are retained for one year (one month for duplicates at numbered Air Forces or higher), then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Records upon which unfavorable action is taken (denial of clearance or access, assignment to non-sensitive position, separation,etc.) are retained until individual is separated. If individual has no known Reserve commitment, a record of any unfavorable information will be retained for two years, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. If individual has a Reserve commitment, the records will be retained until commitment is fulfilled, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Security Police, Headquarters United States Air Force.

Installation commanders, installation Chiefs of Security Police, Chief, Air Reserve Personnel Center.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Write or visit the installation where currently assigned or employed, or, if applicable, where separated. Written requests must be notarized; personal visits require positive identification. Provide full name, SSAN, military rank or civilian rating.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers.

Information obtained from financial institutions.

Information obtained from educational institutions.

Information obtained from medical institutions.

Information obtained from trade associations.

Information obtained from police and investigating officers.

Information obtained from the public media.

Information obtained from the bureau of motor vehicles.

Information obtained from a state or local government.

Information obtained from a corporation.

Information obtained from witnesses.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the Systems Manager.

F20505 0QVDYDA

System name:

Clearence Certificate Records

System location:

At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

and operating locations

Categories of individuals covered by the system:

All military and civilian personnel.

Categories of records in the system:

Name grade social security account number (SSAN) unit and date of training

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Document required training.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are accessed by commanders of medical centers and hospitals.

open storage

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Installation Director of Security.

Notification procedure:

Address requests to sysmanager. Requires full name and SSAN.

Record access procedures:

Contact sysmanager or duty section at installation.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Completion of training subjects.

Systems exempted from certain provisions of the act:

NONE

F20505 0UMCBVA

System name:

20505 0UMCBVA Security Records Behavioral Data Reports

System location:

6960 Air Base Squadron, Security Police San Antonio TX 78243

Categories of individuals covered by the system:

Army, Navy and Marine Corps active duty military personnel. Air Force active duty officer and enlisted personnel.

Categories of records in the system:

Behavioral data reporting records.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Unit commanders.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name and Social Security Number (SSN).

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know. Records are stored in locked cabinets or rooms.

Retention and disposal:

Destroy 90 days after transfer or separation except when trans fer within command. Retained in office files for three months after monthly cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

6960Air Base Squadron

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from security and related investigative records.

Systems exempted from certain provisions of the act:

NONE

F21101 0UMCBVA

System name:

Family Services Volunteer of Year.

System location:

Director of Personnel (DP) Headquarters United States Air Force Security Service San antonio TX 78243

Categories of individuals covered by the system:

Individual by name.

Categories of records in the system:

Biographical data accomplishments photos.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Government use

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in safes.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Personnel Services.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual input.

Systems exempted from certain provisions of the act:

NONE

F212010BXQPCAB

System name:

Library/Special Collections Records

System location:

At United States Air Force Academy, CO 80840.

Categories of individuals covered by the system:

Cadets, Air Force active duty personnel, members of boards and committees associated with Academy operations (Board of Visitors, General Officer Advisory Committee, etc.), faculty, staff and graduates of USAF Academy.

Categories of records in the system:

This system consists of the following categories of information or subsystems: (1) Index by name to persons in historical photographs and on official officer rosters; (2) historical rosters of cadet wing, cadet class rosters, files of orders, grade lists contained in historical course materials, athletic squad rosters; (3) index by name, date of service on each board or committee; (4) dissertations, theses, books, articles, published reports furnished by individual concerned.

Authority for maintenance of the system:

10 USC 9003

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) To identify an individual with his period of service at the academy and his connection with historic Academy events as recorded in photographs and/or biographical data. (2) Used by faculty, staff and cadets working on history and operation of the Academy. (3) To identify an individual's service on official Academy boards and committees. (4) Publication collection is a traditional library function to indicate scholarly achievements of an institute of higher education, for use in accreditation reports, and as a central reference resource.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files. Maintained as photographs. Maintained in file folders. Maintained in visible file binders/cabinets. Maintained on roll microfilm.

Retrievability:

Card catalog by individual's name is maintained. Historical files: No direct name access is available from a library catalog. Individual would have to know his name is in a particular roster.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Catalog is not available when staff or branch personnel are not present.

Retention and disposal:

Permanent Library collection, USAF Academy Library, USAF Academy, CO 80840.

System manager(s) and address:

Director of Academy Libraries, USAF Academy, CO 80840.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Card catalog is prepared manually by Library personnel from photograph identification captions, officer-rosters, historical materials and records. Materials generated by Superintendent, Dean of Faculty agencies, Commandant of Cadet agencies, Director of Athletics, Registrar, Staff Agencies. Publications are supplied by individuals concerned.

Systems exempted from certain provisions of the act:

NONE

F21208XOBQPCE

System name:

21208XOBQPCE Library Authorized Patron File

System location:

USAF Academy Library (DPSLB), USAF Academy, CO 80840.

Categories of individuals covered by the system:

All Academy military and civilian personnel and cadets, specially authorized non-base library patrons.

Categories of records in the system:

Social security number, name, base or home address, type of patron code, expiration date for special borrower privileges.

Authority for maintenance of the system:

10 United States Code Chapter 903, United States Air Force Academy; and Executive Order 9397, 22 November 1943, Numbering System for Federal Accounts Relating to Individual Persons.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Library personnel to fully identify patron to whom library material is charged in operation of the Library's automated circulation control system. Will be used by Library staff to identify person to whom material is charged, to follow up on delinquent borrowers by generation of overdue notices, and to clear departing patrons and delete their name from the authorized borrower file. Issue library cards.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in computer. Microfiche printout twice annually for use at Library circulation desk.

Retrievability:

Filed by Social Security Number.

Safeguards:

Records are accessed by person(s) responsible for library circulation control operation in the performance of their office duties. Microfiche printout is stored in locked room when not in use by circulation desk staff during hours when the Library is open.

Retention and disposal:

Patron data is deleted from master files maintained on computer when outgoing clearance is accomplished. Microfiche lists of patrons are destroyed by tearing into pieces, shredding, pulping, macerating, burning or burial, when update is received.

System manager(s) and address:

Director of Academy Libraries, USAF Academy, CO 80840.

Notification procedure:

Request from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individual input on library circulation authorization form.

Systems exempted from certain provisions of the act:

NONE

F21301 DPMSS A

System name:

Air Force Educational Assistance Loans

System location:

At Air Force Military Personnel Center, Randolph Air Force Base, TX 78148.

Categories of individuals covered by the system:

1961, 1962 and 1963 dependents of active duty Air Force military members who received educational assistance loans.

Categories of records in the system:

Files contain loan agreement documents made with loan recipients, related documentation between Air Force Military Personnel Center

(AFMPC/Executive Secretariat/Air Force Welfare Board (DPMSS)) and college/university registrars, retained copies of documents and correspondence received from or sent to loan recipients; and individual ledger cards reflecting accounting data.

**Authority for maintenance of the system:**

Title 10, United States Code Chapter 803 Department of the Air Force, Section 8012; Title 5, United States Code, Chapter 3, Powers Section 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Routine use of the records occurs when the responsible official reviews such for the purpose of loan follow-up action.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Files are retained until paid in full at which time the original loan agreement is returned to the loan recipient.

**System manager(s) and address:**

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph Air Force Base, Texas 78148.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Original loan agreements generated by the loan recipient; correspondence received from or sent to loan recipients; certifications from college/university registrars as to receipt of payment for tuition, school supplies and other educational expenses.

**Systems exempted from certain provisions of the act:**

NONE

## F21301 0J DP A

**System name:**

Completion of courses/degrees under operation bootstrap

**System location:**

Headquarters Air Training Command (ATC) Deputy Chief of Staff for Personnel (DCS/P) and base education office at each Air Force Base

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Categories of individuals covered by the system:**

All ATC personnel completing courses/degrees under bootstrap

**Categories of records in the system:**

Individual military records containing educational data

**Authority for maintenance of the system:**

44 USC 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

DCS/P uses data for approval/disapproval of bootstrap request

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

Filed by other identification number or system identifier.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Stored in locked building

**Retention and disposal:**

Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

HQ ATC DCS/P Randolph Air Force Base TX 78148

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

**Systems exempted from certain provisions of the act:**

NONE

## F21301 0J DP C

**System name:**

education services test control Officers

**System location:**

Headquarters Air Training Command(ATC) Deputy Chief of Staff for Personnel(DCS/P) and base education office

**Categories of individuals covered by the system:**

Individuals responsible for monitoring test material

**Categories of records in the system:**

All ATC base test control Officers

**Authority for maintenance of the system:**

44 USC 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

DCS/P uses data to identify base test control Officers

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Stored in locked building

**Retention and disposal:**

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

HQ ATC DCS/P Randolph Air Force Base TX 78148

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F21301 0J DP D

System name:

predischarge education program certifying Officers

System location:

Headquarters Air Training Command(ATC) Deputy Chief of Staff for Personnel(DCS/P) and base education office

Categories of individuals covered by the system:

Individuals responsible for certifying predischarge education

Categories of records in the system:

All ATC base test certifying Officers

Authority for maintenance of the system:

44 USC 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

DCS/P uses data to identify base test certifying Officers

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Stored in locked building

Retention and disposal:

Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

HQ ATC DCS/P Randolph Air Force Base TX 78148

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F21306 0SPCZPA

System name:

Individual Class Record Form

System location:

At Air Force Installations.

Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Military and civilian personnel who are enrolled in educational programs conducted on base.

Categories of records in the system:

Identifies courses, sources of funding, tuition payments.

Authority for maintenance of the system:

10 United States Code 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by educational services personnel to compile reports, to expedite return of borrowed books or equipment, and to control tuition payments.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Course title.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are controlled by personnel screening.

Retention and disposal:

Retained in office files until classes are completed or until borrowed materials are returned and all monies are paid. Then destroyed by tearing into pieces, shredding, pulping, macerating or burning.

System manager(s) and address:

Chief, Education Branch.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Individuals.

Systems exempted from certain provisions of the act:

NONE

F21401 OJ SSFK

System name:

21401 OJ SSFK Kindergarten Student File.

System location:

3380 Air Base Group/SSFK, Keesler AFB MS 39534.

Categories of individuals covered by the system:

Children enrolled in kindergarten and their parents.

Categories of records in the system:

Registration forms, enrollment contract, parent authorizations for testing/filed trips/forwarding of school records, child/family background questionnaire, test results, and student progress reports.

Authority for maintenance of the system:

10 U.S.C. 8012; 5 U.S.C. 301; and EO 9397.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by kindergarten personnel to understand and determine special needs of children, to locate parents in case of emergency, to make progress reports to parents, to establish contractual obligations between kindergarten and parents, and to set up car pool listings. Any records in the system may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function. The records may also be forwarded to any other school at the written request of the parents.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records maintained in file folders and locked in desks or rooms.

Retrievability:

Filed by student name.

Safeguards:

Records are accessed by the kindergarten principal and kindergarten counselor.

Retention and disposal:

Retained in office files for one year after child leaves program or until parent requests transfer of records to another school, whichever comes first. In the event the records are not transferred to another

school, they are destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Kindergarten Principle, 3380 ABGp/SSFK, Keesler AFB MS 39534.

Notification procedure:

Requests from individuals should be addressed to the systems manager. The full name of the student will be required to determine if the system contains a record about him or her. The requester may visit the kindergarten to obtain information on whether the system contains records pertaining to an individual. As proof of identity the requester must present either a current military identification card or driver's license.

Record access procedures:

Individuals can obtain assistance in gaining access from the systems manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from parents; test results; student evaluations by kindergarten personnel.

Systems exempted from certain provisions of the act:

NONE

F21401 0KPNQSA

System name:

Pupil Registration and Cummulative Record Cards.

System location:

Maxwell Elementary School (DPESS) Maxwell Air Force Base AL 36112

Categories of individuals covered by the system:

Dependents of military personnel.

Categories of records in the system:

Record cards and cumulative records on pupil progress

Authority for maintenance of the system:

Section 6, Public Law 874, 64 Statute 1104, amended by 20 USC 241

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To maintain contact with parents to report to them on pupil progress, problems and other matters. Also to report to schools where students may be transfered. Pupil records are used by only professional school staff.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained permanently.

System manager(s) and address:

Superintendent-principal Maxwell Elementary School Maxwell Air Force Base AL 36112

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Full name of requesting individual. May visit office of system manager and give full name.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Maxwell Air Force Base AL 36112

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from educational institutions.

Parents, teachers and pupil.

Systems exempted from certain provisions of the act:

NONE

F21401 0RKNMDA

System name:

Personnel Movement Program

System location:

At Headquarters, Pacific Air Forces, (PACAF) Directorate of Dependents Schools APO San Francisco 96553 at Office Of Dependents Education (OODE) 1400 Wilson Boulevard Rosslyn VA 22209

Categories of individuals covered by the system:

Teachers and administrators in the Pacific area dependents schools.

Categories of records in the system:

administrator's statement of intent teacher's statement of intent, application for position with District of Columbia school system, reemployment agreement, application for extended leave without pay, merit promotion application, inter area transfer request, point system determination for inter area transfer program, intra area transfer request, point system determination for intra area transfer program, record of Department of Defense overseas teaching experience, certification of teacher whose spouse is also employed teacher, eligibility certification, civilian personnel office certification, merit promotion register.

Authority for maintenance of the system:

Section 12(b)(2) of Executive Order 11491 as amended by Executive Order 11616 and Executive Order 11838.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

purpose: to evaluate an application for either inter area or intra area transfer of Department of Defense teachers and administrators in the Pacific area. Category of user: PACAF Directorate of Dependents Schools, OFfice OF Dependents Education (OODE). USE: collection of information to determine ranking of applications by education background, work experience and transfer point seniority for filling vacancies in the DoD dependents schools system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained in visible file binders/cabinets.

Retrievability:

by position categories, transfer points, quality ratings.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in security file containers/cabinets.

Retention and disposal:

Retained for two years after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

assistant Director for Personnel Headquarters, Pacific Air Forces/DPN APO 96553

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Information required from individual: full name and school district. Headquarters, Pacific Air Forces/DPN APO 96553. No proof of identity required.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Or to appropriate district superintendent.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice. Also in the DoD dependents schools directory on file in each DoD dependent school.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

immediate supervisor or base civilian personnel officials.

Systems exempted from certain provisions of the act:

NONE

F26501 AFA A

System name:

26501 AFA A Cadet Chaplain Records.

System location:

At USAF Academy, CO 80840.

Categories of individuals covered by the system:

AF Academy Cadets.

Categories of records in the system:

Religious affiliation, background and religious interests and choir audition consisting of musical capabilities.

Authority for maintenance of the system:

10 USC 8012, Secretary of the Air Force: powers and duties; delegation by; 10 USC 9331, Establishment; Superintendent; faculty. Routine uses of records maintained in the system, faculty.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

(1) Identify incoming Fourth Class Cadets religious affiliation, religious background data and religious interests. Cadet Chaplains use this information to organize cadet lay participation as users, choir members, lay readers, lectors, commentators, and religious education teachers. Cadet Chaplains and Chapel Managers assigned to the USAF Academy Cadet Chaplain's Office use this information. (2) Choir audition record identifies incoming 4th class cadet's musical capabilities and the music directors use this information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by name.

Safeguards:

Records are stored in locked rooms.

Retention and disposal:

Retained in offices for one year after graduation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

USAF Academy Command Chaplain.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from individual cadet.

Systems exempted from certain provisions of the act:

NONE

F26501 HC A

System name:

Non-Chaplain Ecclesiastical Endorsement Files

System location:

Records maintained at the Office of the Chaplain for the installation where employed. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notice.

Categories of individuals covered by the system:

Military/Civilians authorized to function as Lay Leaders, Auxiliary Chaplains, Ushers, Lectors, etc.

Categories of records in the system:

Certification from religious denomination that the individual is qualified to function as Lay Leader or Auxiliary Chaplain.

Authority for maintenance of the system:

Title 10 USC 8012 and Title 10 USC 8034

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Determining qualifications of individuals to serve as Lay Leader or Auxiliary Chaplain

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Returned to issuing denomination if requested

System manager(s) and address:

Chief of Chaplains, Headquarters United States Air Force.
Washington DC 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Request access from Senior Installation Chaplain.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Denominational agency endorsing individual to function.

Systems exempted from certain provisions of the act:

NONE

F26501 HC B

System name:

Chaplain Personnel Roster

System location:

At Headquarters United States Air Force, Washington DC 20330.

At Air Reserve Personnel Center, 3800 York Street, Denver, CO 80205.

At headquarters of the major commands and separate operating agencies. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

Air Force civilian employees.
Air Force Reserve personnel.
Air National Guard personnel.

Categories of records in the system:

Organization and Station, Manpower Authorization records, statistical grade codes, Air Force speciality codes, Name, Social Security Account Number, Current Rank, Date of Current Rank, Religious Denomination Code Symbol, Date of Separation or Service Commitment, Date of Birth, Effective Date of Current Assignment.

Authority for maintenance of the system:

Title 10 USC 8012 and Title 10 USC 8034

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Insuring Adequate Manning of Reserve, Air National Guard, and Civilian Auxiliary Authorizations

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.
Maintained in note books/binders.

Retrievability:

Filed by Name.

Filed by Social Security Account Number (SSAN).

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Chaplains, Headquarters United States Air Force. Washington DC 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Request for Access may be made to the Major Command Chaplain of the nearest major command.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from automated system interfaces.

Information obtained from individuals.

Systems exempted from certain provisions of the act:

NONE

## F26501 HC C

System name:

Directory of Active Duty and Retired Chaplains

System location:

Primary Location: Chief of Chaplains, Headquarters United States Air Force, Washington DC 20330. Decentralized Location: At offices of each Active Duty and Retired Chaplain. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's system notice.

Categories of individuals covered by the system:

Air Force active duty officer personnel.

Retired Air Force military personnel.

All Air Force active duty and retired chaplains.

Categories of records in the system:

Name, Current Mailing Address, Home State, Religious Denomination

Authority for maintenance of the system:

Title 10 USC 8012 and Title 10 USC 8034

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Chaplains as a Ready Reference in Referring Counselees to other Chaplain Counselors by Name.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in note books/binders.

Retrievability:

Filed by Name.

Safeguards:

Each Chaplain listed in the Directory has access as custodian of the record system stored in locked cabinets or rooms.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Chief of Chaplains, Headquarters United States Air Force. Washington DC 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Active Duty Addresses from Assignment Action Documents at Headquarters, United States Air Force; Retiree Addresses from individual retirees.

Systems exempted from certain provisions of the act:

NONE

## F26501 02 ALSA

System name:

Religious Education Registration and Attendance Records

System location:

At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All active duty military personnel.

Air Force civilian employees.

Air Force Reserve personnel.

Retired Air Force military personnel.

Dependents of military personnel.

And civilians from surrounding communities who desire to participate

Categories of records in the system:

Contains personal data and other information relative to educational or training needs by age group, individual faith group, or denomination.

Authority for maintenance of the system:

10 USC, Section 8067(H), Armed Forces - Air Force - Designations of Officers to Perform Certain Professional Functions.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide data on religious education training or needs by faith group, denomination, religious sect, or similar organizations. Used by Chaplains, Chapel management personnel, lay and salaried personnel in a supervisory position to determine educational or training needs by area, level, age group, type of training, individual faith group or denominational training needs. To determine and develop programs in interpersonal relationship, social, spiritual, humanitarian welfare that meet the needs of the community being served. To record attendance as necessary, training accomplished, functional participation and spiritual growth.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by custodian of the record system.

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are controlled by personnel screening.

Retention and disposal:

Retained in office files until reassignment or separation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

Retained in office files until graduation or elimination from training, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Senior supervisory Chaplain at each Alaskan Air Command Chaplain activity. Chief of Chaplins, HQ USAF, Washington DC 20330, and supervisory chaplains at each Air Force installation.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

From individual.

Systems exempted from certain provisions of the act:

NONE

F26501XHC A

System name:

26501XHC A Records on Baptisms, Marriages and Funerals by Air Force Chaplains

System location:

Washington National Records Center, Washington DC 20409. 1955 to 1958 Records Group Modern Military Branch Military Archives Division National Archives Service, Washington, D.C. 20408, 1949 to 1955 Records Group

Categories of individuals covered by the system:

Military and Civilian Personnel, Marriages, Military and Dependent Personnel, Baptisms, Military and Dependent Personnel, Funerals

Categories of records in the system:

Record of Baptisms, Marriages and Funerals Performed by Air Force Chaplains

Authority for maintenance of the system:

44 USC 3301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records of Rites Performed by Air Force Chaplains Used to Verify Rites Performed for Individuals

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in card files.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in locked cabinets or rooms.

Retention and disposal:

Fifty year Retention 1955 to 1958 Washington National Records Center, Washington, D.C. 20409, Year Group 1949 to 1955 Retained at Modern Military Branch, Military Archives Division, National Archives Service, Washington, D.C. 20408, System Discontinued after 1958

System manager(s) and address:

Chief of Chaplains, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information from Individuals and Air Force Chaplains Reporting Rites.

Systems exempted from certain provisions of the act:

NONE

F40-1-7 FZHTVA

System name:

Air Force Logistics Command (AFLC) Supergrade Information File.

System location:

Directorate of Civilian Personnel, Headquarters AFLC, Wright-Patterson Air Force Base, Ohio.

Categories of individuals covered by the system:

AFLC personnel grade GS 16 and above.

Categories of records in the system:

Picture, biography, grade, series, organization, location, primary specification number (PSN), approval date, SCD, date of birth, date assigned, veterans status, education level, name, title.

Authority for maintenance of the system:

Title 5 United States Code Section 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Preclude gathering each time needed. AFLC justify retention of PSN, provide biographical information to question.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File Binder.

Retrievability:

Name, Grade, Organization.

Safeguards:

File Cabinet.

Retention and disposal:

One year after incumbent leaves position.

Records are then destroyed by tearing into pieces, shredding, macerating, pulping or burning.

System manager(s) and address:

Director of Civilian Personnel, Headquarters, AFLC Wright-Patterson Air Force Base, Ohio

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

HQ AFLC Office of Information, Civilian Personnel Statiscal Accounting System E201.

Systems exempted from certain provisions of the act:

NONE

F90001 DAYY A

System name:

Annual Outstanding Air Force Administration and Executive Support Awards

System location:

Primary system at the Administrative Systems Management Division, Directorate of Administration.

At Headquarters United States Air Force, Washington DC 20330. Decentralized segments may be found within Administration offices and at nominating units.

At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Categories of individuals covered by the system:

All Air Force active duty military personnel.

Categories of records in the system:

Files include unit or command nomination letters; letters of commendation citing nominees for their achievements and selection as outstanding administrators; 'Hometown News Release Data,' for military personnel; 'Civilian News Data,' for civilian personnel.

Authority for maintenance of the system:

Title 10, United States Code, Section 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Files are used for review and selection of award recipients by committee. Further use is for preparation of certificates of recognition; letters of commendation, and preparation of news articles recognizing individual award recipients.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records.
Maintained in file folders.

**Retrievability:**

Filed by name within major command or separate operating agency sequence.

**Safeguards:**

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

**Retention and disposal:**

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Director of Administration, Headquarters United States Air Force.

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.
Individual must give name and organization of assignment. The individual may visit the Director or Chief of Administration, or the Privacy Officer, of any installation.

**Record access procedures:**

Individual can obtain assistance in gaining access from the Systems Manager.
Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Information obtained from the individual's supervisor.

**Systems exempted from certain provisions of the act:**

NONE

## F90001 DPMSAAB

**System name:**

Military Decorations

**System location:**

At Headquarters United States Air Force, Washington DC 20330.
At headquarters of major commands and at all levels down to and including Air Force installations. Official mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

**Categories of individuals covered by the system:**

All active duty military personnel.
Air Force Reserve personnel.
Air National Guard personnel.

**Categories of records in the system:**

Supervisory evaluation of duty performance with comments by commanders at intermediate levels.

**Authority for maintenance of the system:**

Title 10 United States Code Armed Forces - Chapter 857, Decorations and Awards, Sections 8741, 8742, 8743, 8746, 8749.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Award of military decorations - used by award approval authorities to determine qualification for recognition through award of a decoration.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in visible file binders/cabinets.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.
Destroyed 1 year after completion by tearing into pieces shredding, pulping, macerating or burning.

**System manager(s) and address:**

Assistant Deputy Chief of Staff Personnel for Military Personnel, Randolph AFB, Texas

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.
or individuals may contact agency officials at respective locations in order to exercise their rights under the act.

**Record access procedures:**

Same procedures as for notification above.

**Contesting record procedures:**

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Supervisors' evaluations.

**Systems exempted from certain provisions of the act:**

NONE

## F90001 0KPNQSA

**System name:**

Air University Outstanding Junior Officer of the Year.

**System location:**

At Headquarters Air University, Maxwell Air Force Base, AL 36112.
DPA.

**Categories of individuals covered by the system:**

Air Force active duty officer personnel.

**Categories of records in the system:**

Personal data, letters of nomination. Photographs and related documents for junior officer nominated for award.

**Authority for maintenance of the system:**

10 USC 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Review and select from nominations best qualified officer. Used by Directorate of Personnel Programs (DPA) HQ Air University and board members.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Filed by Name.

**Safeguards:**

Records are accessed by custodian of the record system.
Records are accessed by person(s) responsible for servicing the record system in performance of their official duties.
Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.
Records are stored in locked cabinets or rooms.

**Retention and disposal:**

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

**System manager(s) and address:**

Director of Personnel Programs, HQ Air University, Maxwell Air Force Base, Alabama 36112

**Notification procedure:**

Requests from individuals should be addressed to the Systems Manager.

Name, SSAN. May visit office of DPA and provide military identification card.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Nominating unit commander.

Systems exempted from certain provisions of the act:

NONE

F90001 0TMUHJA

System name:

Special Awards File.

System location:

Headquarters Tactical Air Command, Langley Air Force Base, Virginia 23665.

Categories of individuals covered by the system:

All Air Force active duty military personnel.

Air Force civilian employees.

Retired Air Force general officers.

Categories of records in the system:

Alphabetical file containing limited award and biographical data on TAC personnel where awards have been approved and may be used for reference in future. File is informational in nature and action does not result therefrom.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Command Awards Branch for reference.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in security file containers/cabinets.

Retention and disposal:

Retained in office files until superseded, obsolete, no longer needed for reference, or on inactivation, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Director of Personnel, Tactical Air Command, Langley Air Force Base, VA.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from previous employers.

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F90001 0UMCBVA

System name:

Outstanding Airman of Year.

System location:

Director of Personal Services (DPS) Headquarters United States Air Force Security Service (USAFSS) San Antonio TX 78243.

Categories of individuals covered by the system:

Active duty enlisted military personnel by name.

Categories of records in the system:

Accomplishments, pictures, biographical data.

Authority for maintenance of the system:

10 USC 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provide recognition to outstanding Airmen.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name.

Safeguards:

Records are accessed by authorized personnel who are properly screened and cleared for need-to-know.

Records are stored in safes.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

HQ USAFSS DPS.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source documents (such as reports) prepared on behalf of the Air Force by boards, committees, panels, auditors, and so forth.

Systems exempted from certain provisions of the act:

NONE

F90001XOBXQPCA

System name:

90001XOBXQPCA Cadet Awards Files

System location:

United States Air Force Academy, USAF Academy CO 80840.

Categories of individuals covered by the system:

Relatives of deceased persons who are memorialized through cadet awards and any former USAF Academy cadet who has been honorably discharged because of being crippled, disabled, or blinded while enrolled at the USAF Academy, or because of the discovery of a physical defect after entering the USAF Academy.

Categories of records in the system:

Cadet Awards files by award area, including background on person memorialized, donor financial arrangements, record of award winners and administrative history and military, academic and medical information on individual considered for award, financial status of parents or guardian and/or candidate.

Authority for maintenance of the system:

10 USC 903, Executive Order 9397, 22 November 1943, Numbering System for Federal Accounts Relating to Individual Persons.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For continuing award sponsorship business with donors, which consist of private individuals, patriotic and veteran organizations, and major air command and used by Cadet Awards Council to aid in their selection of individuals to receive annual award presented to disabled former cadets.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Social Security Number (SSN) and by name.

Safeguards:

Records are accessed by person(s) responsible for servicing the record system in performance of their official duties. Records are stored in security file containers/cabinets. Awards Council Chairman and appointed project officer are only persons reviewing financial statements.

Retention and disposal:

AF 525 pending approval; five year retention in office area before retiring to base staging area for 45 additional years. Destroyed by tearing into pieces.

System manager(s) and address:

Deputy Chief of Staff/Personnel, Headquarters United States Air Force. Washington DC 20330

Notification procedure:

Requests from individuals should be addressed to the Systems Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from educational institutions. Information obtained from the public media.

Systems exempted from certain provisions of the act:

NONE

F90001XRDE A

System name:

90001XRDE A Harold Brown Award

System location:

Headquarters, of the United States Air Force, major commands and major subordinate commands.

Categories of individuals covered by the system:

All Air Force active duty military and civilian personnel engaged in some phase of the total Research and Development effort.

Categories of records in the system:

Individual nominations, photographs, minutes of the Review Committee, Award announcement and substantiating documents.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose is to recognize a significant achievement in Research and Development by one person which led to, or demonstrated promise of, a substantial improvement in the operational effectiveness of the Air Force.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name, Social Security Number (SSN), or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes.

Retention and disposal:

Non-selected. Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Selected.H

System manager(s) and address:

Deputy Chief of Staff/Research and Development, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. Request should contain name and/or social security account number.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Authorized nominating organizations.

Systems exempted from certain provisions of the act:

NONE

F90001XRDE B

System name:

90001XRDE B USAF Research and Development Award

System location:

Headquarters, of the United States Air Force, major commands and major subordinate commands.

Categories of individuals covered by the system:

Air Force active duty officer personnel assigned for duty with an Air Force Research and Development organization.

Categories of records in the system:

Individual nominations, photographs, minutes of the Selection Committee, Award announcement and substantiating documents.

Authority for maintenance of the system:

10 USC 8012

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The award was established to emphasize the scientific efforts and achievements of the Air Force Research and Development program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders.

Retrievability:

Filed by Name, Social Security Number (SSN) or Military Service Number.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the record system in performance of their official duties who are properly screened and cleared for need-to-know. Records are stored in safes.

Retention and disposal:

Retained in office files for one year after annual cut-off, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning. Retained in office files for two years after annual cut-off, then retired to Washington National Records Center, Washington DC 20409, for permanent retention.

System manager(s) and address:

Deputy Chief of Staff/Research and Development, Headquarters United States Air Force.

Notification procedure:

Requests from individuals should be addressed to the Systems Manager. Request should contain name and/or social security account number.

Record access procedures:

Individual can obtain assistance in gaining access from the Systems Manager. Mailing addresses are in the Department of Defense directory in the appendix to the Air Force's systems notice.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Authorized nominating organizations.

Systems exempted from certain provisions of the act:

NONE

F90002 MPC A

System name:

F90002 MPC A Suggestions, Inventions, Scientific Achievements.

System location:

Directorate of Personnel Program Actions, Headquarters Air Force Manpower and Personnel Center, Randolph AFB TX 78148. Headquarters of major commands and separate operating agencies and base personnel offices. Official mailing addresses are in the Department of Defense Directory in the appendix to the component's systems notices.

Categories of individuals covered by the system:

Air Force military members and civilian employees.

Categories of records in the system:

Files include suggestion forms, evaluations and substantiating documentation consisting of forms, certificates, administrative correspondence; records of committee actions; award actions; reports.

Authority for maintenance of the system:

10 USC 1124, Cash awards for suggestions, inventions or scientific achievements.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Files are originated when personnel initiate a suggestion, invention, or scientific achievement. Case files are reviewed by the Suggestion Office personnel, and are referred to the Suggestion Awards Committee for review when required by governing directives. Individual name files are retained not more than one full year after close of year in which the final action was taken. Records of committee actions are retained for two years. Copy of approved award is filed in civilian employee's official personnel file. Copy of approved award is not retained elsewhere for military member.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained in file folders and on cards.

Retrievability:

Filed by name.

Safeguards:

Records are accessed by custodian of the record system and by person(s) responsible for servicing the records in performance of their official duties who are properly screened and cleared for need-to-know.

Retention and disposal:

Retained for one year after end of year in which the case was closed, then destroyed by tearing into pieces, shredding, pulping, macerating, or burning.

System manager(s) and address:

Assistant Deputy Chief of Staff, Manpower and Personnel for Military Personnel, Randolph Air Force Base, Texas.

Notification procedure:

Requests from individuals should be addressed to the System Manager.

Record access procedures:

Individual can obtain assistance in gaining access from the System Manager.

Contesting record procedures:

The Air Force's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Systems Manager.

Record source categories:

Information obtained from source document (Suggestion Form) include name, social security number, job title, home or mailing address, grade and organizational address.

Systems exempted from certain provisions of the act:

NONE

## DEPARTMENT OF THE AIR FORCE ADDRESS DIRECTORY

### OFFICE OF THE SECRETARY OF THE AIR FORCE
### and
### HEADQUARTERS UNITED STATES AIR FORCE
### (Located Within the Washington, DC area)

Office of the Secretary of the Air Force
Washington, D.C. 20330

Assistant Secretary of the Air Force
(Financial Management)
Washington, D.C. 20330

Assistant Secretary of the Air Force
(Research and Development & Logistics)
Washington, D.C. 20330

Assistant Secretary of the Air Force
(Manpower, Reserve Affairs & Installations)
Washington, D.C. 20330

Administrative Assistant to the
Secretary of the Air Force
Washington, D.C. 20330

General Counsel Department of the Air Force
Washington, D.C. 20330

Office of the Secretary of the Air Force
Director, Legislative Liaison
Washington, D.C. 20330

Office of the Secretary of the Air Force
Director, Office of Information
Washington, D.C. 20330

Office of the Secretary of the Air Force
Director, Office of Space Systems
Washington, D.C. 20330

Chief of Staff
United States Air Force
Washington, D.C. 20330

Vice Chief of Staff
United States Air Force
Washington, D.C. 20330

Assistant Vice Chief of Staff
United States Air Force
Washington, D.C. 20330

USAF Scientific Advisory Board
United States Air Force
Washington, D.C. 20330

Chief Scientist
United States Air Force
Washington, D.C. 20330

Surgeon General
United States Air Force
Washington, D.C. 20330

Inspector General of the Air Force
Washington, D.C. 20330

The Judge Advocate General
United States Air Force
Washington, D.C. 20330

Assistant Chief of Staff, Intelligence
United States Air Force
Washington, D.C. 20330

Chief, National Guard Bureau
Washington, D.C. 20330

Chief, Air Force Reserve
Washington, D.C. 20330

Assistant Chief of Staff, Studies and Analysis
United States Air Force
Washington, D.C. 20330

Chief of Chaplains
United States Air Force
Washington, D.C. 20330

Director of Administration
United States Air Force
Washington, D.C. 20330

Comptroller of the Air Force
Washington, D.C. 20330

Assistant Chief of Staff, Communications and Computer Resources
United States Air Force
Washington, D.C. 20330

Chief, Office of Air Force History
United States Air Force
Washington, D.C. 20330

Chief, Security Police
United States Air Force
Washington, D.C. 20330

Deputy Chief of Staff, Personnel
United States Air Force
Washington, D.C. 20330

Deputy Chief of Staff, Programs and Evaluation
United States Air Force
Washington, D.C. 20330

Deputy Chief of Staff, Operations Plans and Readiness
United States Air Force
Washington, D.C. 20330

Deputy Chief of Staff, Research, Development & Acquisition
United States Air Force
Washington, D.C. 20330

Deputy Chief of Staff, Logistics and Engineering
United States Air Force
Washington, D.C. 20330

## OFFICE OF THE SECRETARY OF THE AIR FORCE
## and
## HEADQUARTERS UNITED STATES AIR FORCE
## (Located Outside the Washington, DC area)

Assistant DCS/Personnel - Military Personnel
Randolph Air Force Base, TX 78148

Auditor General
Norton Air Force Base, CA 92409

Deputy Inspector General for Inspection & Safety
Norton Air Force Base, CA 92409

Director of Accounting & Finance
Denver, CO 80279

## MAJOR COMMANDS AND SEPARATE OPERATING AGENCIES

Commander-in-Chief
Aerospace Defense Command
Peterson Air Force Base, CO 80914

Air Force Accounting and Finance Center
Denver, CO 80279

Air Force Audit Agency
Norton Air Force Base, CA 92409

Air Force Combat Operations Staff
The Pentagon
Washington DC 20330

Air Force Communications Service
Scott Air Force Base, IL 62225

Air Force Commissary Service
Kelly Air Force Base, TX 78241

Air Force Engineering and Services Center
Kelly Air Force Base, TX 78241

Air Force Inspection and Safety Center
Norton Air Force Base, CA 92409

Air Force Inspector General Activities Center
Kirtland Air Force Base, NM 87117

Air Force Intelligence Service
Bolling Air Force Base, DC 20332

Air Force Logistics Command
Wright-Patterson Air Force Base, OH 45433

Air Force Management Engineering Agency
Randolph Air Force Base, TX 78148

Air Force Manpower and Personnel Center
Randolph Air Force Base, TX 78148

Air Force Medical Service Center
Brooks Air Force Base, TX 78235

Air Force Office of Special Investigations
Washington, DC 20314

Air Force Reserve
Robins Air Force Base, GA 31098

Air Force Service Information and News Center
Kelly Air Force Base, TX 78241

Air Force Systems Command
Andrews Air Force Base, DC 20334

Air Force Test and Evaluation Center
Kirtland Air Force Base, NM 87117

Air National Guard Support Center
Andrews Air Force Base, MD 20334

Air Reserve Personnel Center
Denver, CO 80280

Air Training Command
Randolph Air Force Base, TX 78148

Air University
Maxwell Air Force Base, AL 36112

Alaskan Air Command Elmendorf AFB AK 99506

Commander-in-Chief
United States Air Forces Europe
APO New York 09012

Commander-in-Chief
Pacific Air Forces Hickam AFB HI 96853

Commander-in-Chief
Strategic Air Command
Offutt Air Force Base, NE 68113

Commander-in-Chief
Military Airlift Command
Scott Air Force Base, IL 62225

Tactical Air Command
Langley Air Force Base, VA 23665

United States Air Force Academy
USAF Academy, CO 80840

United States Air Force Security Service
San Antonio, TX 78243

## AIR FORCE OFFICE OF SPECIAL INVESTIGATIONS
### (Districts and Detachments)

Air Force Office of Special Investigations
Washington DC 20314

AFOSI District 1
Pease Air Force Base, NH 03801

AFOSI Detachment 102
Hanscom Air Force Base, MA 01731

AFOSI Detachment 106
Loring Air Force Base, ME 04751

AFOSI Detachment 109
Griffiss Air Force Base, NY 13441

AFOSI Detachment 110
Hancock Field, NY 13225

AFOSI Detachment 111
Plattsburgh Air Force Base, NY 12903

AFOSI Detachment 112
Westover AFB MA 01022

AFOSI District 4
Andrews Air Force Base, DC 20331

AFOSI Detachment 403
Dover Air Force Base, DE 19901

AFOSI Detachment 404
APO New York 09406.

AFOSI Detachment 411
Bolling Air Force Base, DC 20332

AFOSI Detachment 412
26 Federal Plaza, Room 1759
New York, NY 10007

AFOSI Detachment 413
McGuire Air Force Base, NJ 08641

AFOSI Detachment 414
Ft George G. Meade MD 20755

AFOSI District 5
Wright-Patterson Air Force Base, OH 45433

AFOSI Detachment 503
Rickenbacker Air Force Base, OH 43217

AFOSI Detachment 507
Selfridge Air National Guard Base, MI 48045

AFOSI Detachment 509
Wurtsmith Air Force Base, MI 48753

AFOSI Detachment 512
K I Sawyer Air Force Base, MI 49843

AFOSI District 7
Patrick Air Force Base, FL 32925

AFOSI Detachment 707
Homestead Air Force Base, FL 33039

AFOSI Detachment 709
MacDill Air Force Base, FL 33608

AFOSI Detachment 710
Eglin Air Force Base, FL 32542

AFOSI Detachment 711
Tyndall Air Force Base, FL 32403

AFOSI Detachment 712
Robins Air Force Base, GA 31098

AFOSI Detachment 716
Eglin Air Force Auxiliary Field 9, FL 32544

AFOSI Detachment 717
Moody Air Force Base, GA 31601

AFOSI District 8
Maxwell Air Force Base, AL 36112

AFOSI Detachment 810
England Air Force Base, LA 71301

AFOSI Detachment 811
Columbus Air Force Base, MS 39701

AFOSI Detachment 812
Keesler Air Force Base, MS 39534

AFOSI Detachment 813
Little Rock Air Force Base, AR 72076

AFOSI Detachment 814
Blytheville Air Force Base, AR 72315

AFOSI Detachment 815
Barksdale Air Force Base, LA 71110

AFOSI District 10
San Antonio Air Force Station,
Box 8678, Wainwright
San Antonio TX 78208

AFOSI Detachment 1001
Bergstrom Air Force Base, TX 78743

AFOSI Detachment 1008
Goodfellow Air Force Base, TX 76901

AFOSI Detachment 1012
Lackland Air Force Base, TX 78236

AFOSI Detachment 1014
Laughlin Air Force Base, TX 78840

AFOSI Detachment 1015
Randolph Air Force Base, TX 78148

AFOSI Detachment 1016
Kelly Air Force Base, TX 78241

AFOSI Detachment 1018
Brooks Air Force Base, TX 78235

AFOSI District 11
Tinker Air Force Base, OK 73145

AFOSI Detachment 1101
Altus Air Force Base, OK 73521

AFOSI Detachment 1108
Carswell Air Force Base, TX 76127

AFOSI Detachment 1110
Dyess Air Force Base, TX 79607

AFOSI Detachment 1114
Sheppard Air Force Base, TX 76311

AFOSI Detachment 1117
Reese Air Force Base, TX 79489

AFOSI District 12
Chanute Air Force Base, IL 61868

AFOSI Detachment 1202
Grissom Air Force Base, IN 46971

AFOSI Detachment 1203
Scott Air Force Base, IL 62225

AFOSI Detachment 1205
Richards-Gebaur Air Force Base, MO 64040

AFOSI Detachment 1206
Whiteman Air Force Base, MO 65305

AFOSI Detachment 1207
OHare International Airport, IL 60666

AFOSI Detachment 1211
Duluth International Airport, MN 55814

AFOSI District 13
Offutt Air Force Base, NE 68113

AFOSI Detachment 1302
Ellsworth Air Force Base, SD 57706

AFOSI Detachment 1306
Bldg 1218
McConnell Air Force Base, KS 67221

AFOSI Detachment 1312
Minot Air Force Base, ND 58705

AFOSI Detachment 1313

Grand Forks Air Force Base, ND 58205

AFOSI District 14
Lowry Air Force Base, CO 80230

AFOSI Detachment 1401
Peterson Air Force Base, CO 80914

AFOSI Detachment 1402
F E Warren Air Force Base, WY 82001

AFOSI Detachment 1404
Hill Air Force Base, UT 84406

AFOSI Detachment 1405
USAF Academy, CO 80840

AFOSI District 17
Kirtland Air Force Base, NM 87117

AFOSI Detachment 1702
PO Box 609
Main Post Office
Clovis, NM 88101

AFOSI Detachment 1703
PO Box 15003
Tucson, AZ 85708

AFOSI Detachment 1704
PO Box 548
Holloman Air Force Base, NM 88330

AFOSI Detachment 1705
Luke Air Force Base, AZ 85309

AFOSI Detachment 1707
Williams Air Force Base, AZ 85224

AFOSI District 18
Norton Air Force Base, CA 92409

AFOSI Detachment 1801
Edwards Air Force Base, CA 93523

AFOSI Detachment 1802
George Air Force Base, CA 92392

AFOSI Detachment 1803
March Air Force Base, CA 92508

AFOSI Detachment 1810
Vandenberg Air Force Base, CA 93437

AFOSI Detachment 1811
PO Box 92960
Worldway Postal Center
Los Angeles, CA 90009

AFOSI Detachment 1812
Nellis Air Force Base, NV 89191

AFOSI District 19
Travis Air Force Base, CA 94535

AFOSI Detachment 1901
Beale Air Force Base, CA 95903

AFOSI Detachment 1902
Castle Air Force Base, CA 95342

AFOSI Detachment 1904
Mather Air Force Base, CA 95655

AFOSI Detachment 1905
McClellan Air Force Base, CA 95652

AFOSI Detachment 1910
Treasure Island, CA 94130

AFOSI District 20
McChord Air Force Base, WA 98438

AFOSI Detachment 2001
Fairchild Air Force Base, WA 99011

AFOSI Detachment 2006
Malmstrom Air Force Base, MT 59402

AFOSI Detachment 2007
Mt Home Air Force Base, ID 83648

AFOSI Detachment 2009
Kingsley Field, OR 97601

AFOSI District 21
Langley Air Force Base, VA 23665

AFOSI Detachment 2101
Pope Air Force Base, NC 28308

AFOSI Detachment 2102
Shaw Air Force Base, SC 29152

AFOSI Detachment 2103
Charleston Air Force Base, SC 29404

AFOSI Detachment 2104
Seymour Johnson Air Force Base, NC 27531

AFOSI Detachment 2105
Myrtle Beach Air Force Base, SC 29577

AFOSI District 30
APO New York 09020

AFOSI District 41
APO San Francisco 96334

AFOSI District 42
APO San Francisco 96274

AFOSI Detachment 4201
APO San Francisco 96528

AFOSI District 43
APO San Francisco 96239

AFOSI District 44 Hickam AFB HI 96853

AFOSI District 45
APO San Francisco 96301

AFOSI Detachment 4502
APO San Francisco 96264

AFOSI Detachment 4506
APO San Francisco 96570

AFOSI District 46
APO San Francisco 96328

AFOSI Detachment 4606
APO San Francisco 96519

AFOSI District 62
APO New York 09120

AFOSI Detachment 6201
PO Box 42
FPO New York 09510

AFOSI Detachment 6202
APO New York 09179

AFOSI Detachment 6203
APO New York 09194

AFOSI Detachment 6204
APO New York 09238

AFOSI Detachment 6205
APO New York 09755

AFOSI Detachment 6206
APO New York 09193

AFOSI Detachment 6207
APO New York 09127

AFOSI District 65
APO New York 09794

AFOSI Detachment 6501
APO New York 09293

AFOSI Detachment 6502
APO New York 09240

AFOSI Detachment 6505
APO New York 09794

AFOSI Detachment 6506
FPO New York 09520

AFOSI District 68
APO New York 09283

AFOSI Detachment 6801
APO New York 09286

AFOSI Detachment 6802
APO New York 09406

AFOSI District 70
APO New York 09332

AFOSI Detachment 7010
APO New York 09057

AFOSI Detachment 7011
APO New York 09132

AFOSI Detachment 7013
APO New York 09154

AFOSI Detachment 7014
APO New York 09109

AFOSI Detachment 7024
APO New York 09012

AFOSI Detachment 7028
APO New York 09611

AFOSI Detachment 7029
Box 245
APO New York 09080

AFOSI Detachment 7030
APO New York 09292

AFOSI Detachment 7031
APO New York 09860

AFOSI Detachment 7032
APO New York 09130

AFOSI Detachment 7033
APO New York 09123

AFOSI Detachment 7034
APO New York 09669

AFOSI District 71
APO New York 09223

AFOSI Detachment 7101
APO New York 09291

AFOSI District 72
PO Box 2200
APO New York 09205

AFOSI Detachment 7201
PO Box 2200
APO New York 09205

AFOSI District 81
APO Seattle 98742

AFOSI Detachment 8101
APO Seattle 98737

## AIR FORCE RESERVE OFFICERS TRAINING CORPS UNITS

HQ, Air Force Reserve Officers Training Corps
Maxwell Air Force Base AL, 36112

AFROTC Detachment 5
Auburn University
Auburn, AL 36830

AFROTC Detachment 10
University of Alabama
University, AL 35486

AFROTC Detachment 12
Samford University
Birmingham, AL 35209

AFROTC Detachment 15
Tuskegee Institute
Tuskegee, AL 36088

AFROTC Detachment 17
Troy State University
Troy, AL 36081

AFROTC Detachment 19
Alabama State University
Montgomery, AL 36101

AFROTC Detachment 20
University of Arizona
Tucson, AZ 85721

AFROTC Detachment 25
Arizona State University
Tempe, AZ 85281

AFROTC Detachment 27
Northern Arizona University
Flagstaf, AZ 86001

AFROTC Detachment 30
University of Arkansas
Fayetteville, AR 72701

AFROTC Detachment 35
California State University Fresno
Fresno, CA 93710

AFROTC Detachment 40
Loyola University of Los Angeles
Los Angeles, CA 90045

AFROTC Detachment 45
California State University San Jose
San Jose, CA 95114

AFROTC Detachment 55
University of California at Los Angeles
Los Angeles, CA 90024

AFROTC Detachment 60
University of Southern Calif
Los Angeles, CA 90007

AFROTC Detachment 75
California State University San Diego
San Diego, CA 92115

AFROTC Detachment 80
California State University San Francisco
San Francisco, CA 94132

AFROTC Detachment 85
University of California
Berkeley, CA 94720

AFROTC Detachment 90
Colorado State University
Ft Collins, CO 80521

AFROTC Detachment 100
University of Northern Colorado
Greeley, CO 80631

AFROTC Detachment 105
University of Colorado
Boulder, CO 80302

AFROTC Detachment 115
University of Connecticut
Storrs, CT 06268

AFROTC Detachment 130
Howard University
Wash, DC 20001

AFROTC Detachment 145
Florida State University
Tallahassee, FL 32306

AFROTC Detachment 150
University of Florida
Gainesville, FL 32601

AFROTC Detachment 155
University of Miami
Coral Gables, FL 33124

AFROTC Detachment 157
Embry-Riddle Aeronautical University
Daytona Beach, FL 32015

AFROTC Detachment 159
Florida Technological University
Orlando, FL 32816

AFROTC Detachment 160
University of Georgia
Athens, GA 30601

AFROTC Detachment 165
Georgia Institute of Technology
Atlanta, GA 30332

AFROTC Detachment 172
Valdosta State College
Valdosta, GA 31601

AFROTC Detachment 175
University of Hawaii
Honolulu, HI 96822

AFROTC Detachment 190
University of Illinois
Champaign, IL 61820

AFROTC Detachment 195
Illinois Institute of Technology
Chicago, IL 60616

AFROTC Detachment 205
Southern Illinois University
Carbondale, IL 62901

AFROTC Detachment 206
Southern Illinois University at Edwardsville
Edwardsville, IL 62025

AFROTC Detachment 207
Parks College of St Louis
Cahokia, IL 62206

AFROTC Detachment 215
Indiana University
Bloomington, IN 47401

AFROTC Detachment 220
Purdue University
Lafayette, IN 47906

AFROTC Detachment 225
University of Notre Dame
Notre, Dame IN 46556

AFROTC Detachment 240
University of Evansville
Evansville, IN 47704

AFROTC Detachment 250
Iowa State University
Ames, IA 50010

AFROTC Detachment 255
State University of Iowa
Iowa City, IA 52240

AFROTC Detachment 270
Kansas State University
Manhattan, KS 66504

AFROTC Detachment 280
University of Kansas
Lawrence, KS 66044

AFROTC Detachment 285
Washburn University of Topeka
Topeka, KS 66621

AFROTC Detachment 290
University of Kentucky
Lexington, KY 40506

AFROTC Detachment 295
University of Louisville
Louisville, KY 40208

AFROTC Detachment 305
Louisiana Polytechnic Institute
Ruston, LA 71270

AFROTC Detachment 310
Louisiana State University & A&M College
Baton Rouge, LA 70803

AFROTC Detachment 311
Grambling College
Grambling, LA 71245

AFROTC Detachment 315
University of Southwestern Louisiana
Lafayette, LA 70501

AFROTC Detachment 320
Tulane University
New Orleans, LA 70118

AFROTC Detachment 330
University of Maryland
College Park, MD 20742

AFROTC Detachment 330A
University of Maryland, Eastern Shore
Prince Anne, MD 21853

AFROTC Detachment 340
College of the Holy Cross
Worcester, MA 01610

AFROTC Detachment 345
Lowell Technological Institute
Lowell, MA 01854

AFROTC Detachment 365
Massachusetts Institute of Technology
Cambridge, MA 02139

AFROTC Detachment 370
University of Massachusetts
Amherst, MA 01002

AFROTC Detachment 380
Michigan State University
East Lansing, MI 48823

AFROTC Detachment 390
University of Michigan
Ann Arbor, MI 48104

AFROTC Detachment 400
Michigan Technological University
Houghton, MI 49931

AFROTC Detachment 410
College of St Thomas
St Paul, MN 55101

AFROTC Detachment 415
University of Minnesota
Minneapolis, MN 55455

AFROTC Detachment 420
University of Minnesota
Duluth, MN 55812

AFROTC Detachment 425
Mississippi State University
State College, MS 39762

AFROTC Detachment 430
University of Mississippi
University MS 38677

AFROTC Detachment 432
University of Southern Mississippi
Hattisburg, MS 39401

AFROTC Detachment 434
Mississippi Valley State College
Itta Bena, MS 38941

AFROTC Detachment 437
Southeast Missouri State College
Cape Girardeau, MO 63701

AFROTC Detachment 440
University of Missouri
Columbia, MO 65201

AFROTC Detachment 450
Montana State University
Bozeman, MT 59715

AFROTC Detachment 465
University of Nebraska
Lincoln, NE 68508

AFROTC Detachment 470
University of Nebraska at Omaha
Omaha, NE 68101

AFROTC Detachment 475
University of New Hampshire
Durham, NH 03824

AFROTC Detachment 485
Rutgers The State University
New Brunswick, NJ 08903

AFROTC Detachment 490
Newark College of Engineering
Newark, NJ 07102

AFROTC Detachment 495
Stevens Institute of Technology
Hoboken, NJ 07030

AFROTC Detachment 505
New Mexico State University
Las Cruces, NM 88001

AFROTC Detachment 510
University of New Mexico
Albuquerque, NM 87106

AFROTC Detachment 520
Cornell University
Ithaca, NY 14850

AFROTC Detachment 535
Syracuse University
Syracuse, NY 13210

AFROTC Detachment 550
Rensselaer Polytechnic Institute
Troy, NY 12181

AFROTC Detachment 560
Manhattan College
Bronx, NY 10471

AFROTC Detachment 585
Duke University
Durham, NC 27706

AFROTC Detachment 590
University of North Carolina
Chapel Hill, NC 27514

AFROTC Detachment 595
North Carolina State University
Raleigh, NC 27606

AFROTC Detachment 600
East Carolina University, PO Box 2766
Greenville, NC 27834

AFROTC Detachment 605
North Carolina A & T State University
Greensboro, NC 27411

AFROTC Detachment 607
Fayetteville State University
Fayetteville, NC 28301

AFROTC Detachment 610
North Dakota State University of A & AS
Fargo, ND 58103

AFROTC Detachment 615
University of North Dakota
Grand Forks, ND 58201

AFROTC Detachment 620
Bowling Green State University
Bowling, Green OH 43402

AFROTC Detachment 630
Kent State University
Kent, OH 44240

AFROTC Detachment 640
Miami University
Oxford, OH 45056

AFROTC Detachment 645
Ohio State University
Columbus, OH 43210

AFROTC Detachment 646
Capital University
Columbus, OH 43209

AFROTC Detachment 650
Ohio University
Athens, OH 45701

AFROTC Detachment 660
University of Akron
Akron, OH 44304

AFROTC Detachment 665
University of Cincinnati
Cincinnati, OH 45221

AFROTC Detachment 670
Oklahoma State University
Stillwater, OK 74074

AFROTC Detachment 675
University of Oklahoma
Norman, OK 73069

AFROTC Detachment 685
Oregon State University
Corvallis, OR 97331

AFROTC Detachment 690
University of Oregon
Eugene, OR 97403

AFROTC Detachment 695
University of Portland
Portland, OR 97203

AFROTC Detachment 715
Lehigh University
Bethlehem, PA 18015

AFROTC Detachment 720
Pennsylvania State University
University Park, PA 16802

AFROTC Detachment 730
University of Pittsburgh
Pittsburgh, PA 15213

AFROTC Detachment 745
Grove City College
Grove City, PA 16127

AFROTC Detachment 752
Wilkes College
Wilkes Barre, PA 18703

AFROTC Detachment 755
University of Puerto Rico
Rio Piedras, PR 00931

AFROTC Detachment 756
University of Puerto Rico
Mayaguez, PR 00708

AFROTC Detachment 765
The Citadel
Charleston, SC 29409

AFROTC Detachment 770
Clemson University
Clemson, SC 29631

AFROTC Detachment 772
Baptist College at Charleston
Charleston, SC 29411

AFROTC Detachment 775
University of South Carolina
Columbia, SC 29208

AFROTC Detachment 780
South Dakota State University
Brookings, SD 57006

AFROTC Detachment 785
Memphis State University
Memphis, TN 38111

AFROTC Detachment 790
Tennessee Agricultural &
Industrial State University
Nashville, TN 37203

AFROTC Detachment 800
University of Tennessee
Knoxville, TN 37916

AFROTC Detachment 805
Texas A&M University
College Stn, TX 77840

AFROTC Detachment 810
Baylor University
Waco, TX 76703

AFROTC Detachment 820
Texas Technological College
Lubbock, TX 79409

AFROTC Detachment 825
University of Texas
Austin, TX 78712

AFROTC Detachment 830

East Texas State College
Commerce, TX 75429

AFROTC Detachment 835
North Texas State College
Denton, TX 76203

AFROTC Detachment 837
Pan American University
Edinburg, TX 78539

AFROTC Detachment 840
Southwest Texas State College
San Marcos, TX 78666

AFROTC Detachment 842
Lamar State University of Technology
Beaumont, TX 77710

AFROTC Detachment 845
Texas Christian University
Ft Worth, TX 76129

AFROTC Detachment 847
Angelo State University
San Angelo, TX 76901

AFROTC Detachment 850
University of Utah
Salt Lake, City UT 84112

AFROTC Detachment 855
Brigham Young University
Provo, UT 84601

AFROTC Detachment 860
Utah State University
Logan, UT 84321

AFROTC Detachment 862
Southern Utah State College
Cedar City, UT 84720

AFROTC Detachment 865
St Michael's College
Winooski, VT 05404

AFROTC Detachment 867
Norwich University
Northfield, VT 05663

AFROTC Detachment 875
Virginia Polytechnic Institute
Blacksburg, VA 24061

AFROTC Detachment 880
Virginia Military Institute
Lexington, VA 24450

AFROTC Detachment 890
University of Virginia
Charlottesville, VA 22903

AFROTC Detachment 895
Central Washington State College
Ellensburg, WA 98926

AFROTC Detachment 900
University of Puget Sound
Tacoma, WA 98416

AFROTC Detachment 905
Washington State University
Pullman, WA 99163

AFROTC Detachment 910
University of Washington
Seattle, WA 98105

AFROTC Detachment 915
West Virginia University
Morgantown, WV 26506

AFROTC Detachment 925
University of Wisconsin
Madison, WI 53706

AFROTC Detachment 930
Wisconsin State College
Superior, WI 54880

AFROTC Detachment 940
University of Wyoming
Laramie, WY 82070

## AIR NATIONAL GUARD STATE HEADQUARTERS

Headquarters, Alabama Air National Guard
PO Box 1311
Montgomery, AL 36102

Headquarters, Alaska Air National Guard
610 MacKay Bldg, 338 Denali Street
Anchorage, AK 99501

Headquarters, Arizona Air National Guard
5636 E McDowell Rd
Phoenix, AZ 85008

Headquarters, Arkansas Air National Guard
Little Rock Air Force Base, AR 72076

Headquarters, California Air National Guard
PO Box 214405
Sacramento, CA 95821

Headquarters, Colorado Air National Guard
Buckley Air National Guard Base
Aurora, CO 80010

Headquarters, Connecticut Air National Guard
Bradley Field
Windsor Locks, CT 06096

Headquarters, Delaware Air National Guard
Greater Wilmington Airport
New Castle, DE 19720

Headquarters, District of Columbia Air National Guard
2001 E Capitol Street
National Guard Armory
Washington, DC 20003

Headquarters, Florida Air National Guard
State Arsenal
St Augustine, FL 32084

Headquarters, Georgia Air National Guard
PO Box 4839
Atlanta, GA 30302

Headquarters, Hawaii Air National Guard
Ft Ruger
Honolulu, HI 96816

State of Idaho
Military Division
Headquarters, Idaho Air National Guard
PO Box 45
Boise, ID 83707

Headquarters, Illinois Air National Guard
PO Box 66486
Chicago-O'Hare International Airport, IL 60666

Headquarters, Indiana Air National Guard
Stout Field
Indianapolis, IN 46241

Headquarters, Iowa Air National Guard
PO Box 616
Des Moines, IA 50303

Headquarters, Kansas Air National Guard
535 Kansas Avenue
Topeka, KS 66603

Headquarters, Kentucky Air National Guard
Boone Center
Frankfort, KY 40601

Headquarters, Louisiana Air National Guard
Jackson Barracks
New Orleans, LA 70146

Headquarters, Maine Air National Guard
Camp Keyes
Augusta, ME 04330

Headquarters, Maryland Air National Guard
Fifth Regiment Armory
Baltimore, MD 21201

Headquarters, Massachusetts Air National Guard
Otis Air Force Base, MA 02542

Headquarters, Michigan Air National Guard
PO Box 210
Lansing, MI 48901

Headquarters, Minnesota Air National Guard
State Capitol
St Paul, MN 55101

Headquarters, Mississippi Air National Guard
PO Box 5027, Fondren Station
Jackson, MS 39216

Headquarters, Missouri Air National Guard
1717 Industrial Ave.
Jefferson City, MO 65101

Headquarters, Montana Air National Guard
State Arsenal
Helena, MT 59601

Headquarters, Nebraska Air National Guard
Air National Guard Base
Lincoln, NE 68524

Headquarters, Nevada Air National Guard
PO Box 1120
Carson City, NV 89701

Headquarters, New Hampshire Air National Guard
State Military Reservation
Airport Road
Concord, NH 03301

Headquarters, New Jersey Air National Guard
108 Tactical Fighter Wing
McGuire Air Force Base, NJ 08641

Headquarters, New Mexico Air National Guard
PO Box 551
Albuquerque, NM 87103

Headquarters, New York Air National Guard
Westchester Co Municipal Airport
White Plains, NY 10604

Headquarters, North Carolina Air National Guard
Douglas Municipal Airport
Charlotte, NC 28219

Headquarters, North Dakota Air National Guard
Box 1817
Bismarck, ND 58501

Headquarters, Ohio Air National Guard
PO Box 660
Worthington, OH 43085

Headquarters, Oklahoma Air National Guard
3501 Military Circle, NE
Oklahoma City, OK 73111

Headquarters, Oregon Air National Guard
Portland International Airport, OR 97218

Headquarters, Pennsylvania Air National Guard
c/o Dept of Military Affairs
Annville, PA 17003

Headquarters, Puerto Rico Air National Guard
PO Box 3786
San Juan, PR 00904

Headquarters, Rhode Island Air National Guard
Theodore F Green Municipal Airport
Warwick, RI 02886

Headquarters, South Carolina Air National Guard
McEntire Air National Guard Base
Eastover, SC 29044

Headquarters, South Dakota Air National Guard
Joe Foss Field
Sioux Falls, SD 57104

The Adjutant General, Tennessee
Attn: Air Section
National Guard Armory
Sidco Drive
Nashville, TN 37204

Headquarters, Texas Air National Guard
PO Box 5218
Austin, TX 78703

Headquarters, Utah Air National Guard
PO Box 16087
Salt Lake City, UT 84116

Headquarters, Vermont Air National Guard
Camp Johnson
Winooski, VT 05404

Headquarters, Virginia Air National Guard
Byrd Field
Sandston, VA 23150

Headquarters, Washington Air National Guard
Camp Murray
Tacoma, WA 98430

Headquarters, West Virginia Air National Guard
Kanawha Airport
Charleston, WV 25311

Headquarters, Wisconsin Air National Guard
PO Box 328
Madison, WI 53701

Headquarters, Wyoming Air National Guard
PO Box 2268
Cheyenne, WY 82001

## AIR NATIONAL GUARD BASES, STATIONS, AIRPORTS, AND INSTALLATIONS

ALABAMA
Birmingham Municipal Airport, AL 35217
Martin Air National Guard Station, AL 35954
Dannelly Field, AL 36105
Hall Air National Guard Station, AL 36301

ALASKA
Kulis Air National Guard Base, AK 99502

ARIZONA
Sky Harbor Municipal Airport, AZ 85034
Tucson International Airport, AZ 85706

ARKANSAS
Ft Smith Municipal Airport, AR 72901
Little Rock Air National Guard Annex, AR 72076

CALIFORNIA
Costa Mesa Air National Guard Station, CA 92627
Fresno Air National Guard Base, CA 93727
Hayward Municipal Airport, CA 94543
Ontario International Airport, CA 91761
Van Nuys Airport, CA 91409

COLORADO
Buckley Air National Guard Base, CO 80010

CONNECTICUT
Bradley Air National Guard Base, CT 06096
Orange Air National Guard Communications Station, CT 06477

DELAWARE
Greater Wilmington Airport, DE 19720

FLORIDA
Jacksonville International Airport, FL 32229

GEORGIA
Dobbins Air National Guard Annex, GA 30060
Lewis B Wilson Airport, GA 31206
Savannah Municipal Airport, GA 31402

HAWAII
Hickam Air National Guard Annex, HI 96853

IDAHO
Boise Air Terminal, ID 83701

ILLINOIS
Capital Municipal Airport, IL 62705
Greater Peoria Airport, IL 61607

INDIANA
Ft Wayne Municipal Airport, IN 46809
Hulman Field, IN 47803
Stout Field (Air National Guard), IN 46241

IOWA
Des Moines Municipal Airport, IA 50321
Ft Dodge, IA 50501
Sioux City Municipal Airport, IA 51054

KANSAS
Forbes Air National Guard Annex, KS 66620
McConnell Air National Guard Annex, KS 67221

KENTUCKY
Standiford Field, KY 40213

LOUISIANA
Hammond Air National Guard Communications Station, LA 70401
New Orleans Air National Guard Annex, LA 70146

MAINE
Bangor International Airport, ME 04401
South Portland Air National Guard Station, ME 04106

MARYLAND
Andrews Air National Guard Annex, DC 20331
Glenn L. Martin State Airport, MD 21220

MASSACHUSETTS
Barnes Municipal Airport, MA 01085
Otis Air National Guard Annex, MA 02542
Wellesley Air National Guard Station, MA 02181
Worcester Air National Guard Station, MA 01605

MICHIGAN
Phelps/Collins Airport, MI 49707
Selfridge Air National Guard Base, MI 48045
W K Kellogg Regional Airport, MI 49016

MINNESOTA
Duluth Air National Guard Base, MN 55814

MISSISSIPPI
Allen C. Thompson Field, MS 39205
Gulfport Municipal Airport, MS 39501
Key Field, MS 39301

MISSOURI
Jefferson Barracks Air National Guard Station, St Louis, MO 63125
Lambert/St Louis Municipal Airport, MO 63145
Rosecrans Memorial Airport, MO 64503

MONTANA
Great Falls International Airport, MT 59401

NEBRASKA
Lincoln Air National Guard Annex, NE 68524

NEVADA
Reno Municipal Airport, NV 98502

NEW HAMPSHIRE
Pease Air National Guard Annex, NH 03801

NEW JERSEY
Atlantic City Airport (Air National Guard), NJ 08405
McGuire Air National Guard Annex, NJ 08641

NEW MEXICO
Kirtland Air National Guard Annex, NM 87103

NEW YORK
Roslyn Air National Guard Station, NY 11576
Schenectady Airport, NY 12301
Suffolk County Airport, NY 11978
Westchester County Municipal Airport, NY 10604

NORTH CAROLINA
Badin Air National Guard Station, NC 28009
Douglas Municipal Airport, NC 28208
Wadesboro Air National Guard Station, NC 28170

NORTH DAKOTA
Hector Field, ND 58102

OHIO
Blue Ash Air National Guard Station OH, 45242
Camp Perry Air National Guard Station,
Port Clinton, OH 43452
Mansfield Lahm Airport, OH 44901
Springfield Municipal Airport, OH 45501
Toledo Express Airport, OH 43558

OKLAHOMA
Tulsa International Airport, OK 74115
Will Rogers World Airport, OK 73159

OREGON
Portland International Airport, OR 97218

PENNSYLVANIA
Greater Pittsburgh Air National Guard Base, PA 15231
Harrisburg International Airport (Air National Guard),
Middletown, PA 17057
Willow Grove Air National Guard Annex, PA 19090

PUERTO RICO
Puerto Rico International Airport (Air National Guard),
San Juan, PR 00904

RHODE ISLAND
Cranston Air National Guard Station, RI 02910
Theodore F Green Municipal Airport, RI 02886

SOUTH CAROLINA
McEntire Air National Guard Base, SC 29044

SOUTH DAKOTA
Joe Foss Field, SD 57104

TENNESSEE
Alcoa Air National Guard Station, TN 37701
Lovell Field, TN 37421
McGhee Tyson Airport, TN 37901
Memphis Metropolitan Airport, TN 38118
Nashville Metropolitan Airport, TN 37217

TEXAS
Ellington Air Force Base, TX 77030
Garland Air National Guard Station, TX 75040
Hensley Field Airport, Dallas, TX 75211
Kelly Air National Guard Annex, TX 78241
La Porte Air National Guard Station, TX 77571
Nederland Air National Guard Station, TX 77627

UTAH
Salt Lake City International Airport, UT 84116

VERMONT
Burlington International Airport, VT 05401

VIRGINIA
Byrd Field, VA 23150

WASHINGTON
Bellingham Municipal Airport, WA 98225
Camp Murray Army Installation, WA 98430
Four Lakes Communication Station, WA 99004
Seattle Air National Guard Base, WA 98108
Spokane Air National Guard Annex, WA 98219

WEST VIRGINIA
Eastern West Virginia Regional Airport, WV 25401
Kanawha County Airport, WV 25311

WISCONSIN
General Mitchell Air National Guard Base, WI 53207
Truax Field, WI 53701
Volk Field Air National Guard Base, WI 54618

WYOMING
Cheyenne Municipal Airport, WY 82001

## AIR UNIVERSITY ACTIVITIES AND SCHOOLS

Air Force Advisory Group
Medical Field Service School
Fort Sam Houston, TX 78234

Air Force Liaison Officer
US Military Academy
West Point, NY 10996

Air Force Representative
US Marine Corps Educational Center
US Marine Corps Schools
Quantico, VA 22134

Air Force Representative
US Naval Academy
Annapolis, MD 21402

Air University Review
Maxwell Air Force Base, AL 36112

Detachment 12 3825 Support Group (Academy)
Armed Forces Staff College
Norfolk, VA 23511

Senior Air Force Representative
US Army Air Defense School
Box 9188
Fort Bliss, TX 79906

Senior Air Force Representative
Command & Staff Department
US Army Armor School
Fort Knox, KY 40121

Senior Air Force Representative
US Army Artillery & Missile School
Fort Sill, OK 73504

Senior Air Force Representative
US Army CBR Weapons
Orientation Course
Dugway, UT 84022

Senior Air Force Representative
US Army Chemical Corps School
Fort McClellan, AL 36205

Senior Air Force Representative
US Army Command & General Staff College
Fort Leavenworth, KS 66027

Senior Air Force Representative
US Army Engineer School
Fort Belvoir, VA 22060

Senior Air Force Representative
US Army Infantry School
Fort Benning, GA 31905

Senior Air Force Representative
Joint Services Liaison Office
US Army Intelligence Center & School
Fort Huachuca, AZ 85613

Senior Air Force Representative
US Army JFK Center for Special Warfare (Airborne)
Ft Bragg, NC 28307

Senior Air Force Representative
US Army Logistics Management Center
Ft Lee, VA 23801

Senior Air Force Representative
US Army Quartermaster School
Fort Lee, VA 23801

Senior Air Force Representative
Officers Section
US Army Signal School
Fort Monmouth, NJ 07703

Senior Air Force Representative
US Army Transportation School
Fort Eustis, VA 23606

Senior Air Force Representative
US Army War College
Carlisle Barracks, PA 17013

Senior Air Force Representative
Industrial College of the Armed Forces
Fort McNair
Washington, DC 20315

Senior Air Force Representative
The National War College
Washington, DC 20315

Senior Air Force Advisor
US Naval War College
Newport, RI 02844

Senior Air Force Representative
Naval Amphibious School
US Naval Amphibious Base
Coronado San Diego, CA 92155

Senior Air Force Representative Code 6408
Navy Management Systems Center
Naval Post Graduate School
Monterey, CA 93940

Academic Instructor & Foreign Officer School
Maxwell Air Force Base, AL 36112

Air Force Chaplain School
Maxwell Air Force Base, AL 36112

Air Force Judge Advocate General School
Maxwell AFB AL 36112

Air Command & Staff College
Maxwell Air Force Base, AL 36112

Air Force Institute of Technology
Wright-Patterson Air Force Base, OH 45433

Air University Library
Maxwell Air Force Base, AL 36112

Air War College
Maxwell Air Force Base, AL 36112

Civil Engineering School
Wright-Patterson Air Force Base, OH 45433

Extension Course Institute
Gunter Air Force Station, AL 36118

School of Systems & Logistics
Wright-Patterson Air Force Base, OH 45433

Squadron Officers School
Maxwell Air Force Base, AL 36112

USAF Senior Non-Commissioned Officer Academy
Gunter Air Force Station, AL 36114

## AREAS

European Communications Area
APO New York 09012

Northern Communications Area
Griffiss Air Force Base, New York 13441

Pacific Communications Area Hickam AFB HI 96853

Royal Air Force Welford Ammo Storage Area
APO New York 09607

Southern Communications Area
Oklahoma City Air Force Station, OK 73145

Strategic Communications Area
Offutt AFB NE 68113

Tactical Communications Area
Langley Air Force Base, VA 23665

## CENTERS

Aerospace Defense Command Combat Operations Center
Cheyenne Mountain Complex, CO 80914

Aerospace Guidance Meteorology Center
Newark Air Force Station, OH 43055

Air Force Systems Command
Scientific & Technical Liaison Office
Ames Research Center (NASA)
Moffett Field, CA 94035

Air Force Systems Command
Scientific & Technical Liaison Office
Langley Research Center (NASA)
Langley Air Force Base, VA 23665

Air Force Systems Command
Scientific & Technical Liaison Office
Lewis Research Center (NASA)
21000 Brookpark Road
Cleveland, OH 44135

Air Force Systems Command
Scientific & Technical Liaison Office
Naval Weapons Center
China Lake, CA 93555

Air Force Systems Command
Scientific & Technical Liaison Office
Royal Trust Tower - Suite 2607
Post Office Box 348
Toronto, Ontario, Canada
M5K 1K7

Air Defense Weapons Center
Tyndall Air Force Base, FL 32403

Air Force Civil Engineering Center
Tyndall Air Force Base, FL 32401

Air Force Communications Security Center
San Antonio, TX 78243

Air Force Contract Maintenance Center
Wright-Patterson Air Force Base, OH 45433

Air Force Data Services Center
Washington, DC 20330

Air Force Data Systems Design Center
Gunter Air Force Station, AL 36114

Air Force Electronic Warfare Center
San Antonio TX 78243

Air Force Flight Test Center
Edwards Air Force Base, CA 93523

Air Force Logistics Management Center
Maxwell AFB, AL 36112

Air Force Military Training Center
Lackland Air Force Base, TX 78236

Air Force Technical Applications Center
Patrick Air Force Base, FL 32925

Albert F Simpson Historical Research Center
Maxwell Air Force Base, AL 36112

Armament Development & Test Center
Eglin Air Force Base, FL 32542

Arnold Engineering Development Center
Arnold Air Force Station, TN 37389

Automated Weather Network Management Center
Carswell AFB, TX 76127

Chanute Technical Training Center
Chanute Air Force Base, IL 61868

Communications Computer Programming Center
Tinker Air Force Base, OK 73145

Federal Computer Performance Evaluation & Simulation Center
Washington, DC 20330

Keesler Technical Training Center
Keesler Air Force Base, MS 39534

Leadership & Management Development Center
Maxwell Air Force Base, AL 36112

Lowry Technical Training Center
Lowry Air Force Base, CO 80230

Military Aircraft Storage & Disposition Center
Davis-Monthan Air Force Base, AZ 85707

National Personnel Records Center/Civilian Personnel Records-Air Force
111 Winnebago St
St Louis, MO 63118

National Personnel Records Center/Military Personnel Records-Air Force
9700 Page Blvd
St Louis, MO 63132

Ogden Air Logistics Center

Hill Air Force Base, UT 84406

Oklahoma City Air Logistics Center
Tinker Air Force Base, OK 73145

Rome Air Development Center
Griffiss Air Force Base, NY 13441

Sacramento Air Logistics Center
McClellan Air Force Base, CA 95652

San Antonio Air Logistics Center
Kelly Air Force Base, TX 78241

San Antonio Procurement Center
Kelly Air Force Base, TX 78241

Sheppard Technical Training Center
Sheppard Air Force Base, TX 76311

Space and Missile Test Center
Vandenberg Air Force Base, CA 93437

USAF Airlift Center
Pope AFB, NC 28308

USAF Environmental Technical Applications Center
Scott Air Force Base, IL 62225

USAF Home Town News Center
Tinker Air Force Base, OK 73145

USAF Instrument Flight Center
Randolph Air Force Base, TX 78148

USAF Occupational Measurement Center
Lackland Training Annex, TX 78236

USAF Skill Center
Kirtland Air Force Base, NM 87115

USAF Tactical Air Warfare Center
Eglin Air Force Base, FL 32542

USAF Tactical Fighter Weapons Center
Nellis Air Force Base, NV 89191

USAFE Procurement Center
APO New York 09332

Warner Robins Air Logistics Center
Robins Air Force Base, GA 31098

## LABORATORIES

Air Force Aero-Propulsion Laboratory
Wright-Patterson Air Force Base, OH 45433

Air Force Armament Laboratory
Eglin Air Force Base, FL 32542

Air Force Avionics Laboratory
Wright-Patterson Air Force Base, OH 45433

Air Force Flight Dynamics Laboratory
Wright-Patterson Air Force Base, OH 45433

Air Force Geophysics Laboratories
Hanscom Air Force Base, MA 01731

Air Force Human Resources Laboratory
Brooks Air Force Base, TX 78235

Air Force Materials Laboratory
Wright-Patterson Air Force Base, OH 45433

Air Force Rocket Propulsion Laboratory
Edwards Air Force Base, CA 93523

Air Force Weapons Laboratory
Kirtland Air Force Base, NM 87117

Air Force Wright Aeronautical Laboratories
Wright-Patterson Air Force Base, OH 45433

Alaskan Precision Measurement
Equipment Laboratory
APO Seattle 98742

Operations Training Support Laboratory
Carswell Air Force Base, TX 76127

The Frank J Seiler Research Laboratory
USAF Academy, CO 80840

USAF Occupational and Environmental Health Laboratory
Brooks AFB TX 78235

## MEDICAL FACILITIES

## MEDICAL CENTERS

David Grant USAF Medical Center
Travis Air Force Base, CA 94535

Malcolm Grow USAF Medical Center
Andrews Air Force Base, DC 20331

Wilford Hall USAF Medical Center
Lackland Air Force Base, TX 78236

USAF Medical Center Keesler
Keesler Air Force Base, MS 39534

USAF Medical Center Scott
Scott Air Force Base, IL 62225

USAF Medical Center Wright-Patterson
Wright-Patterson Air Force Base, OH 45433

## REGIONAL HOSPITALS

Ehrling Bergquist USAF Regional Hospital
Offutt Air Force Base, NE 68113

USAF Regional Hospital Carswell
Carswell Air Force Base, TX 76127

USAF Regional Hospital Eglin
Eglin Air Force Base, FL 32542

USAF Regional Hospital MacDill
MacDill Air Force Base, FL 33608

USAF Regional Hospital March
March Air Force Base, CA 92508

USAF Regional Hospital Maxwell
Maxwell Air Force Base, AL 36112

USAF Regional Hospital Minot
Minot Air Force Base, ND 58705

USAF Regional Hospital Shaw
Shaw Air Force Base, SC 29152

USAF Regional Hospital Sheppard
Sheppard Air Force Base, TX 76311

## USAF HOSPITALS

USAF Academy Hospital
USAF Academy, CO 80840

USAF Hospital Altus
Altus Air Force Base, OK 73521

USAF Hospital Athens
APO New York 09223

USAF Hospital Barksdale
Barksdale Air Force Base, LA 71110

USAF Hospital Beale
Beale Air Force Base, CA 95903

USAF Hospital Bergstrom
Bergstrom Air Force Base, TX 78743

USAF Hospital Bitburg
APO New York 09132

USAF Hospital Blytheville
Blytheville Air Force Base, AR 72315

USAF Hospital Cannon
Cannon Air Force Base, NM 88101

USAF Hospital Castle
Castle Air Force Base, CA 95342

USAF Hospital Chanute
Chanute Air Force Base, IL 61868

USAF Hospital Clark
APO San Francisco 96274

USAF Hospital Columbus
Columbus Air Force Base, MS 39701

USAF Hospital Davis-Monthan
Davis-Monthan Air Force Base, AZ 85707

USAF Hospital Dover
Dover Air Force Base, DE 19901

USAF Hospital Dyess
Dyess Air Force Base, TX 79607

USAF Hospital Edwards
Edwards Air Force Base, CA 93523

USAF Hospital Ellsworth
Ellsworth Air Force Base, SD 57706

USAF Hospital Elmendorf Elmendorf AFB AK 99506

USAF Hospital England
England Air Force Base, LA 71301

USAF Hospital Fairchild
Fairchild Air Force Base, WA 99011

USAF Hospital F E Warren
F E Warren Air Force Base, WY 82001

USAF Hospital George
George Air Force Base, CA 92392

USAF Hospital Grand Forks
Grand Forks Air Force Base, ND 58201

USAF Hospital Griffiss
Griffiss Air Force Base, NY 13441

USAF Hospital Hahn
APO New York 09109

USAF Hospital Hill
Hill Air Force Base, UT 84406

USAF Hospital Holloman
Holloman Air Force Base, NM 88330

USAF Hospital Homestead
Homestead Air Force Base, FL 33039

USAF Hospital Iraklion
APO New York 09291

USAF Hospital Kincheloe
Kincheloe Air Force Base, MI 49788

USAF Hospital Kirtland
Kirtland Air Force Base, NM 87115

USAF Hospital K I Sawyer
K I Sawyer Air Force Base, MI 49843

USAF Hospital Kunsan
APO San Francisco 96264

USAF Hospital Lajes
APO New York 09406

USAF Hospital Lakenheath
APO New York 09179

USAF Hospital Langley
Langley Air Force Base, VA 23665

USAF Hospital Laughlin
Laughlin Air Force Base, TX 78840

USAF Hospital Little Rock
Little Rock Air Force Base, AR 72076

USAF Hospital Loring
Loring Air Force Base, ME 04751

USAF Hospital Luke
Luke Air Force Base, AZ 85309

USAF Hospital Malmstrom
Malmstrom Air Force Base, MT 59402

USAF Hospital Mather
Mather Air Force Base, CA 95655

USAF Hospital McConnell
McConnell Air Force Base, KS 67221

USAF Hospital Misawa
APO San Francisco 96519

USAF Hospital Moody
Moody Air Force Base, GA 31601

USAF Hospital Mt Home
Mt Home Air Force Base, ID 83648

USAF Hospital Myrtle Beach
Myrtle Beach Air Force Base, SC 29577

USAF Hospital Nellis
Nellis Air Force Base, NV 89110

USAF Hospital Osan
APO San Francisco 96570

USAF Hospital Patrick
Patrick Air Force Base, FL 32925

USAF Hospital Pease
Pease Air Force Base, NH 03801

USAF Hospital Plattsburgh
Plattsburgh Air Force Base, NY 12903

USAF Hospital Reese
Reese Air Force Base, TX 79489

USAF Hospital Robins
Robins Air Force Base, GA 31098

USAF Hospital Seymour Johnson
Seymour Johnson Air Force Base, NC 27531

USAF Hospital Tinker
Tinker Air Force Base, OK 73145

USAF Hospital Torrejon
APO New York 09283

USAF Hospital Tyndall
Tyndall Air Force Base, FL 32403

USAF Hospital Upper Heyford
APO New York 09194

USAF Hospital Vandenberg
Vandenberg Air Force Base, CA 93437

USAF Hospital Webb
Webb Air Force Base, TX 79720

USAF Hospital Whiteman
Whiteman Air Force Base, MO 65301

USAF Hospital Wiesbaden
APO New York 09220

USAF Hospital Williams
Williams Air Force Base, AZ 85224

USAF Hospital Wurtsmith
Wurtsmith Air Force Base, MI 48753

USAF Hospital Yokota
APO San Francisco 96328

USAF Hospital Zaragoza
APO New York 09286

## USAF CLINICS

USAF Clinic Alconbury
APO New York 09238

USAF Clinic Andersen
APO San Francisco 96334

USAF Clinic Aviano
APO New York 09293

USAF Clinic Bentwaters
APO New York 09755

USAF Clinic Brooks
Brooks Air Force Base, TX 78235

USAF Clinic Camp New Amsterdam
APO New York 09292

USAF Clinic Charleston
Charleston Air Force Base, SC 29404

USAF Clinic Chicksands
APO New York 09193

USAF Clinic Craig
Craig Air Force Base, AL 36701

USAF Clinic Duluth
Duluth International Airport MN 55814

USAF Clinic Eielson
APO Seattle 98737

USAF Clinic Goodfellow
Goodfellow Air Force Base, TX 76901

USAF Clinic Grissom
Grissom Air Force Base, IN 46971

USAF Clinic Hancock
Hancock Field NY 13225

USAF Clinic Hickam Hickam AFB HI 96853

USAF Clinic Howard
APO New York 09020

USAF Clinic Kadena
APO San Francisco 96239

USAF Clinic Kelly
Kelly Air Force Base, TX 78241

USAF Clinic Kingsley
Kingsley Field OR 97601

USAF Clinic L G Hanscom
Hanscom Air Force Base, MA 01731

USAF Clinic Los Angeles
PO Box 92960
Worldway Postal Center
Los Angeles CA 90009

USAF Clinic Lowry
Lowry Air Force Base, CO 80230

USAF Clinic McChord
McChord Air Force Base, WA 98438

USAF Clinic McClellan
McClellan Air Force Base, CA 95652

USAF Clinic McGuire
McGuire Air Force Base, NJ 08641

USAF Clinic Norton
Norton Air Force Base, CA 92409

USAF Clinic Peterson
Peterson Air Force Base, CO 80914

USAF Clinic Pope
Pope Air Force Base, NC 28308

USAF Clinic Ramstein
APO New York 09012

USAF Clinic Randolph
Randolph Air Force Base, TX 78148

USAF Clinic Rhein-Main
APO New York 09057

USAF Clinic Rickenbacker
Rickenbacker Air Force Base, OH 43217

USAF Clinic San Vito Dei Normanni
APO New York 09240

USAF Clinic Sembach
APO New York 09130

USAF Clinic Shemya
APO Seattle 98736

USAF Clinic Spangdahlem
APO New York 09123

USAF Clinic Vance
Vance Air Force Base, OK 73701

USAF Clinic Zweibrucken
APO New York 09860

## TACTICAL HOSPITALS

20 Tactical Hospital
APO New York 09194

23 Tactical Hospital
England Air Force Base, LA 71301

35 Tactical Hospital
George Air Force Base, CA 92392

36 Tactical Hospital
APO New York 09132

48 Tactical Hospital
APO New York 09179

49 Tactical Hospital
Holloman Air Force Base, NM 88330

50 Tactical Hospital
APO New York 09109

58 Tactical Hospital
Luke Air Force Base, AZ 85309

86 Tactical Hospital

APO New York 09012

94 Tactical Hospital
Dobbins Air Force Base, GA 33060

301 Tactical Hospital
Carswell Air Force Base, TX 76127

302 Tactical Hospital
Rickenbacker Air Force Base, OH 43217

314 Tactical Hospital
Langley Air Force Base, VA 23665

354 Tactical Hospital
Myrtle Beach Air Force Base, SC 29577

363 Tactical Hospital
Shaw Air Force Base, SC 29152

401 Tactical Hospital
APO New York 09283

403 Tactical Hospital
Selfridge ANG Base, MI 48045

433 Tactical Hospital
Kelly Air Force Base, TX 78241

434 Tactical Hospital
Grissom Air Force Base, IN 46971

439 Tactical Hospital
Westover Air Force Base, MA 01022

440 Tactical Hospital
Gen Billy Mitchell Fld
300 E College Ave
Milwaukee, WI 53207

442 Tactical Hospital
Richards-Gebaur Air Force Base, MO 64030

452 Tactical Hospital
March Air Force Base, CA 92508

459 Tactical Hospital
Andrews AFB DC 20331

655 Tactical Hospital
APO San Francisco 96328

656 Tactical Hospital
APO San Francisco 96432

657 Tactical Hospital
APO San Francisco 96432

837 Tactical Hospital
Mt Home Air Force Base, ID 83648

## TACTICAL CLINICS

908 Tactical Clinic
Maxwell Air Force Base, AL 36112

910 Tactical Clinic
Youngstown Municipal Airport, OH 44473

911 Tactical Clinic
Greater Pittsburgh International Airport, PA 15231

913 Tactical Clinic
Willow Grove Air Reserve Facility, PA 19090

914 Tactical Clinic
Niagara Falls International Airport, NY 14304

917 Tactical Clinic
Barksdale Air Force Base, LA 71110

919 Tactical Clinic
Eglin AF Auxiliary Field 3, FL 32542

920 Tactical Clinic
Keesler Air Force Base, MS 39534

924 Tactical Clinic
Bergstrom Air Force Base, TX 78743

926 Tactical Clinic
New Orleans Naval Air Station, LA 70037

928 Tactical Clinic
Chicago-O'Hare International Airport, IL 60666

934 Tactical Clinic
Minneapolis-St Paul International Airport, MN 55417

940 Tactical Clinic
McClellan Air Force Base, CA 95652

## MISCELLANEOUS AGENCIES

Air Force Audit Agency (Acquisition/Logistics Systems Directorate)
Building 288
Wright-Patterson Air Force Base, OH 45433

Air Force Audit Agency (Service-Wide Systems Directorate)
Building 3802, Stop 22
Andrews Air Force Base, DC 20331

Air Force Central Notice to Airmen Facility
Carswell Air Force Base, TX 76127

Air Force Computer Acquisition Office
Hanscom Air Force Base, MA 01731

Air Force Medical Material Field Office,
Frederick, MD 21701

Air Force Museum
Wright-Patterson Air Force Base, OH 45433

Air Force Office of Scientific Research
Bolling Air Force Base, DC 20332

Air Force Satellite Control Facility
PO Box 92960, Worldway Postal Center
Los Angeles, CA 90009

Air Force Services Office
2800 South 20th St, Philadelphia, PA 19101

Air Forces Iceland
Fleet Post Office New York 09571

Air Weather Service
Scott Air Force Base, IL 62225

Armed Forces Vocational Testing Group
Randolph Air Force Base, TX 78148

Army and Air Force Exchange Service
Dallas, TX 75222

Army and Air Force Exchange and Motion Picture Service
Washington, DC 20310

Clear Missile Early Warning Station
Clear Alaska
APO Seattle 98704

Community College of the Air Force
Lackland Training Annex, TX 78236

Director of Nuclear Surety
Kirtland Air Force Base, NM 87117

Inter-American Air Force Academy
APO New York 09825

Office of Civilian Personnel Operations
Randolph Air Force Base, TX 78148

Office of Civilian Personnel Operations (Appellate Division)
Federal Building
Room A617
727 E Durango Blvd
San Antonio, TX 78206

Office of Civilian Personnel Operations (Personnel Development Branch)
Building 322
Gunter Air Force Station, AL 36114

Office of Civilian Personnel Operations (DOD Zone Coordination)
Robins Air Force Base, GA 31098

Space and Missile Systems Organization
PO Box 92960, Worldway Postal Center
Los Angeles, CA 90009

Strategic Air Combat Operations Staff
Offutt Air Force Base, NE 68113

Tactical Air Combat Operations Staff
Langley Air Force Base, VA 23665

USAF Band
Bolling Air Force Base, DC 20332

USAF Central Audio-Visual Library
Norton Air Force Base, CA 92409

USAF Cryptologic Depot
San Antonio, TX 78243

USAF Frequency Management Office
Washington, DC 20330

USAF Recruiting Service
Randolph Air Force Base, TX 78148

USAF Special Operations Force
Eglin Air Force Base, FL 32542

## NAMED DIVISIONS

Aeronautical Systems Division
Wright-Patterson Air Force Base, OH 45433

Aerospace Medical Division
Brooks Air Force Base, TX 78235

Air Force Acquisition Logistics Division
Wright-Patterson Air Force Base, OH 45433

Air Force Contract Management Division
Kirtland Air Force Base, NM 87117

Electronic Systems Division
Hanscom Air Force Base, MA 01731

Foreign Technology Division
Wright-Patterson Air Force Base, OH 45433

USAF Southern Air Division
APO New York 09825

## NUMBERED AIR DIVISIONS

3 Air Division
APO San Francisco 96334

4 Air Division
F E Warren Air Force Base, WY 82001

12 Air Division
Dyess Air Force Base, TX 79607

14 Air Division
Beale Air Force Base, CA 95903

19 Air Division
Carswell Air Force Base, TX 76127

20 Air Division
Ft Lee Air Force Station, VA 23801

21 Air Division
Hancock Field, NY 13225

23 Air Division
Duluth International Airport, MN 55814

24 Air Division
Malmstrom Air Force Base, MT 59402

25 Air Division
McChord Air Force Base, WA 98438

26 Air Division
Luke Air Force Base, AZ 85309

40 Air Division
Wurtsmith Air Force Base, MI 48753

42 Air Division
Blytheville Air Force Base, AR 72315

45 Air Division
Pease Air Force Base, NH 03801

47 Air Division
Fairchild Air Force Base, WA 99011

57 Air Division
Minot Air Force Base, ND 58705

313 Air Division
APO San Francisco 96239

314 Air Division
APO San Francisco 96570

326 Air Division
APO San Francisco 96515

839 Air Division
Pope Air Force Base, NC 28305

## NUMBERED AIR FORCES

3 Air Force, APO New York 09127

4 Air Force (Reserve)
McClellan Air Force Base, CA 95652

5 Air Force, APO San Francisco 96328

8 Air Force, Barksdale Air Force Base, LA 71110

9 Air Force, Shaw Air Force Base, SC 29152

10 Air Force (Reserve)
Bergstrom Air Force Base, TX 78743

12 Air Force, Bergstrom Air Force Base, TX 78743

13 Air Force, APO San Francisco 96274

14 Air Force (Reserve)
Dobbins Air Force Base, GA 30060

15 Air Force, March Air Force Base, CA 92508

16 Air Force, APO New York 09283

17 Air Force, APO New York 09130

21 Air Force, McGuire Air Force Base, NJ 08641

22 Air Force, Travis Air Force Base, CA 94535

## PLANT REPRESENTATIVE OFFICES

Air Force Plant Representative Office
Aerojet-General Corporation
PO Box 15846
Sacramento, CA 95813

Air Force Plant Representative Office
The Boeing Company
PO Box 3707
Seattle, WA 98124

Air Force Plant Representative Office
Chemical Systems Division
PO Box 358
Sunnyvale, CA 94088

Air Force Plant Representative Office
Fairchild Republic Company
Farmingdale, NY 11735

Air Force Plant Representative Office
General Dynamics/Fort Worth Division
PO Box 371
Fort Worth, TX 76101

Air Force Plant Representative Office
General Electric Company
Cincinnati, OH 45215

Air Force Plant Representative Office
General Electric
Lynn, MA 01910

Air Force Plant Representative Office
General Electric Company, Re-Entry & Environment
Systems Division & Space Division
PO Box 8555
Philadelphia, PA 19101

Air Force Plant Representative Office
Hughes Aircraft Company
Culver City, CA 90230

Air Force Plant Representative Office
Lockheed Missile & Space Company
Space Systems Division
PO Box 504

Sunnyvale, CA 94088

Air Force Plant Representative Office
Lockheed-Georgia Company
Marietta, GA 30060

Air Force Plant Representative Office
Martin Marietta Aerospace, Denver Division
PO Box 179
Denver, CO 80201

Air Force Plant Representative Office
McDonnell Douglas Corporation
PO Box 516
St Louis, MO 63166

Air Force Plant Representative Office
Northrop Corporation
Hawthorne, CA 90250

Air Force Plant Representative Office
Rockwell International Corporation, Electronics Ops
3370 Miraloma Avenue
Anaheim, CA 92803

Air Force Plant Representative Office
Rockwell International Corporation, B-1 Division
Los Angeles International Airport, CA 90009

Air Force Plant Representative Office
Rockwell International Corporation, Rocketdyne Div
Canoga Park, CA 91304

Air Force Plant Representative Office
Thiokol Corporation
PO Box 524, MS-250
Brigham City, UT 84302

Air Force Plant Representative Office
TRW Defense & Space Systems Group
One Space Park
Redondo Beach, CA 90278

Air Force Plant Representative Office
Westinghouse Electric Corporation
Defense Electronics Systems Center
PO Box 1693
Baltimore, MD 21203

Air Force Plant Representative Office
Pratt & Whitney Aircraft Group
East Hartford, CT 06108

Air Force Plant Representative Office
Pratt & Whitney Aircraft Group
Government Products Division
PO Box 2691
West Palm Beach, FL 33402

## REGIONS

Air Force Audit Agency(Eastern Region)
Langley Air Force Base, VA 23665

Air Force Audit Agency(Western Region)
Norton Air Force Base, CA 92409

Alaskan Aerospace Defense Command Region
APO Seattle 98742

USAF Regional Civil Engineer--Central Region
Main Tower Bldg
1200 Main Street
Dallas, TX 75202

USAF Regional Civil Engineer--Eastern Region
526 Title Building
Atlanta, GA 30303

USAF Regional Civil Engineer--Western Region
630 Sansome Street
San Francisco, CA 94111

USAFE Purchasing Region - United Kingdom
APO New York 09179

## SCHOOLS (SPECIAL TRAINING)

Basic Military Training School USAF
Lackland Air Force Base, TX 78236

Non-Commissioned Officers Academy
Leadership School
Kirtland Air Force Base, NM 87117

Officer Training School USAF
Lackland Air Force Base, TX 78236

School of Health Care Sciences USAF
Sheppard Air Force Base, TX 76311

USAF Academy Preparatory School
USAF Academy, CO 80840

USAF Air Ground Operations School
Eglin AF Aux Fld 9, FL 32544

USAF Instrument Pilot Instructor School
Randolph Air Force Base, TX 78148

USAF Interceptor Weapons School
Tyndall Air Force Base, FL 32401

USAF School of Aerospace Medicine
Brooks Air Force Base, TX 78235

USAF Technical Training School, Chanute
Chanute Air Force Base, IL 61868

USAF Technical Training School, Keesler
Keesler Air Force Base, MS 39534

USAF Technical Training School, Lackland
Lackland Air Force Base, TX 78236

USAF Technical Training School, Lowry
Lowry Air Force Base, CO 80230

USAF Technical Training School, Sheppard
Sheppard Air Force Base, TX 76311

USAF School of Applied Cryptologic Sciences
Goodfellow Air Force Base, TX 76901

USAF Special Investigations School
Washington, DC 20314

USAF Special Operations School
Eglin Air Force Auxiliary Field 9, FL 32544

USAF Survival & Special Training School
Fairchild Air Force Base, WA 99011

USAF Test Pilot School
Edwards Air Force Base, CA 93523

USAF Tropic Survival School
APO New York 09825

## AIR FORCE BASES, STATIONS, AND AIRPORTS
### (States, Territories, and Foreign Countries)

ALABAMA
Craig Air Force Base, AL 36701
Dauphin Island Air Force Station, AL 36528
Gunter Air Force Station, AL 36114
Maxwell Air Force Base, AL 36112

ALASKA
Campion Air Force Station, APO Seattle 98703
Cape Lisburne Air Force Station, APO Seattle 98716
Cape Newenham Air Force Station, APO Seattle 98745
Cape Romanzof Air Force Station, APO Seattle 98706
Cold Bay Air Force Station, APO Seattle 98711
Eielson Air Force Base, APO Seattle 98737
Elmendorf Air Force Base, AK 99506
Ft Yukon Air Force Station, APO Seattle 98710
Galena Airport, APO Seattle 98723
Indian Mt Air Force Station, APO Seattle 98748
King Salmon Airport, APO Seattle 98713
Kotzebue Air Force Station, APO Seattle 98709
Murphy Dome Air Force Station, APO Seattle 98750
Shemya Air Force Base, APO Seattle 98736
Sparrevohn Air Force Station, APO Seattle 98746
Tatalina Air Force Station, APO Seattle 98747
Tin City Air Force Station, APO Seattle 98715

ARIZONA
Davis-Monthan Air Force Base, AZ 85707
Luke Air Force Base, AZ 85309
Williams Air Force Base, AZ 85224

ARKANSAS
Blytheville Air Force Base, AR 72315
Little Rock Air Force Base, AR 72076

CALIFORNIA
Almaden Air Force Station, CA 95042
Beale Air Force Base, CA 95903
Boron Air Force Station, CA 93516
Cambria Air Force Station, CA 93428
Castle Air Force Base, CA 95342
Edwards Air Force Base, CA 93523
George Air Force Base, CA 92392
Hamilton Air Force Base, CA 94934
Klamath Air Force Station, CA 95548
Los Angeles Air Force Station, CA 90009
March Air Force Base, CA 92508
Mather Air Force Base, CA 95655
McClellan Air Force Base, CA 95652
Mill Valley Air Force Station, CA 94941
Mount Laguna Air Force Station, CA 92048
Norton Air Force Base, CA 92409
Pillar Point Air Force Station, CA 94019
Point Arena Air Force Station, CA 95468
Sunnyvale Air Force Station, CA 94086
Travis Air Force Base, CA 94535
Vandenberg Air Force Base, CA 93437

CANAL ZONE
Albrook Air Force Station, APO New York 09825
Howard Air Force Base, APO New York 09020

COLORADO
Ent Air Force Base, CO 80912
Lowry Air Force Base, CO 80230
Peterson Air Force Base, CO 80914

DELAWARE
Dover Air Force Base, DE 19901

DISTRICT OF COLUMBIA
Bolling Air Force Base, DC 20332

FLORIDA
Cape Canaveral Air Force Station, FL 32925
Eglin Air Force Base, FL 32542
Homestead Air Force Base, FL 33039
MacDill Air Force Base, FL 33608
McCoy Air Force Base, FL 32812
Patrick Air Force Base, FL 32925
Tyndall Air Force Base, FL 32403

GEORGIA
Dobbins Air Force Base, GA 30060
Moody Air Force Base, GA 31601
Robins Air Force Base, GA 31098

GUAM
Andersen Air Force Base, APO San Francisco 96334

HAWAII
Bellows Air Force Station, HI 96853
Wheeler Air Force Base, APO San Francisco 96515

IDAHO
Mt Home Air Force Base, ID 83648

ILLINOIS
Chanute Air Force Base, IL 61868
Chicago-O'Hare International Airport, IL 60666
Scott Air Force Base, IL 62225

INDIANA
Grissom Air Force Base, IN 46971

KANSAS
McConnell Air Force Base, KS 67221

LOUISIANA
Barksdale Air Force Base, LA 71110
England Air Force Base, LA 71301
Lake Charles Air Force Station, LA 70601

MAINE
Bucks Harbor Air Force Station, ME 04618
Caswell Air Force Station, ME 04750
Charleston Air Force Station, ME 04422
Loring Air Force Base, ME 04751

MARYLAND
Andrews Air Force Base, MD 20331

MASSACHUSETTS
Hanscom Air Force Base, MA 01731
North Truro Air Force Station, MA 02652
Westover Air Force Base, MA 01022

MICHIGAN
Calumet Air Force Station, MI 49913
Empire Air Force Station, MI 49630
K I Sawyer Air Force Base, MI 49843
Kincheloe Air Force Base, MI 49788
Port Austin Air Force Station, MI 48467
Sault Sainte Marie Air Force Station, MI 49783
Wurtsmith Air Force Base, MI 48753

MINNESOTA
Baudette Air Force Station, MN 56623
Finland Air Force Station, MN 55603
Minneapolis-St Paul International Airport, MN 55417

MISSISSIPPI
Columbus Air Force Base, MS 39701
Keesler Air Force Base, MS 39534

MISSOURI
Whiteman Air Force Base, MO 65301

MONTANA
Fortuna Air Force Station, MT 59275
Glasgow Air Force Base, MT 59231
Havre Air Force Station, MT 59501
Kalispell Air Force Station, MT 59922
Lewistown Air Force Station, MT 59457
Malmstrom Air Force Base, MT 59402
Opheim Air Force Station, MT 59250

NEBRASKA
Offutt Air Force Base, NE 68113

NEVADA
Indian Springs Air Force Auxiliary Field
Indian Springs, NV 89018
Nellis Air Force Base, NV 89191
Tonopah Air Force Station, NV 89049

NEW HAMPSHIRE
Pease Air Force Base, NH 03801

NEW JERSEY
Gibbsboro Air Force Station, NJ 08026
McGuire Air Force Base, NJ 08641

NEW MEXICO
Cannon Air Force Base, NM 88101
Holloman Air Force Base, NM 88330
Kirtland Air Force Base, NM 87117

NEW YORK
Griffiss Air Force Base, NY 13441
Lockport Air Force Station, NY 14094
Montauk Air Force Station, NY 11954
Niagara Falls International Airport, NY 14304
Plattsburgh Air Force Base, NY 12903
Saratoga Air Force Station, NY 12866
Watertown Air Force Station, NY 13601

NORTH CAROLINA
Ft Fisher Air Force Station, NC 28449
Pope Air Force Base, NC 28308
Roanoke Rapids Air Force Station, NC 27870
Seymour Johnson Air Force Base, NC 27531

NORTH DAKOTA
Finley Air Force Station, ND 58230
Grand Forks Air Force Base, ND 58201
Minot Air Force Base, ND 58705
Minot Air Force Station, Max ND 58759

OHIO
Clinton County Airport, OH 45177
Gentile Air Force Station, OH 45444
Newark Air Force Station, OH 43055
Rickenbacker Air Force Base, OH 43217
Wright-Patterson Air Force Base, OH 45433
Youngstown Municipal Airport, OH 44473

OKLAHOMA
Altus Air Force Base, OK 73521
Oklahoma City Air Force Station, OK 73145
Tinker Air Force Base, OK 73145
Vance Air Force Base, OK 73701

OREGON
Burns Air Force Station, OR 97720
Keno Air Force Station, OR 97601
Kingsley Field, OR 97601
Mount Hebo Air Force Station, OR 97122
North Bend Air Force Station, OR 97459

PENNSYLVANIA
Benton Air Force Station, PA 17814

SOUTH CAROLINA
Aiken Air Force Station, SC 29801
Charleston Air Force Base, SC 29404
Myrtle Beach Air Force Base, SC 29577
Shaw Air Force Base, SC 29152

SOUTH DAKOTA
Ellsworth Air Force Base, SD 57706

TENNESSEE
Arnold Air Force Station, TN 37389

TEXAS
Bergstrom Air Force Base, TX 78743
Brooks Air Force Base, TX 78235
Carswell Air Force Base, TX 76127
Dyess Air Force Base, TX 79607
Goodfellow Air Force Base, TX 76901
Kelly Air Force Base, TX 78241
Lackland Air Force Base, TX 78236
Laredo Air Force Base, TX 78040
Laughlin Air Force Base, TX 78840
Randolph Air Force Base, TX 78148
Reese Air Force Base, TX 79489
San Antonio Air Force Station, TX 78208
Sheppard Air Force Base, TX 76311
Webb Air Force Base, TX 79720

UTAH
Hill Air Force Base, UT 84406

VERMONT
St Albans Air Force Station, VT 05478

VIRGINIA

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PAGES
74421-74780

federal register

Book 4 of 4 Books
Monday, December 17, 1979

## Part II

# Department of Defense

Privacy Act of 1974; Systems of Records; Annual Publication

Department of the Army ..... 73728
Defense Mapping Agency ..... 74017
Defense Civil Preparedness Agency .. 74064
Office of the Secretary ..... 74088
Defense Advanced Research Projects Agency ..... 74142
Department of the Air Force ..... 74145
National Security Agency ..... 74422
Defense Nuclear Agency ..... 74431
Organization of the Joints Chiefs of Staff ..... 74440
Defense Communications Agency ..... 74443
Defense Intelligence Agency ..... 74484
U.S. Marines Corps ..... 74495
Department of the Navy ..... 74553
Defense Contract Audit Agency ..... 74696
Defense Logistics Agency ..... 74719
Defense Investigative Service ..... 74764
Uniformed Services University of the Health Sciences ..... 74777

Bedford Air Force Station, VA 24523
Cape Charles Air Force Station, VA 23310
Ft Lee Air Force Station, VA 23801
Langley Air Force Base, VA 23665

WAKE ISLAND
Wake Island Air Force Base, APO San Francisco 96501

WASHINGTON
Blaine Air Force Station, WA 98230
Fairchild Air Force Base, WA 99011
Makah Air Force Station, WA 98357
McChord Air Force Base, WA 98438
Othello Air Force Station, WA 99344

WISCONSIN
Antigo Air Force Station, WI 54409
General Billy Mitchell Field, 300 E. College Ave, Milwaukee, WI 53207
Osceola Air Force Station, WI 54020

WYOMING
F E Warren Air Force Base, WY 82001

## FOREIGN COUNTRIES

AUSTRALIA
Woomera Air Station, APO San Francisco 96287

AZORES
Lajes Field, APO New York 09406

BELGIUM
Kleine Brogel Air Base, APO New York 09667

GERMANY
Bitburg Air Base, APO New York 09132
Hahn Air Base, APO New York 09109
Lindsey Air Station, APO New York 09633
Ramstein Air Base, APO New York 09012
Rhein-Main Air Base, APO New York 09057
Sembach Air Base, APO New York 09130
Spangdahlem Air Base, APO New York 09123
Stuttgart Airfield, APO New York 09131
Tempelhof Central Airport, APO New York 09611
Zweibrucken Air Base, APO New York 09860

GREECE
Hellenikon Air Base, APO New York 09223
Iraklion Air Station, APO New York 09291

GREENLAND
Sondrestrom Air Base, APO New York 09121
Thule Air Base, APO New York 09023

ITALY
Aviano Air Base, APO New York 09293
San Vito Dei Normanni Air Sta, APO New York 09240

JAPAN
Kadena Air Base, APO San Francisco 96239
Misawa Air Base, APO San Francisco 96519
Naha Air Base, APO San Francisco 96235
Tachikawa Air Base, APO San Francisco 96323
Yokota Air Base, APO San Francisco 96328

KOREA
Kimpo Air Base, APO San Francisco 96276
Kunsan Air Base, APO San Francisco 96264
Kwangju Air Base, APO San Francisco 96324
Osan Air Base, APO San Francisco 96570
Taegu Air Base, APO San Francisco 96213

NETHERLANDS
Camp New Amsterdam Air Base, APO New York 09292

NORWAY
Kolsas Air Base, APO New York 09085

PHILIPPINES
Clark Air Base, APO San Francisco 96274
John Hay Air Base, APO San Francisco 96298
Wallace Air Station, APO San Francisco 96277

SPAIN
Moron Air Base, APO New York 09282
Torrejon Air Base, APO New York 09283

TAIWAN
Ching Chuan Kang Air Base, APO San Francisco 96319
Shu Lin Kou Air Station, APO San Francisco 96360
Tainan Air Base, APO San Francisco 96340

TURKEY
Ankara Air Station, APO New York 09254
Diyarbakir Air Station, APO New York 09294
Erhac Malatya Air Base, APO New York 09051
Eskisehir Air Base, APO New York 09254
Incirlik Air Base, APO New York 09289
Istanbul Air Station, APO New York 09380
Karamursel Air Station, APO New York 09324

UNITED KINGDOM
RAF Alconbury, APO New York 09238
RAF Bentwaters, APO New York 09755
RAF Chicksands, APO New York 09193
RAF Croughton, APO New York 09378
RAF Harrogate, APO New York 09210
RAF Lakenheath, APO New York 09179
RAF Mildenhall, APO New York 09127
RAF Upper Heyford, APO New York 09194
RAF Wethersfield, APO New York 09120
RAF Woodbridge, APO New York 09405

Billing Code 3910-01F

# NATIONAL SECURITY AGENCY

## REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

## BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

## ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order

issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

## ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

## ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

## ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

## ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

## ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

## ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

## ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

## ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

### GNSA01

System name:

NSA/CSS Access, Authority and Release of Information File

System location:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments - Each staff, line, contract and field element as appropriate.

Categories of individuals covered by the system:

NSA/CSS civilian employees, personnel under contract or appointment and military assignees.

Categories of records in the system:

File may consist of authorizations to obtain keys, authorizations for access to specific sensitive information or areas, delegation of responsibility to authorize or request specific action, work projects or access, notification to report for duty in event of hazardous weather or other emergency, authorization to officially release various types of communications, assignment to special activities, assignment as Agency representative to Department or other government committees, boards, task groups, assignment to special tasks in event of technical or national emergencies, assignment to duties as fire, safety, security officers; Combined Federal Campaign and Blood Donation workers; and assignments to other special or volunteer duties or activities.

Authority for maintenance of the system:

Public Law 86-36, Public Law 88-290, Title 18 U.S.C. 798, E.O. 11652.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of this file is to provide a means to rapidly determine who may have access to information or keys, who is required to report for duty in special circumstances, who has been authorized to release official communications, who has been assigned additional special tasks, voluntary duties or other duties. The file and its segments are used by each authorized staff, line, contract and field officer, employee or assignee to make determinations as noted in the purposes above. Where required, specific information from this file may be made available to appropriate investigatory authorities engaged in national security or criminal investigations or to national defense and intelligence authorities or other governmental entities with respect to specific assignments or when emergency action is required.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, paper cards in file boxes, magnetic tapes, disks and other computer storage media, computer listings, microfilm.

Retrievability:

By name.

Safeguards:

For paper, computer listing, cards and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to authorized individuals only. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area, additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Where data elements are derived from the Personnel Security File, remote terminal inhibitions are in force with respect to access to complete file or data relating to persons not assigned to requesting organization using a remote terminal. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

**Retention and disposal:**

Retained until individual is no longer authorized access, release authority or assigned to specific additional duties. Computer files are purged and updated to reflect current status.

**System manager(s) and address:**

Director, NSA.

**Notification procedure:**

Requests from individual for notification shall be in writing addressed to the Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

**Record access procedures:**

Requests from individuals for access shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

**Contesting record procedures:**

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

**Record source categories:**

Applications and related forms requesting access, appointment or authorization, notifications of same, personnel records, personnel security records, and other sources as appropriate and required.

**Systems exempted from certain provisions of the act:**

Individual records in this file which are classified are exempted pursuant to Title 5, U.S.C., section 552a, subsection (k) (1) subject to provisions of section 552(b) (1) of this title; individual records constituting investigatory material compiled solely for purpose of determining suitability, eligibility, or qualifications for Federal civilian employment, military service, Federal contracts, or access to classified information are exempted pursuant to subsection (k) (5). In addition, certain records may be subject to specific provisions of Public Law 86-36, Public Law 88-290 and Title 18 U.S.C. 798.

## GNSA02

**System name:**

NSA/CSS Applicants

**System location:**

National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

**Categories of individuals covered by the system:**

Applicants for employment with NSA/CSS.

**Categories of records in the system:**

File contains forms, documents and correspondence providing personal and qualifications information submitted by individual applicant, educational institutions, past employers, references. Records include processing items, status reports, test results, interview reports, reports of reviewing organizations and other related information.

**Authority for maintenance of the system:**

Public Law 86-36, Public Law 88-290, E.O. 10450, and Title 5, U.S.C. and appropriate implementing Civil Service Commission directives in Federal Personnel Manual.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The purposes of this file are to support the recruitment, selection, hire and placement of applicants. The file is used to document applicant processing, as a basis for selection decisions by individual agency elements and the personnel organization, and such other related uses as required. The users of this file include those staff, line, contract and field officers and employees as authorized and appropriate. In addition, files may be made available to the Civil Service Commission, Freedom of Information Act and Privacy Act authorities, Department of Defense and other governmental entities as required and appropriate.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper in file folders, cards in containers, logs, computer listings, computer magnetic tape, disks and other computer storage media, microfilm.

**Retrievability:**

By name, social security account number, and other appropriate data elements.

**Safeguards:**

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to those individuals specifically authorized and granted access by Assistant Director for Personnel and Security. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area, additional secure limited access facilities, specific processing requests from authorized persons only. Remote terminal inhibitions are in force with respect to access to computerized file or data relating to persons not assigned to the organization using a remote terminal. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

**Retention and disposal:**

For applicants who are employed records are transferred to Personnel File or destroyed as appropriate. For applicants not employed records are retained for a period not to exceed one year unless employment requirements necessitate retention for a longer period.

**System manager(s) and address:**

Director, NSA.

**Notification procedure:**

Requests from individuals for notification shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

**Record access procedures:**

Requests from individuals for access shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

**Contesting record procedures:**

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

**Record source categories:**

Applicant, educational institutions, references, former employers including other governmental entities, interviewing and reviewing individuals including possible gaining organization, security and medical authorities and other sources as relevant and appropriate.

**Systems exempted from certain provisions of the act:**

Individual records in this file which are classified are exempted pursuant to Title 5, U.S.C., section 552a, subsection (k) (1) subject to the provisions of section 552 (b) (1) of this title; individual records constituting investigatory material compiled solely for the purpose of determining suitability, eligibility or qualifications for Federal civilian employment, military service, Federal contracts, or access to classified information are exempted pursuant to subsection (k) (5). In addition, certain records may be subject to specific provisions of Public Law 86-36, Public Law 88-290 and Title 18 U.S.C. 798.

## GNSA03

**System name:**

NSA/CSS Correspondence, Cases, Complaints, Visitors, Requests

**System location:**

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments - Each staff, line, contract and field element as authorized and appropriate.

**Categories of individuals covered by the system:**

Persons calling or corresponding with NSA/CSS concerning Congressional inquiries; job opportunities; Freedom of Information and Privacy Act requests; other information requests, suggestions or com-

ments; registering complaints; requesting appropriate security clearance, and permission to visit; requesting or requiring information relating to litigation or anticipated litigation; and employees or assignees registering complaints or requesting information with respect to Equal Employment Opportunities, requesting inquiry or investigation by the Inspector General, requesting advice, opinions, or assistance from the General Counsel or provided the General Counsel with respect to conflict of interest issues.

Categories of records in the system:

File contains correspondence from and to individual, documents and memoranda related to the response, written material developed during or in anticipation of litigation or investigation of inquiries, complaints or grievances, written material developed in response to a request for advice or opinion from an individual, written material required by law, executive order, and regulations with respect to Equal Employment Opportunity investigations, Inspector General investigations, judicial branch subpoenas, orders and related actions.

Authority for maintenance of the system:

Public Law 86-36, Public Law 88-290, Title 5 U.S.C. 552 as amended by Public Law 93-502 and Public Law 93-579, Public Law 92-261, Public Law 93-259, Executive Order 10450, Executive Order 11222, Executive Order 11478, Executive Order 11652.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of this file is to provide a record of the official responses and determinations of NSA/CSS to various inquiries for information, complaints, official actions of other governmental agencies and branches. The users of these files are those staff, line, contract and field officers, employees and assignees delegated the responsibility to respond on behalf of the Director, NSA, to such inquiries and complaints. The files are used to carry out the purpose set forth above, to provide an information base to be used in responding to the various reporting requirements levied by the Public Laws and Executive Orders cited in the authorities section of this notice. Information in the file may be used to provide reports in summary or statistical form to the Department of Defense, Civil Service Commission, Office of Equal Employment Opportunity, Congress and those committees or subcommittees of the Congress having jurisdiction over matters covered by individual reports. Certain files may be provided to the General Counsel, Department of Defense; the Department of Justice, other appropriate governmental agencies and the judical branch where litigation or anticipated civil or criminal litigation is involved or where sensitive national security investigations related to protection of intelligence sources or methods are involved.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By name, case, or subject and within subject by name.

Safeguards:

Secure limited access facilities and within those facilities individual limited access offices. Files are stored in lockable containers and are only made available to individuals specifically authorized access or required to respond and individuals affected by actions taken or complaints received. Files related to sensitive investigations by the Equal Employment Opportunity Office, the Inspector General and General Counsel are additionally protected pursuant to appropriate statutes, executive orders or regulations and attorney-client privilege. In some cases records are sealed pursuant to sensitivity of subject matter or specific court order.

Retention and disposal:

Records are retained on-site indefinitely.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Record access procedures:

Requests from individuals for access shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Record source categories: Individual correspondence, written materials developed in response to inquiries, executive branch departments and agencies, judicial branch elements, Congress, Congressional committees, individual Congressmen, other government and private entities as appropriate, and other sources as appropriate and required.

Systems exempted from certain provisions of the act:

Individual records in this file which are classified are exempted pursuant to Title 5, U.S.C., section 552a, subsection (k) (1) of this title. Individual records in this file which are investigatory material compiled for law enforcement purposes are exempted pursuant to Title 5, U.S.C., section 552a, subsection (k) (2). Individual records in this file which are required by statute to be maintained and used solely as statistical records may be exempted pursuant to Title 5, U.S.C., section 552a, subsection (k) (4). Individual records in this file which are investigatory material compiled solely for the purpose of determining suitability, eligibility, or qualfications for Federal civilian employment, military service, Federal contracts, or access to classified information are exempted pursuant to Title 5, U.S.C., section 552a, subsection (k) (5). In addition, certain records may be subject to specific provisions of Public Law 86-36, Public Law 88-290, Title 18 U.S.C. 798, and the attorney-client privilege.

## GNSA04

System name:

NSA/CSS Cryptologic Reserve Mobilization Designee List

System location:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments - Appropriate staff and line elements.

Categories of individuals covered by the system:

Inactive duty military reservists assigned to NSA/CSS mobilization positions.

Categories of records in the system:

Record consists of a computer listing of NSA/CSS reserve mobilization requirements.

Authority for maintenance of the system:

Public Law 86-36 and Title 10, U.S. Code.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To maintain Tables of Distribution on mobilization requirements by military service, military job code, billet title, number of billets, mobilization duty location, training sponsor, and any special clearance requirements of the billet, and to provide a system of identifying mobilization designees with billets for training assignments.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer listings, computer magnetic tapes, disks and other computer storage media.

Retrievability:

By name and mobilization designee requirements.

Safeguards:

Secure limited access facilities and within those facilities lockable containers. Records are accessible only to authorized personnel.

Retention and disposal:

Records are permanent. They are reviewed annually for changes in requirements. Superseded records are destroyed when no longer useful for reference purposes.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Record access procedures:

Requests from individuals for access shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Record source categories:

Individual's parent service.

Systems exempted from certain provisions of the act:

Individual records in this file which are classified are exempted pursuant to Title 5, U.S.C., section 552a, subsection (k) (1) subject to the provisions of section 552 (b) (1) of this title; individual records constituting investigatory material compiled solely for the purpose of determining suitability, eligibility or qualifications for Federal civilian employment, military service, Federal contracts, or access to classified information are exempt pursuant to subsection (k) (5). In addition, certain records may be subject to specific provisions of Public Law 86-36, Public Law 88-290 and Title 18 U.S.C. 798.

GNSA05

System name:

NSA/CSS Equal Employment Opportunity Data

System location:

National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Categories of individuals covered by the system:

NSA/CSS civilian personnel and personnel under contract.

Categories of records in the system:

File contains civilian personal data and Agency organizational data to include job title, grade, date of birth, training, date of last promotion, educational attainments, social security account number, time of service, personnel codes, organization assignment.

Authority for maintenance of the system:

Public Law 92-261, Public Law 93-259, Public Law 86-36, Executive Order 11478, Chapter 713 of Federal Personnel Manual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of this file is to insure compliance with cited authorities with respect to equal employment opportunities. Users of the file are those staff, line, contract and field officers and employees specifically authorized by law, regulation, delegation of responsibility, and grant of access by the NSA Equal Employment Opportunity Director. The file is used to compile those studies, research, statistics and reports necessary to insure compliance with cited authorities. Reports, summaries and statistics may be made available to the Department of Defense, Office of Equal Employment Opportunity, Congress, Civil Service Commission, Department of Justice and judicial branch elements as required by cited authorities, requested pursuant to those authorities or ordered by specific judicial branch order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape, disk or other computer storage media, computer listings, paper in file folders.

Retrievability:

By name, social security account number, and specific subject matter data elements.

Safeguards:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to those individuals specifically authorized and granted access by EEO Director. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area, additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Where data elements are derived from the Personnel System, remote terminal inhibitions are in force with respect to access to complete file or data relating to persons not assigned to requesting organization using a remote terminal. Remote terminals are secure, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

Retention and disposal:

File is routinely updated and old data disposed of as required. Individual data is subject to retention and disposal requirements specified for records contained in the Personnel System.

System manager(s) and address:

Director of Equal Employment Opportunity, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Record access procedures:

Requests from individuals for access shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Record source categories:

Individuals themselves, organizational elements, Personnel File, and other sources as appropriate and required.

Systems exempted from certain provisions of the act:

Individual records and data elements in this file which are classified are exempted pursuant to Title 5, U.S.C., section 552a, subsection (k) (1) subject to the provisions of section 552 (b) (1) of this title. Individual records in this file which are investigatory material compiled for law enforcement purposes are exempted pursuant to Title 5, U.S.C., section 552a, subsection (k) (2). Individual records and data elements in this file which are required by statute to be maintained and used solely as statistical records are exempted pursuant to Title 5, U.S.C., section 552a, subsection (k) (4). In addition, certain records or data elements may be subject to specific provisions of Public Law 86-36, Public Law 88-290, Title 18 U.S.C. 798, and Public Law 92-261.

GNSA06

System name:

NSA/CSS Health, Medical and Safety Files

System location:

Primary System - National Security Agency/Central Security Service, Fort George G. Meade, Md. 20755.

Decentralized Segments - Each staff, line, contract and field element as appropriate.

Categories of individuals covered by the system:

NSA/CSS civilian employees, military assignees, applicants, retirees, building concessionaires, assigned GSA employees, certain contract employees, visitors requiring emergency treatment, in certain cases members of employees' families with prior approval of the employee, blood donors, designated Health and Safety Officers.

Categories of records in the system:

File may consist of completed medical questionnaires, results of physical examinations and laboratory tests, records of medical treatment and services, x-rays, notices of injury, forms and correspondence including exchanges with Department of Labor related to injury and subsequent claims, correspondence with personal physician, NSA/CSS Medical Center reports, safety reports, absence and attendance records, medical evaluations, fitness for duty reports, 'Log of Federal Occupational Injuries and Illnesses,' results of psychological assessment testing and interviews, psychiatric examination results and related reports, forms and notes, lists of blood donors.

Authority for maintenance of the system:

Public Law 86-36, and Federal Employees Compensation Act of September 7, 1916, as amended, Title 5, U.S.C. and Civil Service Commission implementation thereof as contained in Federal Personnel Manual. In addition, the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended (42 U.S.C. 4582) and subchapter A of Chapter I, Title 42, C.F.R.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To determine fitness for hiring, continued employment or assignment and reassignment, to process accident and compensation claims, correct hazardous conditions, determine eligibility for disability retirement, record names of blood donors. When required, specific information from these files may be made available to the Department of Labor in those cases involving compensation claims and, with the permission of the individual, to other medical personnel or the American Red Cross for additional examination, treatment, counseling or other medical purpose, Freedom of Information and Privacy Act authorities as appropriate, and to other governmental entities as required and appropriate. Alcohol abuse patient records used in accordance with cited statute and regulations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By name.

Safeguards:

Secure, limited access facilities and within these facilities lockable containers. Records are accessible only to authorized personnel.

Retention and disposal:

Medical files and records on traumatic injury and occupational disease are transferred to official personnel folder upon separation; traumatic injury and occupational disease correspondence on civilian employees and retirees is retained indefinitely. Applicant medical files are retained for no more than one year or until date designated to individual; files on military assignees are forwarded to parent service upon reassignment from NSA/CSS; all other medical case files are destroyed upon termination of association with NSA/CSS. Psychological files on applicants are retained for no more than one year or until date designated to individual; all other files are retained for four years after end of individual's association with NSA/CSS. Decentralized segments are either transferred with employee or assignee, or retained for a period after separation as appropriate but not to exceed three years and are then destroyed. Alcohol abuse patient records retained and disposed of pursuant to cited statute and regulations.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to the Information Officer, National Security Agency/Central Security Service, Fort George G. Meade, Md. 20755.

Record access procedures:

Requests from individuals for access shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to the Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Record source categories:

Applicants, employees, assignees, official personnel folders, NSA Safety Officers and records, witnesses to accidents and injuries, medical and administrative personnel, blood donor personnel, members of employee's family with employee's permission and other sources as appropriate and required.

Systems exempted from certain provisions of the act:

Individual records in this file which are classified are exempted pursuant to Title 5, U.S.C., section 552a, subsection (k) (1) subject to the provisions of section 552 (b) (1) of this title; individual records constituting investigatory material compiled solely for the purpose of determining suitability, eligibility or qualifications for Federal civilian employment, military service, Federal contracts, or access to classified information are exempted pursuant to subsection (k) (5); individual records consisting of testing or examination material used solely to determine individual qualifications for appointment or promotion in the Federal Service are exempted pursuant to subsection (k) (6). Certain records may be subject to specific provisions of Public Law 86-36, Public Law 88-290 and Title 18 U.S.C. 798. In addition, medical, psychological and psychiatric records may be subject to certain special access procedures established pursuant to Title 5, U.S.C., section 552a, subsection (f) (3).

## GNSA07

System name:

NSA/CSS Motor Vehicles and Carpools

System location:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments - Each non-headquarters facility and field element as appropriate and required.

Categories of individuals covered by the system:

NSA/CSS civilian employees, military assignees, other governmental employees or personnel under contract granted extended temporary or permanent access to an NSA/CSS facility.

Categories of records in the system:

File may consist of machine-readable or regular paper cards, carpool or other transportation survey results, annotated machine listings, post motor vehicle violation reports, stolen vehicle reports, or other forms and correspondence related to parking privileges, transportation needs, local (parking lot) parking enforcement procedures, vehicle abuse and other related matters as appropriate and required.

Authority for maintenance of the system: Title 40 U.S.C., 318a-b; Title 50 U.S.C. 797; Title 34 C.F.R., Part 232, Appendix B; and Title 41 C.F.R., Part 101-20.111 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purposes of this file are to provide data necessary to enforcement of parking lot regulations, employee assistance with respect to vehicle abuse and stolen vehicles, provide carpool assistance, assure availability of adequate transportation and parking facilities and other related matters. The uses of the file are to verify vehicle ownership, determine allocation of parking privileges, insure the maintenance of adequate and safe parking areas, develop statistics with respect to parking and transportation requirements, encourage formation of carpools or other multiple-user transportation arrangements, provide a directory of potential participants in carpools or other multiple-user transportation arrangements and other related uses as appropriate and required. The users of the file are those authorized line, staff, contract and field element officers and employees, any employee, assignee or other individual working at an NSA/CSS facility interested in forming or joining a carpool or other multiple-user transportation arrangement, local civil and military law enforcement personnel as required and appropriate. Statistical data or selected individual data limited to name, address and telephone number may be made available to commercial or private transportation entities where the individuals have indicated a desire to use or join a multiple-user transportation arrangement, supervisory and other reviewing authorities in cases of parking privilege abuses, and other related users as required and appropriate.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, machine-readable and other cards in appropriate containers, magnetic tape, disk or other computer storage media, computer listings.

Retrievability:

By name, motor vehicle identifier.

Safeguards:

For paper, cards and computer listings - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers as appropriate. Access is limited to authorized users. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area, additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only.

Retention and disposal:

File is routinely updated and old data disposed of as required. Individual data is subject to retention and disposal requirements specified for records contained in the Personnel System.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Record access procedures:

Requests from individuals for access shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G.Meade, Md. 20755.

Record source categories:

Data provided by individuals, authorities in charge of parking facilities, local civil and military law enforcement entities and other related sources as appropriate and required.

Systems exempted from certain provisions of the act:

Individual records and data elements in this file which are classified may be exempted pursuant to Title 5, U.S.C., section 552a, subsection (k) (1) subject to the provisions of section 552 (b) (1) of this title. In addition, certain records or data elements may be subject

to specific provisions of Public Law 86-36, Public Law 88-290, Title 18 U.S.C. 798.

GNSA08

System name:

NSA/CSS Payroll and Claims

System location:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments - Each staff, line, contract and field element as appropriate.

Categories of individuals covered by the system:

NSA/CSS civilian employees and applicants, military assignees, contractors, reemployed annuitants, personnel under contract.

Categories of records in the system:

File may consist of records on time and attendance; overtime; shift and holiday work; absent without leave reports; payroll deductions, allotments and allowances; requests for leave; payments for travel performed in connection with permanent change of station, temporary duty, invitations, interviews, pre-employment interviews and initial entry on duty. Also included are Pay Adjustment Authorizations (DD Form 139) and Case Collection Vouchers (DD Form 1131) and, in connection with pay claims, waivers, requests for waivers, documents, correspondence, background data, recommendations and decisions.

Authority for maintenance of the system:

Public Law 86-36; section 113 of the Budget and Accounting Procedures Act of 1950, as amended; 31 U.S. Code 66a, Titles 2, 4, 5, 6 and 37; GAO Manual; the Federal Claims Collection Act of 1966; 31 U.S. Code 951-953, 50 U.S. Code Appendix 2160.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To maintain effective control over and accountability for all funds; to provide accounting data to support the NSA/CSS budget request and control the execution of the budget; provide financial information required by the Office of Management and Budget; provide financial information for NSA/CSS management purposes; provide for the input of permanent change data and the output of such data as Leave Without Pay, reconciliation of files, periodic step increases, mass pay changes and changes in leave categories; investigate, review, discuss and recommend and implement decisions on pay claims waivers. When required, specific information from this file may be made available to other governmental entities in connection with Social Security deductions, unemployment compensation claims, job-related injury and death benefits, tax audit and collections, and other related claims or actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; file cards; computer paper printouts; machine-readable cards; computer magnetic tapes, disks and other computer storage media.

Retrievability:

By name, social security account number.

Safeguards:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to authorized individuals. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area, additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

Retention and disposal:

Records are reviewed annually and retired or destroyed as appropriate. Permanent records are retired to the St. Louis Federal Records Center after completion of audit. Computer records are purged and updated consistent with these retention policies.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Record access procedures:

Requests from individuals for access shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Record source categories:

Forms, cards, requests and other documentation submitted by individual, supervisors, claims officers, Personnel File data, Time, Attendance and Access File data, and other sources as appropriate and required.

Systems exempted from certain provisions of the act:

Individual records in this file which are classified are exempted pursuant to Title 5, U.S.C., section 552a, subsection (k) (1) subject to the provisions of section 552 (b) (1) of this title. Individual records in this file which are investigatory material compiled for law enforcement purposes are exempted pursuant to Title 5, U.S.C., section 552a, subsection (k) (2). In addition, certain records may be subject to specific provisions of Public Law 86-36, Public Law 88-290 and Title 18 U.S.C. 798.

GNSA09

System name:

NSA/CSS Personnel File

System location:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments - Each staff, line, contract and field element and supervisor as authorized and appropriate.

Categories of individuals covered by the system:

Civilian employees, personnel under contract, military assignees, dependents of NSA/CSS personnel assigned to field elements, individuals integrated into the cryptologic career development program, custodial and commercial services personnel.

Categories of records in the system:

File contains personnel papers and forms including but not limited to applications, transcripts, correspondence, notices of personnel action, performance appraisals, personal summaries, professionalization documentation and correspondence, training forms, temporary duty, letters of reprimand, employee record card, special assignment documentation, letters of commendation, promotion documentation, field assignment preference, requests for transfers, permanent change of station, passport, transportation, official orders, awards, suggestions, pictures, complaints, separation, retirement, time utilization, scholarship/fellowship or other school appointments, military service, reserve status, military check in/out sheets, military orders, security appraisal, career battery and other test results, language capability, military personnel utilization survey, work experience, notes and memoranda on individual aspects of performance, productivity and suitability, information on individual eligibility to serve on various boards and committees, emergency loan records, other information relevant to personnel management, housing information where required.

Authority for maintenance of the system:

Public Law 86-36, Title 5 U.S.C. and implementing Civil Service Commission regulations in the Federal Personnel Manual, 10 U.S. Code 1124, 44 U.S. Code 3101, 34 C.F.R. 232, Appendix B, 41 C.F.R. 101-20.111, and Executive Order 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purposes of this file are to support the personnel management program; personnel training and career development; personnel planning; staffing and counseling; administration and personnel supervision; workforce study and analysis; manpower requirements studies; emergency loan program; and training curricula planning and research. The uses of the file are to implement the purposes cited and provide management at all levels with the documentation and tools necessary for effective personnel management and supervision. Information may also be used to verify present or former NSA/CSS employment to gaining employers or to financial institutions when individual has applied for credit. The users are those staff, line, contract and field officers, employees, and assignees authorized to

maintain or have access to personnel data or some decentralized segment thereof. In addition, officers and employees of elements engaged in security and training, Freedom of Information or Privacy Act actions, Inspector General, General Counsel, Equal Employment Opportunity, audit or review, medical and psychological or other appropriate functions may be authorized access as required in the performance of their duties. Individual files or portions thereof may be made available to hearing examiners, the judicial branch, the Civil Service Commission, the Department of Defense or other gaining government organization as required and appropriate.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, file cards, machine-readable cards, computer printouts, computer magnetic tapes, disks and other computer storage media, and microfilm.

Retrievability:

By name, social security account number and other items of relevant information.

Safeguards:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers. Access to information is limited to those individuals authorized and responsible for personnel management or supervision. For records stored on magnetic tape, disk or other computer storage media within the computer processing area, additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Where data elements are derived from the Personnel File, remote terminal inhibitions are in force with respect to access to complete file or data relating to persons not assigned to requesting organization using a remote terminal. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

Retention and disposal:

Primary System - those forms, notices, reports and memoranda considered to be of permanent value or required by law or regulation to be preserved are retained for the period of employment or assignment and then forwarded to the gaining organization or retained indefinitely. If the action is separation or retirement, these items are forwarded to the Civil Service Commission or retired to the Federal Records Center at St. Louis as appropriate. Those items considered to be relevant for a temporary period only are retained for that period and either transferred with the employee or assignee or destroyed either when they are no longer relevant or at time of separation or retirement. Computerized portion is purged and updated as appropriate. Personnel summary, training, testing and past activity segments retained permanently. All other portions deleted at end of tenure.

Decentralized System - Files are transferred to gaining organization or destroyed upon separation as appropriate. Computer listings of personnel assigned to an organization are destroyed upon receipt of updated listings.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Record access procedures:

Requests from individuals for access shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Record source categories:

Forms used to collect and process individual for employment, access or assignment, forms and memoranda used to request personnel actions, training, awards, professionalization, transfers, promotion, organization and supervisor reports and requests, educational institutions, references, Civil Service Commission and other governmental entities as appropriate, and other sources as appropriate and required.

Systems exempted from certain provisions of the act:

Individual records in this file which are classified are exempted pursuant to Title 5, U.S.C., section 552a. subsection (k) (1) subject to the provisions of section 552 (b) (1) of this title; individual records constituting investigatory material compiled solely for the purpose of determining suitability, eligibility or qualifications for Federal civilian employment, military service, Federal contracts, or access to classified information are exempted pursuant to subsection (k) (5); individual records consisting of testing or examination material used solely to determine individual qualifications for appointment or promotion in the Federal Service are exempted pursuant to subsection (k) (6). In addition, certain records may be subject to specific provisions of Public Law 86-36, Public Law 88-290 and Title 18 U.S.C. 798.

GNSA10

System name:

NSA/CSS Personnel Security File

System location:

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments - Each staff, line, contract and field element as appropriate.

Categories of individuals covered by the system:

Applicants for employment with NSA/CSS; civilian employees; personnel under contract; military assignees, members of advisory groups; consultants; experts; other military personnel, federal employees, employees of contractors, and employees of services and other individuals who require access to NSA/CSS facilities or information.

Categories of records in the system:

File Folder - Photograph, fingerprint data, statement of personal history, agreements with respect to specific security processing procedures, security processing forms and records, investigative reports, incident and complaint reports, unsolicited information when relevant, reports by domestic law enforcement agencies when relevant, clearance data, access authorization, foreign travel data, security secrecy agreements, separation and retirement data and other information as required and relevant. Computer File - contains data elements representing a summary and index of the file folder data to include personal identifying data, relevant security processing data, clearance and access data, separation and retirement data.

Authority for maintenance of the system:

Public Law 88-290, Public Law 86-36, Title 18 U.S.C. 798, Title 50 U.S.C. 403 (d) (3), Executive Orders 10450, 10865 and 11652.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose of this file is to insure compliance with cited authorities. Users of this file and its segments are limited to properly authorized staff, line, contract and field element officers, employees or assignees. The file is used to carry out the purpose cited and in determinations with respect to employment, access, assignment and reassignment, assignment to a board of appraisal or management promotion, foreign official and unofficial travel, and other personnel actions where security represents a relevant and valid element of the determination. In addition, files or portions thereof may be made available to the Defense Investigative Service, military investigative services, other appropriate entities, Department of Justice, governmental elements involved in National Agency checks, members and staff of the Defense Investigative Review Council as appropriate with their inspection authorities, Department of Defense General Counsel and Director of Central Intelligence and his General Counsel in the event of litigation or anticipated litigation with respect to unauthorized disclosures of classified intelligence or intelligence sources and methods and related court actions, other government agencies and private contractors requiring clearance status information and authorized to receive same, judicial branch elements pursuant to specific court orders or with respect to litigation, elements of the Department of Defense involved in administration of the Industrial Security Program, the Civil Service Commission as required, and public law enforcement authorities when a specific breach of criminal statutes is involved.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage: Magnetic tape, disk or other computer storage media, computer paper printouts, paper in file folders, microfilm.

Retrievability:

By name or unique number assigned individual.

Safeguards:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities lockable containers. Access to information is limited to authorized individuals. For machine records

stored on magnetic tape, disk or other computer storage media within the computer processing area, additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Remote terminals are secured, are available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of specific security offices at headquarters area locations.

**Retention and disposal:**

Primary System - Files on individuals assigned, employed, or granted access to NSA/CSS information or facilities - retained for a minimum of 30 years after last security action reflected in the file, then destroyed. Files initiated on individuals requesting employment, assignment or access but never completed due to non-employment, non-assignment or withdrawal or denial of grant of access are destroyed within one year. Computer records are purged and updated consistent with these retention policies.

**System manager(s) and address:**

Director, NSA.

**Notification procedure:**

Requests from individuals for notification shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

**Record access procedures:**

Requests from individuals for access shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

**Contesting record procedures:**

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

**Record source categories:**

Data provided by individual during employment and security processing, data provided by investigative service processing individual's background investigation, data provided by references, educational institutions and other sources named by individual or developed during background investigation, unsolicited data from any source where relevant, data provided by Civil Service Commission and other agencies, departments and governmental elements involved in the conduct of National Agency checks, the Federal Bureau of Investigation, data developed by appropriate governmental elements in the course of a national security investigation or investigation into alleged violations of criminal statutes related to unauthorized disclosures of intelligence or protection of intelligence sources and methods, documents furnished by agency element sponsoring individual for access to specific classified information.

**Systems exempted from certain provisions of the act:**

Individual records in this file which are classified are exempted pursuant to Title 5, U.S.C., section 552a, subsection (k) (1) subject to the provisions of section 552(b) (1) of this title; individual records constituting investigatory material compiled for law enforcement purposes other than material within the scope of subsection (j) (2) of section 552a are exempted pursuant to subsection (k) (2); individual records constituting investigatory material compiled solely for the purpose of determining suitability, eligibility or qualifications for Federal civilian employment, military service, Federal contracts, or access to classified information are exempted pursuant to subsection (k) (5). In addition, certain records may be subject to specific provisions of Public Law 86-36, Public Law 88-290 and Title 18 U.S.C. 798.

## GNSA11

**System name:**

NSA/CSS Time, Attendance and Absence

**System location:**

Primary System - National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments - Each staff, line, contract, and field element as authorized and appropriate.

**Categories of individuals covered by the system:**

NSA/CSS civilian employees, personnel under contract and military assignees.

**Categories of records in the system:**

File contains request forms, time cards, authorization forms, notifications, locator cards and other correspondence or revisions thereof related to actions concerning time, attendance, absence, annual leave, sick leave, leave without pay, advance leave, administrative leave, exemplary use of leave, unauthorized leave and absences and other related matters.

**Authority for maintenance of the system:**

Public Law 86-36, Public Law 88-290, section 113 of the Budget and Accounting Procedures Act of 1950, as amended, 31 U.S.C. 66a.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The purpose of these files is to provide a means of accounting for all time, attendances and absences of NSA/CSS civilian employees, contract employees and military assignees. The users of these files are those staff, line, contract and field officers, employees, and assignees authorized to account for or investigate employee time, attendance and absence. The files may be used to make performance, payroll, personnel and security determinations. Where required, specific information from these files may be made available to appropriate investigatory authorities engaged in national security or criminal investigations, hearing examiners and other authorized individuals with respect to grievances or adverse actions, and to those agencies identified in the NSA/CSS System of Records named 'Payroll and Claims' as necessary to document payroll actions.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders, file cards, machine-readable cards, computer printouts, computer magnetic tapes, disks and other computer storage media, and microfilm.

**Retrievability:**

May be retrieved by name and in some cases social security account number.

**Safeguards:**

For paper, cards, printouts and microfilm - Secure limited-access facilities and within those facilities lockable containers as appropriate. Access by authorized individuals only. Current time cards are not secured with respect to individual employees within immediate working element. For machine- readable cards, computer magnetic tapes and disks and other computer storage media within the computer processing area additional secure limited- access facilities, specific processing requests from authorized persons only, specific authority to access stored cards, tapes or disk files.

**Retention and disposal:**

Primary System - Records are reviewed annually and retired or destroyed as appropriate. Permanent records are retired to the St. Louis Federal Records Center after completion of audit. Computer records are purged and updated consistent with these retention policies.

Decentralized Segments - Records are temporary, are retained for the period the individual is assigned to an element, or disposed of as appropriate. Time cards and other appropriate forms for pay and leave purposes are forwarded each pay period to the payroll office.

**System manager(s) and address:**

Director, NSA.

**Notification procedure:**

Requests from individuals for notification shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

**Record access procedures:**

Requests from individuals for access shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade,Md. 20755.

**Contesting record procedures:**

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

**Record source categories:**

Time cards, request forms and related correspondence from individual employees and assignees, authorizations and notifications from authorizing officers, correspondence from supervisory personnel and investigating officers with respect to abuses of leave and attendance or unauthorized leave and absences, other records or reports related to either exemplary use of leave or abusive use of leave, and other sources as appropriate and required.

**Systems exempted from certain provisions of the act:**

Individual records in this file which are classified are exempted pursuant to Title 5, U.S.C., section 552a, subsection (k) (1) subject to

the provisions of section 552 (b) (1) of this title. In addition certain records may be subject to specific provisions of Public Law 86-36, Public Law 88-290 and Title 18 U.S.C. 798.

GNSA12

System name:

NSA/CSS Training

System location:

Primary System-National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Decentralized Segments-Each staff, line, contract and field element as authorized and appropriate.

Categories of individuals covered by the system:

NSA/CSS employees, personnel under contract, military assignees and other government employees, designees and military personnel as required and appropriate who attend courses or receive training by or under NSA/CSS sponsorship.

Categories of records in the system:

File contains forms, correspondence, memoranda, student and instructor surveys, requests and other information related to testing and training; tests and test results; test grades, course grades and other student and instructor evaluations; course and class rosters, rosters of individuals by specialty; attendance and time utilization reports for students and instructors; biographical sketches where required and appropriate; course and training histories; other course research and evaluation data; student disciplinary actions and complaints; waiver requests and responses; selected personal data including education level and scholastic achievements; course and training cost data where appropriate; reimbursement and service agreements where appropriate; and other records related to civilian and military training as required and appropriate.

Authority for maintenance of the system:

Title 5 U.S.C. Chapter 41, Executive Order 11348, Civil Service Commission implementing directives as contained in the Federal Personnel Manual, Public Law 86-36.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purposes of this file are to provide documentation concerning individual training, develop training requirements, refine training methods and techniques, provide individual career and training counseling. The users of this file are those staff, line, contract and field officers, employees and assignees as authorized and appropriate. In addition, portions of these files are incorporated in the Personnel File, are made available to management and supervisory personnel and to other governmental entities as required and appropriate. The file is used to carry out the purposes cited above, perform certain statistical analyses related to training and reports concerning training, and may be used to assist in the evaluation of an individual's performance, readiness for promotion, potential for career development, assignments requiring special qualifications and other actions as appropriate.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, card files, binders, computer punch cards, computer listings, computer magnetic tapes, disks and other computer storage media, microfilm.

Retrievability:

By name.

Safeguards:

For paper, computer printouts and microfilm - Secure limited access facilities, within those facilities secure limited access rooms and within those rooms lockable containers as appropriate. Access to information is limited to authorized individuals only. For machine records stored on magnetic tape, disk or other computer storage media within the computer processing area, additional secure limited access facilities, specific processing requests from authorized persons only, specific authority to access stored records and delivery to authorized persons only. Where data elements are derived from the Personnel System, remote terminal inhibitions are in force with respect to access to complete file or data relating to persons not assigned to requesting organization using a remote terminal. Remote terminals are secured, available to authorized persons only, and certain password and other identifying information available to authorized users only is required. Terminals are not available outside of headquarters area locations.

Retention and disposal:

Primary System - Records are reviewed annually and retained or destroyed as appropriate. Copies of items of significance with respect to the individual are included in the Personnel File and retention is in accordance with the retention policies for that system. Items used as the basis of statistical studies or other research efforts may be retained indefinitely. Computer listings and records are purged and updated as required and appropriate. Decentralized System - Records are reviewed annually and retained or destroyed as appropriate. Individual's file may be transferred to gaining organization if appropriate. Computer listings and records are purged and updated as required and appropriate.

System manager(s) and address:

Director, NSA.

Notification procedure:

Requests from individuals for notification shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Record access procedures:

Requests from individuals for access shall be in writing addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Contesting record procedures:

The NSA/CSS rules for contesting contents and appealing initial determinations may be obtained by written request addressed to Information Officer, National Security Agency/Central Security Service, Ft. George G. Meade, Md. 20755.

Record source categories:

Individual, supervisors, training counselors, instructors and other training personnel; other governmental entities nominating individuals for training; other training and educational institutions; Personnel File, and other sources as required and appropriate.

Systems exempted from certain provisions of the act:

Individual records in this file which are classfied are exempted pursuant to Title 5, U.S.C., section 552a, subsection (k) (1) subject to the provisions of section 552(b) (1) of this title; individual records constituting investigatory material compiled solely for the purpose of determining suitability, eligibility or qualificatons for Federal civilian employment, military service, Federal contracts, or access to classified information are exempted pursuant to subsection (k) (5); individual records consisting of testing or examination material used solely to determine individual qualifications for appointment or promotion in the Federal Service are exempted pursuant to Subsection (k) (6). In addition, certain records may be subject to specific provisions of Public Law 86-36, Public Law 88-290 and Title 18 U.S.C. 798.

# DEFENSE NUCLEAR AGENCY

## REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

## BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

## ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing

or implementing the statute, rule, regulation or order issued pursuant thereto.

## ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

## ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

## ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

## ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

## ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

## ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

## ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

## ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

### HDNA 001

**System name:**

DNA001 Employee Assistance Program Case Record Systems

**System location:**

Civilian Personnel Office, Defense Nuclear Agency, Washington, D.C., 20305, Routing Symbol: PACV. Also at the following subordinate commands: Civilian Personnel Office, Bldg 2023A, Kirtland AFB, New Mexico, 87115; and Civilian Personnel Office, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, Bldg 42, located on the grounds of the National Naval Medical Center.

**Categories of individuals covered by the system:**

All civilian employees in appropriated and non-appropriated fund activities who are referred by management for, or voluntarily request, counseling assistance.

**Categories of records in the system:**

Case records on employees which are maintained by counselors, supervisors, and civilian personnel offices and consist of information on condition, current status, and progress of employees or dependents who have alcohol, drug, emotional, or other job performance problems.

**Authority for maintenance of the system:**

Drug Abuse Office and Treatment Act of 1972, as amended by Public Law 93-282 (21 USC 1175); Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended by Public Law 93-282 (42 USC 4582); Subchapter A of Chapter I, Title 42, Code of Federal Regulations; Chapter 43 of Title 5, USC.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by the counselor in the execution of the counseling function as it applies to the individual employee. With specific written authority of the employee selected information may be provided to and used by other counselors or medical personnel, research personnel, employers, representatives such as legal counsel, and to other agencies or individuals when disclosure is to the employee's benefit, such as for processing retirement applications.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Case records are stored in paper file folders.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Buildings employ security guards. Records are maintained in locked security containers accessible only to personnel who are properly screened, cleared and trained.

**Retention and disposal:**

Records are purged of identifying information within five years after termination of counseling or destroyed when they are no longer useful.

System manager(s) and address:

Civilian Personnel Officer, Defense Nuclear Agency, Washington, D.C., 20305, for Headquarters, Defense Nuclear Agency; Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, for Armed Forces Radiobiology Research Institute; Civilian Personnel Officer, Kirtland AFB, New Mexico, 87115, for Field Command, Defense Nuclear Agency.

Notification procedure:

Information may be obtained from: Civilian Personnel Officer, Defense Nuclear Agency, Washington, D. C., 20305, Telephone: Area Code 202-325-7592 for Headquarters, Defense Nuclear Agency; Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, Telephone: Area Code 301-295-1047, for Armed Forces Radiobiology Research Institute; or Civilian Personnel Officer, Bldg 2023A, Kirtland AFB, New Mexico, 87115, Telephone: Area Code 505-264-9253, for Field Command, Defense Nuclear Agency. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

Record access procedures:

Requests from individuals should be addressed to same address as stated in the notification section above.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Counselors, other officials, individuals or practitioners, and other agencies both in and outside of Government.

Systems exempted from certain provisions of the act:

None

HDNA 002

System name:

DNA002 Employee Relations

System location:

Civilian Personnel Office, Defense Nuclear Agency, Washington, D. C., 20305, Routing Symbol: PACV. Also at the following subordinate commands: Civilian Personnel Office, Bldg 2023A, Kirtland AFB, New Mexico, 87115; and Civilian Personnel Office, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, Bldg 42, located on the grounds of the National Naval Medical Center.

Categories of individuals covered by the system:

Civilian employees paid from appropriated funds serving under career, career-conditional, temporary and excepted service appointments on whom discipline, grievances, and complaints records exist.

Discrimination complaints of civilian employees, paid from appropriated and non-appropriated funds, applicants for employment and former employees in appropriated and non-appropriated positions. Management Operation Record system consisting of manual file maintained by immediate supervisors and high level managers concerning employee performance, capability, informal discipline, attendance, leave and tardiness, work assignments, and similar work related employee records.

Categories of records in the system:

Manual files, maintained in paper folders, contain copies of documents and information pertaining to discipline, grievances, complaints, and appeals.

Authority for maintenance of the system:

Executive Order 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration; 4 USC 1302, 3301, 3302; Executive Order 10577, Amending the Civil Service Rules and Authorizing a New Appointment System for the Competitive System. PL 92-261, The Equal Employment Opportunity Act of 1972; PL 93-259, Extension of Age Discrimination in Employment Act of 1967; 5 USC 7512; Executive Order 11491, Labor-Management Relations in the Federal Service.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials of the Defense Nuclear Agency in the performance of their official duties related to the management of civilian employees in the processing, administration, and adjudication of discipline, grievances, complaints, appeals, litigation, and program evaluation.

Representatives of the United States Civil Service Commission on matters relating to the inspection, survey, audit or evaluation of civilian personnel management programs or personnel actions, or such other matters under the jurisdiction of the Commission. Appeals officers and complaints examiners of the Federal Employee Appeals Authority for the purpose of conducting hearings in connection with employees' appeals from adverse actions and formal discrimination complaints. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the civilian manpower management programs. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. The Senate or the House of Representatives of the United States or any member, committee or subcommittee of joint committees on matters within their jurisdiction relating to the above programs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in paper folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Buildings employ security guards. Records are maintained in locked security containers accessible only to personnel who are properly screened, cleared and trained.

Retention and disposal:

Records are destroyed upon separation of the employee from the agency or in accordance with appropriate record disposal schedule.

System manager(s) and address:

Civilian Personnel Officer, Defense Nuclear Agency, Washington, D. C., 20305, for Headquarters, Defense Nuclear Agency; Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, for Armed Forces Radiobiology Research Institute; Civilian Personnel Officer, Kirtland AFB, New Mexico, 87115, for Field Command, Defense Nuclear Agency.

Notification procedure:

Information may be obtained from: Civilian Personnel Officer, Defense Nuclear Agency, Washington, D. C., 20305, Telephone: Area Code 202-325-7592 for Headquarters, Defense Nuclear Agency; Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, Telephone: Area Code 301-295-1047, for Armed Forces Radiobiology Research Institute; or Civilian Personnel Officer, Bldg 2023A, Kirtland AFB, New Mexico, 87115, Telephone: Area Code 505-264-9253, for Field Command, Defense Nuclear Agency. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

Record access procedures:

Requests from individuals should be addressed to same address as stated in the notification section above.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Supervisors or other appointed officials designated for this purpose.

Systems exempted from certain provisions of the act:

None

HDNA 003

System name:

Labor Management Relations Records Systems

System location:

Civilian Personnel Office, Defense Nuclear Agency, Washington, D. C., 20305, Routing Symbol: PACV. Also at the following subordinate commands: Civilian Personnel Office, Bldg 2023A, Kirtland AFB, New Mexico, 87115; and Civilian Personnel Office, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, Bldg 42, located on the grounds of the National Naval Medical Center.

Categories of individuals covered by the system:

Civilian employees paid from appropriated and non-appropriated funds, who are involved in a grievance which has been referred to an arbitrator for resolution; union officials, union stewards; and representatives.

**Categories of records in the system:**

Manual files, maintained in paper folders, filed by type of case and case number (not individual). Folder contains all information pertaining to a specific arbitration case of specific Unfair Labor Practice with whom Defense Nuclear Agency has dealings; subordinate elements maintain manual roster of local union officials and union stewards.

**Authority for maintenance of the system:**

Executive Order 11491, as amended, 'Labor-Management Relations in the Federal Service.'

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Defense Nuclear Agency in the performance of their official duties related to the Labor-Management Relations Program, e.g., administration/implementation of arbitration awards, interpretation of the Executive Order through 3rd party case decisions; national consultation and other dealings with the recognized unions; Representatives of the U. S. Civil Service Commission on matters relating to the inspection, survey, audit, or evaluation of Civilian Personnel Management Programs; the Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Labor Management Relations Program; Officials and employees of other components of the Department of Defense in the performance of their official duties related to the administration of the Labor-Management Relations Program; a duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Manual records are stored in paper folders.

**Retrievability:**

Manual records are retrieved by case subject, case number, and/or individual employee names.

**Safeguards:**

All manual files are accessible only to authorized personnel having a need to know.

**Retention and disposal:**

Case files are permanently maintained. Union official rosters are normally destroyed after a new roster has been established.

**System manager(s) and address:**

Civilian Personnel Officer, Defense Nuclear Agency, Washington, D. C., 20305, for Headquarters, Defense Nuclear Agency; Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, for Armed Forces Radiobiology Research Institute; Civilian Personnel Officer, Kirtland AFB, New Mexico, 87115, for Field Command, Defense Nuclear Agency.

**Notification procedure:**

Information may be obtained from: Civilian Personnel Officer, Defense Nuclear Agency, Washington, D. C., 20305, Telephone: Area Code 202-325-7592 for Headquarters, Defense Nuclear Agency; Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, Telephone: Area Code 301-295-1047, for Armed Forces Radiobiology Research Institute; or Civilian Personnel Officer, Bldg 2023A, Kirtland AFB, New Mexico, 87115, Telephone: Area Code 505-264-9253, for Field Command, Defense Nuclear Agency. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

**Record access procedures:**

Requests from individuals should be addressed to same address as stated in the notification section above.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Civilian personnel offices; arbitrator's office; union headquarters offices.

**Systems exempted from certain provisions of the act:**

None

## HDNA 004

**System name:**

Training and Employee Development Record Systems.

**System location:**

Civilian Personnel Office, Defense Nuclear Agency, Washington, D.C., 20305, Routing Symbol: PACV. Also at the following subordinate commands: Civilian Personnel Office, Bldg 2023A, Kirtland AFB, New Mexico, 87115; and Civilian Personnel Office, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, Bldg 42, located on the grounds of the National Naval Medical Center.

**Categories of individuals covered by the system:**

Defense Nuclear Agency civilian employees, fulltime and part-time, receiving training supported by the Federal Government, paid from appropriated funds.

**Categories of records in the system:**

Under the Defense Nuclear Agency's manual and automated systems, automated and non-automated records are maintained reflecting information pertaining to the employee's identification, social security number, occupational status (series, grade level, and supervisory status), course identification, course length, category and purpose of training received, date on which training was completed, associated costs. Input documents for the systems include, but are not limited to completed automated forms, training reports, authorization and record, keypunched cards. The manual files are maintained in paper folders containing employee's registration and/or record of training documents.

**Authority for maintenance of the system:**

5 USC 4103, 4118, 4115.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Defense Nuclear Agency in the performance of their official duties related to the management of the civilian employee training programs, the design, development, maintenance and operation of the manual and automated system of record keeping and reporting; the screening and selection of candidates for centrally administered programs; and administration of grievance, appeals, complaints, and litigation involving the disclosure of records of the training programs. Representatives of the United States Civil Service Commission on matters relating to the inspection, survey, audit or evaluation of the civilian training programs, or such other matters under the jurisdiction of the Commission; the Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the civilian training program; the Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies; officials and employees of other Department of Defense agencies of the Executive Branch of government upon request in the performance of their official duties related to the screening and selection of candidates for programs sponsored by their organization. A duly appointed Hearing Examiner or Arbitrator for the purpose of conducting a hearing in connection with an employee's grievance involving the disclosure of the records of the Defense Nuclear Agency's training program; an arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving the disclosure of the records of the Defense Nuclear Agency Training and Employee Development Record system.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Automated records are stored on magnetic tapes, drums, computer printouts, and on punched cards. Manual records are stored in paper file folders.

**Retrievability:**

Automated records are retrieved by social security number. Manual records are retrieved by employee's last name.

**Safeguards:**

The computer facility and terminal are located in restricted areas accessible only to authorized personnel that are properly screened, cleared and trained. Manual records and computer printouts are available only to authorized personnel having a need to know.

**Retention and disposal:**

Computer magnetic tapes are permanent. Manual records are maintained on a fiscal year basis and are retained for varying periods from 1 to 5 fiscal years after which they are destroyed in accordance with appropriate record disposal schedule.

**System manager(s) and address:**

Civilian Personnel Officer, Defense Nuclear Agency, Washington, D. C., 20305, for Headquarters, Defense Nuclear Agency; Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, for Armed Forces Radiobiology Research Institute; Civilian Personnel Officer, Kirtland AFB, New Mexico, 87115, for Field Command, Defense Nuclear Agency.

Notification procedure:

Information may be obtained from: Civilian Personnel Officer, Defense Nuclear Agency, Washington, D. C., 20305, Telephone: Area Code 202-325-7592 for Headquarters, Defense Nuclear Agency; Chief, Civilian Personnel, Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, Telephone: Area Code 301-295-1047, for Armed Forces Radiobiology Research Institute; or Civilian Personnel Officer, Bldg 2023A, Kirtland AFB, New Mexico, 87115, Telephone: Area Code 505-264-9253, for Field Command, Defense Nuclear Agency. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

Record access procedures:

Requests from individuals should be addressed to same address as stated in the notification section above.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information voluntarily submitted by the individual or obtained from the civilian personnel offices.

Systems exempted from certain provisions of the act:

None

HDNA 102-03

System name:

102-03 Headquarters Personnel Roster

System location:

Primary System - Administrative Services Division, Personnel and Administration Directorate, Headquarters, Defense Nuclear Agency (DNA), Washington, D. C. 20305. Decentralized Segments - Internal organizational elements of the Agency Headquarters, and subordinate elements receive hard copies of the roster.

Categories of individuals covered by the system:

Any individual military or civilian employed by DNA.

Categories of records in the system:

File contains individual personal information consisting of name, SSAN, preferred first name, grade, service component, first name of spouse, office symbol, telephone and intercom number, room number, home address and home telephone number.

Authority for maintenance of the system:

5 USC 301, 302 Public Law 89-554, 6 September 1966.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Administrative Services Division - To locate personnel; prepare and publish roster. Individuals - To obtain personal locator information so as to facilitate communications/contact for official and social purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Cards in Card File Box and printed paper rosters.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Building employs security guards and protected by intrusion alarm system. Records are maintained in area accessible only to authorized personnel of the Agency that are properly screened, cleared and trained.

Retention and disposal:

Records are retained in active file as long as individual is assigned to the Agency. Upon departure of the individual record is destroyed.

System manager(s) and address:

Chief, Administrative Services Division, Headquarters, Defense Nuclear Agency, Washington, D. C. 20305.

Notification procedure:

Information may be obtained from: Administrative Services Division, Headquarters, Defense Nuclear Agency, Washington, D. C. 20305.

Record access procedures:

Requests from individuals should be addressed to: Chief, Administrative Services Division, Headquarters, Defense Nuclear Agency, Washington, D. C. 20305 or by a visit to Room 127, 6801 Telegraph Road, Alexandria, Virginia 22310.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

Record source categories:

Information voluntarily submitted by individual.

Systems exempted from certain provisions of the act:

NONE

HDNA 412-14

System name:

412-14 Biography Files

System location:

Public Affairs Office, Defense Nuclear Agency, Washington, D. C., 20305, Routing Symbol: PAO.

Categories of individuals covered by the system:

Senior military officers of the Army, Air Force, Navy and Marines who hold positions within the chain of command or heads of major headquarters within the services that may on accasion interface with Defense Nuclear Agency and/or its components. Civilians who are senior officials within the Department of Defense/Government agencies within the chain of command or department heads that may on occasion interface with Defense Nuclear Agency and/or its components.

Categories of records in the system:

Brief biographical data (sometimes including photographs), obtained on a voluntary basis with data approved by the individual.

Authority for maintenance of the system:

5 USC 301, 302 Public Law 89-554, 6 September 1966.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To maintain current biographies on key Defense Nuclear Agency personnel for use in routine requests and news releases. To maintain current biographies on key DoD personnel, civilian contractors, or civilians with which the agency or its personnel come in contact in the completion of their mission. Releasable to media, individuals, businesses and any other public or private requester.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

All files are in GSA 4-drawer safes with combination locks. Building is under 24-hour GSA guard system. Records are maintained in office only accessible to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Files are retained in active file until retirement, transfer, separation, or death of the individual concerned or on discontinuance of office at which time they are destroyed.

System manager(s) and address:

Public Affairs Officer, Defense Nuclear Agency, Washington, D. C., 20305.

Notification procedure:

Information may be obtained from Public Affairs Office, Defense Nuclear Agency, Washington, D. C., 20305, telephone 202-325-7091.

Record access procedures:

Records are open to the public upon demand. Written requests should be addressed to Defense Nuclear Agency, ATTN: Public Affairs Office, Washington, D. C., 20305. Written requests for information should contain the full name of the individual. Visits can be arranged by the Public Affairs Office.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Biographical data voluntarily submitted by individual personally.

**Systems exempted from certain provisions of the act:**

NONE

HDNA 501-01

**System name:**

501-01 Personnel Security Files

**System location:**

Intelligence/Security Directorate, Defense Nuclear Agency, Washington, D. C., 20305, Routing Symbol: OAIS. Also at the following subordinate commands: Field Command, Defense Nuclear Agency, Support Directorate, Kirtland AFB, Albuquerque, NM, 87115, Routing Symbol FCSD-D and maintained by Chief, Security Division, Building 20-352A; and Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, located in Buildings 42, 43, 44 and 45 on the grounds of the National Naval Medical Center, and maintained by Intelligence/Security Directorate, Defense Nuclear Agency, Washington, D. C., 20305.

**Categories of individuals covered by the system:**

All military and civilian personnel assigned to or employed by Hqs, Defense Nuclear Agency (HQDNA), Field Command, Defense Nuclear Agency (FCDNA), and the Armed Forces Radiobiology Research Institute, (AFRRI).

**Categories of records in the system:**

Correspondence on personnel of HQDNA, AFRRI, and FCDNA, including military, civilian, contractors and consultants who have special access requirements; security incident files; letters of accreditation to review and receive investigative records at other agencies; administrative files pertaining to the guard company consisting of guard performance and personnel data on guards authorized to work at DNA; picture and identification card on DNA personnel; security data cards containing security clearance and personal data; personnel clearance records.

**Authority for maintenance of the system:**

Executive Order 10450, 'Security Requirements for Government Employment,' 27 April 1953, as amended by Executive Orders 10491, 10531, 10548, 10550, 11605, and 11785; Executive Order 11652, 'Classification and Declassification of National Security Information and Material,' 8 March 1972.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To determine and show eligibility to classified information. Users include guards to determine eligibility of access to controlled access facilities, and all HQDNA, AFRRI, and FCDNA personnel, including contractors and consultants to determine clearance eligibility for access to classified information.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Buildings employ security guards. Records are maintained in locked security containers. Only personnel who are properly screened, cleared and trained have access to the material.

**Retention and disposal:**

Records are maintained in active file as long as the individual is assigned or employed by DNA and then destroyed. In the case of contractor personnel, records are maintained as long as the individual is associated with DNA and then destroyed.

**System manager(s) and address:**

Director, Intelligence/Security Directorate, Defense Nuclear Agency, Washington, D. C. 20305, for HQDNA and AFRRI; Chief, Security Division, FCDNA, Kirtland AFB, NM, 87115, for FCDNA.

**Notification procedure:**

See EXEMPTION.

**Record access procedures:**

See EXEMPTION.

**Contesting record procedures:**

See EXEMPTION.

**Record source categories:**

See EXEMPTION.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552a (j) or (k), as applicable. For additional information, contact the SYSMANAGER.

HDNA 505-18

**System name:**

505-18 Visitor Access Control System

**System location:**

Intelligence/Security Directorate, Defense Nuclear Agency, Washington, D. C., 20305, Routing Symbol: OAIS. Also at the following subordinate commands: Field Command, Defense Nuclear Agency, Support Directorate, Kirtland AFB, Albuquerque, NM, 87115, Routing Symbol FCSD-D and maintained by Chief, Security Division, Building 20-352A; and Armed Forces Radiobiology Research Institute, Bethesda, Maryland, 20014, located in Buildings 42, 43, 44 and 45 on the grounds of the National Naval Medical Center, and maintained by Intelligence/Security Directorate, Defense Nuclear Agency, Washington, D. C., 20305.

**Categories of individuals covered by the system:**

Individuals from other Government agencies, including military, civilian, contractors and consultants desiring to visit the Defense Nuclear Agency, Field Command, Defense Nuclear Agency, or the Armed Forces Radiobiology Research Institute.

**Categories of records in the system:**

File contains name, social security number, date of birth, citizenship, and degree of security clearance.

**Authority for maintenance of the system:**

Executive Order No. 11652, 'Classification and Declassification of National Security Information and Material,' 8 March 1972; Executive Order 10450, 'Security Requirements for Government Employment,' 27 April 1953, as amended by Executive Orders 10491, 10531, 10548, 10550, 11605, and 11785.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To show eligibility for access to classified information.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders, notebooks, computer paper printouts, computer cards, and file cards.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Buildings employ security guards. Records are maintained in open shelves and locked security containers accessible only to personnel who are properly screened, cleared and trained.

**Retention and disposal:**

Maintained in active file for 12 months after expiration of the visit and are destroyed.

**System manager(s) and address:**

Director, Intelligence/Security Directorate, Defense Nuclear Agency, Washington, D. C., for Headquarters, Defense Nuclear Agency and the Armed Forces Radiobiology Research Institute; Chief, Security Division, Field Command, Defense Nuclear Agency, Kirtland AFB, NM.

**Notification procedure:**

Information may be obtained from: Director, Intelligence/Security Directorate, Defense Nuclear Agency, Washington, D. C., 20305, Telephone: Area Code 202-325-7389 for Headquarters, Defense Nuclear Agency and the Armed Forces Radiobiology Research Institute; or Chief, Security Division, Field Command, Defense Nuclear Agency, Kirtland AFB, NM., 87115, Telephone: Area Code 505-264-1423, for Field Command.

**Record access procedures:**

Requests for information should be addressed to: Director, Intelligence and Security Directorate, Defense Nuclear Agency, Washington, D. C, 20305, for Headquarters, Defense Nuclear Agency, and the Armed Forces Radiobiology Research Institute, or Chief, Security Division, Field Command, Defense Nuclear Agency, Kirtland AFB, NM, 87115, for Field Command. Written requests for information should contain the full name, home address, social security

number, date of birth, and place of birth. For personal visits, the individual must be able to provide identification showing full name, date of birth, place of birth, and social security number.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

The Military Services, other Government agencies, contractors and consultants to Government agencies.

Systems exempted from certain provisions of the act:

NONE

HDNA 609-03

System name:

Personnel Exposed to Radiation from Atmospheric Nuclear Tests

System location:

Headquarters, Defense Nuclear Agency, Washington D.C. 20305 - main computer location.

Categories of individuals covered by the system:

All DoD and DoD affiliated personnel military and civilian, who participated in the United States Government atmospheric nuclear test programs in the Pacific and at the Nevada Test Site.

Categories of records in the system:

Personal information consisting of name, rank, service number, social security number, last known or current address, dates of test participation, exposure data, and unit of assignment.

Authority for maintenance of the system:

Atomic Energy Act of 1954, 42 U.S.C. 2013 and Tasking Memorandum from Office of the Secretary of Defense to the Director, Defense Nuclear Agency dated 28 Jan 78, Subject: 'DoD Personnel Participation in Atomospheric Nuclear Weapons Testing'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of Defense Components-For the purpose of preparing histories of atmospheric nuclear test participation and for use in litigation between test participants or their representatives and the Department of Defense.

Defense Nuclear Agency Contractors-For the purpose of assisting DoD components in preparation of histories of atmospheric nuclear test participation and responding to the enquries and concerns of individuals who may have participated in the test programs and/or their representatives.

National Research Council and the Center for Disease Control-For the limited purpose of conducting epidemiological studies of the effects of ionizing radiation from the atmospheric nuclear weapons tests on DoD participants in those tests.

Department of Energy-For the limited purpose of identifying AEC and AEC-contractor Personnel exposed to ionizing radiation during nuclear testing; and for conducting epidemiological studies of radiation effects of individuals so identified; and for use in litigation between the DoD and any of the individuals so identified.

Department of Transportation-For the limited purpose of identifying DOT and DOT-affiliated personnel exposed to ionizing radiation during nuclear testing and for use in litigation between the DOT and any of the individuals so identified.

Veterans Administration-For use in litigation between the VA and individuals and/or their representatives are alleging service-connected disabilities as a result of said exposure.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; computer magnetic tape disks and printouts in secure computer facility.

Retrievability:

Paper records filed in folders and computer magnetic tape and disk retrieved by SSN and name.

Safeguards:

Paper records are filed in folders stored in locked security safes. Mag tapes stored in vault in the computer area.

Retention and disposal:

Paper records are retained until information is transferred to magnetic tapes, then destroyed. Magnetic-tapes and disks are retained indefinitly.

System manager(s) and address:

Director, Defense Nuclear Agency, ATTN: Privacy Act Officer, Washington, D.C. 20305.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Record access procedures:

Requests should be addressed to the SYSMANAGER.

Contesting record procedures:

Requests from individuals should be addressed to the same address as stated in the notification section above.

Record source categories:

From DNA Form 10, searches of DoD records by other DoD components, and from individuals voluntarily contacting DNA by phone or mail.

Systems exempted from certain provisions of the act:

NONE

HDNAAFRRI102-03

System name:

102-03 AFRRI Personnel Roster

System location:

Centralized System - Administrative Officer, Armed Forces Radiobiology Research Institute, Defense Nuclear Agency, Bethesda, Maryland 20014.

Categories of individuals covered by the system:

All military and civilian personnel assigned to or employed by the Armed Forces Radiobiology Research Institute, Defense Nuclear Agency.

Categories of records in the system:

File contains individual personal information consisting of name; rank/grade; service number; service and component; organization; building location and office phone; local address; home phone; name, address, and phone number of next of kin.

Authority for maintenance of the system:

5 USC 301, 302 Public Law 89-554, 6 September 1966.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To obtain personal locator information to facilitate communications or contact for official and social purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

3'x5' cards in card file box.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Cards are kept in a controlled access building which is protected by an intrusion alarm system. Always in sight or custody of a trained individual.

Retention and disposal:

Records are retained in file as long as individual is assigned to the Armed Forces Radiobiology Research Institute. Upon departure of the individual, the record is destroyed.

System manager(s) and address:

Administrative Officer, Armed Forces Radiobiology Research Institute, Defense Nuclear Agency, Bethesda, Maryland 20014

Notification procedure:

Information may be obtained from Administrative Officer, Armed Forces Radiobiology Research Institute, Bethesda, Maryland 20014.

Record access procedures:

Request from individuals should be addressed to Administrative Officer, Armed Forces Radiobiology Research Institute, Defense Nuclear Agency, Bethesda, MD 20014, or by visit to Room 2155, Armed Forces Radiobiology Research Institute, Bethesda, MD 20014, (Building 42 on the grounds of the National Naval Medical Center).

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

Record source categories:

Information voluntarily submitted by individual and extracted from military and civilian personnel records.

Systems exempted from certain provisions of the act:

None.

HDNAFCPD41

System name:

PD41 FCDNA Personnel Data Systems

System location:

Primary System - Data Processing Branch, Computer System Division Comptroller Directorate, Field Command, Defense Nuclear Agency (FCDNA), Kirtland AFB, NM 87115. Decentralized Segment - Remote Terminal (IBM 2740), Military Personnel Branch, Personnel Division, Support Directorate, FCDNA.

Categories of individuals covered by the system:

All civilians employed by and active duty military personnel assigned to Field Command, Defense Nuclear Agency.

Categories of records in the system:

File contains Joint Manpower Program, Strength, Personnel Record, and Locator Data.

Authority for maintenance of the system:

5 USC 301, 302 Public Law 89-554, 6 September 1966.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to compile and consolidate authorized/assigned strength for internal DNA usage. Users include all FCDNA, Headquarters DNA activities, and locator information is provided Kirtland Air Force Base, New Mexico. The system is specifically used to monitor personnel action (i. e., assignments, promotions, Effectiveness Reports), Security access, Human Reliability Program, and provide strength accounting and locator information for this joint activity.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic Tape

Retrievability:

Filed by Joint Manpower Program Position Number

Safeguards:

Controlled access to computer. Computer maintained in area accessible only to authorized personnel that are properly cleared and trained.

Retention and disposal:

Records are maintained until transfer from or termination of individual employment with FCDNA.

System manager(s) and address:

Chief, Personnel Division, Support Directorate, FCDNA, Kirtland Air Force Base, NM 87115.

Notification procedure:

Information may be obtained from FCDNA (FCSD-B), Kirtland Air Force Base, New Mexico, 87115. Telephone: Area Code 505-264-3516.

Record access procedures:

Requests from individuals should be addressed to: FCDNA (FCSD-B), Kirtland Air Force Base, New Mexico 87115. Written requests for information should contain the full name of the individual. For personal visits, the individual should provide military or civilian identification card.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information extracted from military and civilian personnel records, Joint Manpower Program document and Security Division, FCDNA.

Systems exempted from certain provisions of the act:

NONE

HDNA005

System name:

MANPOWER/PERSONNEL MANAGEMENT SYSTEM

System location:

Personnel Administraton Directorate
Defense Nuclear Agency
Washington DC 20305
Routing Symbol: OAPA

Also at the following subordinate commands:

Civilian Personnel Office
Bldg 2023A
Kirtland AFB, NM 87115

Civilian Personnel Office
Armed Forces Radiobiology Research Institute
Bethesda Maryland 20014
Bldg 42 located on the grounds of the National Naval Medical Center

Also supervisor maintained files at all three locations

Categories of individuals covered by the system:

Any individual, military or civilian, employed by DNA.

Categories of records in the system:

File contains following information on all personnel assigned to DNA: Social Security Number; Agency; Employee Name; Birth Date; Veteran's Preference; Tenure Group; Service Computation Date; Federal Employees Group Life Insurance; Retirement Code; Nature of Action Code; Effective Date of Action; Position Number; Pay Plan; Occupation Code; Functional Classification Code; Grade; Step; Pay Basis; Salary; Supervisory Position; Location Code/Duty Station; Position Occupied; Work Schedule; Pay Rate Determinant; Special Program Identification Code; Sex; Citizen Status; Date Entered Present Grade; Date Entered Present Step; Separation Date; Reason for Separation (Quit Code); Cost Center; Academic Discipline; Career Conditional Appointment Date (Conversion to Career); Education Level; Degree Date; Purpose of Training; Type of Training; Source of Training; Special Interest; Direct Cost; Indirect Cost; Date of Completion; On-Duty Hours; Off Duty Hours; JTD Paragraph Number; JTD Line Number; Competitive Level; Military Service Retirement Date; Uniformed Service; Service Commissioned (military); Service Pay Grade (rank); Agency Sub element Code; Submitting Office Number; Retired Military Code; Bureau; Unit Identification Code; Program Element Code; Civil Function Code; Guard/Reserve Technician; Appropriation Code; Active/ Inactive Strength Designation; Work Center Code; Projected Vacancy Date; Targeted Grade; Position Title; Date of Last Equivalent Increase; Fair Labor Standards Act Designator; Health Benefits Enrollment Code; Type and Date of Incentive Award; Personal Title of Employee; Civil Service or other Legal Authority; Employing Office Name; Date Probationary Period Begins; Performance Rating; Due Date for Future Action; Position Tenure; Leave Category; Average Grade by Command Element; Personnel Authorized; Projected Personnel Requirements; Special Experience Identifiers; Rotational Position Identification; Additional Duties; Office Titles; Manpower Track; Facility; Arm of Service; Branch of Service; Date of Rank; Primary/Alternate Specialty; Control Specialty; Last OER/EER; Basic Pay Entry Date; Basic Active Service Date; Date of Arrival; Projected Date of Departure; Security; Marital Status; Spouse's Name; Dependents; Address (Nr and Street, City, State, Zip Code); Phones (Home and Duty); Handicap Code; Minority Group Designator.

Authority for maintenance of the system:

5U.S.C. 301, 302, 4103, Pub. L. 89-554, September 6, 1966.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL

Assigned personnel in the agency will compile and consolidate reports relating to manpower authorizations/assigned strengths and monitor personnel actions and programs as required by management officials within the agency. Users include Headquarters, Field Command and AFRRI personnel.

Officials and employees of the Defense Nuclear Agency in the performance of their official duties related to the management of civilian and military employee programs, including the design, development, maintenance and operation of the manual and automated system of record keeping and reporting; screening and selection of candidates for centrally administered training programs or promotions; administration of grievances, appeals, complaints, or litigation involv ing equal opportunity or disclosure of records. Preparation and publication of personnel rosters to facilitate communications/ contact for official, social or emergency purposes.

Officials and employees of other Department of Defense Components upon request in the perfor mance of their official duties related to the screening and selection of candidates for programs sponsored by their organization.

A duly appointed Hearing Examiner or Arbitrator for the purpose of conducting a hearing in connection with an employee's grievance involving disclosure of records or equal opportunity matters. An arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving the disclosure of records of the DNA training or employee development records system.

EXTERNAL

Representatives of the Office of Personnel Management/Merit Systems Protection Board on matters relating to the inspection, survey,

audit or evaluation of the civilian programs or such other matters under the jurisdiction of the OPM.

The Comptroller General or any of his authorized representatives in the course of performance of duties of the General Accounting Office relating to civilian programs.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

Officials and employees of other agencies of the Executive Branch of government upon request in the performance of their official duties related to the screening and selection of candidates for programs sponsored by their organization.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tapes, discs, computer printouts, and on punched cards. Manual records are stored in paper file folders, card file boxes, and paper rosters.

Retrievability:

Automated records are retrieved by social security number. Manual Records are retrieved by employee's last name. Handicap Code and Minority Group Designators are available for access only by the Director and the EEO Officer.

Safeguards: The computer facility and terminal are located in restricted areas accessible only to authorized personnel that are properly screened, cleared, and trained. Manual records and computer printouts are available only to authorized personnel having a need to know. Building employs security guards and is protected by intrusion alarm system.

Retention and disposal:

Computer magnetic tapes are permanent. Manual records are maintained on a fiscal year basis and are retained for varying periods from 1 to 5 fiscal years after which they are destroyed in accordance with appropriate record disposal schedules.

System manager(s) and address:

Director, Personnel/Administration Directorate - Headquarters, Defense Nuclear Agency Washington, DC 20305 - Telephone: 202-325-7047.

Notification procedure:

Information may be obtained from System Manager. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

Record access procedures:

Requests should be addressed to System Manager. Written requests for information should contain the full name of individual. For personal visists, the individual should provide military or civilian identification card.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations are contained in DNA Instruction 5400.11 (32 CFR Part 291a). Additional information may be obtained from the System Manager.

Record source categories:

Information extracted from military and civilian personnel records, Joint Manpower Program docu ment, security division, and voluntarily submitted by individual.

Systems exempted from certain provisions of the act:

None.

HDNA609-02

System name:

Personnel Radiation Exposure Records

System location:

Decentralized system. Primary location: Safety Department, Bldg. 42, Rooms 1420 and 1422, Armed Forces Radiobiology Research Institute (AFRRI), Defense Nuclear Agency, Bethesda, Maryland 20014, on the grounds of the National Naval Medical Center. Other locations are rooms 3113 and 2147 of the AFRRI; and room 1418, Bldg. 364, Field Command, Defense Nuclear Agency (FCDNA), Kirtland Air Force Base, Albuquerque, New Mexico 87115; and Office of the Commander, Enewetak Atoll, Marshall Islands.

Categories of individuals covered by the system:

All employees, contractors, visitors or anyone else who is known to enter the AFRRI building. At FCDNA, all DNA employees who work in a position, the duties of which might result in exposure to radiation. At Enewetak, all individuals who work or visit the Atoll other than transient air crews and air passengers who do not leave the aircraft. Uniformed Services University of the Health Sciences, all employees, students, visitors, contractors or anyone else known to enter a radiation environ ment at Uniform Service University of the Health Sciences (USUHS).

Categories of records in the system:

For employees at AFRRI, FCDNA, and USUHS file contains personal information con sisting of name, social security number, date of birth, current and previous radia tion exposure, history and places of employment and when exposures occurred. For others, at AFRRI, FCDNA and USUHS file contains name, social security number, date of birth, current employer, citizenship, and current exposure history. For all, at AFRRI, FCDNA and USUHS information on pregnancy and pacemaker. Enewetak files will contain personal information consisting of name, social security number, date of birth, current and previous radiation exposure history, areas visited or worked, dates of arrival and departure, and citizenship. At AFRRI, for current employees, information on date-on-board, assigned department, sex, date of departure, bio assay, grade/rank, work phone and room number.

Authority for maintenance of the system:

Atomic Energy Act of 1954, 42 USC 2013, Military Construction Appropriation Act of 1977 (P.L. 94-367) and DNA OPLAN 600-77, 'Cleanup of Enewetak Atoll'.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL

To document the degree of exposure to radiation experienced by an individual; to measure quality of the radiation protection program. At AFRRI, name, grade/rank, department, room number and work phone will be used to print a current roster of personnel, for internal use in contacting personnel for official purposes.

EXTERNAL

To support legal or medical claims for or against the government; to provide exposure history to subsequent employers; to provide history to requesting individuals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

At AFRRI: 5" by 7" cards filed at reception desk, room 3113; 8" by 10 1/2" paper filed in rooms 1420 and 1422. Automated records are stored on magnetic tapes (for backup), disks in room 2436 and computer printouts in room 1422. At FCDNA, 8" by 10 1/2" papers are filed in a metal file cabinet in Bldg. 364. At Enewetak: 5" by 7" cards filed in a metal file cabinet in the Enewetak Commander's office.

Retrievability:

Alphabetical by last name of individual. Automated records are selectable retrievable on all fields within the record.

Safeguards:

AFRRI - Kept in a controlled access building which is protected by an instrusion alarm system. Card, paper forms and printouts are further secured in a locked cabinet. These files, when placed on a computer system, are protected by a user identification code (UIC) and password. Access is restricted to only those persons appointed by the SYSMANAGER to whom he has given the 'UIC-Password' combination. The password is changed periodically by the SYSMANAGER.

FCDNA - Controlled access building which is protected by an intrusion alarm system.

Enewetak - Locked and secured in Enewetak Commander's office.

Retention and disposal:

For employees - permanently. For visitors - retired after two years to record holding area for permanent retention. For foreign visitors, records are sent to State Depart ment for retention. All Enewetak records will be maintained permanently.

System manager(s) and address:

AFRRI and USUHS - Chairman, Safety Department, Armed Forces Radiobiology Research Institute, Bethesda, MD 20014.

Field Command, DNA and Enewetak Atoll, MI - Health Physicist, Logistics Directorate, Field Command, Defense Nuclear Agency, Albuquerque, NM 87115.

Notification procedure:

Requests should be addressed to the SYSMANAGER.

Record access procedures:

Individual can obtain assistance in gaining access from the SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from SYSMANAGER.

Record source categories:

AFRRI, FCDNA, and USUHS information voluntarily submitted by individual. Enewetak information is required to be submitted by individual. Additional information added as data is collected.

Systems exempted from certain provisions of the act:

None.

# JOINT CHIEFS OF STAFF

## REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

## BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

## ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

## ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

## ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

## ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

## ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

## ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

## ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

## ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

## ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

### JOJCS001MILPERS

System name:

OJCS Medals and Awards Files and Reports System; Microfilmed Historical Awards

System location:

Military Personnel Branch, Personnel Division, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All military officer/enlisted personnel, regular and reserve, who are serviced by the Organization of the Joint Chiefs of Staff.

Categories of records in the system:

File contains, but not limited to, recommendations and substantiating documents for awarding of the medals and awards; orders authorizing awards, certificates of eligibility, memorandums for the record, vote sheets, status sheets, board memberships lists, criteria and analysis, agency historical file, reports, reclama actions, recommendations for foreign awards, special category and exception to policy, bulletins, miscellaneous correspondence, Decorations and Awards Board memorandums, memorandums and records and microfilmed historical awards.

Authority for maintenance of the system:

Title 10, United States Code, Chapter 5, Sections 141-143.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Secretary of the Decorations and Awards Board is the principal user. The system constitutes a ready file of documents from which information is retrieved to properly maintain the Awards Program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Building employs security guards. Access to space is limited to personnel office personnel during nonworking hours via locked door. During working hours the space is occupied by personnel office personnel at all times.

Retention and disposal:

Files are permanent. They are microfilmed and retained for historical purposes.

System manager(s) and address:

Director, Joint Staff, OJCS, The Pentagon, Washington, D. C. 20301.

Notification procedure:

Information may be obtained from:
Secretary, Decorations and Awards Board
Organization of the Joint Chiefs of Staff
The Pentagon
Washington, D. C. 20301
Telephone: 202-695-4759

Record access procedures:

Requests from individuals should be addressed to: Secretary, Decorations and Awards Board, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

Written requests for information should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification, that is, at least, his identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Source of information is obtained from agencies which are serviced by the Organization of the Joint Chiefs of Staff.

Systems exempted from certain provisions of the act:

None

## JOJCS002MILPERS

System name:

Military Personnel Files

System location:

Military Personnel Branch, Personnel Division, Directorate of Administrative Services, Organization for the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All military personnel assigned to, attached to or on temporary duty with the Organization of the Joint Chiefs of Staff.

Categories of records in the system:

Files contain personal information which has been extracted from the individual's official Military Personnel File. Files contain information pertaining to, but not limited to, name, grade, service number, service job title, expected date of arrival for duty with the Organization of the Joint Chiefs of Staff, expected date of departure from the Organization of the Joint Chiefs of Staff.

Authority for maintenance of the system:

Title 10, United States Code, Chapter 5, Sections 141-143.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Military Personnel Branch, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff-To perform administrative functions required on individuals prior to their assignment to, during their assignment to, and after their assignment to the Organization of the Joint Chiefs of Staff. Uses include, but are not limited to, knowing when an individual will arrive, what agency they will be assigned to, who they will replace and when an individual will depart.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; paper card files; ringed binders.

Retrievability:

Filed alphabetically by last name of individual, filed by agency; filed by requisition number.

Safeguards:

Building employs security guards. Records are stored in file cabinets. The room(s) are locked when unattended.

Retention and disposal:

Files are retained in active file until individual departs the Organization of the Joint Chiefs of Staff. Upon departure, the individual's file is placed in the inactive file. The file is retained for approximately one year.

System manager(s) and address:

Chief, Military Personnel Branch, Personnel Division, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff.

Notification procedure:

Information may be obtained from:
Chief, Military Personnel Branch
Personnel Division
Directorate of Administrative Services
Organization of the Joint Chiefs of Staff
The Pentagon
Washington, D. C. 20301
Telephone: 202-697-3540

Record access procedures:

Request from individuals should be addressed to: Chief, Military Personnel Branch, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

Written request for information should contain the full name of the individual, current address, and telephone number.

For personal visits, the individual should be able to provide some acceptable identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Source of information is the individual and the individual's Official Military Personnel File.

Systems exempted from certain provisions of the act:

None

## JOJCS003SMB

System name:

Directorate Administrative Services Management Information System (DASMIS)

System location:

Staff Management Branch, Directorate of Administrative Services, Organization of Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

Categories of individuals covered by the system:

All individuals assigned to the OJCS; all persons with access into the OJCS restricted areas; personnel with SIOP clearances.

**Categories of records in the system:**

File contains individual's security clearances, personal and office address, date of rank, date of birth, assignment and rotation dates, service, rank, grade, Social Security Account Number.

**Authority for maintenance of the system:**

Title 10, United States Code, Chapter 5, Sections 141-143.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Personnel Division-Perform all administrative functions as appropriate with respect to personnel assigned to the OJCS: monitor and process requests for manpower and organizational management services, perform organizational and manpower reviews for the OJCS.

Services Division-Develop and prepare financial planning data for the OJCS and carry out associated programming and fiscal functions, assign space and provide equipment, supplies and service support as may be required for the OJCS.

Security Division-Devise and implement personnel and physical security policies and provide for the security of the area occupied by the OJCS.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Disc, magnetic tape backup.

**Retrievability:**

Record ID made up of billet number, record type and Social Security Account Number.

**Safeguards:**

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened and cleared, also access to data requires the proper user-ID and password.

**Retention and disposal:**

Personnel records are permanent. All records are maintained in an active file.

Security-OJCS records are permanent. Non-OJCS records are deleted upon termination/expiration of badges or passes.

**System manager(s) and address:**

Staff Management Branch, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

National Military Command System Support Center, Defense Communications Agency, The Pentagon, Washington, D. C. 20301.

**Notification procedure:**

Information may be obtained from:
Staff Management Branch, Directorate of Administrative Services, OJCS
Room 1A724, The Pentagon
Washington, D. C. 20301
Telephone: 202-695-0475

**Record access procedures:**

Requests from individuals should be addressed to: Staff Management Branch, Directorate of Administrative Services, OJCS, The Pentagon, Washington D. C. 20301.

Written requests for information should contain the full name, rank and service and agency while assigned to the OJCS, plus Social Security Account Number.

For personal visits, the individual should be able to provide some acceptable identification, that is: driver's license, employing office identification card, and give some verbal information that could be verified with his 'case' folder.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

Information is obtained from various OJCS, DoD, and Standard Forms from the respective Services; from distributed documents routed to all personnel effected.

**Systems exempted from certain provisions of the act:**

None

## JOJCS004SECDIV

**System name:**

Personnel Security File, Security Division, DAS

**System location:**

Personnel Security Branch, Security Division, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

**Categories of individuals covered by the system:**

All personnel assigned to or employed by the OJCS who have been granted a security clearance; all individuals who are civilian applicants or military nominees for duty with OJCS; all persons who have been authorized a pass for access to the restricted areas of the OJCS.

**Categories of records in the system:**

File contains individual's record of security clearances granted; security briefing and debriefing certificates; personal history statements; record card file of request for pass or badge; and other related security processing papers.

**Authority for maintenance of the system:**

Title 10, United States Code, Chapter 5, Sections 141-143.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Security Division, DAS-To perform all administrative functions necessary to determine eligibility of personnel for security clearances, provide processing of all security clearances; processing and producing all passes and badges for personnel requiring access to OJCS restricted areas; devise and implement security policies and provide for the security of the OJCS areas.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders; paper card files.

**Retrievability:**

Filed alphabetically by individual's last name.

**Safeguards:**

Building employs security guards. Records are maintained in an alarmed vault accessible only to authorized Security Division personnel who are properly screened, cleared and trained.

**Retention and disposal:**

Records are retained in active file until individual departs the OJCS at which time entire file is destroyed; card files are deleted upon termination/expiration of pass or badge.

**System manager(s) and address:**

Director of Administrative Services, Organization of the Joint Chiefs of Staff.

**Notification procedure:**

Information may be obtained from:
Security Division, Directorate of Administrative Services, OJCS
Room 2E949, The Pentagon
Washington, D. C. 20301
Telephone: 202-695-0866

**Record access procedures:**

Requests from individuals should be addressed to: Chief, Security Division, Directorate of Administrative Services, OJCS, Pentagon, Washington, D. C. 20301.

Written requests for information should contain the full name, rank, Service, Social Security Account Number of the individual, current address, telephone number and agency to which assigned in OJCS or if non-OJCS, identify current employer. Visits are limited to the Security Division, Directorate of Administrative Services, Organization of the Joint Chiefs of Staff, The Pentagon, Washington, D. C. 20301.

For personal visits, the requesting individual must provide acceptable proof of identity, such as full name, date and place of birth and some additional verbal information that can be verified by his 'case' record, such as parents' names, recent addresses, etc.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

**Record source categories:**

Personal History Statements and related security forms from the individual being considered for security clearances or passes; clearance verification correspondence; correspondence originating from the Defense Investigative and other Federal agencies.

**Systems exempted from certain provisions of the act:**

None

# DEFENSE COMMUNICATIONS AGENCY

## REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

## BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

## ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

## ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

## ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

## ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

## ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

## ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

## ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

## ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

## ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

### KCIV.01

**System name:**

Records Relating to DCA Transactions under the Privacy Act of 1974

**System location:**

Each office of the Defense Communications Agency (DCA) worldwide which is required to submit information it maintains for each system of records maintained under the provisions of the Privacy Act of 1974 and records of information released or withheld under the Act.

**Categories of individuals covered by the system:**

All military and civilian personnel currently assigned to or employed by DCA. Also limited historical records on personnel previously assigned or employed by DCA.

**Categories of records in the system:**

All types of records which relate to release or withholding of data relating to the rights of the privacy of an individual.

**Authority for maintenance of the system:**

PL 93-579, 'The Privacy Act of 1974'

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by the Civilian Assistant to the Chief of Staff, Headquarters, DCA for periodic reporting under provisions of the Act.

Used by the Comptroller, Headquarters, DCA for budgeting and manpower allocation within the Agency.

Used by the Counsel, Headquarters, DCA in preparing for possible litigation.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records kept in file cabinets or safes.

**Retrievability:**

By name or SSAN.

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel.

**Retention and disposal:**

Retained for at least 5 years, then destroyed.

**System manager(s) and address:**

Civilian Assistant to the Chief of Staff, Code 104, Headquarters, DCA

**Notification procedure:**

Requests from individuals should be addressed to the Civilian Assistant to the Chief of Staff, Code 104, Headquarters, DCA. The full name and organizational assignment, of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Office of the Civilian Assistant to the Chief of Staff, DCA, Code 104, to obtain information on whether the system contains records pertaining to him or her. As proff of identity the requester should present either a current DCA identification badge or a driver's license.

**Record access procedures:**

Contact the Civilian Assistant to the Chief of Staff for assistance. The mailing address is listed in the organizational directory of the DCA published in the Federal Register and should be referenced by the requester.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Accountings submitted by those DCA officials who are SYSMANAGERS of Record Systems reportable under the Privacy Act of 1974.

**Systems exempted from certain provisions of the act:**

NONE

## KDCE.01

**System name:**

Visit notification/Clearance Verification Records NR501-11.

**System location:**

Security Branch, Room 1A06, Defense Communications Engineering Center (DCEC), Code R121.

**Categories of individuals covered by the system:**

Same plus industrial contractors requiring admittance to the facility on official business.

**Categories of records in the system:**

Form listing the name, date and place of birth, SSAN, clearance status, and basis for that clearance.

**Authority for maintenance of the system:**

Executive Order 10450, as amended.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** To identify official visitors to defense installations and organizations responsible for work on Defense Department contracts and verify the level of classification to which each is authorized access.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

Destroyed one year after revocation of permit to enter premises.

**Storage:**

File folders.

**Retrievability:**

By folder identified by contractor or individual's name.

**Safeguards:**

Building security guards. Records maintained in area accessible only to authorized personnel who are appropriately cleared and trained.

**Retention and disposal:**

Records not permanent. Retained one year after revocation then destroyed.

**System manager(s) and address:**

Chief, security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090.

**Notification procedure:**

Requests from individuals should be addressed to Chief, Security Branch, Defense Communications Engineering Center (DCEC),1860 Wiehle Avenue, Reston, Virginia 22090. The full name of the requesting individual will be required to determine if the system contains a record about him or her. the requester may visit the Security Branch, Defense Communications Engineering Center (DCEC) 1860 Wiehle Avenue, Reston, Virginia 22090, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or drivers's license.

**Record access procedures:**

Contact the Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Military and Civilian Personnel whose names appear on the form.

**Systems exempted from certain provisions of the act:**

NONE

## KDCE.02

**System name:**

Parking Permit Control Files 501-07.

**System location:**

Security Branch, Defense Communications Engineering Center (DCEC)) Code R121

**Categories of individuals covered by the system:**

Military and Civilian personnel employed by the Defense Communications Engineering Center (DCEC) and Command and Control Technical Center (CCTC).

**Categories of records in the system:**

Owner's name and vehicle identification data and parking number assigned.

**Authority for maintenance of the system:**

Federal Property Management Regulations, Temporary Regulation D-47, dated 22 May 1974, issued by the General Services Administration (GSA).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To assign specific parking spaces to personnel so authorized; and to identify parked vehicles when circumstances so dictate.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

Destroyed upon departure of individual from employment with Defense Communications Engineering Center (DCEC) or Command and Control Technical Center (CCTC) or when no longer authorized to park.

**Storage:**

File folders

**Retrievability:**

By parking number

**Safeguards:**

Building security guards, records maintained in area accessible only to authorized personnel who are appropriately cleared and trained.

**Retention and disposal:**

Records are not permanent. Retained while individual is authorized reserved parking, then destroyed.

**System manager(s) and address:**

Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090.

Notification procedure:

Requests from individuals should be addressed to Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090 to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Military and Civilian personnel whose names appear on the form.

Systems exempted from certain provisions of the act:

NONE

KDCE.03

System name:

DA Form 727 Classified Container Information File 503-02

System location:

Security Branch, Room 1A06, Defense Communications Engineering Center (DCEC), Code R121.

Categories of individuals covered by the system:

Classified container information listing the name, address, and telephone number of each person authorized access to the container.

Categories of records in the system:

This form records the name,grade,address, and home telephone numbers of the above individuals.

Authority for maintenance of the system:

Executive Order 10450, as amended

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To identify, locate and contact each person authorized access when the need arises.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Destroy when obsolete, i.e. when person departs, when combination changed, or when container no longer used.

Storage:

File folders

Retrievability:

By capital property number

Safeguards:

Building security guards, records maintained in area accessible only to authorized personnel who are appropriately cleared and trained.

Retention and disposal:

After becoming obsolete, file is destroyed.

System manager(s) and address:

Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090.

Notification procedure:

Requests from individuals should be addressed to Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Security Branch, Defense Communications Engineering Center (DCEC), 1860 Wiehle Avenue, Reston, Virginia 22090. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Military and Civilian Personnel whose names appear on the form.

Systems exempted from certain provisions of the act:

NONE

KDEC.01

System name:

Vehicle Registration

System location:

Administrative Division, Code D200, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois

Categories of individuals covered by the system:

Records system contains the names of each civilian and military member assigned to the DECCO work site.

Categories of records in the system:

Records consist of Air Force Form 533, Private Moter Vehicle Registration – Certificate of Compliance, original and duplicate with signature of the individuals, who are required to fill out the registration form. Form contains name, address, office code, office telephone number, social security account number, make of car, color, state where licensed, and license number.

Authority for maintenance of the system:

Executive order 10450, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Chief, Administrative Division to ensure compliance with the laws of Illinois.

Used by the Air Police as a traffic management device.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Registration forms are filed in metal cabinet.

Retrievability:

Records are retrieved by name of individual.

Safeguards:

Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

Retention and disposal:

Records are not permanent. They are maintained during the tenure of the individual on the base and destroyed 90 days after his departure.

System manager(s) and address:

Chief, Administrative Division, DECCO.

Notification procedure:

Requests from individuals should be addressed to Chief, Administrative Division, Code D200, DECCO, Scott Air Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains arecord about him or her. As proof of identity, the requestor must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Administrative Division, Code D200, DECCO, Scott Air Force Base, Illinois, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Activity's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Source of the information pertaining to the individual and his car is furnished by the individual.

**Systems exempted from certain provisions of the act:**

NONE

KDEC.02

**System name:**

Authorization to Sign for Classified Material List

**System location:**

Administrative Division, Code D200, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois

**Categories of individuals covered by the system:**

Records Systems contains the names of DECCO personnel who are authorized to receive classified material from the Commander 375 Air Base Group, Scott Air Force Base, Illinois.

**Categories of records in the system:**

Records consist of retained copy of letter containing names and specimen signatures of DECCO personnel who are authorized to pick up classified material from the 375 Air Base Group, Scott Air Force Base, Illinois.

**Authority for maintenance of the system:**

Executive order 10450, as amended

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by the Chief, Administrative Division, Cdoe D210, DECCO to determine which DECCO personnel are authorized to pick up classified mail from the 375 Air Base Group.

Used by the Commander, 375 Air Base Group to verify that DECCO personnel who appear at the unit to pick up classified mail are authorized to do so.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are filed in a folder which is kept in a safe.

**Retrievability:**

Information is retrieved by name.

**Safeguards:**

Records are maintained in a safe in an area which is accessible only to authoized personnel who are properly screened, cleared, and their duties require them to be in the area where the records are kept.

**Retention and disposal:**

Records are not permanent. List is updated as personnel changes occur. The superseded list is then destroyed.

**System manager(s) and address:**

Chief, Administrative Division, DECCO.

**Notification procedure:**

Requests from individuals should be addressed to Chief, Administrative Division, Code D200, DECCO, Scott Air Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

**Record access procedures:**

Contact the Chief, Administrative Division, Code D200, DECCO, Scott Air Force Base, Illinois, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published inthe Federal Register and should be referenced by the requester.

**Contesting record procedures:**

The Activity's rules for access and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Names of the individuals in the system are furnished by the Chief, Administrative Division, DECCO.

**Systems exempted from certain provisions of the act:**

NONE

KDEC.03

**System name:**

Classified Material Receipt Authorization List

**System location:**

Administrative Division, Code D200, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois.

**Categories of individuals covered by the system:**

Records system contains names of DECCO personnel who are authorized to receive classified material upon delivery by mail room personnel.

**Categories of records in the system:**

Records consist of name, social security number, and grade of individuals authorized to receipt for classified documents.

**Authority for maintenance of the system:**

Executive Order 10450, as amended

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Chief, Administrative Division uses the list as a tracer to determine individuals who receive classified material.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored in a locked safe.

**Retrievability:**

Records are retrieved by name.

**Safeguards:**

Records are maintained in a safe in an area which is accessible only to authorized personnel who are properly screened, cleared, and their duties require them to be in the area where the records are kept.

**Retention and disposal:**

Records are not permanent. List is updated as personnel changes occur. Superseded list is then destroyed.

**System manager(s) and address:**

Chief, Administrative Division, DECCO.

**Notification procedure:**

Requests from individuals should be addressed to Chief, Administrative Division, Code D200, DECCO. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

**Record access procedures:**

Contact the Chief, Administrative Division, Code D200, DECCO, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

**Contesting record procedures:**

The Activity's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Names of individuals in the system are furnished by the Chief, Administrative Division, DECCO.

**Systems exempted from certain provisions of the act:**

NONE

KDEC.04

**System name:**

Authority to Review/Sign for Classified Messages at 1918 Communications Center

**System location:**

Administrative Division, Code D210, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois.

**Categories of individuals covered by the system:**

Records system contains the names of DECCO personnel who are authorized to review, sign for, and pick up classified messages in the Communications Center, 1918 Communications Squadron.

**Categories of records in the system:**

Records consist of a copy of a letter addressed to the Commander, 1918 Communications Squadron to show specimen signatures of DECCO personnel who are authorized to review, sign for, and pick up classified messages at that unit.

**Authority for maintenance of the system:**

Executive Order 10450, as amended

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by Chief, Administrative Division, DECCO to determine which mail room personnel are authorized to review, sign for, and pick up classified messages.

Used by Commander, 1918 Communications Squadrom to verify that specific DECCO personnel who came to the Communications Center to pick up classified messages are authorized to do so.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are filed in a file folder which is kept in a safe.

Retrievability:

Information is retrieved by name of individual.

Safeguards:

Records are maintained in a safe in an area which is accessible only to authorized personnel who are properly screened, cleared, and their duties require them to be in the area where the records are kept.

Retention and disposal:

Records are not permanent. List is updated as required. The superseded list is then destroyed.

System manager(s) and address:

Chief, Administrative Division, DECCO.

Notification procedure:

Requests from individuals should be addressed to Chief, Administrative Division, Code D210, DECCO. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Administrative Division, Code D210, DECCO, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Activity's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Names of the individuals in the system are furnished by the Chief, Administrative Division, DECCO.

Systems exempted from certain provisions of the act:

NONE

KDEC.05

System name:

Access Listing to Classified Material (NATO)

System location:

Administrative Division, Code D200, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois.

Categories of individuals covered by the system:

Records system contains the names and specimen signatures of DECCO personnel who are authorized access to NATO documents.

Categories of records in the system:

Records consist of copy of letter sent to Code 240, Headquarters, A. Letter contains names and specimen signatures of DECCO personnel who are NATO control officers and alternates.

Authority for maintenance of the system:

Executive Order 11652

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Chief, Administrative Division to determine personnel who are authorized access to NATO documents.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are filed in a folder which is kept in a safe.

Retrievability:

Information is retrieved by name.

Safeguards:

Records are maintained in a restricted area which is accessible only to authorized personnel who are properly screened, cleared, and their duties require them to be in the area where the records are kept.

Retention and disposal:

Records are not permanent. They are updated when changes in personnel occur, and the superseded list is destroyed.

System manager(s) and address:

Chief, Administrative Division, DECCO.

Notification procedure:

Requests from individuals should be addressed to Chief, Administrative Division, Code D200, DECCO, Scott Air Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Administrative Division, Code D200, DECCO, Scott Air Force Base, Illinois, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Activity's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Names of individuals are furnished by the Chief, Administrative Division, DECCO.

Systems exempted from certain provisions of the act:

NONE

KDEC.06

System name:

Nominations/Enrollments for Training Courses

System location:

Administrative Division, Defense Commercial Communications Office (DECCO), Code D220, Scott Air Force Base, Illinois.

Categories of individuals covered by the system:

Records required on military and civilian members who enroll in government training courses.

Categories of records in the system:

Record indicates personnel data and is not revealed to anyone other than individuals involved in obtaining or allocating classroom spaces.

Authority for maintenance of the system:

5 U.S. Code, Chapter 41 and Executive Order 11348

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used by Chief, Administrative Division to enroll students who have been selected by operating officials to attend government training courses. Information includes name, social security number, office phone, home phone, home address, job title, grade, emergency phone, and emergency address, and name of individual to contact in case of emergency.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are kept in a locked file cabinet.

Retrievability:

Records are retrieved by name of trainee.

Safeguards:

Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

Retention and disposal:

Records are retained five years, then destroyed.

System manager(s) and address:

Chief, Administrative Division, DECCO, Code D210, Scott Air Force Base, Illinois.

Notification procedure:

Requests from individuals should be addressed to Chief, Administrative Division, DECCO, Code D220, Scott Air Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Administrative Division, DECCO, Code D220, Scott Air Force Base, Illinois, for assistance. The mailing address is listed in the organizational directory of the Defense Communications

Agency published in the Federal Register and should be referenced by the requester.

**Contesting record procedures:**

DECCO's rules for access to records and for contesting their content and appealing initial determination by the individuals concerned are set forth in the Rules and Regulations Section of the Federal Personnel Manual.

**Record source categories:**

Information provided by individuals.

**Systems exempted from certain provisions of the act:**

NONE

**KDEC.07**

**System name:**

601-11 Duty Rosters

**System location:**

Administrative Division, Defense Commercial Communications Office (DECCO), Code D210, Scott Air Force Base, Illinois

**Categories of individuals covered by the system:**

On a rotation basis all military and civilian Division Chiefs are on call after duty hours to take action on messages received at the 1918 Communications Center.

**Categories of records in the system:**

Records contain names and telephone numbers of DECCO personnel on call for duty after regular work hours.

**Authority for maintenance of the system:**

10 U.S. code 133(b)

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Listing is used to provide names and home telephone numbers of individuals who may be called after duty hours.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Rosters are locked in a file cabinet.

**Retrievability:**

Records are retrieved by name of designated individuals.

**Safeguards:**

Records are stored in a locked file cabinet.

**Retention and disposal:**

Records are retained two years then destroyed.

**System manager(s) and address:**

Chief, Administrative Division, Code D210, DECCO, Scott Air Force Base, Illinois.

**Notification procedure:**

Records from individuals should be addressed to Chief, Administrative Division, Code D210, DECCO, Scott Air Force Base, Illinois. The full namee of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Chief, Administrative Division, Code D210, DECCO, Scott Air Force Base, Illinois, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

**Record access procedures:**

Contact the Chief, Administrative Division, Code D210, DECCO, Scott Air Force Base, Illinois. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

**Contesting record procedures:**

DECCO's rules for access to records will be determined by the Legal Counsel on a case by case basis.

**Record source categories:**

Obtained from personnel records retained in D210/D220.

**Systems exempted from certain provisions of the act:**

NONE

**KDEC.08**

**System name:**

101-06 Request and Authorization for Temporary Duty Travel

**System location:**

Administrative Division, Code D210, Defense Commercial Communications Office (DECCO), Scott Air Force Base, Illinois.

**Categories of individuals covered by the system:**

Military and civilian members who travel in performance of conducting DECCO business.

**Categories of records in the system:**

Provides traveler's name, social security number, purpose, travel schedule, job title, days involved, cost, and fund citation to cover cost of travel.

**Authority for maintenance of the system:**

10 U.S. Code 133(b)

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Copies are provided to the Accounting and Finance Officer, DECCO, Code D532, to substantiate payment of travel voucher on return to duty.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored in a locked safe.

**Retrievability:**

Records are retrieved by name of traveller.

**Safeguards:**

Records are stored in a locked file cabinet and records are accessible to Administrative Division personnel only.

**Retention and disposal:**

Records are retained two years then destroyed.

**System manager(s) and address:**

Chief, Administrative Division, DECCO, Code D210, Scott Air Force Base, Illinois.

**Notification procedure:**

Requests from individuals should be addressed to Chief, DECCO, Code D210, Scott Air Force Base, Illinois. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

**Record access procedures:**

Contact the Chief, Administrative Division, DECCO, Code D210, Scott Air Force Base, Illinois, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

**Contesting record procedures:** DECCO's rules for access to records will be referred to the Legal Counsel on a case by case basis.

**Record source categories:**

Provided by traveler.

**Systems exempted from certain provisions of the act:**

NONE

**KEUR.02**

**System name:**

DCA Form 605, Personnel Data Sheet.

**System location:**

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

**Categories of individuals covered by the system:**

All personnel assigned to DCA Europe.

**Categories of records in the system:**

Records consist of information on each individual including name, grade, SSAN, date and place of birth, permanent home address, marital and dependent status, passport number, rotation date, forwarding address, date of rank, PAFSC/MOS/NEC, date reported, SAFC/MOS/NEC, civilian and military education, BASD/TAFMSD, residence and duty phone numbers, and emergency addressee.

**Authority for maintenance of the system:**

10 U.S.code 133(b)

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Maintained for use by the Management Support Division as a reference file and routine or emergency locator file.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records maintained in file folders

Retrievability:

Records filed alphabetically by last name of individuals.

Safeguards:

Records maintained in a locked container accessible to authorized personnel only. Military police are posted at entrance of the building.

Retention and disposal:

Record maintained for one year after departure of individual then destroyed.

System manager(s) and address:

Management Support Division, DCA Europe, APO New York 09131

Notification procedure:

Requests from individuals should be addressed to Chief, Management Support Division, DCA-Europe, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

All information is provided by the individual upon initial assignment.

Systems exempted from certain provisions of the act:

NONE

KEUR.03

System name:

Incident Report File

System location:

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

Categories of individuals covered by the system:

Any personel(military or civilian) assigned to DCA Europe involved in a traffic, financial, criminal or other incident which is reported to the Commander DCA Europe for information or necessary action.

Categories of records in the system:

Copies of Reports of Investigation, Military Police Incident Reports, Traffic tickets,Letters of Notification of Dishonored checks, and correspondence or documents concerning other matters brought to the attention of the Commander DCA Europe relating to personnel assigned to this Command.

Authority for maintenance of the system:

10 U.S. Code 133(b)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Maintained as a reference file for use by the Commander DCA Europe to document required actions taken in response to reports and notification of incidents involving assigned personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in file folders..

Retrievability:

Information is retrieved by name of the individual.

Safeguards:

Records are maintained in a locked security file container and may be accessed only by the Commander, Deputy Commander, Chief, Management Support Division, or other persons specifically designated by the Commander.

Retention and disposal:

Records are maintained in an active file during the period of the individual's assignment to DCA Europe and destroyed on his or her departure.

System manager(s) and address:

Commander, DCA Europe, APO New York 09131

Notification procedure:

Requests from individuals should be addressed to Chief, Management Support Division, DCA-Europe, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information is obtained from reports, documents, and correspondence received from Civilian and Military Police Service Investigative Agencies, Military Exchange and Commissary systems, or any other agency or individual that reports information of an incident nature to the Commander DCA Europe.

Systems exempted from certain provisions of the act:

NONE

KEUR.04

System name:

Security Clearance File

System location:

Management Support Division, Defense Communications Agency-Europe (DCA-EUR), APO New York 09131.

Categories of individuals covered by the system:

All personnel assigned to DCA Europe

Categories of records in the system:

File contains roster by name and social security number which reflects the US and NATO security clearances held by DCA Europe personnel.

Authority for maintenance of the system:

Executive Order 10450, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained as a centralized reference document for verification of security clearances held by DCA Europe personnel. Clearances are certified to other US government agencies as required

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Roster is stored in a locked file container.

Retrievability:

Information is retrieved by name.

Safeguards:

Roster is maintained in a locked file container with access limited to authorized personnel only.

Retention and disposal:

Records are maintained during the period of current employment with DCA EUR & noncurrent information is deleted from the file at the time of departure of individual.

System manager(s) and address:

Management Support Division, Code E200, DCA Europe, APO New York 09131

Notification procedure:

Requests from individuals should be addressed to Chief, Management Support Division, DCA-Europe, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity,

the requester must present a current DCA identification badge or driver's license.

**Record access procedures:**

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

**Contesting record procedures:**

The agency's rules for access to records & for contesting contents & appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Information maintained on the roster is obtained from the original clearance certification by HQ DCA and documents signed by the individual which acknowledge receipt of additional access.

**Systems exempted from certain provisions of the act:**

NONE

## KEUR.05

**System name:**

Classified Container Information Forms

**System location:**

Office of Security Officer, Headquarters, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

**Categories of individuals covered by the system:**

Persons who have been designated for access to the containers and who may be contacted for access in case of emergency.

**Categories of records in the system:**

Retained copies of DA Forms 727, which contain name, home address, and phone number of individual.

**Authority for maintenance of the system:**

Executive Order 10450, as amended.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to maintain current designation of persons who may be contacted for access to the container.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Forms maintained in locked file cabinet.

**Retrievability:**

Information is retrieved by name of individual.

**Safeguards:**

Containers are located in locked or controlled access areas. Military police are posted at entrance of the building.

**Retention and disposal:**

Forms are renewed every six months or when any individual having access to the container departs, and then destroyed.

**System manager(s) and address:**

Security Officer, DCA Europe, APO NY 09131

**Notification procedure:**

Requests from individuals should be addressed to Chief, Management Support Division, DCA-Europe, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

**Record access procedures:**

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing intial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Individuals designated by Division Supervisors.

**Systems exempted from certain provisions of the act:**

NONE

## KEUR.07

**System name:**

Postal Directory File

**System location:**

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131, and Field Offices.

**Categories of individuals covered by the system:**

All individuals currently assigned to DCA Europe and those who departed within preceeding 12 months.

**Categories of records in the system:**

Records consist of change of address recorded on DA Form 3955 (change of address and directory record).

**Authority for maintenance of the system:**

U.S.A. Postal Manual, Chapter 1, Part 158.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Card files are maintained by the Commander APO 09131 Post Office, and the APO Mail Distribution Center for the Stuttgart, Germany area located at Wallace Barracks. Files are also maintained at Postal Facilities servingg the Field Offices: Worms - APO 09056, UK - APO 09378, Naples - FPO 09524, Athens - APO 09223. Information is used by SYSMANAGER to direct mail delivery to the proper address.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored in card file boxes in the mail room.

**Retrievability:**

Information is retrieved by name of individual and organizational assignment.

**Safeguards:**

Records are maintained in rooms approved for the storage of US mail and are accessible only to authorized personnel. Military police are posted at the entrance of the building.

**Retention and disposal:**

Records are maintained in an active file during period of current assignment to DCA Europe and for one year after departure, at which time they are destroyed.

**System manager(s) and address:**

Management Support Division, DCA Europe, APO New York 09131

**Notification procedure:**

Requests from individuals should be addressed to SYSMANAGER.

**Record access procedures:**

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Information is provided by individuals upon initial assignment to DCA Europe.

**Systems exempted from certain provisions of the act:**

NONE

## KEUR.08

**System name:**

Travel Order and Voucher File

**System location:**

Management Support Division, Defense Communications Agency Europe (DCA-EUR), APO New York 09131.

**Categories of individuals covered by the system:**

All personnel who perform official travel under orders issued by DCA Europe

**Categories of records in the system:**

Records in the system consist of travel orders, transportation requests, commercial carrier transportation tickets, travel advance vouchers, records of travel claims and payments. Data in the system

includes the individual's name, SSAN, home phone and address, and other pertinent travel information.

Authority for maintenance of the system:

10 U.S. Code 133(b)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records maintained by SYSMANAGER for budget and accounting purposes to verify amounts actually spent for travel, and for control of an accountability for travel orders issued by DCA Europe. Used by prosecution authorities in case of fraud.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records maintained in file folders.

Retrievability:

Records filed sequentially by travel order number.

Safeguards:

Records maintained in locked file containers accessible only to authorized personnel. Military police are posted at building entrance during duty hours.

Retention and disposal:

Records are maintained for two calender years and then destroyed.

System manager(s) and address:

Management Support Division, DCA-Europe, APO New York 09131

Notification procedure:

Requests from individuals should be addressed to Chief, Management Support Division, Defense Communications Agency Europe, APO New York, 09131. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Management Support Division, DCA-Europe, APO New York 09131, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

Record source categories:

Personal information is obtained from individual travelers and entered on the travel order form.

Systems exempted from certain provisions of the act:

NONE

KEUR.09

System name:

NONCOMBATANT Information Card, AEZ Form 6-106.

System location:

Management Support Division, Defense Communications Agency, European Area, (DCA-EUR), APO New York 09131.

Categories of individuals covered by the system:

(1) All legal dependents of United States Forces personnel

(2) United States civilian employees of DoD Agencies and their dependents

(3) Department of Defense or a military service department sponsored United States technical representatives

(4) Bonafide members of households of United States Forces personnel and of persons in (2) and (3) above

(5) United States personnel who are special invitees possessing current Department of Defense or a military service department invitational travel orders.

(6) Dependents of United States personnel assigned to United States elements of any North Atlantic Treaty Organization military headquarters or agency when common facilities are used and that the Secretary of Defense has authorized to receive United States support

(7) Other United States nongovernmental, nonmilitary individuals and agencies in oversea military commands for whom military logistical support is authorized in joint military regulations (e.g., USO, American Red Cross).

Categories of records in the system:

AEZ Form 6-106, Noncombatant Information Card. It contains information on the following:

Sponsor. Name, grade, date arrived in theater, data of return from overseas; SSAN; organization and duty section; occupation specialty; branch of service or agency; military post or base name and city location; building number; room number; duty phone; ZIP Code; and APO or FPO.

Noncombatant. Local residence street number and name and city; area; building number; apartment number; home phone; ZIP Code; date assigned; Continental United States residence street number and name or Post Office Box number; city; state or terriroty; and ZIP Code.

Vehicle. vehicle number(s) and make(s); year(s); and capacity.

Names of all noncombatants. for each: passport number; SSAN; relationship; month and year of birth; whether or not has an identification tag; immunization record; and if or if not a driver of vehicle.

Briefings. Briefing by supervisor to sponsor; warden to noncombatant; route reconnaissance; and noncombatant Evacuation Operations rehersal. For each of the above items, dates information given; by whom given; frequency of review items; date and signature of sponsor and supervisor for each of the items to authenticate that all above items reviewed as required.

Authority for maintenance of the system:

Title 10, U.S.C., Section 3012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Chief, Management Support Division, to determine preparedness of noncombatants for evacuation, if required.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Information is recorded on 8 x 10 1/2 cardboard cards and filed in notebook binder.

Retrievability:

Information is retrieved manually by name.

Safeguards:

Records are filed in file cabinet and maintained in a restricted area which is accessible only to authorized personnel who are required to be in the area where records are kept.

Retention and disposal:

Records are not permanent. Records are updated as changes occur and destroyed on departure of the sponsor from DCA-Europe.

System manager(s) and address:

Chief, Management Support Division, DCA-Europe, APO New York 09131.

Notification procedure:

Requests from individuals should be addressed to the Chief, Management Support Division, DCA European Area, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record of the requester. As proof of identity, the requester, if assigned to DCA European Area, must present a current DCA identification badge or current motor vehicle operator's license. If not assigned to the DCA European Area but still in the military service the requester must provide a current motor vehicle driver's license or Social Security Account Number. If no longer affiliated with the Department of Defense must provide Social Security Account Number.

Record access procedures:

Contact the Chief, Management Support Division, DCA European Area, APO New York 09131, for assistance.

Contesting record procedures:

The DCA rules for access to records for contesting contents and appealing initial determination by the individual concerned are contained in DCAI 210-225-2 or in C.F.R. Part 287a.

Record source categories:

Information is furnished by the individual concerned; or from official records provided by personnel offices of the 1141st US Air Force Special Activities Squadron; Headquarters, European Command, Army, Navy, Air Force and Marine Corps Elements; Stuttgart Area Civilian Personnel Office; and the US Finance and Accounting Office, Europe.

Systems exempted from certain provisions of the act:

None.

KEUR.10

System name:

Personnel File.

System location:

Management Support Division, Defense Communications Agency, (DCA) European Area, APO New York 09131.

Categories of individuals covered by the system:

All military and civilian personnel assigned to Headquarters, DCA European Area.

Categories of records in the system:

Records consist of security clearance data (Air Force Form 47: Certificate of Eligibility and Record of Personnel Security Clearance, and DCA Form 548: Status of Clearance); record of requests for changes to assignment; job title and position (Air Force Form 2095: Assignment/Personnel Action, and Standard Form 52: Request for personnel action); leave data; special orders published by the DCA European Area pertaining to additional duties; and sponsorship information.

Authority for maintenance of the system:

Title 10, U.S.C. 136(b).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Chief, Management Support Division, to verify security clearance status, initiate personnel actions such as effectiveness reports, changes in position, title or assignment; record of additional duties, and related routine personnel and administrative matters.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records filed in folder.

Retrievability:

Information is retrieved by name.

Safeguards:

Records are maintained in a safe accessible only to personnel authorized in the performance of their official duties.

Retention and disposal:

Records are maintained one year after departure of the individual from the DCA-European Area and then destroyed.

System manager(s) and address:

Chief, Management Support Division, DCA European Area, APO New York 09131.

Notification procedure:

Requests from individuals should be addressed to the Chief, Management Support Division, DCA European Area, APO New York 09131. The full name of the requesting individual will be required to determine if the system contains a record of the requester. As proof of identity, the requester, if assigned to DCA European Area, must present a current DCA identification badge or current motor vehicle driver's license or Social Security Account Number. If no longer affiliated with the Department of Defense must provide Social Security Account Number.

Record access procedures:

Contact the Chief, Management Support Division, DCA European Area, APO New York 09131, for assistance.

Contesting record procedures:

The Defense Communications Agency rules for access to records for contesting contents and appealing initial determination by the individual concerned are contained in DCAI 210-225-2 or in 32 C.F.R. Part 287a.

Record source categories:

Information is furnished by the individual concerned; or from official records provided by personnel offices of the 1141st US Air Force Special Activities Squadron; Headquarters, European Command, Army, Navy, Air Force and Marine Corps Elements; Stuttgart Area Civilian Personnel Office; and the US Finance and Accounting Office, Europe.

Systems exempted from certain provisions of the act:

None.

## KMIN.01

System name:

Minority Identification File List

System location:

Office of the Director of Equal Employment Opportunity, Headquarters, Defense Communications Agency (DCA), Washington, D.C.

Categories of individuals covered by the system:

Each civilian employee of DCA.

Categories of records in the system:

Employee's name; social security number; grade and step; salary, job title; race or national origin; sex; DCA office code; and occupation code.

Authority for maintenance of the system:

Federal Personnel Manual Chapter 713, Section 3-4(c) 'Use of Statistical Data; Agency Self-Evaluation.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used exclusively by the Director of Equal Employment Opportunity in studies and analyses that contribute affirmatively to achieving the objectives of the Equal Employment Opportunity Program. That is, the list is used to identify whether or not any bias patterns may exist in hiring, advancement, and training opportunities and also to provide information to the Civil Service Commission in affirmative action plans.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The record is stored in a locked file cabinet.

Retrievability:

Retrieved by the grade, job title, race or sex of employees, and SSAN.

Safeguards:

Building employs security guards. List locked in file cabinet. Only the Director of Equal Employment Opportunity has access.

Retention and disposal:

The record is destroyed annually.

System manager(s) and address:

Director of Equal Employment Opportunity, Headquarters, DCA (ATTN: Code 107), Washington, D.C. 20305.

Notification procedure:

Requests from individuals should be addressed to the Director of Equal Employment Opportunity, Headquarters, DCA, Code 107. The individual's full name and organization will be required to determine if the system contains a record about him or her. The requester may visit the Office of Equal Employment Opportunity, Headquarters, DCA, Code 107, to obtain information on whether the system contains records pertaining to him or her. Proof of identity will be by presentation of current DCA identification badge or a driver's license.

Record access procedures:

Contact the Director of Equal Employment Opportunity, Headquarters, DCA, Code 107, for assistance in this regard. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Personnel Processing Clerks and personnel records.

Systems exempted from certain provisions of the act:

NONE

## KNCS.01

System name:

National Communications Systems Continuity of Operations Plan (NCS COOP).

System location:

Office of the Manager, National Communications Systems, 8th and South Court House Road, Arlington, Virginia 22204.

Categories of individuals covered by the system:

All members of the National Communications Systems Staff.

Selected individuals of the National Communications Systems/ Defense Communications Agency Operations Center (NCS DCAOC).

Selected telecommunications officials of the major and minor NCS Operating Agencies and selected personnel of Federal agencies in the Washington Metropolitan Area.

Selected key personnel of the commercial communications carriers, for example, American Telephone & Telegraph (AT&T) Company, Chesapeake & Potomac (C&P) Telephone Company, Western Union Telegraph Company, etc.

Categories of records in the system:

File contains a plan which provides the guidance and procedures for insuring the continuity of operations of the Office of the Manager, NCS, and the NCS/DCAOC in the event of enemy attack, periods of international crisis, tension, or national catastrophe. It provides a roster giving the office and residence phone numbers of personnel to contact as as emergency situation develops.

Authority for maintenance of the system:

Presidential Memorandum, Subject: Establishment of the National Communications System, 21 August 1963.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Office of the Manager, NCS - To apprise individuals on the staff of their responsibilities and emergency relocation assignments in conditions of emergency.

Selected telecommunications officials of the NCS - Certain designated personnel of Office of Telecommunications Policy (OTP), Executive Office of the President, the Executive Agent of the NCS (who is the Secretary of Defense), the Department of State, Department of Defense, Federal Aviation Administration, General Services Administration, National Aeronautics and Space Administration, and the Central Intelligence Agency use this plan as their guidance for procedures to follow under conditions of emergency. Provides them the focal point for contacts and coordination on short notice.

Certain telecommunications officials of the Office of Telecommunications Policy, Executive Office of the President, the Executive Agent of the NCS (who is the Secretary of Defense), the Department of State, the Department of Defense, Federal Aviation Administration, General Services Administration, Central Intelligence Agency, Energy Research and Development Administration, the Department of Commerce and Department of the Interior. - To be informed of their responsibilities in the face of worsening emergency conditions and to know where to report.

Selected personnel of the following commercial carriers: AT&T Company, offices in New York and and Washington, D.C., C&P Telephone Company Headquarters, General Telephone and Electronics, International Telephone & Telegraph (IT&T) Corporation, offices in New York and Washington, D.C., Radio Corporation of America Company, offices in New York, San Francisco, California and Washington, D.C., Western Union International and Western Union. - To be knowledgeable of current telecommunications problems so that certain priorities for support and services can be coordinated with designated Federal officials.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

This is a classified plan filed in standard secure safes.

Retrievability:

Filed by category of plan.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal: This is a permanent plan. It will be an active file indefinitly and will be updated periodically by the Manager, NCS.

System manager(s) and address:

The Manager, National Communications System, Washington, D.C. 20305.

Notification procedure:

Information may be obtained from the Office of NCS Plans and Operations, 8th and South Court House Road, Arlington, Virginia 22204.

Record access procedures:

Requests from individuals should be addressed to the Manager, National Communications System, Washington, D.C. 20305.

Written requests should contain the full name of the individual, current address and telphone number.

For personal visits, the individual should be able to provide some acceptable identification.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Informal coordination with representatives of the agencies concerned. Informal telephonic coordination with personnel of the common carriers.

Systems exempted from certain provisions of the act:

NONE

KNCS.02

System name:

National Communications System (NCS) Plan for Emergencies and Major Disasters.

System location:

Office of the Manager, National Communications System, 8th and South Court House Road, Arlington, Virginia 22204.

Categories of individuals covered by the system:

Federal Disaster Assisstance Administration (FDAA) Regional Directors.

General Services Administration (GSA) Regional Emergency Communications Coordinators.

Selected members of the National Communications Sysytem Staff.

Defense Civil Preparedness Agency (DCPA) Regional Directors.

Categories of records in the system:

File contains a plan which prescribes procedures for providing communication support in Presidentially declared emergency and major disaster operations. It provides the names, office and residence phone numbers of the key Federal personnel nationwide to contact and coordinate communications support in emergencies and major disasters.

Authority for maintenance of the system:

Presidential Memorandum, Subject: Establishment of the National Communications System, 21 August 1963.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Office of the Manager, NCS - To ensure that Federal agencies and certain telecommunications officials understand what their responsibilities and functions are in pre-disaster planning.

Regional representatives of FDAA, GSA, and DCPA - To know under which conditions of emergency they are to function and what roles they perform under each phase.

personnel assigned to States' Emergency Operations Center To know where the focal points are to contact for assistance.

Quasi-government agencies - (i.e., American National Red Cross) - To know where the focal points are to contact for assistance.

Major US telephone companies - To be informed on the plan and which regional representative will be contacting the telephone companies for assistance in conditions of disaster.

All Federal departments and agencies of the US Government in the Washington Metropolitan area - To be knowledgeable of the provisions made in the plan to assist their agencies located outside the Washington Metropolitan area.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The plan is filed in the office bookcases.

Retrievability:

Filed by category of plan.

Safeguards:

Buildings employ security guards. Records are maintained in areas accesible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

This is a permanent plan. It will be an active file indefinitely and will be updated periodically by the Manager, NCS.

System manager(s) and address:

The Manager, National Communications System, Washington, D.C. 20305

Notification procedure:

Information may be obtained from the Office of NCS Plans and Operations, 8th and South Court House Road, Arlington, Virginia 22204.

Record access procedures:

Requests from individuals should be addressed to the Manager, National Communications Systems, Washington, D.C. 20305.

Written requests should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Names of regional representatives, state officials, and Federal agency representatives secured through an Interagency Task Group established for the purpose of publishing the plan with this information. Information on major US telephone companies secured from an American Telephone & Telegraph Company Washington office representative.

**Systems exempted from certain provisions of the act:**

NONE

## KNCS.03

**System name:**

National Communications System Emergency Action Group (NEAG)

**System location:**

Office of the Manager, National Communications System (NCS), 8th and South Court House Road, Arlington, Virginia 22204.

**Categories of individuals covered by the system:**

Selected communications officials of the major operating agencies of the National Communications System who are designed by name as members of an interagency telecommunications group (NEAG) which is convened under national communications emergencies.

Selected personnel on the National Communications System Staff.

**Categories of records in the system:**

This file contains the objectives, membership and activation procedures for the National Communications System Emergency Action Group (NEAG) which is an on-call interagency telecommunications group whose purpose is to assist the Manager, NCS, in dealing with national communications emergencies. This NCS Instruction 45-1 lists the members of the group by name and gives the office and residence phone numbers.

**Authority for maintenance of the system:**

Presidential Memorandum, Subject: Establishment of the National Communications System, 21 August 1963.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Office of the Manager, NCS, - To inform the NCS staff of its responsibilities under conditions of a worsening emergency and who to contact in the Federal agencies to keep them apprised.

Selected telecommunications officials of the Major Operating Agencies of the NCS which are: Department of State, Department of Defense, Federal Aviation Administration, General Services Administration, National Aeronautics and Space Administration, and the Central Intelligence Agency -- To be informed on the conditions of emergency under which the NEAG convenes and the total membership thereof for purposes of immediate coordination.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

This is a classified directive which is filed in standard secure safes.

**Retrievability:**

Filed by category of plan.

**Safeguards:**

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

This is a permanent directive. It will be an active file indefinitely and will be up-dated periodically by the Manager, NCS.

**System manager(s) and address:**

The Manager, National Communications System, Washington, D.C. 20305.

**Notification procedure:**

Information may be obtained from the Office of NCS Plans and Operations, 8th and South Court House Road, Arlington, Virginia 22204.

**Record access procedures:**

Requests from individuals should be addressed to the Manager, National Communications System, Washington, D.C. 20305.

Written requests should contain the full name of the individual, current address and telephone number.

For personal visits, the individual should be able to provide some acceptable identification.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Informal coordination with representatives of the NCS member agencies concerned.

**Systems exempted from certain provisions of the act:**

NONE

## KPAC.01

**System name:**

Classified Container Information Form DA 727

**System location:**

Headquarters, Defense Communications Agency Pacific (DCA-PAC), APO San Francisco 96515

**Categories of individuals covered by the system:**

Any DCA-PAC employee who is responsible for the combination of a vault or container used for the storage of classified material.

**Categories of records in the system:**

DA Form 727 which contains name, address, and phone number.

**Authority for maintenance of the system:**

Executive Order 10450, as amended.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to obtain the names of persons who have direct knowledge of the combination of a safe or vault.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in safe.

**Retrievability:**

Filed numerically by divisions.

**Safeguards:**

Records are maintained in a locked vault.

**Retention and disposal:**

Destroyed when obsolete.

**System manager(s) and address:**

Security Officer, Defense Communications Agency Pacific, APO San Francisco, California 96515.

**Notification procedure:**

Requests from individuals should be addressed to Security Officer, Defense Communications Agency Pacific, APO San Francisco, California, 96515. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the Security Officer, DCA-PAC, APO San Francisco 96515, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present a current DCA identification badge or a driver's license.

**Record access procedures:**

Contact the Security Officer, DCA-PAC, APO San Francisco, California 96515. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency'S systems notice and should be referenced by the requestor.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Security Officer, DCA-PAC, APO San Francisco, California 96515.

**Systems exempted from certain provisions of the act:**

NONE

## KPAC.02

**System name:**

Authorization to sign for classified material lists.

**System location:**

Primary Systems Management. Defense Communications Agency Pacific, (DCA-PAC), ATTN: P200, APO San Francisco, California 96515.

Decentralized Segments - Individual divisions of DCA-PAC

Categories of individuals covered by the system:

All employees of DCA-PAC authorized to receipt for, have custody of or access to classified material by level and type of classifiaction.

Categories of records in the system:

Records include lists of individuals authorized to receipt for or have access to classified material, appointing letters as primary and alternate custodians, control officers, etc., and other miscellaneous documents.

Authority for maintenance of the system:

Executive Order 10450, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information from these files is used to determine who has authority to receipt for and maintain custody of classified material.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are paper records stored in file folders

Retrievability:

Records are filed by the type of material the individual is authorized access.

Safeguards:

Records are stored in locked vault or with copies maintained in locked file cabinets in the office of the division to which the file is applicable.

Retention and disposal:

Records are maintained during the period the employee is authorized access to the particular material, then destroyed.

System manager(s) and address:

Security Officer, Defense Communications Agency Pacific, APO San Francisco, California 96515.

Notification procedure:

Requests from individuals should be addressed to Security Officer, DCA-PAC, APO San Francisco, California 96515. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Officer, DCA-PAC, APO San Francisco, California, 96515, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification Badge or a driver's license.

Record access procedures:

Contact the Security Officer, DCA-PAC, APO San Francisco, California, 96515. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

The DCA rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information obtained from the Army, Navy, Air Force, Civil Service Commission filess or security files of DCA Headquarters.

Systems exempted from certain provisions of the act:

NONE

KPAC.03

System name:

420-20 permanent change of station and temporary duty travel order file.

System location:

Primary System, Management Support Division, Headquarters, Defense Communications Agency Pacific (DCA-PAC), APO San Francisco 96515

Decentralized segments: NCS PEARL Harbor, FPO San Francisco, California 96610; CCPD WBO, NAS Barbers Point, FPO San Francisco, California 96611, and appropriate offices of the Army, Navy, and Air Force.

Categories of individuals covered by the system:

Those DCA-PAC personnel who are required to perform temporary travel and individuals who are transferred from this headquarters on permanent change of station orders issued by competent authority.

Categories of records in the system:

Records would include copies of original travel order, travel claims and substantiating documents, i.e., receipts for car rental, air line tickets, travel requests, laundry services, lodging, records of advance travel payments and other miscellaneous vouchers.

Authority for maintenance of the system:

10 U.S. Code 133 (b).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Copies of temporary duty and permanent change of station orders issued by Headquarters, DCA-PAC are used by Chief, Management Support Division to obligate funds for payment of claims, obtain transportation requests and to account for the movement of assigned personnel. Permanent change of station orders are filed in order to forward mail.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Information is accessed and retrieved by name, social security number and/or order number.

Safeguards:

Records are stored in file cabinets in offices locked during nonduty hours.

Retention and disposal:

Permanent change of station and temporary duty orders issued by Headquarters, DCA-PAC are temporary. They are retained in the active files for one year, held for three additional years, then destroyed. Permanent change of station orders issued by other commands/agencies are maintained for one year and subsequently destroyed.

System manager(s) and address:

Chief, Management Support Division, P200, Headquarters, DCA-PAC

Notification procedure:

Requests from individuals should be addressed to Chief, Management Support Division, P200, Headquarters, DCA-PAC. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Management Support Division, P200, Headquarters, DCA-PAC, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Management Support Division, P200, Headquarters, DCA-PAC. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information supplied by Headquarters, DCA-PAC, Army, Navy or Air Force as appropriate plus individual travel claims filed in conjunction with a particular permanent change of station and temporaty duty movement.

Systems exempted from certain provisions of the act:

NONE

KPAC.04

System name:

Time and attendance cards and labor distribution cards

System location:

Primary Systems Management, Naval Communications Station (NCS), Pearl Harbor, FPO San Francisco 96610

Decentralized segments - Individual Division of Defense Communications Agency Pacific (DCA-PAC).

Categories of individuals covered by the system:

All civilian employees assigned to Headquarters, DCA-PAC.

**Categories of records in the system:**

Forms included in this file are: NAVCOMPT FM 911A (REV 7-55) and Labor Distribution Card. 14ND NSC 5230/28 (9-69).

**Authority for maintenance of the system:**

Federal Personnel Manual Supplement 293-11, Subchapter 57-2

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information from these files is used to compute payrolls, compute the amount of annual/sick leave accumulated and used as set forth in Civil Service Regulations.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored on paper cards maintained in file folders.

**Retrievability:**

Files individually identified by name and social security number.

**Safeguards:**

Records are stored in locked file cabinets located in offices locked during non-duty hours.

**Retention and disposal:**

Records are maintained during the period the employee is attached to DCA-PAC, then destroyed.

**System manager(s) and address:**

Chief, Management Support Division, Headquarters, DCA-PAC, APO San Francisco, California 96515.

**Notification procedure:**

Requests from individuals should be addressed to Chief, Management Support Division, Headquarters, DCA-PAC. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Management Support Division, Headquarters, DCA-PAC, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

**Record access procedures:**

Contact the Chief, Management Support Division, Headquarters, DCA-PAC. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents by the individual concerned may be obtained from the SYS-MANAGER.

**Record source categories:**

Records prepared from individual's attendance (duty) compiled by Headquarters, DCA-PAC in accordance with Civil Service Commission Regulations.

**Systems exempted from certain provisions of the act:**

NONE

## KPAC.05

**System name:**

403-03 Injury Records

**System location:**

Management Support Division, Headquarters, Defense Communications Agency Pacific (DCA-PAC), APO San Francisco, California 96515

**Categories of individuals covered by the system:**

Those DCA-PAC employees, both military and civilian, who sustain an injury in the performance of their duties.

**Categories of records in the system:**

Records would include copies of investigative reports compiled by police, either military or civilian, statements from witnesses, medical records, insurance claims, and other miscellaneous documents relating to specific accident.

**Authority for maintenance of the system:**

10 U.S. Code 133 (b).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To maintain records on industrial safety and make periodic reports to higher headquarters.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Retrieved by name and social security number.

**Safeguards:**

Records are stored in locked file cabinets.

**Retention and disposal:**

Records are temporary. They are retained in active files for one year, held one additional year and destroyed.

**System manager(s) and address:**

Chief, Management Support Division, Defense Communications Agency Pacific, APO San Francisco, California 96515.

**Notification procedure:**

Request from individuals should be addressed to Chief, Management Support Division, DCA-PAC, APO San Francisco, California, 96515. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Management Support Division, DCA-PAC, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

**Record access procedures:**

Contact the Chief, Management Support Division, DCA-PAC, APO San Francisco 96515. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents by the individual concerned may be obtained from the SYS-MANAGER.

**Record source categories:**

Information supplied by the individual, witnesses, investigative and medical agencies.

**Systems exempted from certain provisions of the act:**

NONE

## KSPT.01

**System name:**

Military Personnel Management/Assignment Files

**System location:**

Military Personnel and Training Branch, B120, National Military Command System Support Center (NMCSSC)

**Categories of individuals covered by the system:**

Records are maintained on military personnel of the Army, Air Force, Navy and Marine Corps currently assigned to the Defense Communications Agency.

**Categories of records in the system:**

Records contain qualification records, duty status, special orders, assignment actions, personnel action requests, and suspense items for individuals to update Military Personnel Record maintained by the Military Department's Personnel Office. The category of data maintaned is: personal identification, assignment history and eligibility, medical profile status and military and civilian education history.

**Authority for maintenance of the system:**

10 U.S. Code 3012, 6011, 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

NMCSSC uses this information to manage the military personnel assigned. The majority of the information is furnished by the Military Departments. This information is used: to determine acceptance/non-acceptance for assignment to the NMCSSC, to determine qualifications for requirements peculiar to the NMCSSC, performance evaluations, position manning reports, strength accountability, data upon which to base individual requests for personnel actions, and biographical and statistical reports to top NMCSSC management.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored in file folders and locked in filing cabinets.

**Retrievability:**

Information is accessed and retrieved by name.

Safeguards:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where the records are maintained.

Retention and disposal:

Records are not permanent. They are destroyed upon reassignment from this Agency.

System manager(s) and address: Chief, Executive Support Office, Code B120, NMCSSC.

Notification procedure:

Requests from individuals should be addressed to the Commander, NMCSSC, B121B. The full name, rank, and social security number of the requesting individual will be required to determine if the system has a record about the individual. The requestor may visit the Military Personnel and Training Branch, B120, NMCSSC, to obtain information on whether the system contains records pertaining to the individual. As proof of identity the requestor will present his U.S. Armed Forces Identification Card.

Record access procedures:

Contact the Commander, NMCSSC. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's Systems Notice and should be referenced by the requestor.

Contesting record procedures:

The NMCSSC's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Basic sources of data are the Military Departments: Army, Air Force and Navy. Qualification records furnished when the individual is nominated for assignment to the NMCSSC. The types of forms that are used as source data are: Army DA Form 2475-2 (Personnel Data-SIDPERS), DA Form 31 (Request and Authority for Leave), DA Form 2/2-1 (Qualification Record), PERSINCOM Form 260 fficers Record Brief), Special Orders; Air Force AF Form 47 (Personnel Security Certificate), AF Form 298-1 (Career Brief Officer), AF Form 1074 (Career Brief Enlisted), AF Form 173 (Career Counseling Record), AF Form 899 (Reassignment Orders), AF Form 152/988 (Leave Forms), AF Forms 2095/2096/2097/2098 (Personnel Actions Forms); Navy Career Brief Officers, NAVPERS 1070/602 (Dependency Application/ Record of Emergency Data), Orders, OPNAV Form 5521-429 (Certificate of Clearance); Marine Corps, Career Brief All services file letters, messages and general correspondence, DA Form 2496 (Disposition Form), relative to the individuals assigned to the NMCSSC

Systems exempted from certain provisions of the act:

NONE

KSPT.02

System name:

Vehicle Parking Registration Card

System location:

Office of the Chief, Physical Security and Document Branch, B122, National Military Command System Support Center (NMCSSC)/Defense Communications Agency (DCA).

Categories of individuals covered by the system:

All civilian and military personnel assigned to NMCSSC and who register their vehicles for parking at the Pentagon.

Civilian contractor personnel assigned desk space at NMCSSC and who apply for parking privileges at the Pentagon.

Categories of records in the system:

This file records name, address, office code, office telephone number, and place of employment of NMCSSC personnel.

Authority for maintenance of the system:

Executive Order 10450, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Physical Security and Document Branch, NMCSSC/DCA - Information is used to report to DoD the total number of parking spaces and itemized to show the number used for employee parking; number of employee spaces assigned to physically handicapped employees; number and percentage of employee parking spaces assigned to executive personnel and persons assigned unusual hours.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Visible file cards (3x8) in metal file cabinet

Retrievability:

Filed alphabetically by name and parking status, that is, Handicap Area, Executive Area, and Open Area.

Safeguards:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

Retention and disposal:

File cards are maintained during the period of the incumbent's assignment, then removed and destroyed when assignment is terminated.

System manager(s) and address:

Chief, Physical Security and Document Branch, Code B122, NMCSSC/DCA.

Notification procedure:

Requests from individuals should be addressed to Chief, Security and Document Branch, Code B122, NMCSSC/DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Security and Document Control Branch, Code B122, NMCSSC, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

Record source categories:

Completed form filled out by individual

Systems exempted from certain provisions of the act:

NONE

KWHC.01

System name:

Agency Training File System

System location:

Primary System-Adjutant, Defense Communications Administrative Unit Address listed DoD Directory.

Decentralized Segements-Defense Communications Operations Unit, White House Communications Defense Communications Support Unit. Address listed in DoD Directory.

Categories of individuals covered by the system:

Any military employee undergoing formal, informal, on the job, or MOS training.

Categories of records in the system:

File contains individual training cards and information on training progress and testing during the course of instruction and application.

Authority for maintenance of the system:

5 U.S. Code Chapter 41.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provide agency and individual training for job efficiency and advancement. Used to increase efficeincy and individual production. Qualify individuals in all occupations and details within agency. Meet service requirements for annual occupation testing. Instill confidence and motivation for self-improvement and enhance promotion potential. Establish clear path for increase in qualification throughout career development.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and cards in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

Records are permanent. They are retained in active file during active career, retired to service transfer point on release from active duty.

**System manager(s) and address:**

Adjutant, Defense Communications Administrative Unit (DCAU),Building 94, Anacostia Naval Station, Washington, D.C. 20374.

**Notification procedure:**

Requests from individuals should be addressed to Adjutant, DCAU, Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

**Record access procedures:**

Requests from individuals should be addressed to Adjutant, DCAU, Bldg 94, Anacostia Naval Station, Washington, D.C. 20374

Written requests for information should contain the full name of the individual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is driver's license, employee identification or military identification card.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Application and related forms from individual, performance tests, recommendations, service departments, written tests, previous commands and records custodians.

**Systems exempted from certain provisions of the act:**

NONE

## KWHC.02

**System name:**

Military Personnel Files System

**System location:**

Primary System - Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segments - Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

**Categories of individuals covered by the system:**

All assigned or attached military personnel.

**Categories of records in the system:**

Files contain individual's enlistment contract, MOS evaluation data, Serviceman Life Insurance Elections, Emergency Data, Record of Induction, Qualification Record, Oath of Office, Recommendation for Promotion, Medical Examination, Retirement Application, Correction of Records, Report of Transfer or Discharge, Review for Correction of Discharge, Language Proficiency, Police Records Check, Statement of Personal History, Application for ID Cards, Recommendations for Awards, Awards, Certificate of Security Clearance, Cryptographic Training and Experience Record, Defense National Agency Check Request, Oath of Enlistment, Certificate of Achievement, Reports of Change to Qualification Record, In/Out Processing Check Sheet, Installation Clearance Record, Hold Letters, Personnel Data Card, Assignment, Waiver of Enlistment, Enlisted Evaluation Report, Change in Reporting Official, Career Counseling Record, Training Upgrade, Passport Application, Letters of Recommendation and Appreciation, Commendation, Special Orders, TDY Orders, Personnel Action requests, Certificates of Appreciation and Commendation, Extension Certificates, Officer Evaluation Reports, Application for Appointment, Application for Active Duty, Application for Social Security Number, Suspension of Favorable Personnel Action, Sign In/Out Register, Morning Reports, Leave Request, Suspense File, Duty Roster.

**Authority for maintenance of the system:**

10 U.S. Code 3012, 6011, 8012.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Provide management and control of military personnel and monitor and assist in personnel actions affecting their entire career. Used to classify and reclassify personnel and monitor testing, assign and reassign personnel, process and assign overseas and Continental United States (CONUS), provide port call instructions, provide rosters, promotion and reduction, training schooling, special assignments, details, disciplinary action rotation, fix personnel authorization, determine authorizations, submit personnel requisitions, monitor utilization, identify personnel for elimination, proficiency testing, report promotion eligibles, process retirement, enlistments, branch transfers, extensions, curtailments, Awards, foreign service decorations, special correspondence, security clearance, photographs, appointment, emergency leave, report casualities, dependent travel, marriage, adoption, readiness files, travel clearance, passports, visa, service benifits, life insurance, voting, control of identification cards and tags, maintain historical record of service, strength, prepare rosters and reports for personnel information systems, process incoming and out going personnel, prepare personnel data cards, obtain security clearance. Transfer information to Department of the Army, Air Force, and Navy, Washington, D.C. 20310.

Disclosure to investigate Authorities on possible prosecution Action. Department of Service, Staff Agencies and commands, to coordinate and control and accomplish assigned mission of military personnel. Develop requirements and training of military personnel world-wide.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records and cards in file folders.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

Records are permanent. They are retained in active file during active career, retired to service transfer point on release from active duty.

**System manager(s) and address:**

Adjutant, Defense Communications Administrative Unit (DCAU), Building 94, Anacostia Naval Station, Washington, D.C. 20374.

**Notification procedure:**

Requests from individuals should be addressed to Adjutant, DCAU, Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current Defense Communications Agency identification badge or a driver's license.

**Record access procedures:**

Requests from individuals should be addressed to Adjutant, DCAU, Bldg 94, Anacostia Naval Station, Washington, D.C. 20374.

Written Request for information should contain the full name of the individual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is drivers license, employee identification or military identification card.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Application and related forms from the individuals, service departments, Defense investigative service, previous commands, Federal and State Agencies and records custodians.

**Systems exempted from certain provisions of the act:**

NONE

## KWHC.03

**System name:**

Personnel Locator File System

**System location:**

Primary System-Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segements-Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

**Categories of individuals covered by the system:**

All assigned, attached or controlled personnel.

Categories of records in the system:

Files contain individual information categories of states, occupation, MOS, marital status, dependents, active service dates, separation, rank, home, telephone, duty title, station, home of record, unit, emergency contact and location, and rotation.

Authority for maintenance of the system:

10 U.S. Code 133(b).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides individual and supervisors a purely internal management tool designed to be used when individuals do not have immediate access to military personnel files. Used for Emergency location and notification of personnel under unusual circumstances. Used in normal notification and forwarding of information, messages and mail. Used in event of loss of individual military records and in preparation of recommendations for promotion, awards, reduction, discipline and personnel actions. Used on leave approval, travel, enlistments, training and security clearances.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and cards in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are retained during individual assignment and destroyed upon transfer.

System manager(s) and address:

Adjutant, Defense Communications Administrative Unit (DCAU), Building 94, Anacostia Naval Station, Washington, D.C. 20374.

Notification procedure:

Requests from individuals should be addressed to Adjutant, DCAU, Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Requests from individuals should be addressed to Adjutant, DCAU, Building 94, Anacostia Naval Station, Washington, D.C. 20374.

Written requests for information should contain the full name of the individual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some identification or military identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Military Personnel Files and individual submission.

Systems exempted from certain provisions of the act:

NONE

## KWHC.04

System name:

Military Financial File System.

System location:

Primary System - Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segements - Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

Categories of individuals covered by the system:

All assigned or attached military personnel

Categories of records in the system:

File contains individual's military pay records, substantiating documents, such as certificates for deduction's and retained pay orders, records of travel and dislocation pay, record data folder, miscellaneous vouchers, leave records, witholding exemption certificate, civilian clothing voucher and various collection vouchers.

Authority for maintenance of the system:

10 U.S. Code 133(b).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Maintain historical record of all pay. Administer military pay and allowance in a accurate and legal manner. Provide maximum benefits, provide input data, substantiate pay, process morning reports, provide pay allowances, provide income tax information, referrals to Department of Justice and DoD, prompt processing miscellaneous pay, post travel cards, audit leave record, process adjustments, notice of exceptions and levy, provide copys to individual, verify VA benefits, audits, re-emburse travel, maintain accuracy.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and cards in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are permanent. They are retained in active file during active career, retired to service transfer point on release from active duty.

System manager(s) and address:

Adjutant, Defense Communications Administrative Unit (DCAU), Building 94, Anacostia Naval Station, Washington, D.C. 20370

Notification procedure:

Requests from individuals should be addressed to Adjutant, DCAU, Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Requests from individuals should be addressed to Adjutant, DCAU, Bldg 94, Anacostia Naval Station, Washington, D.C. 20374.

Written requests for information should contain the full name of the individual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employee identification or military identification card.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determiations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Application and related forms from the individual requesting pay action, service departments and command document, state and federal agencies and records custodians, birth certificates, marriage licenses, previous employees, and financial institutions.

Systems exempted from certain provisions of the act:

NONE

## KWHC.05

System name:

Personnel Information System

System location:

Primary System - Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segements-Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

Categories of individuals covered by the system:

All assigned or attached personnel

Categories of records in the system:

Files contain individual information categories of procurement, positions, duty, hold, location, address, suspense actions, passports, separation, birthdays, service badges, medal eligibility, survivor benefits, promotion, photographs, physicals, projected loss, orders, MOS

testing, information change, rotation, state, age dependents, travel and duty status change.

Authority for maintenance of the system:

10 U.S. Code 133(b).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provide verification and notification to individual on accuracy of military personnel file. Used to verify, correct and update procurement summaries, locator files, address, suspense items, passports, separation dates, service badge eligibility, medal eligibility, clothing allowance eligibility, survivor benefits, promotion eligibility, photograph and physical completion, personnel rosters, loss reports, referral to Justice Department and DoD, issuance of orders, MOS testing, notification change and new dependents. Used by individual to insure accuracy of Agency information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and cards in file folders.

Retrievability:

Filed by information category.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are destroyed after verification by individual and posting in military personnel files.

System manager(s) and address:

Adjutant, Defense Communications Administrative Unit, Building 94, Anacostia Naval Station, Washington, D.c. 20374.

Notification procedure:

Requests from individuals should be addressed to Adjutant, defense Communications Administrative unit, anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Requests from individuals should be addressed to Adutant, Defense Communications Administrative Unit , Building 94, Anacostia Naval Station, Washington, D.C. 20374.

Written requests for information should contain the full name of the individual, current address and telephone number and category of information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employee identification or military identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Military Personnel File, application from individual, service departments, previous commands, Federal and State Agencies and record custodians.

Systems exempted from certain provisions of the act:

NONE

KWHC.06

System name:

Personnel Security Files

System location:

Primary System-Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segments-Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

Categories of individuals covered by the system:

Active duty military personnel, DoD Civilian employees, and DoD Contractor Personnel nominated and approved for assignment to the White House Communications Agency (WHCA).

Categories of records in the system: Files contain individual nominations for assignment to the WHCA. Files include retained copies of individuals' Statements of Personal History; periodic updates of statement of personal history data; individual building pass and identification security badge requirements; security briefing certificates; reports of involvements in accidents and incidents; retained copies of application for off-duty employment; notification of security clearance indoctrination/debriefing; notification of completion of spouse National Agency Checks; individual certificates of clearances; personal interview results.

Authority for maintenance of the system:

Executive Order 10450, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Nomination files for assignment to WHCA are initiated to transmit completed background investigations to the following activities (in the order listed):

The Office of the Special Assistant to the Secretary and Deputy Secretary of Defense.

The Office of the Military Assistant to the President.

The Staff Assistant for Security, Office of the Counsel to the President;

Special Agent in Charge, Technical Security Division, United States Secret Service.

Nomination files are used to evaluate the background, character, and qualifications of persons for assignment to the agency.

Statements of Personal History, as well as the periodic update of personal history data, is used to furnish the Defense Communications Agency, the White House Office, and other Federal Agencies personal data on applicants for assignment or duty with the agency. Statements of Personal History serve as the basis for initiation of background investigations and assessing the eligibility of individual for special access programs.

Individual pass and security identification requirements records are collected to control or limit access of personnel to sensitive facilities.

Individual reports of involvements in accidents or incidents are used to monitor the security and security-related conduct of personnel who are assigned to a Presidential support activity and who have access to classified information.

Individual requests for approval of off-duty employment of active duty military personnel. The formal request documents that a determination has been made that the off-duty employment does not involve any conflict of interest.

Retained copies of notifications of the indoctrination of personnel for various security clearances and special access programs. Notifications are used to insure that only properly indoctrinated personnel are permitted access to these security clearances and programs.

Retained copies of correspondence advising the Commander, Naval Support Facility, Camp David, Maryland, of the completion of a National Agency Check on the spouses of WHCA personnel assigned to Camp David. Notifications are used as the basis for the preparation of access lists to Camp David.

Individual certificates of security clearances issued by the Defense Communications Agency. These certify that personnel assigned to the agency have met all requirements for access to classified material.

Interview notes dealing with the personal interview of individuals tentatively accepted for assignment to the White House Communications Agency, pending completion of the bakcground investigation. Notes are used to assess the overall qualifications of personnel tentatively selected for assignment to the agency.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and cards in file folders.

Retrievability:

Filed alphabetically by last name of individual.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are permanent. They are retained in active status during period of access and retired to records storage facility.

System manager(s) and address:

Adjutant, Defense Communications Administrative Unit, Building 94, Anacostia Naval Station, Washington, D.C. 20374.

Notification procedure:

Requests from individuals should be addressed to Adjutant, Defense Communications Administrative Unit (DCAU) Anacostia Naval Station. The full name of the requesting individual will be required to determine if the system contains a record about him or

her. As proof of identity, the requestor must present a current Defense Communications Agency (DCA) identification badge or driver's license. license.

Record access procedures:

Requests from individuals should be addressed to Adjutant, (DCAU),Bldg 94, Anacostia Naval Station, Washington, D.C. 20374

Written requests for information should contain the full name of the idividual, current address and telephone number and category information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is driver's license, employee identification or military identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Statements of Personal History and related personal information forms and reports from each individual; Notification of personal (security) clearance from the Defense Communications Agency and other appropriate Federal Agencies; incident and accident reports from the investigating agency.

Card files are originated in the Security Office, White House Communications Agency, extracting pertinent information from the Statement of Personal History and related personal information forms which the individual provides.

Systems exempted from certain provisions of the act:

NONE

KWHC.07

System name:

Agency Access/Pass File System

System location:

Primary System - Adjutant, Defense Communications Administrative Unit. Address listed DoD Directory.

Decentralized Segments-Defense Communications Operations Unit, White House Communications, Defense Communications Support Unit. Address listed in DoD Directory.

Categories of individuals covered by the system:

Assigned and attached personnel, contractors, visitors and civilian employees, whose trustworthiness has been established (in accordance with appropriate regulations), who applies for and are granted access to classified records, sites, equipment, containers, or areas within agency's scope of responsibilities.

Categories of records in the system:

File contains registers for recording pertinent information on persons authorized entry or access to classified records, sites, equipment, containers and areas.

Authority for maintenance of the system:

Executive Order 10450, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to record names, signatures and identity of those authorized access.

Used to obtain and grant clearance or extension of clearance for access to classified information, equipment, sites or containers. Used to prevent unauthorized access or disclosure of classified material or information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and cards in file folders.

Retrievability:

Filed alphabetically by ast name of individual.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are permanent. They are retained in active status during period of access and retired to records holding facility.

System manager(s) and address:

adjutant, Defense Communications Administrative unit (DCAU) Bldg 94 Anacostia Naval Station, Washington, D.C. 20374

Notification procedure:

Requests from individuals should be addressed to Adjutant,(DCAU) Anacostia Naval Station. The full name of the rquesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requestor must present a current DCA identification badge or driver's license.

Record access procedures:

Requests from individuals should be addressed to Adjutant (DCAU) Bldg 94, Anacostia Naval Station, Washington, D.C. 20374

Written requests for information should contain the full name of the individual, current address and telephone number and category of information requested.

For personal visits, the individual should be able to provide some acceptable identification, that is a driver's license, employee identification or military identification card.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Application and related forms from the individual requesting access, personnel security clearance from Defense Investigative Service, service staffs, commands and other Federal agencies. Records custodians.

Systems exempted from certain provisions of the act:

NONE

K105.01

System name:

208.10 Confidential Statement of Employment and Financial Interest.

System location:

Office of the Counsel, Headquarters, Defense Communications Agency (DCA), Code 105.

Categories of individuals covered by the system:

Those DCA military personnel, on duty, in the rank of Lieutenant Colonel, Commander, or above and those DCA civilian personnel, on duty, in the grade of GS-13 and above whose duties require them to exercise judgment in actions relating to contracting or procurement.

Categories of records in the system:

The completed DD Form 1555, 'Confidential Statement of Employment and Financial Interests - Department of Defense Personnel'; lists of those DCA employees who must fill out the form. The responsibility for determining the list of which employees must fill out the form is vested in: (1) the Director, DCA, for the Office of the Director; (2) the Deputy Directors, the Comptroller, and the Assistants to the Director for Administration and Personnel for their respective organizations; (3) the Chairman or Chief responsible individual for source selection boards, committees, etc., or bid or proposal evaluation groups, formally designated; and (5) the Chief of Staff, Headquarters, DCA, for any other positions not covered in (1) through (4) above.

Authority for maintenance of the system:

18 U.S. Code 208.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Office of Counsel, DCA. To assure that the applicable DCA personnel refrain from any private business or professional activity or refrain from having any direct or indirect financial interest which would put them in a position where there is a conflict between their private interest and the public interests of the United States, particularly those related to their duties and responsibilities as DCA personnel. And even though a technical conflict may not exist, the Counsel, DCA, must assure that DCA personnel avoid the appearance of such a conflict from a public confidence point of view. The resolution of a conflict or appearance of a conflict may be accomplished by one or more means, such as changes in assigned duties, divestment of a conflicting interest, disqualification for a particular assignment, disciplinary action, or criminal action. A DCA employee who falls within the applicable categories will have his OF8 (the covering form with his position description) stamped with the notation, 'Requires confidential statement of employment and financial interest . as required by DoD Directive 5500.7'.

DCA Management - To review where there is an unresolved conflict of interest and an adverse action is to be taken.

Department of Justice - To review where there is an unresolved conflict of interest and a criminal action is contemplated.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Information is accessed and retrieved by name and organizational assignment.

**Safeguards:**

Building employs security guards. Records are stored in locked safe and are accessible only to the Office of Counsel, DCA.

**Retention and disposal:**

Records are not permanent. They are retained in an active file until end of fiscal year, then held one additional year in an inactive file and subsequently destroyed.

**System manager(s) and address:**

Counsel, Code 105, Headquarters, DCA

**Notification procedure:**

Requests from individuals should be addressed to the Counsel, DCA, Code 105. The full name and organizational assignment of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Office of Counsel, DCA, Code 105, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present either a current DCA identification badge or a driver's license.

**Record access procedures:**

Contact Counsel, DCA, Code 105. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Completed DD Form 1555 supplied by the individual.

**Systems exempted from certain provisions of the act:**

NONE

**K107.01**

**System name:**

Investigation of Complaint of Discrimination

**System location:**

Office of the Director of Equal Employment Opportunity, Headquarters, Defense Communications Agency (DCA) (Code 107), Washington, D.C.

**Categories of individuals covered by the system:**

Employees of, or applicants for employment with, DCA who have filed formal, written complaints alleging that they had been discriminated against.

**Categories of records in the system:**

Signed affidavits; copies of personnel documents; copies of official personnel promotion records; report of investigator; EEO Counselor's report; inter-office memoranda; employee's complaint of discrimination; employee career appraisal reports; letters from complainant's representative.

**Authority for maintenance of the system:**

Federal Personnel Manual, Part 713, 'Equal Opportunity.'

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by the Director of Equal Employment Opportunity in making a recommendation to the Director, DCA regarding the formulation of a finding with regard to whether or not a complaining employee has been discriminated against.

The Director, DCA also examines the system in writing his decision.

Civil Service Commission's Appeal Review Board uses file if appeal is filed with the Board.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Stored in file folders in locked file cabinet.

**Retrievability:**

Retrieved by the name of the complaining employee or applicant.

**Safeguards:**

Building employs security guards. Files locked in file cabinet. No one has direct access except for the Director, Equal Employment Opportunity.

**Retention and disposal:**

Record is retained until three years after a final decision in the complaint involved and retired to the Washington National Records Center.

**System manager(s) and address:**

Director, Equal Employment Opportunity, DCA (Code 107), Washington, D.C. 20305.

**Notification procedure:**

Requests from individuals should be addressed to the Director of Equal Employment Opportunity, Headquarters, DCA, Code 107. The individual's full name and organization will be required to determine if the system contains a record about him or her. The requester may visit the Office Equal Employment Opportunity, Headquarters, DCA, Code 107, to obtain information on whether the system contains records pertaining to him or her. Proof of identity will be by presentation of current DCA identification badge or a driver's license.

**Record access procedures:**

Contact the Director of Equal Employment Opportunity, Headquarters, DCA, Code 107, for assistance in this regard. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial Determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Previous employers and supervisory officials; present supervisor; present and previous co-workers; officials in personnel office; personnel records; payroll records; promotion files; and training and education records.

**Systems exempted from certain provisions of the act:**

NONE

**K232.01**

**System name:**

Travel Orders Records System

**System location:**

Services Branch, Code 232, and Travel Branch, Code 234, Headquarters, Defense Communications Agency (DCA). Decentralized Segments: Defense Communications Engineering Center Administrative Offices, Code R120; Defense Communications Operations Center, Allocations and Engineering Division, Code N230.

**Categories of individuals covered by the system:**

Those DCA military and civilian personnel who have performed official travel in connection with DCA business or employment.

**Categories of records in the system:**

Records in the system would cover authorized official travel for civilian, military, and contractor personnel and be comprised of travel orders, transportation requests, commercial carrier transportation and excess baggage tickets, travel advance vouchers, records of travel claims and payments, DD Form 1056, Authorization to Apply for a 'No Fee' Passport. Also supporting documentation including messages, correspondence, and coordination papers. Data in the system would include names, social security numbers, office assignments, rank/grade, DCA office code number, DCA telephone number, home addresses, transportation and per diem allowances and actual amounts paid, and itineries.

**Authority for maintenance of the system:**

10 U.S. Code 133(b).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by personnel in the Services Branch, Code 232, and personnel in the Travel Branch, Code 234, Headquarters, DCA, in maintaining appropriate and accountable records for individuals performing official travel on DCA business and to ensure individual travel advances are liquidated.

Eligible records are forwarded to the Department of Justice for possible prosecution for fraud.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

Storage:

Records are stored in file folders.

Retrievability:

Information is accessed and retrieved by the name of the individual.

Safeguards:

Building employs security guards. Records are kept in security file (MP combination lock) and are accessible only to authorized personnel that are properly screened, cleared and their duties require them to be in the area where records are maintained.

Retention and disposal:

Records maintained in the Travel Branch, Code 234 are not permanent. They are retained in active file until travel advances are liquidated and then transferred to completed files and held for one fiscal year and subsequently retired to the appropriate Washington National Records Center.

Records maintained in the Services Branch, Code 232, are retained for two years, then destroyed.

System manager(s) and address:

Chief, Supply and Services Division, Code 230, Headquarters, DCA. Decentralized Segment - Chief, Management Services Office, Defense Communications Engineering Center, Code R120.

Notification procedure:

Requests from individuals should be addressed to Chief, Supply and Services Division, Code 230, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the Services Branch, Code 232, Headquarters, DCA, to obtain information whether the system contains records pertaining to him or her for local travel. For other than local travel, the requester may visit the Travel Branch, Code 234, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. In either instance, as proof of identity, the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Supply and Services Division, Code 230, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Names and other personnel information on those individuals in the system are obtained/gathered from authorized and approved travel orders issued to the individual concerned.

Systems exempted from certain provisions of the act:

NONE

K232.02

System name:

Injury Record File

System location:

Services Branch, Code 232, Headquarters, Defense Communications Agency (DCA).

Categories of individuals covered by the system:

Those DCA civilian employees who are treated for an occupational injury or illness by the Dispensary located on the Headquarters DCA Compound.

Categories of records in the system:

Records in the system are Injury Records, Civilian Employee Health Service (CEHS) Form CH-4 (Rev 10 Jun 64) which shows the date form was completed, name of employee injured, the Department, Agency, Branch, building, room and telephone numbers, date and time of injury, brief description of injury, disposition of case and the signature of the CEHS representative submitting the report.

Authority for maintenance of the system:

10 U.S. Code 133(b).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by personnel in the Services Branch, Code 232, Headquarters, DCA, to ensure that causes of occupational injuries or illnesses are corrected. Also serves as a tickler file to ensure that a more detailed report (Employees Compensation Forms CA 1 and 2) are due in from the employee.

After screening the CA 1 and 2, they are forwarded to the Civilian Personnel Division, Code 720, Headquarters, DCA, for file in official file folder.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in a 5" x 8" card file box.

Retrievability:

Information is accessed and retrieved by the name of the individual

Safeguards:

Building employes security guards. Records are kept in security file (MP combination lock) and are accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where records are maintained.

Retention and disposal: Records are not permanent. They are retained for two years following the date of execution, at which time they are destroyed.

System manager(s) and address:

Chief, Supply and Services Division, Code 230, Headquarters, DCA.

Notification procedure:

Requests from individuals should be addressed to Chief, Supply and Services Division, Code 230, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Services Branch, Code 232, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. As proof of identity, the requester must present either a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Supply and Services Division, Code 230, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

The CEHS Representative operating the Dispensary located on the Headquarters, DCA Compound.

Systems exempted from certain provisions of the act:

NONE

K240.01

System name:

Personnel Security Investigative Dossier File (PSIDF)

System location:

Office of the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency (DCA). Decentralized Segment - Security Branch, Defense Communications Engineering Center, Code R121.

Categories of individuals covered by the system:

This file includes individual personnel security investigative dossiers on: U.S. military personnel who have been selected for assignment to, are now, or have been assigned to the DCA; U.S. Government civilian personnel who are being processed for employment, are now or have been employed by the DCA; U.S. military or civilian personnel who are being processed for, or have been granted, access to sensitive compartmented information (SCI) by the DCAat the request of their parent organization; industrial employees who are performing, expect to perform, or have performed duties under DCA SCI cognizance as a result of a U.S. Government contract; or personnel who are or have been, affiliated with the DCA.

Categories of records in the system:

File contains individual personnel security investigative dossiers. Individual dossiers may contain submissions by the individual such as Statement of Personal History/personnel security questionnaire, appropriate release statements and related personal documentation, i.e., educational diplomas, marriage and divorce records, etc.; information obtained as a result of a National Agency Check, investigative action and/or volunteer sources. Information may consist of acquisitions from listed or developed character references, co-workers, supervi-

sors, present and past employers, financial or trade institutions, credit bureaus, personnel of the legal, medical, educational or religious professions, educational institutions, present and former neighbors, courts, U.S. federal, state or local agencies and departments; foreign law agencies, private investigative sources, active and retired U.S. military or civilian personnel records, interview of the individual, his spouse, relatives or associates, fingerprint identification check. This information normally covers the period of the individual's life for a fifteen year period immediately preceding the investigation or from the date of his eighteenth birthday. However, if derogatory information is developed or if the individual has a long tenure of U.S. Government service, the file may cover a greater period of time; information on the individual's spouse, relatives or associates; correspondence between the individual and DCA or other U.S. Government activity or correspondence related to the individual between his employer, organization of assignment and DCA (Code 240) or other U.S. Government activity; correspondence related to National Agency Checks, investigations, evaluations, clearance or special accesses for the individual; certificates of clearance, security determination or special access authorizations and terminations thereof; content, adjudicative and clearance action sheets; certificates of release or review of personnel security investigative dossiers; results of review of personnel and/or medical files; photographic likeness with identifying data such as name.

**Authority for maintenance of the system:**

Executive Order 10450, as amended.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information is collected and used for the purposes of determining the suitability, eligibility or qualification of personnel previously defined for assignment, employment or qualification for access to various levels of U.S. Government classified and sensitive compartmented information and to certify clearances and accesses as required.

Counterintelligence and Security Division (DIA): The personnel security investigative dossier for each individual previously defined who has, or had, a valid requirement for access to compartmented intelligence information is reviewed to determine, for the responsible United states Intelligence Board Member, the individual's eligibility for such access.

Any component or official of the U.S. Government having established a need-to-know: Used as a basis for gaining access to classified information upon reassignment employment, etc..

Also released to law enforcement and investigatory authorities of the U.S. Government for conduct of official investigations

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records, Microfiche, in file folders; ADP cards or magnetic tapes.

**Retrievability:**

Information is retrieved by the individual's name.

**Safeguards:**

Building employs security guards. Records are maintained in areas accessible only by authorized personnel that are properly cleared and trained. Records, during non-duty hours, are additionaly protected by storage in locked electrical filing cabinets.

**Retention and disposal:**

Individual records are maintained from the date of initial nomination for assignment, employment or affiliation with the DCA until at least one year but not more than two years, following his departure. Individual records which contain information upon which an adverse determination was based are maintained permanently.

**System manager(s) and address:**

Chief, Security Division, Code 240, Headquarters, DCA. Decentralized Segment - Chief, Security Branch, Defense Communications Engineering Center, Code R121, 1860 Wiehle Avenus, Reston, VA 22090.

**Notification procedure:**

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Division, Code 240, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license. For the Decentralized Segment requests should be addressed to - Chief, Security Branch, Defense Communications Engineering Center, Code R121, 1860 Wiehle Avenue, Reston, VA 22090.

**Record access procedures:**

Contact the Chief, Security Division, Code 240, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's system notice and should be referenced by the requester.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Information is placed into the system by the SYSMANAGER after an individual has been nominated for assignment, employment or affiliation with the DCA as previously defined. Information may be obtained from the individual's submissions, listed or developed character references, co-workers, supervisors, present and past employers, financial or trade institutions, credit bureaus, personnel of the legal, medical, educational or religious professions, educational institutions, present and former neighbors, courts, U.S. federal, state or local law agencies/departments, active and retired U.S. military or civilian personnel records, interview of the individual, his spouse, relatives or associates, any component of the U.S. Government having an identifiable record on the individual or volunteer sources.

**Systems exempted from certain provisions of the act:**

Investigative records compiled solely for the purpose of determining suitability, eligibility, or qualifications for federal civilian employment, military service, or access to classified information are exempt to the extent outlined in Subsection (k)(5) of the Privacy Act.

**K240.02**

**System name:**

Sensitive Compartmented Info (SCI) Posn/Pers Accountability System

**System location:**

Primary System--Office of the Chief, Security Division, Headquarters, Defense Communications Agency (DCA), Code 240.

Decentralized Segments--Office of the Chief, Computer Operations Division, Defense Communications Agency Operations Center (DCAOC).

**Categories of individuals covered by the system:**

Any individual who requires access to Special Intelligence (SI), Special Activities Office (SAO) information and/or Single Integrated Operational Plan--Extremely Sensitive Information (SIOP-ESI) in order to perform their duties are identified which includes: U.S. military personnel assigned to the DCA or certified to the DCA by their parent organization; U.S. Government civilian personnel employed by the DCA or certified to the DCA by their parent organization; U.S. military or civilian personnel who are being processed for access to SCI by the DCA at the request of their parent organization; industrial employees who are visiting DCA or performing duties under DCA cognizance as a result of a U.S. Government contract, or who are certified to the DCA as authorized representatives of industrial firms concerned with matters related to contractual, advisory or consultant support, or whose functions are such that visits to the DCA, or to facilities under DCA cognizance, are required.

**Categories of records in the system:**

File contains the SI/SAO Billet Roster which is a compilation by name, military grade or civilian counterpart, military service or social security account number , position number and title and parent organization .. The roster identifies those positions (billets) which have been approved for specific SI/SAO access and lists the incumbents of those billets with the categories of access for which they have been briefed; the SIOP-ESI Billet Roster which contains the same identifying elements described above but pertains exclusively to SIOP-ESI accesses; the Contractor Facility Control Record which lists all contractor facilities for which the Special Security Branch has security cognizance. Facilities are listed by name and location, with a separate section for each facility. Within each section the contractor employees assigned to that facility are listed by name, clearance and categories of SCI to which they are authorized access; the Special Security Control Card which is an alphabetical card file of all personnel previously defined listing the individual's name, date and place of birth, military service or social security account number, billet number, organization of assignment or employment, job title, the status of clearance and access actions, dates National Agency Checks were completed , dates Background Investigations were completed and identification of the agency which conducted them, record of

clearances and special accesses granted and dates of briefings. The record also contains, if applicable, the name, date and place of birth and social security account number of the individual's spouse and indicates the date of completion of the required partial National Agency Check for compilation of all incoming and outgoing notifications of clearance and access status made in connection with visits of non-DCA personnel to DCA and visits of personnel previously identified to facilities which require request clearance/ access notification. Individuals are identified by name, grade, military service number or social security account number, position title, and the organization of assignment or employment. The clearance and categories of special access authorized are also listed; Billet Request Records which are a compilation of all requests for establishment of SCI billets received by the Special Security Branch. Proposed incumbents are normally identified by name, grade, position military service number or social security account number and organizational affiliation; Special Access Suspense Record which contains the names of individuals on whom actions are in progress; ADP Record consisting of ADP punch cards and magnetic tape as the input and storage media for publication of the SI/SAO Billet Roster All information described above for the SI/SAO Billet Roster is included.

Authority for maintenance of the system:

Executive Order 10450, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Special Security Branch-Information is collected and used for management and control of access to SCI by personnel previously identified. Individuals are accounted for by name grade, military service number or social security account number, position and organization. Also used for the certification of SCI accesses for which an individual has been granted access.

Counterintelligence and Security Division and Systems Operations Division, Defense Intelligence Agency (DIA)-the SI/SAO Billet Roster, previously defined, is used for integration into the DIA Security Management Information System (SMIS)

Strategic Operations Division and Office of the Directorate of Administrative Services, the Joint Staff, Organization of the Joint Chiefs of Staff-the SIOP-ESI Billet Roster, previously defined, is used for integration into the master SIOP-ESI Billet Roster.

Any component of the U.S. Government having an official need-to-know: used to verify that an individual has been granted access to a specific category of SCI and verification of information contained in the record as previously defined.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes; visible file cards; computer paper printouts; paper record in three-ring binders; IBM cards; paper records in file folders.

Retrievability:

Information on computer magnetic tapes retrieved by a unique ten digit billet number

Information on all other media retrieved by the unique ten digit billet number or by the individual's name.

Safeguards:

Records are maintained in safes and vaults and are routinely accessible only by personnel of the Office of the Chief, Security Division, Code 240, and by personnel of the Special Security Branch, Code 241, Headquarters, DCA.

Retention and disposal:

Individual records are maintained from date of initial nomination for access to SCI until 3 years following the individual's debriefing, which is when the individual no longer has a need-to-know for SCI, then records are destroyed.

System manager(s) and address:

Chief, Special Security Branch, Code 241, Headquarters, DCA.

Notification procedure:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Security Division, Code 240, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Security Division, Code 240, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information is placed into the system by the SYSMANAGER after an individual is nominated for access to SCI by his organization or employer or after an individual has been certified to the DCA by his cognizant security officer as having such access. SYSMANAGER obtains required information from the nomination or certification document, individual's personnel/ employment records, forms submitted by the individual, formal briefing actions accomplished by personnel of the Special Security Branch, Code 241, Headquarters, DCA, and from information developed during the personnel security investigation conducted on the individual.

Systems exempted from certain provisions of the act:

NONE

K240.03

System name:

Clearance Card File for Defense Communications Agency (DCA) Personnel

System location:

Office of the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency. Decentralized Segments: Security Branch, Defense Communications Engineering Center, Code R121; Defense Communications Operations Center, Allocations and Engineering Division, Code N230.

Categories of individuals covered by the system:

This file includes all DCA personnel requiring a security clearance. Since all positions in DCA are sensitive requiring at least a Secret clearance, all DCA military and civilian personnel world-wide are covered. The file also includes those persons previously assigned to or employed by DCA since 1962.

Categories of records in the system:

The Clearance Card File is an alphabetical card file (5' x 8', DCA Form 136) of all personnel requiring a security clearance, listing the individual's name, service or social security account number, grade or rank, job title, date and place of birth, date entered on duty with DCA, and date departed DCA if applicable. The file also includes the date requested, date received, and indicated results of each check within the National Agency Check (NAC), and for Background Investigation (BI) requests. Dates interim and final security clearances were granted and some special accesses are indicated.

Authority for maintenance of the system:

Executive Order 10450, as amended, Security Requirements for Government Employment, 27 April 1953.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used by personnel of the Security Branch, Code 240, Headquarters, DCA, as a convenience or ready reference file to determine the security clearances and dates of issue for personnel assigned to or employed by DCA world-wide.

Information is available to the individual and to DCA supervisors of the individual to verify that the individual has the necessary security clearances for attendance at meetings and conferences where classified information is discussed. Also used to certify security clearances of individuals in writing or telephonically for attendance at classified conferences at other U.S. Government agencies and at private industry organizations having an industrial clearance and generally engaged in classified contract work for DCA.

Information is disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

This is a manual system consisting of 5' x 8' card records maintained in two rotary file cabinets.

Retrievability:

Information is retrieved by the individual's name.

Safeguards:

Records are maintained in two rotary file cabinets equipped with key locks. The file cabinets are locked during non-duty hours.

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, their duties require them to be in the area where the records are kept.

**Retention and disposal:**

Records have been maintained since 1962 for all DCA personnel presently or previously assigned or employed. Reccords are destroyed when no longer needed.

**System manager(s) and address:**

Chief, Security Division, Code 240, Headquarters, Defense Communications Agency. Decentralized Segment - Chief, Security Branch, Defense Communications Engineering Center, Code R121, 1860 Wiehle Avenue, Reston, VA 22090.

**Notification procedure:**

Requests from individuals should be addressed to Chief, Security Division Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license. For the Decentralized Segment requests should be addressed to Chief, Security Branch, Defense Communications Engineering Center, Code R121, 1860 Wiehle Avenue, Reston, VA 22090.

**Record access procedures:**

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

**Record source categories:**

Information is placed into the record system by the system manager after an individual is nominated for assignment to or employment by DCA. Information is obtained from National Agency Checks which may include: Federal Bureau of Investigation (FBI), Civil Service Commission (CSC), Department of State, Central Intelligence Agency (CIA), Immigration and Naturalization Service (I&N), Defense Intelligence Agency (DIA), Defense Investigative Service (DIS), investigative offices of the military Department (Army, Navy, Air Force), and the Credit Bureau Incorporated.

**Systems exempted from certain provisions of the act:**

NONE

## K240.04

**System name:**

Identification Badge System

**System location:**

Office of the Chief, Physical Security Branch, Security Division, Code 243, Headquarters, Defense Communications Agency (DCA).

**Categories of individuals covered by the system:**

Civilian and military personnel assigned to Headquarters, DCA and collocated field activities.

Civilian contractors; civilian and military members of the U.S. Government whose official duties require frequent and continuing access to Headquarters, DCA and collocated field activities.

**Categories of records in the system:**

The DCA Permanent Badge, (DCA Form 21), issued to civilian and military personnel assigned to Headquarters, DCA and collocated field activities, contains a photograph of the individual with his or her surname, first name and middle initial, and a badge number. The badge is signed on the reverse side by the individual and countersigned by a representative of the Office of the Chief, Physical Security Branch (Code 243). A duplicate photograph is mounted on a 3' x 5' control card, containing the individual's name, grade or rank, badge number, office code and date of issue, and filed alphabetically.

The DCA Visitor Badge, (DCA Form 80 or 184), is issued to civilian contractors and U.S. Government civilian and military personnel, whose security clearance is on file with the Office of the Chief, Physical Security Branch, Code 243, Headquarters, DCA and who is sponsored by a Headquarters, DCA official. The badge contains a photograph of the individual with his surname, first name, middle initial, badge number, expiration date (not to exceed one year from date of issue) and is signed by the individual and countersigned by the issuing official of the Physical Security Branch (Code 243). Duplicate photographs are retained in an envelope and filed alphabetically, and are used for renewal of badges.

**Authority for maintenance of the system:**

10 U.S. Code 133(b).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Physical Security Branch, DCA - The badge is issued to the individual as his means of identification to the DCA.

Individual retains the badge in his possession and must wear it while in the DCA buildings. The badge must be surrendered when invalid or when the individual no longer is assigned to or requires access to the DCA.

By DCA operating officials as a means of identification.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Control card or envelope containing duplicate photograph is filed in a locked container.

**Retrievability:**

Control card or envelope containing duplicate photograph is filed alphabetically by name.

**Safeguards:**

Building employs security guards. Records are maintained in an area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

**Retention and disposal:**

Badge and control card with extra photographs are destroyed upon termination of the individual's assignment to or need for access to the DCA.

**System manager(s) and address:**

Chief, Physical Security Branch, Code 243, Headquarters, DCA.

**Notification procedure:**

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

**Record access procedures:**

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

**Record source categories:**

For DCA assigned personnel notification is received from the Office of the Chief, Personnel Security Division, Code 242, Security Division, Headquarters, DCA.

For civilian contractors and civilian or military personnel from other U.S. government agencies the notification is received from the Headquarters, DCA or collocated field activity sponsor.

**Systems exempted from certain provisions of the act:**

NONE

## K240.05

**System name:**

visitor Clearance File

**System location:**

Office of the Chief Physical Security Branch, Security Division, Headquarters, Defense Communications Agency (DCA), Code 243.

**Categories of individuals covered by the system:**

All civilian personnel cleared under the Defense Industrial Security Program and all civilian or military members of the U.S. Government cleared by their respective components for access to classified material, whose official duties require them to have access to classified information in the performance of contractural obligations, or participation in defense projects with the DCA, or whose functions, services, logistics support are required by the DCA or to facilities under the cognizance of the DCA.

**Categories of records in the system:**

This card records, as applicable, name, social security number, date of birth, place of birth, citizenship, alien registration number, clearance and date, authority, organization, persons or offices to be vis-

ited, date visit authorized of the individual requesting access to the DCA and classified information. All data is supplied in letter form by the Security Officer of the individual's company or organization. The file also includes a remarks section which is used to record the DCA's sponsor's request for a badge; badge number, if assigned; a file number cross-indexed to the letter; and disposition instructions. The file is updated as requested by the individual's organization or company, usually once annually.

Authority for maintenance of the system:

Exedutive Order 10450,as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Physical Security Branch, DCA - Information is collected and used for management use and control of access to classified information; daily certification of clearances to DCA project officers; certification of clearance on travel orders; request for DCA badges; certification of clearances to any US government agency or DoD component participating in DCA projects, or where the DCA is a participant in another agency or component project.

Department of Army, Military District of Washington - Identifying data (name, date and place of birth, sex, height, weight and organization) used on DoD and Pentagon Building passes (DD Form 1466 and 1467).

Joint Chiefs of Staff (JCS) - Identifying data (name, grade, height, weight, color of hair and eyes, date and place of birth, security clearance) used on JCS passes or badges and is submitted on JCS Form 8.

provost Marshal, Fort Ritchie, Md. - Identifying data (name, grade, rank, title, branch of service, social security number, date and place of birth, weight, height, color of hair and eyes, sex, organization or employer, security clearance) used on Fort Ritchie badges and is submitted on Fort Ritchie ACCN Form 19.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Visible file cards (5'x8') in rotary power file; correspondence in file folders, in safe.

Retrievability:

Information on file cards filed alphabetically by name.

Correspondence filed with sequential number cross-indexed to file card.

Safeguards:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

Retention and disposal:

File cards are maintained indefinitely as long as recertification is received annually from the individual's organizational or company security officer. Inactive cards are removed and destroyed periodically, usually within six months from the expiration of the visit request.

Correspondence files are removed and destroyed annually and as replaced by new certification.

System manager(s) and address:

Chief, Physical Security Branch, Code 243, Headquarters, DCA.

Notification procedure:

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The Full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

Record source categories:

All information maintained on the individual is furnished by the Security Officer of the individual's organization, company, or institution.

Systems exempted from certain provisions of the act:

NONE

K240.06

System name:

Classified Container Information on Form (DA Form 727)

System location:

Office of the Chief, Physical Security Branch, Code 243, Security Division, Headquarters, Defense Communications Agency (DCA). Decentralized Segment - Defense Communications Operations Center, Allocations and Engineering Division, Code N230.

Categories of individuals covered by the system:

Civilian and military personnel assigned to Headquarters, DCA and collocated field activities who have been designated responsible officials of a classified container, or who are to be notified if the container is found open and unattended.

Categories of records in the system:

This form records the name, grade, address and telephone number of the above individuals.

Authority for maintenance of the system:

Executive Order 10450, as amended.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Physical Security Branch, DCA - Record, in duplicate, of each container used for storage of classified material and identifies individuals who have knowledge of the combination.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The original copy is posted on the outside of the container in the DCA office concerned; the carbon copy is attached to the outside of a sealed envelope which contains a smaller envelope containing the classified combination and is stored in an approved classified container in the Office of the Chief, Physical Security Branch, Code 243, Headquarters, DCA.

Retrievability:

Filed numerically by container number.

Safeguards:

Building employs security guards. Carbon copy records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

Retention and disposal:

This form is retained only as long as the information remains accurate, but not to exceed one year, at which time it is destroyed byburning. The original copy on the safe is removed, discarded and replaced by an updated copy.

System manager(s) and address:

Chief, Physical Security Branch, Code 243, Headquarters, DCA.

Notification procedure:

Requests from individuals should be addressed to Chief, Security Division, name of staff element, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

Record access procedures:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

Record source categories:

Names of the individuals in the system are submitted on the form which is completed by the DCA office concerned.

Systems exempted from certain provisions of the act:

NONE

K240.07

System name:

Vehicle and Parking Registration Card

System location:

Office of the Chief, Physical Security Branch, Security Division, Code 243, Headquarters, Defense Communications Agency (DCA).

**Categories of individuals covered by the system:**

All civilian and military personnel assigned to Headquarters, DCA and collocated field activities, and who register their vehicles for parking on base.

Civilian contractor personnel assigned desk space at Headquarters, DCA and who apply for parking privileges on base.

**Categories of records in the system:**

This file records name, address, office code, office telephone number, social security account number (SSAN), make, year, body style, and color of vehicle, license plate number and state, insuring company and policy number, amount of liability insurance, expiration date of insurance policy carpool members and their address, place of employment and SSAN. The card also includes a certification statement signed and dated by the individual that he has read and understands the DCA Parking Regulations and attests to the accuracy of the information the individual provided. The amount of liability insurance is restricted to the term 'minimum required by the State of Virginia'. No dollar amounts are requested or required by the DCA.

**Authority for maintenance of the system:**

Executive Order 10450, as amended.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Physical Security Branch, DCA - Information is used to report to the GSA the total number of parking spaces and itemized to show the number used for Government-owned or leased vehicle parking; other official parking; visitor vehicle parking; employee parking; number of employee spaces assigned to physically handicapped employees; number and percentage of employee parking spaces assigned to executive personnel and persons assigned unusual hours; number of employee parking spaces used by carpools; and total number of persons using carpool spaces.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Visible file cards (5' x 8') in metal file cabinet.

**Retrievability:**

Filed alphabetically by name and parking status, that is, Handicap Area, Carpool Area, Executive Area, and Open Area.

**Safeguards:**

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

**Retention and disposal:**

File cards are maintained during the period of the incumbent's assignment, then removed and destroyed when asignment is terminated.

**System manager(s) and address:**

Chief, Physical Security Branch, Code 243, Headquarters, DCA.

**Notification procedure:**

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

**Record access procedures:**

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

**Record source categories:**

Completed form filled out by individual.

**Systems exempted from certain provisions of the act:**

NONE

## K240.08

**System name:**

Security Violation Case File

**System location:**

Office of the Chief, Physical Security Branch, Security Division, Code 243, Headquarters, Defense Communications Agency (DCA). Decentralized Segments - Security Branch, Defense Communications Engineering Center, Code R121, and Physical Security Branch, Command and Control Technical Center (CCTC) Code C122.

**Categories of individuals covered by the system:**

Civilian and military personnel assigned to Headquarters, DCA and collocated field activities, who committed or contributed to a security violation involving classified defense information.

Civilian and military personnel assigned to Headquarters, DCA and collocated field activities, who discovered the violation, were witnesses in connection with the violation, or were interviewed to determine whether they were involved.

Civilian contractors under contractural obligation to the DCA and who were witnesses in connection with the violation, or were interviewed to determine whether they were involved.

Any individual in the civilian community, government employ, military or civilian, who reported a security violation, or who could furnish information relative to the violation, or who may have been involved in the violation.

**Categories of records in the system:**

This file contains the results of an investigation involving classified defense information which has been compromised or subjected to compromise through loss, unauthorized disclosure, improper handling or transmission, or failure to safeguard. It contains the facts and circumstances surrounding the violation, the personnel involved, the findings, affixes responsibility, and recommendations for remedial, administrative or disciplinary actions.

**Authority for maintenance of the system:**

Executive Order 10450, as amended.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Security Division, Headquarters, DCA - This file which consists of a Report of Security Violation, and an Investigation Officer's Report of Investigation, is used to determine the adequacy of the investigation, a review of the circumstances which led to the violation, and a review of the security policies and procedures established by the DCA and the office concerned with the aim of improving the procedures to preclude further violations. It is also used, when compromise cannot be precluded, to notify the original classification authority for the specific classificaton involved, and to request an impact statement on national security, and whether the information can be downgraded or declassified. A copy may also be furnished to an appropriate military service or government agency involved in prosecution proceedings.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

The correspondence is stored in case folders and secured in a safe.

**Retrievability:**

Each case folder is filed in numerical sequence by calendar year and cross-referenced to an index sheet containing case number, code, date of violation and name(s) of individuals involved.

**Safeguards:**

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel who are properly screened, and their duties require them to be in the area where the records are kept.

**Retention and disposal:**

Case files that preclude compromise are considered administrative and destroyed upon departure of the individual.

Case files that reflect compromise are retained for two years then retired to the Federal Records Center for an additional eight years, then destroyed.

**System manager(s) and address:**

Chief, Physical Security Branch, Code 243, Headquarters, DCA. Decentralized Segments - Chief, Security Branch, Defense Communications Engineering Center, 1860 Wiehle Avenue, Reston, VA 22090, and Chief, Security Branch, CCTC, Code C122, Washington, D. C. 20301.

**Notification procedure:**

Requests from individuals should be addressed to Chief, Security Division, Code 240, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. As proof of identity, the requester must present a current DCA identification badge or driver's license.

For the Decentralized Segments requests should be addressed to - Chief, Security Branch, Defense Communications Engineering Center, 1860 Wiehle Avenue, Reston, VA 22090 or Chief, Physical Security Branch, Command and Control Technical Center , Code C122, Washington, D. C. 20301.

Record access procedures:

Contact the Chief, Security Division, Code 240, Headquarters, Defense Communications Agency, for assistance. The mailing address is listed in the organizational directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for contesting contents and appealing determinations by the individual may be obtained from the SYSMANAGER.

Record source categories:

Information developed by the Investigating Officer investigating the violation includes, interviews with the individual(s) involved in the violation; witnesses to or having knowledge of the violation; coworkers and supervisor; it may include sworn statements, depositions, photographs or sketches of the area or equipment involved in the violation; office security procedures or instructions; and, in some cases, a copy of the classified document involved.

Systems exempted from certain provisions of the act:

NONE

K660.01

System name:

303-41-42 Claims Files, Requests for Waiver of Pay and Allowances

System location:

Office of Financial Services Division, Code 660, Headquarters, Defense Communications Agency (DCA), Washington, D.C. 20305.

Categories of individuals covered by the system:

Civilian employees or former civilian employees of DCA who submit requests for waiver of claims of the US arising from erroneous overpymt of pay & allowances.

Categories of records in the system:

The initial request for waiver of claim. The report of investigation, including copies of all documentation, affidavits, statements, vouchers, and other papers containing information bearing on the case. A summary of the report of investigation and a register of requests for waiver. Correspondence with the General Accounting Office concerning claims waivers. Correspondence with the individual who submitted the waiver request. Decisions concerning waivers of the Comptroller, DCA or the Comptroller General of the United States.

Authority for maintenance of the system:

5.U.S.C. 5584 'Claims for Overpayment of Pay and Allowances, other than travel and transportation expenses and allowances and relocation expenses.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records residing in these files represent the history of a request for waiver of claim & the action taken thereon, including disposition. Used by Comptroller, DCA or Comptroller General of the United States to reach a decision concerning requests for waiver. Records are used to administer and process requests for waivers of claims.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The record is stored in a locked safe.

Retrievability:

Retrieved by the name of the individual who submits a request for a waiver of claim.

Safeguards:

Records are stored in a locked safe. Access is limited to Code 660, DCA, the investigating officer if other than from Code 660, and the individual concerned, if he so desires, as well as the DCA Counsel, the Director and personnel of the Claims Division of the GAO.

Retention and disposal:

Records are retained by Code 660, Hq DCA for 2 years, then retired to Federal Records Center for permanent storage.

System manager(s) and address:

Chief, Financial Services Division, Code 660, Headquarters, Defense Communications Agency, Washington, D.C. 20305

Notification procedure:

Requests from individuals should be addressed to the Chief, Financial Services Division, Code 660, Headquarters, DCA, Washington, D.C. 20305. Individual must provide his full name and social security number to determine whether or not the system contains a record on him. For personal visits the individual must present proof of identity to include his full name and social security number as well as positive identification, such as identification card or driver's license.

Record access procedures:

Contact the Chief, Financial Services Division, Code 660, Headquarters, Defense Communications Agency, Washington, D.C. 20305 for assistance.

Contesting record procedures:

The Defense Communications Agency's rules for access to records and for contesting content and appealing initial determination by the individual concerned are promulgated in the Rules and Regulations section of the Federal Register.

Record source categories:

Official Personnel Records of Individuals; Finance and Accounting Offices for financial records; individuals having knowledge concerning the subject of the claim, for statements and affidavits; and any other source from which pertinent information may be drawn.

Systems exempted from certain provisions of the act:

NONE

K700.01

System name:

Employee-Management Relations and Services Files

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

DCA civilian employees in the Washington Metropolitan Area who have a requirement for the employee-management service except the grievance file which is applicable to all DCA civilian employees.

Categories of records in the system:

Blood donor program records, grievance file containing all documents realted to a grievance, reconsideration file containing all documents relating to a negative determination of within-grade salary increase and the request for reconsideration of the determination, DCA Form 169, Exit Interview

Authority for maintenance of the system:

Federal Personnel Manual, Supplement 990-1, Book III, Part 531, Section 531.407 Work of an Acceptable Level of Competence, Part 771, Employee Grievances, Part 715, Subpart B. Voluntary Separations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Civilian Personnel Office staffs and supervisors of employees to process and record actions pertinent to employee-management relations and services.

Used by the Director/Vice Director and heads of major staff elements DCA Headquarters and Commanders of DCA field activities in the Washington Metropolitan Area to render decisions concerning individual employees and as a basis for future management action.

Used by Department of Defense and Civil Service Commission inspectors to review records for compliance with applicable Federal Personnel Manual policies.

Used by the Civil Service Commission to review agency records concerning grievances and negative determinations of within-grade salary increase.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records stored in file folders and card files.

Retrievability:

Information is retrieved by name.

Safeguards:

Building employs security guards. Records are maintained by operating officials in area accessible only to authorized personnel who are properly screened and cleared and whose duties require them to bein

the area where records are maintained. Files are locked in secure file cabinets during non-duty hours.

Retention and disposal:

Records are not permanent. They are retained for two years and subsequently destroyed except for blood donor records which are retained until the employee terminates his/her employment with DCA and subsequently destroyed.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720 Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Official personnel folder, individual employees, employee representatives, supervisors of employees, civilian personnel staff, hearing examiners reports and other reports of inverstigation, statements of witnesses and management representatives.

Systems exempted from certain provisions of the act:

NONE

K700.02

System name:

Civilian Awards Program File

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities.

Categories of individuals covered by the system:

DCA civilian employees who merit special recognition for performance either within or outside the employee's job responsibilities and length of service to the Government. Suggestions from civilian and military personnel assigned to Defense Communications Agency, Department of Defense and other government agencies.

Categories of records in the system:

File contains copies of minutes of DCA Awards Board meetings, action by approving officials, record of individuals receiving awards, DCA Form 89, Service Award Work Sheet and Record, suggestions and report of evaluation of suggestions, and related correspondence.

Authority for maintenance of the system:

Federal Personnel Manual, Chapters 430 Performance Evaluation, 450 Incentive Awards, 531 Pay Under the General Schedule

Department of Defense Directive 5120.15 Department of Defense Incentive Awards Program; Assignment of responsibility.

Department of Defense Instruction 5120.16, Department of Defense Incentive Awards Program: Policies and Standards

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the civilian personnel office staff to process and record actions for individuals who merit special recognitions.

Used by suggestion evaluators in the Defense Communications Agency, Department of Defense and other government agencies to recommend adoption or non-adoption of suggestions.

Used by the Department of Defense and Civil Service Commission to process and approve nominations for awards.

Used by DCA Awards Boards to review nominations for awards and recommend approval/disapproval to the Director, DCA.

Used by the Director DCA to approve/disapprove recommendation for awards.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Information is accessed and retrieved by name and type of award.

Safeguards:

Building employs security guards. Records are maintained in file cabinets with a combination lock and are accessible only to authorized personnel who are properly screened and cleared and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are retained in active file for two calendar years and subsequently destroyed except for minutes of Awards Boards which are retained for five years and subsequently destroyed.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors, Commanders and Chiefs of DCA field activities.

Notification procedure:

Information may be obtained from:

Primary System -Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Directors, Commanders and Chiefs of DCA field activities.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Director, Commander or Chief of the appropriate DCA field activity.

The official maining addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Official Personnel Folder, supervisors of employees, individuals submitting suggestions, evaluators of suggestions, DCA Awards Boards, civilian personnel office staff, Department of Defense, Civil Service Commission.

Systems exempted from certain provisions of the act:

NONE

K700.03

System name:

Personnel Management Information System (PERMIS)

System location:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters (HQ), Defense Communications Agency (DCA);

Decentralized Segments - DCA Field Activities.

Categories of individuals covered by the system:

All civilian and military personnel currently or formerly employed by or assigned to the DCA.

Categories of records in the system:

System contains personal information in several categories: biographical data (Name, SSAN, Sex, Minority Group Indicator, Birth Date, Marital Status, Number of Dependents, Number of Dependents Overseas, Sex of Dependents, Dependent Birth Date, Citizenship, Former Citizenship, Personal Title, blood type, RH Factor, date of last blood donation, quantity of blood donated to date); DcA employment(DCA Start Date, Recruitment Source, DCA Service Computation Date, Geographic Location, Submitting Office Number, DCA Area, Office Code, Badge Number, Salary, Appointment Type, Work Schedule, Pay Plan, Grade, Step, Date of Grade, Pay Determinant, Pay Basis, Date of Last Within-Grade, Highest Previous Grade, Special Program Identifier, Competitive Level, Tenure-Excepted, Reemployment Rights, Apportionment Code, Metropolitan Area Code, Security Clearance Level, Reemployed Employee Code, Retired Military Service and Component, Date of Military Retirement, Retirement Rank, Retirement Location, Retired Military Starting Civilian Grade, Retired Military Starting Civilian Position, Retired Military Starting Civilian Area, Reserve Status, Reserve Service, Reserve Rank, Reserve Title, Reserve Job Code, Reserve DCA Skill Code, Reserve Expected Separation Date, Mobilization Code, Position Code, Position Description Number, DCA Skill Code, Job Title, Career Field, Civilian Job Code, Function Code for Scientists and Engineers, Rotation Date, Not-to-Exceed Code, Not-to-Exceed Date, Nature of Action Code, Nature of Action Date, Performance Rating Date, Performance Rating Code, Supervisor Code, Trainee Code, Reason for Departure Code, Agency to Which Leave Record Sent, Date Leave Record Sent, Agency to Which Personnel File Sent, Job Opportunity Announcement Number, Military Requisition NUmber, Security Investigation Date); military service information (Date Entered Military Service, Service Component, Branch of Service, Date of Commission, Expected Separation Date, Primary Job Code, Secondary Job Code, Tertiary Job Code, Added Job Code, Source of Commission, Permanent Grade, Date of Permanent Grade, Special Qualifications Code, Special Career Program, General Test Score, Date of Proficiency Test, Proficiency Pay, Date of Last Physical, Date of Last Photo, Military Education Level, Military School Attended, Date Attended Military School, Rating Official, Military Performance Rating, Military Job Code, Temporary Grade, Office Assignment of Military Rater, Indorsing Official, Office Assignment of Military Indorser, MOS Prefix, MOS Suffix); civilian federal employment (Service Computation Date, Date Entered Federal Service, Veterans Preference, Reduction In Force Code, Tenure Group. Probation Start Date, Career Start Date, Leave Category, Handicap Code, Position Occupied Code); education (Education Level, University Attended, Academic Speciality, Year of Degree, Education Notes); experience information (Previous Employer, Previous Job Title. Previous DCA Skill Code, To-From Dates of Previous Employment); training and career appraisals (Type of Training, Purpose of Training, Source of Training, Training Facility, Course Number, Course Name, On Duty Training Hours, Off Duty Training Hours, Direct Training Costs, Indirect Training Costs, Date of Training, Training Status, Training Sponsor, Special Interest Training, Degree Program School, Type of Degree Program, Academic Speciality of Degree Program, Credits Remaining for Degree); (Date of Career Appraisal, Date of Career Training, Competence Rating, Quality of Work Rating, Written Work Rating, Oral Expression Rating, Cooperation Rating, Stability Rating, Supervision Rating, Career Development Job Title, Career Development Rotation Area, Career Development Rotation Office, Career Development Rotation Other Agency); awards and recognition (Type of Award, Date of Award, Amount of Award, Tangible Award, Intangible Award); benefits (Federal Employees Group LIfe Insurance Coverage; Federal Employees Health Benefits Plan, Federal Employees Health Benefits Carrier, Retirement System); publications (Title, Related DCA Skill Code, Date of Publication, Place of Publication, Title of Periodical); professional societies (Nae of Society, Offices Held in Society, To-From Membership Date); union affiliation (Name of Union, Union Office Held, To-From Membership Date); locator information (Home Phone Number, Office Phone Number, DCA Building Number, Room Number).

Authority for maintenance of the system:

10 U.S. Code 133(b).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

DCA and DCA Field Activities - collect and maintain personal data for internal management purposes and to meet external report requirements. Data is used by the Director, DCA and those DCA officials to whom the Director has delegated authority to command, organize, direct, and manage the DCA and DCA Field Activities.

Civil Service Commission and Department of Defense - data is used for statistical and by name reports.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes/disks/drums and/or punched cards.

Retrievability:

Retrieved by SSAN or random access.

Safeguards:

System is in areas accessible only to authorized personnel who are properly screened, cleared and trained. Building employs security guards to control access. Computer software restricts access by use of a series of passwords and levels of security codes for each data element.

Retention and disposal:

Records are permanent. They are retained in the active system during the individuals employment/assignment to DCA. Upon departure from DCA, individual records are transferred to a history file within DCA.

System manager(s) and address:

Chief, Plans and Analysis Division, Code 730, Office of the Assistant to the Director for Personnel, Hq DCA.

Notification procedure:

Personnel currently assigned to/employed by Headquarters DCA or personnel formerly assigned to DCA and DCA Field Activities may obtain information from:

Assistant to the Director for Personnel
Defense Communications Agency
8th & S. Courthouse Road
Arlington, Va. 22204.

Personnel currently assigned to/employed by DCA Field Activities may obtain information by contacting the Commander of their organization.

For personal visits, requests for information concerning an individual must contain name and SSAN. Proof of identity is either an employee ID card or driver's license.

Record access procedures:

Contact the Assistant to the Director for Personnel for information concerning access to individual records. The official mailing address is in the Department of Defense directory in the apendix to the DCA systems notice.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information in the system is obtained from the individual either verbally or in writing and from source documents found in individual Official Personnel Folders/Files or submitted by employee supervisors, personnel office employees, EEO officials, and security office employees.

Systems exempted from certain provisions of the act:

NONE

K700.035

System name:

602-11 Active Application Files (Applicant Supply Files)

System location:

Primary System - Civilian Personnel Division, Code 720, Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

Applicants for employment with DCA organizations in the Washington Metropolitan Area for positions which the organizations have beenauthorized by the Civil Service Commission to make temporary or term appointments outside Civil Service Commission registers.

Categories of records in the system:

File contains copies of Standard Form 170, Application for Federal Employment, Standard Form 171, Personal Qualifications Statement, Standard Form 172 Supplemental Experience and Qualifications Statement, Qualifications evaluations of the applicants, positions for which application is made, opening date for acceptance of applications and date that recruitment for the position is closed, priority groupings, alphabetic index of applications on file, index to the eligible applicants by occupational area, priority group and grade, name of individual selected and date of selection for appointment, qualifica-

tions standard used, written record of the positive efforts made to recruit preference eligibles for any appointment of a non-preference eligible to a restricted position and correspondence relating to the file.

**Authority for maintenance of the system:**

Federal Personnel Manual, Chapter 333, Appendix A, Mechanics of the Applicant Supply System

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used as prescribed by Civil Service Commission regulations

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Information is accessed and retrieved by name.

**Safeguards:**

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, trained and their duties require them to be in the area where records are maintained.

**Retention and disposal:**

Records are not permanent. They are retained for two years or after receipt of a Civil Service Commission report of inspection of the agency's civilian personnel program, whichever occurs first, and then destroyed.

**System manager(s) and address:**

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

**Notification procedure:**

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

**Record access procedures:**

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Individuals submitting applications for employment, civilian personnel office staff, selecting officials, Civil Service Commission.

**Systems exempted from certain provisions of the act:**

NONE

## K700.04

**System name:**

Priority Reassignment Eligibles File

**System location:**

Civilian Personnel Division, Code 720, Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA).

**Categories of individuals covered by the system:**

DCA civilian employees who are assigned to DCA activities located at the Headquarters DCA compound and the Military Communications-Electronics Board whose positions have been declared excess to current or planned Joint Table of Distribution (JTD) authorizations.

**Categories of records in the system:**

File contains a Reassignment List comprised of employees who are in positions which are not authorized by current or planned JTD's, positions for which the employee qualifies for reassignment and a record of the action taken for each employee.

**Authority for maintenance of the system:**

Federal Personnel Manual, Chapter 351, Reduction in Force

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by personnel in the Civilian Personnel Division, Headquarters, DCA to screen the Reassignment List to identify employees who are qualified for vacant positions and to maintain a record of action taken for each referred employee.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records filed in loose leaf folder.

**Retrievability:**

Information is accessed and retrieved by name

**Safeguards:**

Building employs security guards. Records are maintained in area accessable only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

**Retention and disposal:**

Records are not permanent. They are retained until the individual is reassigned to an authorized DCA JTD position or terminates his/her employment with DCA and subsequently destroyed.

**System manager(s) and address:**

Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

**Notification procedure:**

Requests should be addressed to the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The individual's full name and office code to which assigned will be required to determine if the system contains a record about him or her. The requestor may visit the Civilian Personnel Division, Code 720, Headquarters, DCA to obtain information on whether the system contains records pertaining to him or her. As proof of identity, the requestor must present either a current DCA identication badge or a driver's license.

**Record access procedures:**

Contact the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The official mailing address is in the Department of Defense directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

DCA Comptroller - Joint Table of Distribution; Qualifications Statement in the Official Personnel Folder as analyzed by a personnel specialist; and selecting officials.

**Systems exempted from certain provisions of the act:**

NONE

## K700.05

**System name:**

Executive Level Position Files

**System location:**

Civilian Personnel Division, Code 720, Headquarters, Defense Communications Agency (DCA)

**Categories of individuals covered by the system:**

Current and former DCA civilian employees assigned to an executive level position (GS-16,17,18 and 10 USC 1581 positions) and GS-15 employees proposed for the executive level position category.

**Categories of records in the system:**

Executive Level Position Files contain the names of the individuals, Official Position Description, Civil Service Commission Form 915 Notification of Executive Personnel Vacancy, Civil Service Commission Form 916 Request for Executive Personnel Action, Civil Service Commission Form 917 Request for Approval of Execu-

tive Selection, Standard Form 171 Personal Qualifications Statement and a record of correspondence pertinent to the established/proposed supergrade position. Executive Level Position Report contains the name of the individual assigned to an established or proposed executive level position, type of executive level authorization, and a summary of projected actions required to obtain Department of Defense and Civil Service Commission approval of executive level positions.

Authority for maintenance of the system:

Federal Personnel Manual Chapter 305, Employment Under the Executive Assignment System.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the staff of the Office of the Assistant to the Director for Personnel to compile supporting data for authorized and projected supergrades and to provide DCA management with a monthly report of the status of executive level positions.

Used by the Director, Vice-Director, Chief of Staff, Deputy Directors, Deputy Manager, National Communications System, Comptroller; Office of the Counsel, Assistant to the Director for Administration and Commanders, DCA Field Activities located in the Washington Metropolitan Area to determine executive level position needs of the Agency and to keep abreast of the status of current and projected executive level positions.

Used by the Department of Defense to review DCA requests for establishment of supergrade positions and approval of selections for executive level positions.

Used by the Civil Service Commission to approve/disapprove the agency request for classification of executive level positions and selection for executive level positions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper Records stored in file folders.

Retrievability:

Information is accessed and retrieved by name, position title/series/grade and organizational location.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, trained and their duties require them to be in the area where records are maintained.

Retention and disposal:

Records are permanent.

System manager(s) and address:

Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Notification procedure:

Requests from individuals should be addressed to the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the Civilian Personnel Division, Code 720, Headquarters, DCA to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The official mailing address in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Official Personnel Folder Files; DCA Joint Table of Distribution; correspondence originating in DCA staff organizations, Department of Defense and the Civil Service Commission.

Systems exempted from certain provisions of the act:

NONE

K700.06

System name:

Report of Defense Related Employment

System location:

Civilian Personnel Division, Code 720, Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Categories of individuals covered by the system:

Civilian employees of DCA who were previously employed by or performed services for defense prime contractor.

Categories of records in the system:

Department of Defense Form 1787, Report of Defense Related Employment as Required by Public Law 91-121 and lists of civilian employees who were previously employed by or performed services for a defense prime contractor.

Authority for maintenance of the system:

Public Law 91-121, section 410.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Civilian Personnel Division staff to assure that applicable DCA civilian employees submit a completed DD Form 1787 to review information as submitted for the possibility of a violation of the law or Department of Defense Directive, and to transmit a composite listing by employee name and defense contractor together with completed DD Forms 1787 to the Assistant Secretary of Defense (Manpower and Reserve Affairs).

Used by the Assistant Secretary of Defense (Manpower and Reserve Affairs) to prepare and transmit reports to the President of the Senate and the Speaker of the House of Representatives.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Retrieved by employee name.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, trained and their duties require them to be in the area where records are maintained.

Retention and disposal:

Records are retained for two calendar years and subsequently destroyed.

System manager(s) and address:

Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Notification procedure:

Requests should be addressed to the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The individual's full name and office code to which assigned will be required to determine if the system contains a record about him or her. The requestor may visit the Civilian Personnel Division, Code 720, Headquarters, DCA to obtain information on whether the system contains records pertaining to him or her. As proof of identity, the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Contact the Chief, Civilian Personnel Division, Code 720, Headquarters, DCA. The official mailing address is in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Individual employees submitting the DD Form 1787.

Systems exempted from certain provisions of the act:

NONE

K700.07

System name:

Employee Record File

System location:

These cards are maintained by all supervisors of civilian employees.

Categories of individuals covered by the system:

Civilian employees of DCA organizations in the Washington Metropolitan Area.

Categories of records in the system:

Standard Form 7B, Employee Record Card.

Authority for maintenance of the system:

Federal Personnel Manual, Supplement 293-31, Subchapter S7-2, Employee Record

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by operating officials as a source of data to initiate requests for personnel actions, to plan and schedule employee training to counsel employees on their performance, to establish a basis for proposing commendations or disciplinary actions and to carry out their personnel management responsibilities in general.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Vertical File Cards.

Retrievability:

Information is accessed and retrieved by employee name.

Safeguards:

Building employs security guards. Records are maintained in area accessible only to authorized personnel who are properly screened and cleared and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. Cards for employees who are moving within the Agency are sent to the new operating office; Cards of employees who terminate employment with DCA are destroyed.

System manager(s) and address:

Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Notification procedure:

Requests should be addressed to the employee's supervisor. The individual's full name will be required to determine if the system contains a record about him or her.

Record access procedures:

The individual can contact his/her supervisor to gain access to the record. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Official Personnel Folder, individual employees, supervisors of employees, official personnel actions, civilian personnel staff.

Systems exempted from certain provisions of the act:

NONE

K700.08

System name:

USAF CAREER MOTIVATION PROGRAM

System location:

Military Personnel Division, Code 710, Headquarters, Defense Communications Agency (DCA) and Field Activities Administrative Offices.

Categories of individuals covered by the system:

Records are maintained on enlisted personnel of the Air Force currently assigned to the Defense Communications Agency.

Categories of records in the system:

Files contain personal identification, biographical data, and record of all career motivation and reenlistment counselling.

Authority for maintenance of the system:

10 U.S. Code 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

DCA and Air Force use to provide career information and counseling to the Air Force member and his family to enable an intelligent career decision.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in file folders and locked in filing cabinets.

Retrievability:

Information is accessed and retrieved by name.

Safeguards:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where the records are maintained.

Retention and disposal:

Records are maintained during the period of assigment of Air Force enlisted personnel to DCA Headquarters and Field Activities worldwide. They accompany the individual airman upon reassignment from the Agency.

System manager(s) and address:

Assistant to the Director for Personnel, Code 700, Headquarters, DCA and Commanders, DCA Field Activities.

Notification procedure:

Requests from individuals should be addressed to the Assistant to the Director for Personnel, Code 700, Headquarters, DCA. The full name, rank, and social security number of the requesting individual will be required to determine if the system has a record about the individual. The requestor may visit the Military Personnel Division, Code 710, Headquarters, DCA to obtain information on whether the system contains records pertaining to the individual. As proof of identity the requestor will present his U.S. Armed Forces Identification Card.

Record access procedures:

For personnel assigned to DCA Field Activities request should be addressed to the appropriate activity commander. Contact the Assistant to the Director for Personnel, Code 700, Headquarters, DCA or Commander of the appropriate DCA Field Activity. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's Systems Notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be from the SYSMANAGER

Record source categories:

Basic source of data is furnished by the Department of Air Force via Air Force Form 173.

Systems exempted from certain provisions of the act:

NONE

K700.09

System name:

603-02 Service Record Card Files

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

DecentralizeD Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

Civilian employees or former civilian employees of DCA organizations.

Categories of records in the system:

File contains Standard Form 7, Service Record; Standard Form 7A, Service Record Continuation; and Standard Form 7D, Position Identification Strip

Authority for maintenance of the system:

Federal Personnel Manual, Supplement 293-31, Subchapter S2, The Service Control File

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used as prescribed by Civil Service Commission regulations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Vertical file cards in metal and cardboard containers.

Retrievability:

Information is accessed and retrieved by name and organizational location.

Safeguards:

Recoreds are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are retained in an active file until the individuals terminate their employment with DCA; held for five additional years in an inactive file in DCA and then transferred to Washington National Records Center where they are held for an additional ten years and subsequently destroyed.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary Ststem - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's liense.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Official Personnel Folder Files

Systems exempted from certain provisions of the act:

NONE

K700.10

System name:

603-08 Annual Classification Maintenance Review File

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the washington, dc, metropolitan area.

Categories of individuals covered by the system:

DCA civilian employees.

Categories of records in the system:

File contains a report of the annual classification maintenance review by individual employee, position description number, position title/series/grade

Authority for maintenance of the system:

Section 1310 of the Supplemental Appropriation Act, 1952 as amended (5 USC 3101, Note) Whitten Amendment

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Civilian Personnel organizations -- used to identify positions subject to the annual maintenance classification review and to take appropriate position classification action for positions which require adjustments.

Civilian employees and supervisors--used to identify the need for each position and to certify the accuracy and completeness of each officially classified position.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Retrieved by employee name and position description number.

Safeguards: Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are retained in active file for two calendar years and then destroyed.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to mine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the rquestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information in the system is obtained from the Personnel Management Information System, Official Positon Descriptions, civilian employees and their supervisors, and civilian personnel employees.

Systems exempted from certain provisions of the act:

NONE

K700.11

System name:

602-18 Promotion Register and Record Files

System location:

Primary System - Civilian Personnel Division, Code 720, Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

Candidates who apply for job vacancies under the DCA Civilian Merit Promotion Program

Categories of records in the system: The file contains the Job Opportunity Announcement; list of candidates; rating sheets; evaluation instrument; supervisory appraisals; DCA Form 237, Eligibility List; SF 171, Personal Qualifications Statements; DCA Form 326, Applicants Card Record; and other supporting documentation generated in the evaluation of candidates.

Authority for maintenance of the system:

Federal Personnel Manual, Chapter 335, Promotion and Internal Placement

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Civilian Personnel Office staffs to prepare and issue Job Opportunity Announcements; evaluate candidates' qualifications and develop promotion certificates in coordination with promotion panels and supervisors, notify candidates of selection or nonselection, monitor the DCA Civilian Merit Promotion Program, and to otherwise complete and document merit promotion actions.

Used by supervisors and members of promotion panels to evaluate candidates, interview candidates and to notify the Civilian Personnel Office staffs when selections are made.

Used by Department of Defense and Civil Service Commission inspectors to review promotion actions for compliance with merit promotion policy.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

information is accessed and retrieved by employee name and Job Opportunity Announcement Number.

**Safeguards:**

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

**Retention and disposal:**

Records are not permanent. They are retained in active file for two calendar years and subsequently destroyed.

**System manager(s) and address:**

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, Defense Communications Agency Directors of DCA field activities in the Washington, DC, metropolitan area.

**Notification procedure:**

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, Defense Communications Agency

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

**Record access procedures:**

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, Defense Communications Agency

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:** Job application from individuals, current and former supervisory appraisals, Official Personnel Folder, promotion panels and civilian personnel office staff, selecting officials.

**Systems exempted from certain provisions of the act:**

NONE

## K700.12

**System name:**

602-10 Civil Service Certificate Files

**System location:**

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

**Categories of individuals covered by the system:**

Applicants who are eligible for competitive appointments from Civil Service Commission registers to positions in DCA organizations.

**Categories of records in the system:**

File contains copies of Standard Form 39, Request for Certification, Civil Service Commission Form 1844, Certificates of Eligibles, Civil Service Commission Form 2934, Statement of Reasons for Passing Over and Preference Eligible and Selecting a Nonpreference Eligible, Civil Service Commission Form 775, Authority to Examine and Appoint Under Open Examination, and related correspondence supporting the action.

**Authority for maintenance of the system:**

Federal Personnel Manual, Chapter 332, Recruitment and Selection Through Comptetitive Examination.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used as prescribed by Civil Service Commission regulations.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Information is accessed and retrieved by position title and position description number.

**Safeguards:**

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

**Retention and disposal:**

Records are not permanent. They are retained for two calendar years and subsequently destroyed.

**System manager(s) and address:**

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

**Notification procedure:**

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to detetmine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

**Record access procedures:**

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Civil Service Commission certificates of eligibles and reports of action taken on certificates of eligibles.

**Systems exempted from certain provisions of the act:**

NONE

## K700.13

**System name:**

602-26 Retention Register Files (Reduction-in-Force)

**System location:**

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

**Categories of individuals covered by the system:**

Civilian employees of organizations who compete during a Reduction-In-Force (RIF); civilian employees who receive a RIF notice and are eligible for registration in the Department of Defense Program for Stability of Civilian Employment and the Civil Service

Commission Displaced Employee Program and the Reemployment Priority List.

Categories of records in the system:

File contains copies of Retention Registers and Reduction-in-Force Notices, Civil Service Commission Displaced Employee Program Registration; Department of Defense Form 1817, Program for Stability of Civilian Employment Registration; Reemployment Priority List, Qualifications Appraisal.

Authority for maintenance of the system:

Federal Personnel Manual, Chapter 351, Reduction-in-Force

Department of Defense Directive 1400.20, Program for Stability of Civilian Employment in the Department of Defense

Department of Defense Program for Stability of Civilian Employment Policies, Procedures and Programs Manual, DoD 1400.20-1-m.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used as prescribed by Civil Service Commission and Department of Defense regulations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and computer printout of Retention Registers.

Retrievability:

Information is accessed and retrieved by name.

Safeguards:

Records are maintained in area accessible only to authorized personnel who are properly screened and cleared and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are retained for five years and subsequently destroyed.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contais records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Official Personnel Folder, computer printout of retention register, DCA management, individual employees and supervisors, civilian personnel office staff, official position description, Civil Service Commission, Department of Defense.

Systems exempted from certain provisions of the act:

NONE

K700.15

System name:

603-05 Chronological Journal Files

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

Civilian employees or former civilian employees of DCA organizations for whom a personnel action affecting their employment with DCA was processed within the last two calendar years.

Categories of records in the system:

File contains copies of Standard Form 50, Notification of Personnel Action, Standard Form 50A, Notice of Short Term Employment and list forms used in lieu of Standard Form 50.

Authority for maintenance of the system:

Federal Personnel Manual, Supplement 239-31, Subchapter S3, The Chronological Journal File

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used as prescribed by Civil Service Commission regulations

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records filed in three-ring binders.

Retrievability:

Information is accessed and retrieved by name or type of personnel action.

Safeguards:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are retained for two calendar years and subsequently destroyed.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Official Personnel Folder Files, official position description, individual employees, supervisors of employees, civilian personnel staff members, and Civil Service Commission.

Systems exempted from certain provisions of the act:

NONE

K700.16

System name:

Classification Appeals File

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

Civilian employees of DCA who appeal a position classification action to the Agency; civilian employees who appeal a classification action to the Civil Service Commission and Agency appeals to the Civil Service Commission.

Categories of records in the system:

Official position description of the employee and the supervisor evaluation statements, organizational charts, employee/supervisor statements concerning completeness and accuracy of the position description and related correspondence.

Authority for maintenance of the system:

Federal Personnel Manual, Chapter 511, Classification Under the General Schedule; Chapter 532, Coordinated Federal Wage System

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the civilian personnel office staff to process classification appeals and render classification decisions; to advise employees of classification decisions; to submit information concerning employee and agency appeals to the Civil Service Commission; and as a reference document for future classification actions.

Used by the Civil Service Commission to process classification appeals and to notify the agency and employees of classification decisions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Information is accessed and retrieved by employee name.

Safeguards:

Building employs security guards. Records are maintained in area accessible only to authorized personnel who are properly screened and cleared and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are destroyed when obsolete.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personne, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the rquesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the rquestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Civilian personnel office employees, DCA management officials appellant and their supervisors, and Civil Service Commission.

Systems exempted from certain provisions of the act:

NONE

K700.17

System name:

603-01 Official Personnel Folder Files (Standard Form 66)

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA)

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

Civilian employees of DCA organizations.

Categories of records in the system:

Standard Form 171 Personal Qualifications Statement Standard Form 172 Supplemental Experience and Qualifications Statement Standard Form 50 Notification of Personnel Action Standard Form 50A Notice of Short Term Employment Standard Form 52 Request for Personnel Action Standard Form 15 Claim for Veteran's Preference Standard Form 51 Request for Insurance Standard Form 176 Election, Declination, or Waiver of Life Insurance Coverage, FEGLI Standard Form 176A The Federal Employees Group Life Insurance Program Standard Form 54 Designation of Beneficiary, Group Life Insurance Standard Form 61 Appointment Affidavits Standard Form 61B Declaration of Appointee Standard Form 70 Proof of Residence Standard Form 78 Health Qualification Placement Record Standard Form 144 Prior Federal & Military Service Standard Form 2809 Health Benefits Registration Form Standard Form 2810 Notice of Change in Health Benefits Enrollment Standard From 39 Request for Certification Standard Form 39A Request for FSEE Certification Standard Form 59 Request for Approval of Noncompetitive Action Standard Form 75 Request for Preliminary Employment Data Standard Form 144 Statement of Prior Federal and Military Service Standard Form 161 Executive Inventory Record Standard Form 161A SF 161 Continuation Sheet DA Form 2515 Payroll Change Slip Standard Form 1126 Payroll Change Slip Standard Form 1152 Designation of Beneficiary, Unpaid Compensation of Deceased Employee CA1/CA-1&2 Notice of Injury of Occupational Disease DA2515 Notice of Within Grade/Pay Adjustment WA18, WA8 Direct Hire Authority Optional Form 8 Position Description DD Form 214 Armed Forces of the United States Report of Transfer or Discharge DD Form 1559/1917 Employee Career Appraisal (Test) DD Form 1617 Transportation Agreement - Overseas Employee DD Form 1618 Transportation Agreement - Transfer of DoD Civilian Employees to and within Continental I United States CSC Form 2800A Proof of Selection for Career/Career Conditional Appointment CSC Form 813 Request for Verification of Military Service DCA Form 89 Service Award Work Sheet & Record DCA Form 103 Notice of Performance Rating DCA Form 104 Recommendation for Outstanding Performance Rating DCA Form 222 Quality Salary Increase Recommendation and Approval DCA Form 105 Recommendation for Performance Award Records of Training Civil Service Commission Letters authorizing waivers and exceptions Official Letters of Commendation Debt Correspondence Official Disciplinary Actions Reduction-in-Force Letters

Authority for maintenance of the system:

Federal Personnel Manual, Supplement 293-31, Subchapter S5, The Official Personnel Folder File.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used as prescribed by Civil Service Commission Regulations and to provide data for the automated Defense Communications Agency Personnel Management Information System (PERMIS)

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records stored in file folders.

Retrievability:

Information is accessed and retrieved by name.

Safeguards:

Records are maintained in Lektriever with combination lock and are accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Temporary Records - Must be retained in the Official Personnel Folder (left side) for a minimum period of one year or until the eemployee transfers or separates, whichever occurs first, except that official letters of admonishment, warning, caution, reprimand, and similar disciplinary action papers may be removed at any time if it is decided later that the action was unwarranted. Otherwise, most temporary records may remain in an employee's personnel folder as long as he remains with the same agency, except that letters of caution, warning, admonishment, reprimand, and similar disciplinary action papers must not be kept in the folder longer than three years, unless the agency has received an exception from the Civil Service Commission.

Permanent Records - Personnel action reports and other doduments filed on te right side of the folder are permanent records and 'travel' with the employee throughout his or her entire Federal career. Records are maintained in DCA until the individuals terminate their employment with DCA and subsequently are transferred to another government agency or if the employee is separated from the Federal service the records are transferred to the National Personnel Records Center (Civilian), St. Louis, Missouri.

System manager(s) and address:

Primary System - Office of the Assistnat to the Director for Personnel, Code 700, Headquarters, DCA

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requestor may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining him or her. As proof of identity the requestor must present either a current DCA identification badge or a driver's license.

Record access procedures:

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requestor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Former government agencies with which the individual was employed, individual employees, supervisors of employees, official personnel actions, military service records, Civil Service Commission records, and information listed in the records category and civilian personnel staff.

Systems exempted from certain provisions of the act:

NONE

K890.01

System name:

Freedom of Information Act File (FOIA)

System location:

Central - Office of Civilian Assistant to Chief of Staff, DCA, Code 104. Decentralized - DCA Field Activities World-wide.

Categories of individuals covered by the system:

Persons who request information under FOIA.

Categories of records in the system:

Consists of (1) policy file which contains DoD Directive 5400.7, Availability to the Public of DoD Information, 14 February 1975; DCA Instruction 210-225-1, Availability to the Public of DCA Information 31 March 1975; USAF Regulation 12-30, Disclosure of Air Force Records to the Public, 19 February 1975; Department of Health, Education and Welfare, Public Information, contained in Federal Register Vol 39, Number 248, Part II, 24 December 1974; Commanders Digest, Vol 17, Number 8, Freedom of Information Actions, 18 February 1975; DoD Directive 5400.9, Publication of Proposed and Adopted Regulations Affecting the Public, 23 December 1974; and DCA Messages to Field Activities implementing the FOIA. (2) Log File which consists of a record of all written requests for information under the FOIA which have been processed within DCA since 1 January 1975. (3) Correspondence received in DCA relating to FOIA, including replies thereto.

Authority for maintenance of the system:

5 U.S.C. 552, as amended by P. L. 93-502, Freedom of Information Act.

DoD Directive 5400.7, 14 February 1975, Availability to the Public of DoD Information.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For making available to the public the maximum amount of information concerning the operations and activities of DCA. DCA Management - to receive, process, and respond to requests for information under FOIA. DCA Counsel and Director, DCA - to review and deny requests for information under provisions of FOIA and to forward applicable correspondence to DoD when the denial may be contested or appealed.

DoD and Department of Justice - for review and in event of judicial action.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The paper records in file folders.

Retrievability:

Retrieved by the control number and the name of the individual who requested the information.

Safeguards:

Records are stored in a locked safe. Records pertaining to policy are permanent. Correspondence maintained for two years, then destroyed. Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

All records (except the Authorities which are permanent) are retained by Code 104, Headquarters, DCA, for two years. Logs are kept until reference need expires.

System manager(s) and address:

Civilian Assistant to the Chief of Staff, Headquarters, DCA, Code 104, Defense Communications Agency, Washington, D.C. 20305.

Notification procedure:

Requests from individuals relating to information from DCA Headquarters or DCA Field Activities in the Washington Metropolitan area should be addressed to the Civilian Assistant to the Chief of Staff, Code 104, Headquarters, DCA, Washington, D.C. 20305. Requests from individuals relating to information from DCA Field Activities outside the Washington Metropolitan area should be addressed to the Commanders of those activities. Individual must provide his full name, a detailed description of the record desired. For personal visits, the individual must present proof of identity to include full name and social security number as well as positive identification, i.e., such as driver's license, etc., and fully identify record desired.

Record access procedures:

Contact Civilian Assistant to the Chief of Staff, Headquarters, DCA, Code 104. The mailing address is listed in the organization directory of the Defense Communications Agency published in the Federal Register and should be referenced by the requester.

Contesting record procedures:

The Agencies' rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

From individuals concerned.

Systems exempted from certain provisions of the act:

As specified by the requested record system.

K890.02

System name:

Navy Officers Service Record

System location:

Military Personnel Division, Code 710, Headquarters, Defense Communications Agency (DCA)

Categories of individuals covered by the system:

Records are maintained on Navy officer personnel presently assigned to DCA that are stationed in the greater Washington Metropolitan area.

Categories of records in the system:

Records contain qualification records, duty status, special orders, assignment actions, personnel action requests, and suspense items for individuals to update Military Personnel Record maintained by the Navy Branch, Military Personnel Division, The category of data maintained is: personnel identification, assignment history, classfication history, biographical data, promotion history and eligibility, medical profile status and military and civilian education history.

Authority for maintenance of the system:

10 U.S. Code 6011.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses: This collection of information is used to manage the Navy Personnel System.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in file folders and locked in filing cabinets.

Retrievability:

Information is accessed and retrieved by name.

Safeguards:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where the records are maintained.

Retention and disposal:

Records are maintained during the period of assignment of Naval officers to DCA Headquarters and Field Activities in the Washington Metropolitan area and accompany the individual officer upon reassignment from the Agency.

System manager(s) and address:

Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Notification procedure:

Requests from individuals should be addressed to the Assistant to the Director for Personnel, Code 700, Headquarters, DCA. The full name, rank, and social security number of the requesting individual will be required to determine if the system has a record about the individual. The requester may visit the Military Personnel Division, Code 710, Headquarters, DCA to obtain information on whether the system contains records pertaining to the individual. As proof of identity the requester will present his U.S. Armed Forces Identification Card.

Record access procedures:

Contact the Assistant to the Director for Personnel, Code 700, Hq, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's Systems Notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting records and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Basic sources of data are furnished by the Department of Navy. When the officer is assigned to this Agency he reports in with his records. This data is updated and reviewed by the officer during the inprocessing phase for incoming personnel. Source documents in this file are: NAVPERS Forms: 601-8/2644/1000-22/7720-2/601-2/2716/5521-429/5512-1/591/3076/ 1070-74/998/601-13/DD Forms 1171/528/802/803/214/214N.

Systems exempted from certain provisions of the act:

NONE

K890.03

System name:

Awards Case History File

System location:

Military Personnel Division, Code 710, Hq, Defense Communications Agency (DCA). Decentralized Segment - Defense Communications Operations Center, Allocations and Engineering Division, Code N230.

Categories of individuals covered by the system:

Records are maintained on military personnel of the Army, Air Force, Navy and Marine Corps, assigned to the Defense Communications Agency, that have been recommended for an award while assigned/received an award that was presented by the Director/Vice Director/or received a promotion and the ceremony was conducted by the Director/Vice Director.

Categories of records in the system:

Records contain recommendation for an award, citation, memorandum and copy of ceremony announcement and the Director's brief sheet, biographical summary sheet and minutes of the awards board meetings. Categories of information are: Personnel identification and narrative justification for an award.

Authority for maintenance of the system:

10 U.S.Code 1121.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the DCA awards personnel to manage the awards program of this Agency.

Department of the Army uses to grant or deny service awards.
Department of the Navy uses to grant or deny service awards.
Department of the Air Force uses to grant or deny service awards.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in file folders and locked in filing cabinets.

Retrievability:

Information is accessed and retrieved by name.

Safeguards:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where the records are maintained.

Retention and disposal:

Records are not permanent. They are destroyed 2 years after individual has departed from this Agency/or upon approval of the award whichever is later.

System manager(s) and address:

Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Notification procedure:

Requests from individuals should be addressed to the Assistant to the Director for Personnel, Code 700, Hq, DCA. The full name, rank, and social security number of the requesting individual will be required to determine if the system has a record about the individual. The requester may visit the Military Personnel Division, Code 710, Hq, DCA to obtain information on whether the system contains records pertaining to the individual. As proof of identiy the requester will present his U.S. Armed Forces ID Card.

Record access procedures:

Contact the Assistant to the Director for Personnel, Code 700, Hq, DCA. The official mailing addresses are in the DoD Directory in the appendix to the Defense Communications Agency's Systems Notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Activity/Area Commanders, Deputy Directors, Vice Director, Director, Comptroller, Assistant to the Director for Administration and Assistant to the Director for Personnel, who submit recommendations for awards on individuals assigned to their activity. Source data documents are: DA Form 638, Recommendation for Award (Army), AF Form 642, Recommendation for Decoration (Air Force), NAVPERS Form 1650/6, Recommendation for Award (Navy). Letter recommendations following the format prescribed in DCAI 220-15-39.

Systems exempted from certain provisions of the act:

NONE

K890.04

System name:

Military Personnel Management/Assignment Files

System location:

Military Personnel Division, Code 710, Headquarters, Defense Communications Agency (DCA).

Categories of individuals covered by the system:

Records are maintained on military personnel of the Army, Air Force, Navy and Marine Corps currently assigned to the Defense Communications Agency.

Categories of records in the system:

Records contain qualification records, duty status, special orders, assignment actions, personnel action requests, and suspense items for individuals to update Military Personnel Records maintained by the Military Department's Personnel Office. The category of data maintained is: personnel identification, assignment history and eligibility, medical profile status and military and civilian education history.

Authority for maintenance of the system:

10 U.S. Code 3012, 6011, 8012.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

DCA uses this information to manage the military personnel assigned. The majority of the information is furnished by the Military Departments. This information is used: to determine acceptance/non-acceptance for assignment to this Agency, to determine requisition base, to determine qualifications for requirements peculiar to the Agency, performance evaluations, position manning reports, strength accountability, data upon which to base individual requests for personnel actions, and biographical and statistical reports to top DCA management.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in file folders in filing cabinets.

Retrievability:

Information is access and retrieved by name.

Safeguards:

Building employs security guards. Records are maintained in area which is accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where the records are maintained.

Retention and disposal:

Records are not permanent. They are destroyed upon reassignment from DCA.

System manager(s) and address:

Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Notification procedure:

Requests from individuals should be addressed to the Assistant to the Director for Personnel, Code 700, Headquarters, DCA. The full name, rank, and social security number of the requesting individual will be required to determine if the system has a record about the individual. The requester may visit the Military Personnel Division, Code 710, Hq, DCA to obtain information on whether the system contains records pertaining to the individual. As proof of identity the requester will present his U.S. Armed Forces Identification Card.

Record access procedures:

Contact the Assistant to the Director for Personnel, Code 700, Hq, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's Systems Notice and should be referenced by the requester.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Basic sources of data are the Military Departments: Army, Air Force and Navy. Qualification records furnished when the individual is nominated for assignment to the Agency. The types of forms that are used as source data are: Army DA Form 2475-2 (Personnel Data-SIDPERS), DA Form 31 (Request and Authority for Leave), DA Form 2/2-1 (Qualification Record), PERSINCOM Form 260 Officers Record Brief), Special Orders; Air Force AF Form 47 (Personnel Security Certificate), AF Form 298-1 (Career Brief Officer), AF Form 1074 (Career Brief Enlisted), AF Form 899 (Reassignment Orders), AF Form 152/988 (Leave Forms), AF Forms 2095/2096/2097/2098 (Personnel Actions Forms); Navy Career Brief Officers, NAVPERS 1070/602 (Dependency Application/Record of Emergency Data), Orders, OPNAV Form 5521-420 (Certificate of Clearance), NAVPERS 601-3 (Enlisted Classification Record). NAVPERS 601-4 (Navy Occupation and Training History), NAVPERS 601-9 (Enlisted Performance Record), NAVPERS Form 1616/18 (Performance Evaluation Report); Marine Corps, Career Brief. All services file letters, messages and general correspondence, DA Form 2490 (Disposition Form), relative to the individuals assigned to the Agency.

Systems exempted from certain provisions of the act:

NONE

K890.05

System name:

Overseas Rotation Program Files

System location:

Primary System - Civilian Personnel Division, Code 720; Office of the Assistant to the Director for Personnel, Headquarters, Defense Communications Agency (DCA).

Decentralized Segments - DCA field activities in the Washington, DC, metropolitan area.

Categories of individuals covered by the system:

Civilian employees of DCA organizations in the Continental United States (CONUS) assigned to a position with a government organization outside the CONUS.

Categories of records in the system:

File contains copies of Standard Form 30, Notification of Personnel Action; Standard Form 55, Notice of Conversion Privilege, Group Life Insurance; Standard Form 56, Agency Certification of Insurance Status; Standard Form 171, Personnel Qualifications Statement; Standard Form 172, Supplemental Experience and Qualifications Statement; Standard Form 2810, Notice of Change in Health Benefits Enrollment; DD Form 1617, Transportation Agreement-Overseas Employees; DA Form 2515, Payroll Change Slip; Statement of Agreement; Position Description; Request for Extension of Reemployment Rights; General correspondence pertaining to the overseas assignment.

Authority for maintenance of the system:

Federal Personnel Manual, Chapter 301, Overseas Employment

Department of Defense Instruction 1404.3, Standardized Overseas Tours of Duty for United States Citizens Employees of the Department of Defense.

Department of Defense Instruction 1404.8, Rotation of Employees from Foreign Areas and the Canal Zone.

Department of Defense Directive 1400.6, Statement of Personnel Policy for Civilian Personnel of the Department of Defense in Overseas Areas.

Department of Defense Program for Stability of Civilian Employment Policies, Procedures and Programs Manual, DoD 1400.20-1-M.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the personnel office staff as a source document to resolve questions concerning overseas employees who have reemployment rights to DCA/CONUS activities, to determine placement rights and to process actions for the exercise of reemployment rights.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Information is accessed and retrieved by name and occupational location.

Safeguards:

Records are maintained in area accessible only to authorized personnel who are properly screened, cleared and trained and whose duties require them to be in the area where records are maintained.

Retention and disposal:

Records are not permanent. They are retained until the employee exercises reemployment rights within the CONUS and are subsequently destroyed.

System manager(s) and address:

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, DCA.

Decentralized Segments - Directors of DCA field activities in the Washington, DC, metropolitan area.

Notification procedure:

Information may be obtained from:

Primary System - Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters. DCA.

Decentralized Segments - Civilian Personnel Offices of the appropriate DCA field activity in the Washington, DC, metropolitan area.

The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the applicable civilian personnel office to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present either a current DCA identification badge or a driver's license.

**Record access procedures:**

Primary System - Contact the Office of the Assistant to the Director for Personnel, Civilian Personnel Division, Code 720, Headquarters, DCA.

Decentralized Segments - Contact the Civilian Personnel Office at the appropriate DCA field activity in the Washington, DC, metropolitan area.

The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's system notice and should be referenced by the requester.

Decentralized Segments - Commander, DCA-Western Hemisphere, Building 6286, Fort Carson, Colorado 80913; Commander, Defense Commercial Communications Office, Scott Air Force Base, Illinois 62225.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained for the SYSMANAGER.

**Record source categories:**

Official personnel folder; individual employees; personnel office staff.

**Systems exempted from certain provisions of the act:**

NONE

K890.06

**System name:**

Card File for Forwarding Mail of Departed Personnel

**System location:**

Correspondence and Mail Processing Branch, Code 212, Headquarters, Defense Communications Agency (DCA). Decentralized Segment - Defense Communications Engineering Center, Administrative Offices, Code R120.

**Categories of individuals covered by the system:**

Records system contains the names of personnel who have been reassigned who had been receiving their mail through the correspondence and Mail Processing Branch, Code 212, Headquarters, DCA.

**Categories of records in the system:**

Card file consisting of individual's name and forwarding address for mail.

**Authority for maintenance of the system:**

Post Office Department, USA, Postal Manual, Chapter 1, Part 158.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by personnel of the Correspondence and Mail Processing Branch, Code 212, Headquarters, DCA for forwarding mail to personnel of Headquarters, DCA; Headquarters, National Communications System; and the Defense Communications Agency Operations Center, who have departed.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored in a card file box.

**Retrievability:**

Information is accessed and retrieved by name.

**Safeguards:**

Building employs security guards. Records are maintained in area which is alarmed and is accessible only to authorized personnel that are properly screened, cleared, and their duties require them to be in the area where the records are maintained.

**Retention and disposal:**

Records are not permanent. They are retained for one year after an individual's departure and are then destroyed.

**System manager(s) and address:**

Chief, Administrative Division, Code 210, Headquarters, DCA. Decentralized Segment - Chief, Management Services Office, Defense Communications Engineering Center, R120.

**Notification procedure:**

Requests from individuals should be addressed to Chief, Administrative Division, Code 210, Headquarters, DCA. The full name of the requesting individual will be required to determine if the system contains a record about him or her. The requester may visit the Correspondence and Mail Processing Branch, Code 212, Headquarters, DCA, to obtain information on whether the system contains records pertaining to him or her. As proof of identity the requester must present a current DCA identification badge or a driver's license. Decentralized Segment - Chief, Management Services Office, Defense Communications Engineering Center, R120.

**Record access procedures:**

Contact the Chief, Administrative Division, Code 210, Headquarters, DCA. The official mailing addresses are in the Department of Defense Directory in the appendix to the Defense Communications Agency's systems notice and should be referenced by the requester.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Names and addresses of individuals in the system are furnished by the individuals who have been reassigned who had been receiving their mail through the Correspondence and Mail Processing Branch, Code 212, Headquarters, DCA.

**Systems exempted from certain provisions of the act:**

NONE

K890.07

**System name:**

Education, Training, and Career Development Data System

**System location:**

Primary System - Office of the Assistant to the Director for Personnel, Code 700, Headquarters, Defense Communications Agency (DCA).

Decentralized Segments - DCA Field Activities.

**Categories of individuals covered by the system:**

All military and civilian personnel currently or formerly assigned to or employed by the DCA.

**Categories of records in the system:**

System contains individual career development plans (for civilians only); education and training historical data; applications for training funded, sponsored, or arranged by DCA; evaluations (by the trainee) of education or training received; applications for programs for which candidates are competitively selected; for example senior military service schools and other long-term training; agreements to continue government service in return for training received; and supervisor evaluations of the results of training given to their employees.

**Authority for maintenance of the system:**

Federal Personnel Manual, Chapter 410 'Training'

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by supervisors and by training specialists for career development planning and for determining appropriate training for individuals. Also used to determine an individual's eligibility for training and to justify education and training courses and their associated expenditures.

Used by managers in the DCA and by training specialists to determine agency training needs and the ability of specific courses to satisfy those needs. Also used to determine results and accomplishments of the DCA training programs (often presented in statistical form for this purpose).

Used by Career Development Specialists to prepare reports of training for the Civil Service Commission and for DoD.

Used by DCA procurement personnel and DCA legal staff as the basis for supporting or enforcing legal obligations, such as payment of tuition and fees, reimbursement of trainee's expenses, contractual obligations, or continued-service agreement.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and punched cards.

**Retrievability:**

Retrieved by name or SSAN

**Safeguards:**

System is in building which uses security guards to control access to the building. Only authorized personnel are allowed access to the building. Files are kept in standard drawer-type filing cabinets.

**Retention and disposal:**

Individual records are maintained as long as the individual is employed by or assigned to the DCA. After a person leaves the DCA, his/her individual files are destroyed within one year of the departure.

Consolidated reports may be maintained for as long as five (5) years before they are destroyed.

**System manager(s) and address:**

Assistant to the Director for Personnel, Code 700, Hq, DCA

**Notification procedure:**

Personnel currently assigned to or employed by the DCA Headquarters or DCA Field Activities in the Washington Metropolitan Area, and all personnel formerly assigned to or employed by DCA Headquarters or any DCA Field Activity may obtain information from:

Assistant to the Director for Personnel
Defense Communications Agency
8th St. & South Court House Road
Arlington, Virginia 22204

Personnel currently assigned to or employed by DCA Field Activities outside the Washington Metropolitan Area may obtain information from the commander of their activity.

Requests for information must contain name, SSAN, DCA activity to which assigned, and dates employed by or assigned to DCA.

Proof of identity for those appearing in person is an employee's ID card, driver's license, passport, or similar identification which contains both the name and a photograph of the individual. Proof of identity for individuals not appearing in person will be a notorized statement certifying that the person requesting the information has been identified by the notary public by means of an employee ID card, driver's license, passport, or other identification containing both the name and a photograph of the individual.

**Record access procedures:**

Contact the Assistant to the Director for Personnel for information concerning access to individual records. The official mailing address is in the Department of Defense Directory, in the appendix to the DCA systems notice.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Data in this system is obtained from individual Official Personnel Folders/Files or is supplied by the individual or by his/her supervisor.

**Systems exempted from certain provisions of the act:**

NONE

## DCA STATION LIST DIRECTORY

### ALASKA

DCA Alaska Field Office
Code N250
Elmendorf AFB, AK 99506
Defense Commercial Communications Office Alaska
Elmendorf AFB, AK 99506

### CALIFORNIA

DCA Guam Field Office
Box 141, NAVCAMS WESTPAC
FPO San Francisco 96630
DCA Northwest Pacific Region
APO San Francisco 96328
DCA Korea Field Office
APO San Francisco 96301
DCA Southwest Pacific Region
APO San Francisco 96274
DCA Los Angeles Field Office
Post Office Box 92960, Worldway Postal Center
Los Angeles, CA 90009

### DISTRICT OF COLUMBIA

Command and Control Technical Center
Washington, D.C 20301
Headquarters Defense Communications Agency
Washington D.C. 20305
National Communications System/Defense Communications Agency Operations Center
Washington D.C. 20305
White House Communications Agency
Washington D.C. 20500

### HAWAII

DCA Pacific Area
Wheeler AFB, HI 96854
Defense Commercial Communications Office Pacific
Ft Shafter, HI 96858

### ILLINOIS

DCAOC Allocation and Engineering Division
Code N230
Stop 850A
Scott AFB, IL 62225
Defense Commercial Communications Office
Scott AFB, IL 62225

### NEW YORK

DCA Field Office Athens
APO New York 09223
DCA European Area
APO New York 09131
DCA Field Office Italy
Box 166
AFSOUTH NATO
FPO New York 09524
DCA Field Office United Kingdom
APO New York 09378
DCA Field Office Worms
APO New York 09056
Defense Commercial Communications Office Europe
APO New York 09130

### VIRGINIA

Defense Communications Engineering Center
1860 Wiehle Avenue

Reston, VA 22090

## WASHINGTON

DCA Okinawa Field Office
Box 959
FPO Seattle 98773

## ADDENDUM TO DCA STATION LIST DIRECTORY

The Director, DCA is also the Manager, National Communications System (NCS), the Chairman, U.S. Military Communications-Electronics Board (USMCEB), and the Director, Worldwide Military Command and Communications System (WWMCCS) Systems Engineering. To the extent that the Director, DCA performs these other functions, the records systems described herein pertain to and are available to employees of these organizations, and may be corrected by means of the same process described for DCA files systems, unless specified otherwise herein.

With the exception of personnel records for Navy officers assigned to DCA activities in the Washington metropolitan area, the official military personnel records of military personnel assigned to DCA are maintained by the parent department and that department has the only complete official copies of the military members personnel records file. Responsibility for the completeness and accuracy of these files is invested in the military department. While the DCA commander or office chief may assist the military members in obtaining access or making corrections, DCA does not have the authority either to grant access or make corrections. The documents maintained by DCA on military personnel are copies of records provided by the military departments during the nomination process, copies of personnel correspondence generated during the members tenure in DCA, promotion rosters furnished by the military departments, and copies of orders published by the departments. A few documents are maintained as a result of requirements imposed by the departments (leave forms for Army and Air Force personnel and SIDPERS for Army personnel).

In the case of Navy officers in the Washington area, DCA maintains the Navy Officers service records and can grant access and make corrections within the purview of NAVPERS 15791, Bureau of Naval Personnel Manual.

# DEFENSE INTELLIGENCE AGENCY

## REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

## BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

## ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

## ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

## ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

## ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

## ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

## ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

## ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally

authorized Government-wide personnel management functions and studies.

## ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

## ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

### L DIA 0005

System name:

Personnel Management Information System (PMIS).

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Current and former military and civilian employees of DIA.

Categories of records in the system:

This system consists of a variety of personnel, security, education, training and financial employment related records.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used by staff, administrative and operating officials to: prepare individual administrative transactions; make decisions on the rights, benefits, entitlements and the utilization of individuals; provide a data source for the productions of reports, statistical surveys, rosters, documentation and studies required for the orderly personnel administration with DIA. Information will be disclosed to such other federal agencies, state and local governments, as may have a legitimate use for such information and which agrees to apply appropriate safeguards to protect data so provided and which is consistent with the conditions or reasonable expectations of use and disclosure under which the information was provided, collected or obtained.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated, maintained on magnetic tape and manual in paper files and microfilms.

Retrievability:

By name or social security account number.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Paper files are destroyed when employment with the Agency ceases. Microfilm records are destroyed when replaced with an updated film and magnetic tape files are retained indefi- nitely as a permanent record.

System manager(s) and address:

Assistant Deputy Director for Personnel, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Agency officials, employees, educational institutions and other government agencies.

Systems exempted from certain provisions of the act:

None

### L DIA 0010

System name:

Requests for Information

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Individuals who make requests to DIA for information.

Categories of records in the system:

Correspondence from requester, and documents related to the receipt, processing and final disposition of the request.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide information for compiling reports required by public disclosure statutes and to assist the Department of Justice in preparation of the Agency's defense in any law suit arising under these statutes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Granted access: destroy 2 years after date of agency reply. Denied access, but no appeals by requester: destroy 5 years after date of

agency reply. Contested records: destroy 4 years after final denial by agency, or 3 years after final adjudications by courts, whichever is later.

System manager(s) and address:

Assistant Deputy Director for Support and Services, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Individual requesters and agency officials.

Systems exempted from certain provisions of the act:

None

## L DIA 0011

System name:

Student Information Files

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Current and former students of the Defense Intelligence School.

Categories of records in the system:

Student's biographic data and administrative/academic documents related to the student's enrollment.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used to document, monitor, manage, and administer the student's performance at the School and to provide verification of training accomplished to federal agencies, military departments and educational institutions when requested.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated on magnetic disc and tape and manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Registration cards are held 5 years and then retired to the Washington National Record Center.

System manager(s) and address:

Commandant, Defense Intelligence School, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Individual, parent service, educational institutions, previous employees and other federal agencies.

Systems exempted from certain provisions of the act:

None

## L DIA 0012

System name:

Directory Service

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Current and former military and civilian employees of DIA.

Categories of records in the system:

Files contain information related to the individual's work assignment, home phone and address, emergency notification data and mail forwarding address.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used to provide postal and locator service. To prepare recall and special rosters required for day-to-day operations and emergencies. To identify next-of-kin for emergency notification and as a source document for management information. At overseas loca- tions information may be provided to host country, Department of State, Department of Treasury and the Central Intelligence Agency.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated, maintain on magnetic tape and disc, microfilm and manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Record is destroyed 1 year after the individual departs Agency.

System manager(s) and address:

Assistant Deputy Director for Support and Services, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

By the individual and agency officials.

Systems exempted from certain provisions of the act:

None

## L DIA 0015

System name:

Biographic Sketch

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Individuals who interface with the DIA on a fee or non-fee basis.

Categories of records in the system:

Contains biographic data to include name, date and place of birth, educational background, lists of published works or notable achievements in the intelligence scientific or academic community, intelligence experience, etc.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To establish an individual's bona fide as a noted authority in a specialized area for the pur- poses of utilizing that expertise to fill a gap in the Defense Intelligence Agency's resources. Information will be disclosed to such other federal agencies, state and local governments, as may have a legitimate use for such information and which agrees to apply appropriate safeguards to protect data so provided and which is consistent with the conditions or reasonable expectations of use and disclosure under which the information was provided, collected or obtained.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Permanent records are retired to the Washington National Record Center and other material destroyed when no longer required.

System manager(s) and address:

Assistant Deputy Director for Support and Services, Defense Intelligence Agency, Wash- ington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Individual, academic institutions or the individual's employer.

Systems exempted from certain provisions of the act:

None

## L DIA 0140

System name:

Passports and Visas

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

All DIA personnel requiring passports.

Categories of records in the system:

Files containing passports and related correspondence.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To obtain and safekeep official passports until needed for travel and to obtain necessary visas from appropriate Embassies. Notify

individuals to reapply when passports expire and to return passports to the Department of State upon departure of the individual from DIA.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Manual in paper files.

**Retrievability:**

By name.

**Safeguards:**

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

**Retention and disposal:**

Passports are returned to Department of State upon departure of the individual from DIA.

**System manager(s) and address:**

Assistant Deputy Director for Support and Services, Defense Intelligence Agency, Washing- ton, D.C. 20301.

**Notification procedure:**

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

**Record access procedures:**

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

**Contesting record procedures:**

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

**Record source categories:**

Individual applicant and Department of State, Passport Office.

**Systems exempted from certain provisions of the act:**

None

## L DIA 0209

**System name:**

Litigation and Disposition Documentation.

**System location:**

Defense Intelligence Agency, Washington, D.C. 20301.

**Categories of individuals covered by the system:**

Files involving legal and administrative matters involving individuals.

**Categories of records in the system:**

Correspondence or legal documentation relating to individuals.

**Authority for maintenance of the system:**

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used in connection with litigation by, disciplinary and administrative action against or in the disposition of claims and benefits of individuals both civilian and military. Will be provided to the Department of Justice, the Civil Service Commission and various branches of the military services as may be necessary or required in the disposition of an individual case.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Manual in paper files.

**Retrievability:**

By name.

**Safeguards:**

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

**Retention and disposal:**

Records are destroyed when no longer needed.

**System manager(s) and address:**

Office of the General Counsel, Defense Intelligence Agency, Washington, D.C. 20301.

**Notification procedure:**

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

**Record access procedures:**

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

**Contesting record procedures:**

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

**Record source categories:**

Other offices within the Defense Intelligence Agency and the Department of Defense, the individual involved and other departments and agencies of the Executive Branch.

**Systems exempted from certain provisions of the act:**

None

## L DIA 0271

**System name:**

Investigations and Complaints

**System location:**

Defense Intelligence Agency, Washington, D.C. 20301.

**Categories of individuals covered by the system:**

Current and former civilian and military personnel who filed a complaint acted upon by the Inspector General, DIA, or who were the subject of an Inspector General, DIA, investigation or inquiry.

**Categories of records in the system:**

Documents relating to the organization, planning and execution of internal/external investi- gations and records created as a result of investigations conducted by the Office of the Inspector General, including reports of investigations, records of action taken and supporting papers. These files include investigations of both organizational elements and individuals.

**Authority for maintenance of the system:**

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records. Executive Order 12036, United States Intelligence Activities, January 24, 1978. Executive Order 11652, Classification and Declassification of National Security Informa- tion and Material, March 8, 1972.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used as a basis for recommending actions to the Command Element and other DIA elements. Depending upon the nature of the information it may be passed to appropriate elements within the Department of Defense, the Department of State, Department of Justice, Central Intelligence Agency and to other appropriate government agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Records are held in current files for 5 years after completion and adjudicated of all actions. Retired to the Washington National Record Center and destroyed after 10 years.

System manager(s) and address:

Inspector General's Office, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Individuals interviewed in connection with an investigation.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under Title 5. U.S.C., 552a, subsections k(2), k(5) or k(7). For additional information see agency rules contained in (32 CFR Part 292a).

## L DIA 0330

System name:

Civilian Payroll, Leave and Travel Disbursement

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Current and former civilian personnel of the DIA.

Categories of records in the system:

This system consists of records which document and support employee related transactions in the area of pay compensation, claims for reimbursement, leave entitlement, statutory and administrative deductions, settlement of debts and documents designating-certifying officials.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used by Agency personnel and the U.S. Army Military District of Washington Finance and Accounting Office to: compute, make and record individual employee's payment transactions; determine leave entitlements; record and remit deductions for the Civil Service Commission Retire- ment System and the Social Security Fund; determine entitlements for reimbursement of travel and other expenses for official business; report tax information to federal, state and local taxing authorities as required by statute and to remit and record such transactions; record and remit deductions for life and health insurance and such other deductions as required or authorized by the individual; be used as a basis for the settlement of pay or debt disputes; provide such verification as required by statute or administrative directive.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Permanent records are cut off each fiscal year and held for 2 years and then retired to the Washington National Record Center. Temporary records are destroyed in 4 years or 2 years after a General Account Office audit.

System manager(s) and address:

Deputy Comptroller, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting

forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

**Record source categories:**

Data is supplied from a number of sources including the individual concerned, MDW Army Finance Office and agency officials.

**Systems exempted from certain provisions of the act:**

None

**L DIA 0435**

**System name:**

DIA Awards Files

**System location:**

Defense Intelligence Agency, Washington, D.C. 20301.

**Categories of individuals covered by the system:**

Military personnel recommended for an award while assigned to DIA.

**Categories of records in the system:**

This file contains supporting documents for the awards nomination and the results of actions or recommendations of endorsing and approving officials.

**Authority for maintenance of the system:**

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Records are used to obtain the approval for the awarding of the decoration and for the compila- tion of required statistical data and may be provided to the Military Departments when appro- priate.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Manual in paper files.

**Retrievability:**

By name.

**Safeguards:**

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

**Retention and disposal:**

They are maintained for approximately 2 years within the Agency and then retired to the Washington National Record Center.

**System manager(s) and address:**

Assistant Deputy Director for Personnel, Defense Intelligence Agency, Washington, D.C. 20301.

**Notification procedure:**

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

**Record access procedures:**

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

**Contesting record procedures:**

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

**Record source categories:**

Agency officials, parent service and personnel records.

**Systems exempted from certain provisions of the act:**

None

**L DIA 0480**

**System name:**

Reserve Training Records

**System location:**

Defense Intelligence Agency, Washington, D.C. 20301.

**Categories of individuals covered by the system:**

Military Reserve personnel who have performed active duty training with the DIA or cor- responded with the DIA regarding reserve matters.

**Categories of records in the system:**

Files contains correspondence with the reservist and documentation related to the reservist periods of active duty with DIA.

**Authority for maintenance of the system:**

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Records are used by agency officials for the administrative, control and utilization of reservists and may be provided to the Military Departments when appropriate.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Manual in paper files.

**Retrievability:**

By name.

**Safeguards:**

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

**Retention and disposal:**

Records are destroyed 1 year after reservists becomes inactive.

**System manager(s) and address:**

Assistant Deputy Director for Personnel, Defense Intelligence Agency, Washington, D.C. 20301.

**Notification procedure:**

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

**Record access procedures:**

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

**Contesting record procedures:**

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Individual reservists requesting assignment and or active duty training, agency officials and parent service of reservists.

Systems exempted from certain provisions of the act:

None

L DIA 0590

System name:

Defense Intelligence Special Career Automated System (DISCAS).

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

DoD civilian positions and employee grades GS-05 and above in the GS-0132 intelligence series, scientific and technical series and other related professional series which are assigned to an organizational component performing an intelligence functions. Crypto- logic personnel and those enrolled in the National Security Agency (NSA) career system are excluded.

Categories of records in the system:

Data on employment history, qualification and skills and performance appraisals.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Defense Intelligence Special Career Automated System Activity (DISCASA) forwards inquiries to employees regarding their availability for specific position vacancies when requested by the DoD component. DISCASA furnishes referral listings of DoD eligibles to appropriate offi- cials and managers for particular vacancy selection. DISCASA periodically furnishes copies of individual employee records for review and update by employees or servicing civilian person- nel offices. DISCASA will maintain files and records for historical or user research purposes such as annual reports for DoD components or management information furnished to appropriate DoD users.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated, maintained on magnetic tape and manual in paper files.

Retrievability:

By name or social security account number.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Records are temporary. They are retained until the employee concludes his DoD intelligence career at which time they are retired to an inactive file for 1 year and then destroyed.

System manager(s) and address:

Assistant Deputy Director for Personnel, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Source data for DISCASA is provided by the employees, the employee's supervisor and the servicing civilian personnel office.

Systems exempted from certain provisions of the act:

None

L DIA 0660

System name:

Security Files

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Military/civilian applicants and nominees to DIA; current and former DIA and Defense Attache System personnel; and other DoD-affiliated personnel under the security cognizance of DIA.

Categories of records in the system:

Records associated with personnel security functions; nomination notices, statement of per- sonal history, indoctrination/debriefing statements, secrecy agreements, certificates of clearance, adjudication memoranda and supporting documentation and in-house investigations, security violations, identification badge records, retrieval indices, clearance status records, and access control records.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To perform all administrative functions necessary to determine initial and continued eligi- bility for and control of access to classified information in DIA facilities and those elements mandated to the Director, DIA, for Sensitive Compartmented Information access. Information will be disclosed to such other federal agencies, state and local governments, as may have a legitimate use for such information and which agrees to apply appropriate safeguards to pro- tect data so provided and which is consistent with the conditions or reasonable expectations of use and disclosure under which the information was provided, collected or obtained.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated on magnetic tape and manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible

only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Files on military and civilian applicants who are not assigned or hired by DIA are maintained up to 1 year and then destroyed. Personnel security dossiers are retained until the individual's association with DIA or access to SI/SAO information ceases and are then destroyed.

System manager(s) and address:

Assistant Deputy Director for Security Services, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

By the individual, other federal agencies, firms contracted to the DoD and agency officials.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under Title 5. U.S.C., 552a, subsections k(2) and k(5). For additional information see agency rules contained in (32 CFR Part 292a).

## L DIA 0800

System name:

Operation Record System

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Individuals involved in foreign intelligence and/or training activities conducted by the Department of Defense; who are of interest either because of their actual, apparent, or potential use.

Categories of records in the system:

Categories of records include operational, biographic, policy, management, training, and administrative matters related to the foreign intelligence activities of the Department of Defense.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records. Executive Order 12036, United States Intelligence Activities, January 24, 1978.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide information within the Department of Defense and other federal agencies for the conduct of foreign intelligence operations and to provide staff management over foreign intel- ligence training conducted by the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated on magnetic tapes and discs, microfilm and operture cards and manual in paper files.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Permanent records are retired to the Washington National Record Center upon completion of the project and temporary records are destroyed.

System manager(s) and address:

Deputy Director for Collection Operations, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Other Department of Defense components, federal agencies, foreign sources, overt publication, and private citizens.

Systems exempted from certain provisions of the act:

None

## L DIA 0801

System name:

Defense Attache System Personnel Information File.

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Military and civilian personnel and their dependents, nominated for assignment to the Defense Attache System.

Categories of records in the system:

This system consists of a variety of personnel and directory data, security access, education, training, financial and health information related to the individual's assign- ment with the Defense Attache System.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are used by staff, administrative and operating officials to: prepare individual administrative transactions; make decisions on the rights, benefits entitlements and the utilization of individuals; provide a data source for the production of reports, statistical surveys, rosters, documentation and studies required for the orderly personnel administration within the Defense Attache System. Information may be provided to host country, Department of State, Central Intelligence Agency, Department of Justice and the Department of Treasury.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated on magnetic tape and manual in paper files and cards.

Retrievability:

By name.

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Records are maintained for 1 year beyond the individual's tour completion date and then destroyed.

System manager(s) and address:

Assistant Deputy Director for Personnel, Defense Intelligence Agency, Washington, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Parent service of individual, immediate supervisor on station, agency officials and Ambassa- dors.

Systems exempted from certain provisions of the act:

None

## L DIA 0813

System name:

Bibliographic Data Index System

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Individuals who have published works of general interest to the Agency, and individuals involved in foreign intelligence activities.

Categories of records in the system:

An index of names of authors, title of published works, subject matter of writing and the location of source documents of open source literature and intelligence reports.

Authority for maintenance of the system:

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Serves as a traditional library reference service for open source literature and intelligence reports. Information is used by agency officials, other federal agencies and contract person- nel to do research on intelligence subjects related to foreign intelligence activities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated on magnetic tape and disc.

Retrievability:

By name

Safeguards:

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

Retention and disposal:

Open source literature is destroyed once material is out dated. Intelligence reports are retained for 2 years and retired to the Washington National Record Center for permanent retention

System manager(s) and address:

Assistant Deputy Director for Support and Services, Defense Intelligence Agency, Washing- ton, D.C. 20301.

Notification procedure:

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record access procedures:

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Contesting record procedures:

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

DoD, other intelligence agencies, educational institutions, federal agencies, research institutions, foreign governments and open source literature.

Systems exempted from certain provisions of the act:

None

## L DIA 0819

System name:

DIA Financial Management

System location:

Defense Intelligence Agency, Washington, D.C. 20301.

Categories of individuals covered by the system:

Current and former civilian and military employees of DIA.

**Categories of records in the system:**

Claims for reimbursement for expenses on official business. Documents supporting claims of indebtedness to the United States Government. Applications for the waiver of erroneous payment or for remission of indebtedness. Correspondence from civilian employees related to financial transactions.

**Authority for maintenance of the system:**

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information is used to determine eligibility for waiver of erroneous payment and remission of indebtedness. To support claims of the United States Government for the collection of erro- neous payments made. Use to determine entitlements for reimbursements of expenditures on official business and to support payment. To process employee's claims of payroll problems and to forward checks and bonds to former employees. Information will be disclosed to the Department of Justice, General Accounting Office, and the Department of Treasury.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Manual in paper files and cards.

**Retrievability:**

By name

**Safeguards:**

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

**Retention and disposal:**

Permanent records are cut off each fiscal year and held for 2 years and then retired to the Washington National Record Center. Temporary records are destroyed in 4 years or 2 years after a General Accountant Office audit.

**System manager(s) and address:**

Deputy Comptroller, Defense Intelligence Agency, Washington, D.C. 20301.

**Notification procedure:**

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

**Record access procedures:**

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

**Contesting record procedures:**

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

**Record source categories:**

Data is supplied from a number of sources including the individual concerned, the U.S. Army Finance Office and agency officials.

**Systems exempted from certain provisions of the act:**

None

## L DIA 1728

**System name:**

DIA Prisoner of War Intelligence Analysis and Debriefing Files

**System location:**

Defense Intelligence Agency, Washington, D.C. 20301.

**Categories of individuals covered by the system:**

All U.S. personnel previously held prisoner of war (PW) or detained in Southeast Asia from 1961 to date and returned to U.S. control; and U.S. personnel released from detention in the People's Republic of China since 170. All U.S. personnel considered missing in action (MIA) or killed in action (KIA) and bodies not recovered.

**Categories of records in the system:**

Narrative of loss incident, identification data, casualty report; intelligence reports pos- sibly identifying subjects; portions of official debriefing; and/or debriefing summaries.

**Authority for maintenance of the system:**

Pursuant to the authority contained in the National Security Act of 1947, 10 U.S.C. 133 d, the Secretary of Defense issued Department of Defense Directive 5105.21 of August 1, 1961, super- seded by Department of Defense Directive 5105.21 of May 19, 1977, creating the Defense Intel- ligence Agency as a separate Agency of the Department of Defense under his direction and herein charged the Agency's Director with the responsibility for the maintenance of necessary and appropriate records.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

As background for analytical purposes, the evaluation of intelligence reports pertaining to U.S. personnel PW/MIA; in preparation of special studies and appraisals; to provide responses to queries for PW intelligence from the JCS, OASD (ISA), the Department of State, Central Intelligence Agency, the Military Service, and other federal agencies with a need-to-know; to assist the military service intelligence and casualty offices in the determination of status of their personnel; to provide guidance to the Joint Casualty Resolution Center to assist in planning for the recovery of remains of U.S. personnel not accounted for.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Automated on magnetic tapes and manual in paper files.

**Retrievability:**

By name.

**Safeguards:**

Records are maintained in a building protected by security guards and are stored in vaults, safes or locked cabinets and are accessible only to authorized personnel who are properly screened, cleared and trained in the protection of privacy information.

**Retention and disposal:**

Records will be retired to the Washington National Record Center upon disposition of all cases and will be destroyed 15 years subsequent.

**System manager(s) and address:**

Deputy Director for Intelligence Research, Defense Intelligence Agency, Washington, D.C. 20301.

**Notification procedure:**

To obtain information as to whether this system of records contains information pertaining to yourself, you must submit a written request to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301. You must include in your request: your full name, current address, telephone number and social security account number or date of birth. Requests can be mailed to address indicated above or personally delivered to room 3E215, Pentagon, Washington, D.C.

**Record access procedures:**

All requests for copies of records pertaining to yourself must be in writing. You must include in your requests: your full name, current address, telephone number and social security account number or date of birth. Also, you should state that whatever cost is involved is acceptable or acceptable up to a specified limit. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washington, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

**Contesting record procedures:**

An individual who disagrees with the Agency's initial determination, with respect to his or her request, may file a request for administrative review of that determination. Requests are to be in writing and made within 30 days of the date of notification of the initial determina- tion. The requester shall provide a statement setting forth the reasons for his or her dis- agreement with the initial determination and provide such additional material to support his or her appeal. Requests can be mailed to: Secretariat, Defense Intelligence Agency, Washing- ton, D.C. 20301, or personally delivered to room 3E215, Pentagon, Washington, D.C.

Record source categories:

Parent military services; intelligence reports prepared by elements of the Defense Intelli- gence Agency, the military services and the Central Intelligence Agency; the Department of State; Foreign Broadcoast Information Service reports; newspapers; magazines; television and radio.

Systems exempted from certain provisions of the act:

None

Billing Code 3810-70F

# UNITED STATES MARINE CORPS

HOW SYSTEMS OF RECORDS ARE ARRANGED. In the Marine Corps, records are categorized by subject series. Each series has assigned a subject title, a three-letter prefix and followed by a five-digit number. For Example, the systems of records containing pay data may be found in the Fiscal/Disbursing series (MFDOOOOX). The letter M stands for Marine Corps; the next two letters indicate that the records are pay related; and the following five digit number is a further breakdown of the series for identification purposes.

HOW TO USE THE INDEX GUIDE. The system of records maintained by the Marine Corps are contained within the subject series that are listed below. This list identified each series in the order they appear in this compilation. Use the list to identify subject areas of interest. Having done so, use the appropriate system identification series to locate the systems of records grouping in which you are interested.

| SUBJECT SERIES | SYSTEM IDENTIFICATION SERIES |
|---|---|
| Aviation | MAAOOOOX |
| Fiscal/Disbursing (Matters relating to pay) | MFDOOOOX |
| Historical | MHDOOOOX |
| Installations and Logistics | MILOOOOX |
| Intelligence (Includes POW/MIS Files) | MINOOOOX |
| Judge Advocate/Legal Matters | MJAOOOOX |
| Miscellaneous (Admin Matters) | MMCOOOOX |
| Manpower/Personnel | MMNOOOOX |
| Training | MMTOOOOX |
| Reserve | MRSOOOOX |
| Telecommunications/Telephone Billing | MTEOOOOX |

## REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

## BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

## ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

## ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

## ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

## ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB

Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

## ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

## ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

## ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

## ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

## ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

### MAA00001

**System name:**

Flight Readiness Evaluation Data System (FREDS)

**System location:**

Primary System - The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Decentralized Segments - Marine Corps organizations having FREDS capability (or requirement or related information). Addresses are as shown in the Navy Standard Distribution List (OPNAV 09B3-107).

**Categories of individuals covered by the system:**

All active Marine Corps Air Crewmembers (Naval Aviators/Naval Flight Officers and Enlisted Crewmembers)

**Categories of records in the system:**

File contains personal identifying information such as name, rank, social security number, organization etc., and specific information with regard to aviation qualifications.

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Headquarters, U S Marine Corps and Marine Corps command, activities and organizations - By officials and employees of the Marine Corps in the administration and management of Marine Corps Air Crewmember assets as required in the performance of official duties.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representative of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

On magnetic tape

**Retrievability:**

By social security number of the individual addressed

**Safeguards:**

Tapes are stored in limited access areas and handled by personnel that are properly trained in working with personal information.

**Retention and disposal:**

File is maintained on individual as long as he is in an active flight status, information pertaining to individual so removed is erased from tape.

**System manager(s) and address:**

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

**Notification procedure:**

Information may be obtained from the individual command to which an individual is assigned for duty. Addresses of individual commands are as listed in the Navy Standard Distribution List (OPNAV PO9B3-107).

**Record access procedures:**

Written requests from individuals should be addressed to the Commanding Officer of the aviation unit to which they are assigned for duty. Addresses are shown in the Navy Standard Distribution List.

Personnel not permanently assigned to an aviation command may request information from the Commandant of the Marine Corps (Code AA), Headquarters, U S Marine Corps Washington, D C 20380.

Written requests should include name, and social security number.

For personal visits the individual should be able to provide personal identification, such as valid military identification card, drivers license, etc.

**Contesting record procedures:**

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER

**Record source categories:**

The primary source is the individual, However the individual's commanding officer or the commanding officer's designated individual fulfills certain criteria.

**Systems exempted from certain provisions of the act:**

None

### MAA00002

**System name:**

Marine Corps Aircrew Performance/Qualification Information

**System location:**

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

**Categories of individuals covered by the system:**

Marine Corps aeronautically designated personnel (Naval Aviators, Naval Flight Officers, and aircrew members) who have been the

subject of medical qualification, flight pay entitlement, and/or Flight Status Selection Board (FSSB) correspondence.

Categories of records in the system:

The file contains information on medical qualification, flight pay entitlements, and/or FSSB correspondence and the background data addressing such correspondence.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in the execution of their assigned duties with respect to the administration and management of Marine Corps aeronautically designated personnel.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Information is contained on paper records in file folders.

Retrievability:

Information is retrieved alphabetically by the last name of the individual concerned.

Safeguards:

Building containing files employs 24 hour security guards. Offices containing files are locked after working hours and personnel handling records do so only on a 'need-to-know' basis. Such personnel are trained and screened for dependability. Material that could be considered 'career-sensitive' is retained in a safe.

Retention and disposal:

Files are permanent. They are retained in active file until it is determined they are no longer required, then transferred to Marine Corps Central Files for historical deposit.

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Notification procedure:

Information may be obtained from:
The Commandant of the Marine Corps (Code AA)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone: Area Code 202/694-1391

Record access procedures:

Written requests from the individual should be addressed to the Commandant of the Marine Corps (Code AAZ), Headquarters, U S Marine Corps, Washington, D C 20380 and should contain the full name, social security number and signature.

For personal visits the individual should provide valid identification such as military identification card, Department of Defense building pass, drivers license, or other type identification that includes picture and signature. In the absence of such identification, the individual must provide sufficient data to insure that the individual is the subject of the inquiry.

Contesting record procedures:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER

Record source categories:

Information is obtained from official reports, boards, inquiries and requests. Information is also obtained from the review of Naval Aviator/Naval Flight Officer Reporting Management System (NANFORMS) data.

Systems exempted from certain provisions of the act:

None

MAA00003

System name:

Naval Aviator/Naval Flight Officer Reporting Management System (NANFORMS)

System location:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps Washington, D. C. 20380.

Categories of individuals covered by the system:

All Marine Corps aeronautically designated officer personnel (Naval Aviators, Naval Flight Officers and Officer Navigators)

Categories of records in the system:

File contains a summary of individual flight experience by fiscal year and type of aircraft in addition to rank, military occupation specialty and current duty assignment.

Authority for maintenance of the system:

Title 5, U. S. Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Headquarters, U S Marine Corps and Marine Corps commands, activities and organization - By officials and employees of the Marine Corps in connection with their assigned duties.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U. S. - By officials and employees of the Office of the attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U. S. - By the Senate or the House of Representatives of the U. S. or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U. S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Information is stored on magnetic tape

Retrievability:

Information is retrieved by social security number.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to authorized personnel that are properly trained and screened.

Retention and disposal:

Records are permanent. Older files are stored in Marine Corps Central Files System.

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D. C. 20380.

Notification procedure:

Information may be obtained from:
The Commandant of the Marine Corps (Code AAZ)
Headquarters, U S Marine Corps
Washington, D. C. 20380
Telephone: Area Code 202/694-1391

Record access procedures:

Requests from individuals should contain the full name, social security number and signature of the individual.

For personal visits, the individual should be able to provide some valid personal identification such as military identification card, Department of Defense Building Pass, drivers license, etc. In the ab-

sence of the above identification, the individual will be asked to provide sufficient data to insure that he is the subject of the inquiry.

**Contesting record procedures:**

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER

**Record source categories:**

Information contained in the records is obtained from the Department of the Navy-wide Individual Flight Activity Reporting System (IFARS) AND FROM THE Manpower Management System (MMS).

**Systems exempted from certain provisions of the act:**

None

MFD00001

**System name:**

Automated Leave and Pay System (ALPS)

**System location:**

Primary System - The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Decentralized System - Major Marine Corps Commands

**Categories of individuals covered by the system:**

all Marine Corps Civilian Employees at Major Marine Corps Commands

**Categories of records in the system:**

Pay and Leave Records of Marine Corps Civilian Employees

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Headquarters, U S Marine Corps; and Marine Corps commands, activities, and organizations - To administer and manage all pay and leave matters for individual civilian employees.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

The Internal Revenue Service - By officials and employees of the Internal Revenue Service in connection with such matters relating to their official duties.

State and local governmental agencies - By officials and employees of State and local governmental agencies in connection with such matters relating to their official duties.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic Tape or Disk

**Retrievability:**

Employee Badge Number or SSN

**Safeguards:**

Restricted Access to Areas where Maintained

**Retention and disposal:**

Permanent Files

**System manager(s) and address:**

The Commandant of the Marine Corps (Code FD), Headquarters, U S Marine Corps, Washington, D C 20380

**Notification procedure:**

Information may be obtained from the Marine Corps installation or activity at which the individual is employed.

**Record access procedures:**

Requests from individuals should be addressed to the commanding officer at which the individual is employed. Addresses of Marine Corps installations, activities, and organizations are listed in the Navy Standard Distribution List (OPNAV P09B3-107). Written requests should contain full name, social security number or employee badge number, and signature of the individual concerned.

Personal visits may be made to the appropriate installation, activity or organization during the normal work week between the hours of 8:00AM-4:30PM. For personal visit the individual should be able to provide valid personal identification such as employee badge, drivers license, medicare card, etc.

**Contesting record procedures:**

The Agency's Rules for Access to Records and for Contesting Contents and Appealing initial Determinations by the individual concerned may be obtained from the Sysmanager

**Record source categories:**

Application and related forms provided by the employee in matters relating to his/her employment. Employment data to include time cards, standard pay increases, leave, etc. provided by the employer or its official representative. Data such as tax rates, employee benefit information etc. provided by appropriate federal, state or local governmental agencies or their designated representatives. Information from courts, and attorney having to do with employee wages entitlements and benefits.

**Systems exempted from certain provisions of the act:**

None

MFD00002

**System name:**

PRIMARY MANAGEMENT EFFORTS (PRIME)/OPERATIONS SUBSYSTEM

**System location:**

Primary System - The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380.

Decentralized System - Major Marine Corps Commands

**Categories of individuals covered by the system:**

All Marine Corps Civilian Employees and Selected Military Personnel at Major Marine Corps Commands

**Categories of records in the system:**

Labor Distribution Records

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in matters regarding their assigned duties.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic Tape or Disk

**Retrievability:**

Employee Badge Number or social security number

**Safeguards:**

Restricted Access to Areas where Maintained

**Retention and disposal:**

Permanent Record. Completely Deleted upon Termination of Employee

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Notification procedure:

Information may be obtained from:
The Commandant of the Marine Corps (Code FD)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone: Area Code 202/694-1080

Record access procedures:

Request from individuals should be addressed to the individual's employing activity. Activity addresses are as shown in the Navy Standard Distribution List (OPNAV 09B3-107).

Written requests should contain the individual's full name, social security number, employee number (if applicable) and signature.

For personal visits, the individual should provide sufficient identification to insure the individual is the subject of the inquiry.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Employing activity of the individual

Systems exempted from certain provisions of the act:

None

MFD00003

System name:

Joint Uniform Military Pay System/Manpower Management System (JUMPS/MMS)

System location:

Primary System - Marine Corps Automated Services Center, 1500 East Bannister Road, Kansas City, Missouri 64131; Marine Corps Finance Center, 1500 East Bannister Road, Kansas City, Missouri 64197.

Decentralized Segments - There are eight Satellite/Command Data Processing Installations (SDPI/CDPI) which maintain files with similar records at the following locations: SDPI 02, Marine Corps Base, Camp Lejeune, NC 28542; SDPI 03, Marine Corps Base, Camp Pendleton, CA 92055; SDPI 06, FMF Pacific, FPO San Francisco, CA 96610; SDPI 09, Headquarters U S Marine Corps, Washington, D C 20380; SDPI 11, Marine Corps Recruit Depot, Parris Island, SC 29905; SDPI 15, Marine Corps Recruit Depot, San Diego, CA 92140; CDPI 17, Marine Corps Base, Quantico, VA 22134; SDPI 27, Marine Corps Base, Camp S D Butler, FPO Seattle, WA 98773; First Marine Brigade, FPO San Francisco, CA 96615.

Categories of individuals covered by the system:

All Marine Corps personnel.

Categories of records in the system:

The JUMPS/MMS automated system of records contains the following fields (data elements and data sets) and sub-fields; Social Security Number and the last, first, and middle initial (key); Name, Member Service Number, Contract Legal Agreement, Duty Limitation, Race/Sex/Ethnic Group, Present Unit Identification, Temporary Reporting Unit Code, Former Unit Identification, Intermediate Unit Identification, Future Unit Identification, Command Data Processing Installation Code, Individual Location, Message Routing Indicator, Pay Entry Base Data, Armed Forces Active Duty Base Date, Active Naval Service Base Date, Current Active Duty Began Date, Date of Enlistment/Acceptance, Date of Original Entry Armed Forces, Date of Birth, Estimated Date of Departure, Estimated Date of Arrival, Date Current Tour Began, Date Detached Last Command, Rotation Tour Date, Date Arrived U S Dependents Not Restricted, Date Arrived U S Enlistment, Careerist Flag, Contract Extension Data, Expiration of Obligated Service, Security Investigation, Permanent Grade , Incentive Pay, Proficiency Pay, Special Pay, Hostile Fire Pay, Basic Allowance for Subsistence, Basic Allowance for Quarters, Duty Status, Last Processing Cycle Information, Project Duty Status, Preference for Duty, Grade for Which Selected, Citizenship, Combat Service, Former Prisoner of War, Civilian Education, Accession Code (Program Enlisted Under), Military Occupational Specialties, Reserved for Future Use, Religion, Tour Control Factor, Sea or Foreign Duty, Program Element Number, Responsibility Center Number, Marital Status, Ethnic Group, Intermediate Monitored Command Code - Estimated Date of Arrival, Current Active Duty Begin Date, Estimated Date of Departure, Special Grade and Date of Rank, Old Reason for Transfer Code, New Reason for Transfer Code, Present Tour Control Factor, Prospective Officers Source Code, Reenlistment Bonus Type, Selective Reenlistment Bonus Zone, Separation Document Type, Composite Score, Armed Services Vocational Aptitude Battery, Deployment Monitored Command Code, Date Dependents Location Begin, Visual Audit Field, Date Joined Present Unit, TAD Excess Flag, TAD DPI, Officers School Graduation, Active Duty Officer Base Date, Active Duty Aviation Service Base Date, Accession Code, Future Tour Control Factor, Intended Transfer Date, Permanent Change of Station Code, Reason for Transfer Flag, Advanced Monitored Command Code, Advanced Monitored Command Code - Estimated Date of Arrival, Intermediate Monitored Command Code - Estimated Date of Arrival, Prospective Officers Source Code, Current Source of Entry Code, Home of Record, Prior Key, Days Lost Current Contract, Separation Document Type, Language Proficiency, Language Aptitude Test, Electronic Technician Selection Test (Enlisted Only), Reserved for Expansion, General Military Subjects Test Results, Classification Test, Computed General Technical or General Classification Test, Armed Forces Qualification Test/Army Qualification Test Score (Enlisted Only), Army Qualification Battery Scores, Service Schools, Dependents Information, Aeronautically Designated Officers & Noncommissioned Officers Information, Date Last Tour Combat/Combat Support Area, Optional Narrative Form, Aeronautically Designated, Officers & Noncommissioned Officers Information, Date Designated Military Pilot, Separation Data, Service Date (Officer), Lineal Control Number/Precedence Number Present Rank, Separation Data Addendum, Lineal Control Number/Precedence Number Permanent Rank, Month Attended Service Academy, Lineal Footnotes, Running Mate, Limited Duty Officer/Warrant Officer Footnotes, Date of Acceptance 1st Commission in the Marine Corps, Date of Rank 1st Commission in the Marine Corps, Date of Rank 1st Commission Limited Duty Officer, Visual Audit, Electronic Data Processing Test Score, Language Aptitude Test Date, Social Security Number Validation Monitor, Last Transfer Processing, Information, Temporary Additional Duty Excess Flag, Temporary Additional Duty Data Processing Installation, Graduates Obligation Code, Active Duty Spouse Identification, Fleet Assistance Program Unit Identification, Active Duty Off Service Base Date, Active Duty Officer Aviation Service Base Date, Program Enlisted For, Operational Flying Time, Operational Flying Computation Date, Operational Flying Start Date, Operational Flying Stop Date, Operational Flying Time Base Date, Operational Flying Gate One, Operational Flying Gate Two, Reserved, Platoon Number, Cycle Number, Last Type Transaction Code Touched, Not used at this time, Today's Date, Disbursing Officers Symbol, Command DPI of Parent Reporting Unit Code, Pay Group, Pay Status, Local Disbursing Office Cognizance, Payment Option/Leave and Earnings Statement Distribution/Pay Distribution Code, Federal Withholding Tax Data, Leave Account, Wage and Tax Summaries, Dependency Status, Dependency Determination, Basic Pay, Pay Grade, Years in Service, Serviceman's Group Life Insurance Deduction, Federal Income Tax Withholding, Federal Indemnity Compensation Act Tax Withholding, Payments, JUMPS Account Standing, Total Allotment Deductions, Last Update and Extract Date, Savings Deposits, Pay Extraction Flag, Regular Reenlistment Bonus, Variable Reenlistment Bonus, Time Lost, Detention of Pay, Repayment Date, Dislocation Allowance, Inadequate Quarters, Interim Housing Allowance, Indebtedness for Final Settlement, Incentive Pay 1, Proficiency Pay, Sea and Foreign Duty Pay, Diving Pay, Hostile Fire Pay, Subsistence Credit, Basic Allowance For Quarters, Personal Money Allowance, Family Separation Allowance, Incentive Pay 2, Cost of Living Allowance, Housing Allowance, Additional Federal Tax Withholding, Subsistence Debits, Court Martial/Nonjudicial Punishment Deductions, Miscellaneous Credits, Miscellaneous Debits, Other Continuing Monthly Deductions, Miscellaneous Leave Data, Retired Serviceman's Family Protection Plan Data, Temporary Lodging Allowance, Clothing Maintenance Data, Basic Allowance for Quarters Debits, Pay Change Flag, Pay Day Data, Miscellaneous Data, Check Mailing Address, Other Services Disbursing Officer Indicator, Reduced Tax, Unassigned, Saved Pay Original Entitlement, Saved Pay Current Entitlement, Tax Exclusion/Nonresident Alien Exempt Taxable Pay, Selective Reenlistment Bonus, Officer Status Change Flag, Aviation Career Incentive Pay, Advance Pay and Allowances, Power of Attorney.

The MMS master files consist of a complete magnetic record for each Marine serving on active duty for a period in excess of 30 days. The Remote Entry Data Display Terminal (REDDT) is a subsystem of MMS. It has the capability to directly access an extract of the master file. The procedure used to establish the initial computer record and add the individual to the Marine Corps strength is the accession process. The accession of recruits is accomplished through the Recruit Accession Management Subsystem (RAMS). The Commissioning Accession Management Subsystem (CAMS) is designed to access all officer records into JUMPS/MMS. Accession/ reaccession

of all nonrecruit enlisted records is accomplished through the Headquarters Accession Management Subsystem (HAMS) at Headquarters, U S Marine Corps. The Accession Transcription Form (ATF) is an OCR form which contains information extracted from the enlistment contract and transfer/assignment to active duty orders. The ATF is completed and processed to establish the computer record. The Manpower Management Information System (MMIS) consists of models and processes within MMS These models and processes support manpower planners and programmers to optimize assignments to unaccompanied overseas tours, predict enlisted population by grade and military occupational specialty (MOS) and to test various policies related to unrestricted officer promotion planning.

Some manual files containing substantiating documents and other data relative to each member's JUMPS/MMS record are maintained. These file folders may contain any part of the JUMPS/MMS record and any one or more of the following documents: Military Pay Record, Military Payroll Money List, Military Pay Voucher, Certificate for Performance of Hazardous Duty, Application for Arrears in Pay, Cash Collection Voucher, Authorization/Designation for Emergency Pay and Allowances, Wage and Tax Statement, Employees Withholding Exemption Certificate (IRS W-4), Employees Withholding Exemption Certificate (IRS W-4E), Notice of Levy, General Accounting Office Notice of Exemption, Dependency Certificate (Wife or Child Under 21 Years), Dependency Certificate (Mother or Father), Dependency Certificate (Unmarried Child Over 21 Years), Dependency Application, Clothing Checkage, Statement to Substantiate Payment of Family Separation Allowance, Government Property Checkage, Personal Financial Records, Unit Diary, Dependent Travel Record, Allotment/Bond Authorization, Certificate for Cost of Living and/or Housing Allowance, Certificate for Temporary Lodging Allowance, Removal of Mark of Desertion, Field Rations Certificate, Liquidation of Indebtedness, Initial Uniform Allowance for Officers, Additional Uniform Allowance for Officers, Excess Weight-Household Goods Shipment, Hospital Rations Checkage, Excess Expense Involving Movement of House Trailer, Transportation Checkage, Meal Ticket Checkage, Advance Pay, Advance Pay and Allowances, Discharge Gratuity, Combat Arms Bonus, Health Care Coverage, Government Quarters Termination and Assignment. Inadequate Quarters Termination and Assignment, Lump-Sum Leave, Rations Commuted to Private Mess, Reenlistment Bonus, Variable Reenlistment Bonus, Selective Reenlistment Bonus, Sick Misconduct, Prorated Rations, Supplemental Rations, Basic Allowance for Quarters (Own Right).

**Authority for maintenance of the system:**

Title 10 and 37, U S Code Section 5031 and 5201

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Headquarters, U. S. Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in the performance of their assigned duties in matters relating to a Marine's automated personnel and/or pay record.

Department of Defense and its components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

By officials and employees of the American Red Cross and the Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

Federal, state and local government agencies - By officials and employees of federal, state and local government through official request for information with respect to law enforcement, investigatory procedures, criminal prosecution, civil court action and regulatory order.

To provide information to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States which has been authorized by law to conduct law enforcement activities pursuant to a request that the agency inititate criminal or civil action against an individual on behalf of the U. S. Marine Corps, the Department of the Navy, or the Department of Defense.

To provide information to individuals pursuant to a request for assistance in a criminal or civil action against a member of the U. S. Marine Corps, by the U. S. Marine Corps, the Department of the Navy, or the Department of Defense.

Department of Health, Education and Welfare (DHEW) - Disclosure of the name, rank or grade, and social security account number of each Marine Corps active duty military member to the Inspector General of DHEW for the specific purpose of comparison with appropriate rolls reflecting recipients of Aid to Families with Dependent Children (AFDC).

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Data is recorded on magnetic records and discs, punch cards, computer printouts, microform, file folders, and other documents.

**Retrievability:**

The data contained in magnetic records can be displayed on cathode-ray tubes, it can be computer printed on paper, and it can be converted to microform for information retrieval; the data in the supporting file folders and other manual records is retrieved manually. Computerized and conventional indices are required to retrieve individual records from the system. Normally, all types of records are retrieved by Social Security Number and name.

**Safeguards:**

Building management employs security guards; building is locked nights and holidays. Authorized personnel may enter and leave the building during nonworking hours but must sign in and out. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Access to personal information is limited to authorized personnel with a need-to-know. Access is restricted to specific applications programs, records, and files to which personnel have a specific and recorded need-to-know. Online data sets (both tape and disc) pertaining to personal information are password protected, areas are controlled and access lists are used. The files are also protected at a level appropriate to the type of information being processed.

**Retention and disposal:**

Magnetic records are maintained on all Marine Corps personnel while they are in service, and for a period of 4 months after they are separated from the service. Paper and film records are maintained for a period of 10 years after the final transaction. End calendar and fiscal year 'snapshots' of the MMS data base are maintained indefinitely in magnetic form at Headquarters, U. S. Marine Corps.

**System manager(s) and address:**

Commandant of the Marine Corps, Headquarters U S Marine Corps, Washington, D C 20380.

**Notification procedure:**

Requests from individuals for information concerning pay related matters should be addressed to the Commandant of the Marine Corps (Code FD). Requests from individuals for information concerning personnel matters should be addressed to the Commandant of the Marine Corps (Code MP).

Requesting individual must supply full name and Social Security Number.

The requester may visit the Marine Corps Finance Center, 1500 East Bannister Road, Kansas City, Missouri 64197 to obtain information on whether the system contains records pertaining to him or her.

In order to personally visit the above address and obtain information, individuals must present a military identification card, a driver's license, or other suitable proof of identity.

**Record access procedures:**

Information on JUMPS may be obtained from the member's local disbursing officer. Information on MMS may be obtained from the member's immediate commanding officer. Requests for information from persons no longer in service should be signed by the person requesting the information. Dates of service, Social Security Number, and full name of requester should be printed or typed on the request. It should be sent to the Marine Corps Finance Center, 1500 East Bannister Road, Kansas City, Missouri 64197.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Recruiting offices, disbursing offices, administrative offices, and the individual Marine are the principle sources of the information contained in the JUMPS/MMS record for that person.

Systems exempted from certain provisions of the act:

None

MFD00004

System name:

Bond and Allotment (B&A) System

System location:

Marine Corps Automated Services Center (MCASC), 1500 East Bannister Road, Kansas City, Missouri 64131; Marine Corps Finance Center (MCFC), 1500 East Bannister Road, Kansas City, Missouri 64197

Categories of individuals covered by the system:

The allotment system contains all active allotments and limited (12 months) stop history for each active duty, retired, and Fleet Marine Corps Reserve (FMCR) member who authorized an allotment from his pay and allowances.

Categories of records in the system:

The allotment file contains allotments authorized by the Marines concerned, as provided under instructions issued by the Secretary of Defense.

The B&A automated system is made up of records which contain the following fields (data elements and data sets): Identification Number (Social Security Number (SSN)); Initials of Name (Last, First, Middle); Rank/Category; Last Name and Suffix; Last Pay Date; First Pay Date; Work Date; Amount; Term (in months); Account/Policy Number; Authority/Date/Remark; Bond Owner Name; Bond Owner SSN: Co-owner Beneficiary Flag; Co-owner or Beneficiary Name; Co-owner or Beneficiary SSN; Authority/Date/Remark; Name of Recipient; Street Address/Post Office Box; City and State/Country; Geographic Code (City, State/Country); Zip Code; Authority/Date/Remark.

Authority for maintenance of the system:

Title 37, U S Code. The authority for continuing deduction for garnishment of pay is outlined in section 459 of Public Law 93-647.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the system is to provide for the payment of allotments and for the issuance, cancellation, of U S Treasury checks and savings bonds as authorized by appropriate directives. The data obtained from the system provides for the control and ultimate disposition of all treasury checks and savings bonds prepared. Allows for the collection of appropriate data, to render an accurate accounting of public funds expended or collected as required by the Navy Comptroller Manual. The allotment file is utilized by the Joint Uniform Military Pay System/ Manpower Management System (JUMPS/MMS) and Retired Pay systems to calculate the monies due active duty, retired, and FMCR members of the U S Marine Corps.

The allotment class and dollar value are displayed on the JUMPS Leave and Earnings Statement (LES) as issued. Copies of the LES are distributed as follows:

Original (white) - Disbursing Officer (DO) having custody of the Personal Financial Record.

Duplicate (yellow) - furnished the Marine concerned.

Triplicate (pink) - furnished the Commanding Officer (CO) for retention on the Marine's service record.

For permanent record retention purposes, one copy will be filed at the MCFC in microform.

The allotment information concerning first, last payment dates, term (if applicable), amount, purpose, and allottee is furnished the CO and DO on an annual basis for audit purposes. This information is prepared as outlined in paragraph 70304, JUMPS Field Procedures Manual.

The total dollar value of active allotments is furnished each retired and FMCR Marine each time a new statement of his account card is prepared.

Verification and/or information concerning a specific allotment may be released (as requested) to the following:

Marine concerned.
Marine's CO
Marine's DO
Recipient of the allotment.
Treasury Department.
Federal Reserve Bank.
Federal Bureau of Investigation.
Naval Audit Service.
General Accounting Office.
Postal Inspectors.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data is recorded on magnetic records, punch cards, computer printouts, microform, file folders, and other documents.

Retrievability:

The data contained in magnetic records can be displayed on cathode-ray tubes, it can be computer printed on paper, and it can be converted to microform for information retrieval; the data in the supporting file folders and other manual records is retrieved manually. Normally all types of records are retrieved by SSN and name.

Safeguards:

The Allotment Division is locked during nonduty hours, as well as the building being under security guard protection. Files within the division are accessible only to authorized personnel.

Retention and disposal:

Magnetic records are maintained by MCASC on all active allotments during the life of the allotment and for a period of 12 months after the allotment has been stopped. Paper and microform files relating to the Allotment Division files are disposed of as directed by SECNAVINST P5212.53.

System manager(s) and address:

Commandant of the Marine Corps (Code FD), Headquarters, U S Marine Corps, Washington, D C 20380.

Notification procedure:

Individual requests for information should be addressed to the Marine Corps Finance Center, Allotment Division, Kansas City, Missouri 64197.

Requests for information must contain member's SSN, name, military service number (if applicable), and any other pertinent data concerning the information desired.

A person may visit any Marine Corps disbursing office to find out if the system contains records pertaining to him or her.

For personal visits the requester must present a military identification card or copy of an Armed Forces of United States Report of Separation from Active Duty (DD Form 214 (MC)) for separated personnel.

Record access procedures:

Mailing address for the Allotment Division is available in DODPM, Marine Corps Order (MCO) P7220.31, and the NAVTELCOMINST 2300.14 (Plain Language Address Directory).

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by individual concerned may be obtained from the SYSMANAGER

Information pertaining to an individual who has active allotments is affected by unit diary input concerning name, or SSN changes, and to ensure allotments are stopped when a Marine is reported to be discharged or in a desertion status. Also, member's status codes are changed by unit diary or Retired Pay input when the Marine is transferred to the FMCR or Retired List.

Record source categories:

The input of data from allotment/bond authorizations, other scannable documents, magnetic tapes received from the Satellite Data Processing Installations, and computer interfaces with the JUMPS/MMS and the Retired Pay systems are the principle sources of the information contained in the B&A automated system.

Systems exempted from certain provisions of the act:

None

MFD00005

System name:

Retired Pay/Personnel System (RPPS)

System location:

Marine Corps Automated Services Center, 1500 East Bannister Road, Kansas City, Missouri 64131; and Marine Corps Finance Center, 1500 East Bannister Road, Kansas City, Missouri 64197.

Categories of individuals covered by the system:

Pay account folders for retired Marine Corps members, Fleet Marine Corps Reservists (FMCR), and survivors of deceased retired and FMCR members, who are entitled to retired pay, retainer pay, and survivor annuities.

Categories of records in the system:

The RPPS automated system of records contains the following fields (data elements and data sets): Retired/Retainer Date; Retainer Date; Pay Change; Information Status; Social Security Number

(SSN) and Last, First, and Middle Initial (Key); Deletion Date; SSN; Retired Category Code; Member's Name; Pay Entry Base Date; Service for Pay; Active Service; Other Military Service Number (MSN); Prior MSN/SSN/Key; Rank Code; Recomputation Code; Disability Percent; Heroism Pay; Pay Table Code; Recomputation Age; Retirement Laws; Functional Account Number; Ranks; Birthdates; Pay Delete/ Suspense Code; Retired Serviceman's Family Protection Pay; Reserve Retirement Credit Points; Allotment Data; Withholding Tax Data; Wage and Tax Summaries; Gross Pay; Taxable Pay; Withholding Tax; Dependency Indemnity Compensation; Pension Act of 1944 (Veterans Administration (VA) Waiver); Pension Act of 1964 (Dual Compensation G1); Retired Serviceman's Family Protection Plan; Survivor Benefit Plan; Social Security; Scheduled Collections; Net Pay; Special Handling Code (Check Delivery); Accumulated Summaries; Home Mailing Address; Check Mailing Address; Pay Distribution; Last Change Posted; Date Member Eligible to Retire; Date Arrived Continental United States Without Dependents; Primary Military Occupational Specialty; Districts; Highest Rank Held Satisfactorily; Service Prior to 1 July 1949; Service After 1 July 1949; Active Duty After Transfer to Fleet/ Retired Rolls; Date Next Physical Year and Month; VA Disease Codes; Department of Defense Disease Codes; Nearest Hospital (See Table 9); Personnel Accounting Separation - Designator; Earnings Statement Flag; Disability Pay; Change of Address Flag; Last Time Processed by Update-Extractor; SSN Validation; Remarks Area; One-Time Credit/Checkage; Scheduled Collection.

Used for extraction or compilation of statistical data and reports for management studies and statistical analyses for use internally or externally as required by Department of Defense or by government agencies.

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Computation of retired pay, retainer pay, and survivor annuity accounts, perform audit of accounts, reply to correspondence, etc.

Creation of printed reports, records, checks, microforms, magnetic files, etc., based on information available in the system. This output is used by various departments of the Marine Corps for pay, personnel, audit, and other purposes. Some of this information is made available to authorized local, state, and Federal agencies.

Displaying all or part of any selected record on a cathode-ray tube for research, audit, update, and similar purposes.

Used for extraction or compilation of statistical data and reports for management studies and statistical analyses for use internally or externally as required by Department of Defense or by government agencies.

By officials and employees of the American Red Cross and the Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Data is recorded on magnetic records, punch cards, computer printouts, microform, file folders, and other documents.

**Retrievability:**

The data contained in magnetic records can be displayed on cathode-ray tubes, it can be computer printed on paper, and it can be converted to microform for information retrieval; the data in the supporting file folders and other manual records is retrieved manually. Normally all types of records are retrieved by SSN and name.

**Safeguards:**

Building management employees security guards; building is locked nights and holidays. Authorized personnel may enter and leave the building during nonworking hours, but must sign in and out.

**Retention and disposal:**

Magnetic records are maintained on all persons who are eligible for retired pay, retainer pay, and survivor annuities while they are alive and for a period of 6 months after that person dies or ceases to be eligible. Paper and film records are maintained for a period of 10 years after the final transaction.

**System manager(s) and address:**

Commandant of the Marine Corps (Code FD), Headquarters, U S Marine Corps, Washington, D C 20380.

**Notification procedure:**

Requests from individuals for information should be referred to the SYSMANAGER.

Requesting individual must supply full name and SSN

The requester may visit the Marine Corps Finance Center, 1500 East Bannister Road, Kansas City, Missouri 64197, to obtain information on whether the system contains records pertaining to him or her.

In order to personally visit the above address and obtain information, individuals must present a military identification card, a driver's license, or other suitable proof of identity.

**Record access procedures:**

Requests for information relative to the RPPS automated system should be signed by the person requesting the information. Dates of service, SSN, and full name of requester should be printed or typed on the request. It should be sent to the SYSMANAGER.

**Contesting record procedures:**

The agency's rules for access to records for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

**Record source categories:**

Documents and correspondence received from Headquarters, U S Marine Corps, the Veterans Administration, the member, changes in laws, etc. are the principle sources of information contained in the RPPS automated system.

**Systems exempted from certain provisions of the act:**

None

## MFD00006

**System name:**

Centralized Automated Reserve Pay System (CAREPAY)

**System location:**

Marine Corps Automated Services Center (MCASC), 1500 East Bannister Road, Kansas City, Missouri 64131; Marine Corps Finance Center (MCFC), 1500 East Bannister Road, Kansas City, Missouri 64197

**Categories of individuals covered by the system:**

Members of Organized Marine Corps Reserve Units who are active Reservists (Class II) and perform a maximum of 48 paid drills and 14 days Annual Training Duty per year.

**Categories of records in the system:**

The Drill Master File is magnetic and contains the following fields (data elements and data sets); District; Reporting Unit Code; Officer/ Enlisted Code and Social Security Number (SSN); Initials (Last, First, Middle); Last Name; Pay Group; Join Date; Drop Date; Pay Entry Base Date; Administrative Duty Pay; Number of Regular Drills Performed (Month); Number of Regular Drills Performed (Year); Number of Drills Authorized; Daily Rate of Basic Pay; Effective Date; Rank Code; First Previous Daily Rate of Basic Pay; Effective Date; Rank Code; Second Previous Daily Rate of Basic Pay; Effective Date; Rank Code; Number of Aviation Crew Member Drills; Daily Rate of Crew Member Pay-Current; Daily Rate of Crew Member Pay-First Previous; Daily Rate of Crew Member Pay-Second Previous; Number of Aviation Non-Crew Member Drills (Year); Number of Tax Exemptions; Tax Withheld-Current; Tax Withheld-Quarterly; Tax Withheld-Yearly; Taxable Pay-Current; Taxable Pay-Quarterly; Taxable Pay- Yearly; Service Number; Federal Insurance Contributions Act (FICA) Withheld- Quarterly; FICA Withheld-Yearly; FICA Wages-Quarterly; FICA Wages-Yearly; Taxable Credit; Taxable Checkage; Non-Taxable Credit; Non-Taxable Checkage; Gross Drill Pay; New Reporting Unit Code (For Transfers); Net Pay; Amount of Overpayment; Payroll Number; Check Number; Tax Code-Local; Tax Code-State; Active Duty Record, From Date-To Date; First Previous Active Duty Record, From Date-To Date; Second Previous Active Duty Record, From Date-To Date; Third Previous Active Duty Record, From Date-To Date; Date of Last Drill Attended; Number of Additional Drills (Quarter); Serviceman's Group Life Insurance (SGLI) Premium Selection; Tax Status; Net Pay (For over

999.99); SGLI Premiums Not Paid; Number of Years Flight Service; Aviation Pay Entry Base Date; SGLI Accumulation (Year); Date SSN Validated.

The Annual Training Duty Record is magnetic and contains the following fields (data elements and data sets): District Code; Increment Code; Reporting Unit Code; Officer/Enlisted Code and SSN; Last Name; Initials (First and Middle); Pay Entry Base Date; Daily Rate of Pay; Crew Member Daily Rate of Pay; Basic Allowance for Quarters (BAQ); Effective Date; Rank; Number of Days; First Previous Daily Rate of Pay; Crew Member Daily Rate of Pay; BAQ; Effective Date; Rank; Number of Days; Second Previous Daily Rate of Pay; Crew Member Daily Rate of Pay; BAQ; Effective Date;

Rank; Number of Days; Subsistence; Annual (Field) Training Duty, From Date-To Date; Crew Member (Aviation), From Date-To Date; Non-Crew Member (Aviation), From Date-To-Date; Sea and Foreign Duty, From Date-to-Date; Hazardous Duty, From Date-To-Date; Hazardous Duty Code; Tax Exemption Code; Total Gross Pay; Total Taxable Pay; Total FICA Pay; Total Tax Withheld; Total FICA Withheld; Taxable Credit; Taxable Checkage; Non-Taxable Credit; Non-Taxable Checkage; Amount Overpaid; Date of Payment; Number of Days; Tax Withheld; FICA Withheld; Taxable Credit; Taxable Checkage; Non-Taxable Credit; Non-Taxable Checkage; Net Pay; Payroll Number; Check Number; Date of Payment; Number of Days; Tax Withheld; FICA Withheld; Taxable Credit; Taxable Checkage; Non-Taxable Credit; Non-Taxable Checkage; Net Pay; Payroll Number; Check Number; Date Payment; Number of Days; Tax Withheld; FICA Withheld; Taxable Credit; Taxable Checkage; Non-Taxable Credit; Non-Taxable Checkage; Net Pay; Payroll Number; Check Number; Final Settlement Code; Pay Group.

The Reporting Unit Code File folders contain Rank, Pay Group, Pay Entry Base Date, Daily Rate of Pay, Year to Date Drills, Taxable Wages, Tax Withheld, FICA Wages and FICA Withheld.

The Master Drill Pay File folders contain drill reports, drill transmittal letters, coded change sheets, Military Pay Orders, unit diaries, promotion letters, certificates for performance of hazardous duty, Pay Adjustment Authorizations, Active Duty for Training orders, dependency/pension certificates, Employees Withholding Allowance Certificates, drill listings quarterly payrolls, payroll registers, file maintenance listings, Active Duty for Training payrolls, consolidated final settlement payroll, adjustment payroll, token payment payroll, public vouchers, tax levies.

Authority for maintenance of the system:

Titles 10 and 37, U S Code

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Central Accounts Division clerks and analysts use these data to process payments and to answer inquiries concerning payments, received from Marine Reservists, Internal Revenue Service, Welfare agencies, and the Commandant of the Marine Corps.

Examination Division clerks use these data to verify proper payment and to process old pay inquiries.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data are recorded on magnetic records, punch cards, computer printouts, microform, file folders, and other documents.

Retrievability:

The data contained in magnetic records can be computer printed on paper and it can be converted to microform for information retrieval; the data in the supporting file folders and other manual records are retrieved manually. Normally all types of records are retrieved by SSN/Name/ Reporting Unit Code.

Safeguards:

Building employs security guards. Records are maintained in areas accessible only to personnel working there and are kept in file desks made for that purpose for 6 months and in DIBOLD vertical file for 12 months after which they are transferred to the Examination Division.

Retention and disposal:

Magnetic records are maintained by MCASC on all active Reservists; they are retained for a period of 4 months after the individual Marine ceases to be active.

Paper and microform records are held for 4 years, 6 months at the Center, thereafter they are retired to a Federal Records Center in accordance with Secretary of the Navy Instruction P5212.5.

System manager(s) and address:

Commandant of the Marine Corps (Code FD), Headquarters, U S Marine Corps, Washington, D C 20380.

Notification procedure:

Requests from individuals for information should be referred to the SYSMANAGER

Requesting individual must supply full name and SSN.

The requester may visit the Marine Corps Finance Center, 1500 East Bannister Road, Kansas City, Missouri 64197, to obtain information on whether the system contains records pertaining to him or her.

In order to personally visit the above address and obtain information, individuals must present a military identification card, a driver's license, or other suitable proof of identity.

Record access procedures:

Requests for information relative to CAREPAY should be signed by the person requesting the information. Dates of service, SSN, and full name of requester should be printed or typed on the request. It should be sent to the SYSMANAGER

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned may be obtained from the SYSMANAGER.

Record source categories:

Organized Marine Corps Reserve Units, Internal Revenue Service, Individual Marine.

Systems exempted from certain provisions of the act:

None

MFD00007

System name:

Examination Division Records System

System location:

Marine Corps Finance Center, Examination Division, Kansas City, Missouri 64197

Federal Records Center, National Archives and Records Service, 2301 East Bannister Road, Kansas City, Missouri 64131

Washington National Records Center, Washington, D C 20409

National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132

Categories of individuals covered by the system:

Marines serving on active duty, personnel on the Marine Corps Retired List, Fleet Marine Corps reservists, personnel discharged or separated from active duty, active and inactive Reserve personnel, deceased personnel, and Marine Corps disbursing officers concerning shortage of disbursing accounts.

Categories of records in the system:

Unit Diaries - A chronological record of daily personnel events and history of active Marine Corps activities and organized Marine Corps Reserve Units.

Substantiating Vouchers - Supporting documents to substantiate pay adjustment items entered on military pay accounts.

Military Payrolls - An accounting and record of appropriated funds disbursed for military pay by name, social security number, amount of payment, and check number or signature of member for cash payments.

Financial Returns - Travel vouchers, collection vouchers, public vouchers for services other than personal, and civilian payrolls.

Military Pay Cases of Separated Personnel - A history of individual pay accounts from date of entry on active duty through date of separation, including, as appropriate, replies to congressional inquiries; correspondence in connection with requests for remission and/or waiver of indebtedness; individual claims for pay and allowances including claims for travel allowances and responses thereto; records of participation in the Uniformed Services Savings Deposit Program, including personnel declared to be in a missing-in-action status; information surrounding the circumstances of a former member separated in an overpaid status, thus being indebted to the United States Government; cases contain substantiating documents such as military pay records, leave and earnings statements, documents relating to Board for Correction of Naval Records, and other records and vouchers to substantiate responses to all inquiries and payment or disapproval of claims.

Annual Separations Listings - An annual record of separation showing social security number, initials, type of separation, and the effective date of separation of Marines discharged, retired, transferred to the Fleet Marine Corps Reserve, and deceased.

Annual Reserve Tax Listings - A record showing income tax information of Class II Reserve personnel.

Microfilm of Annual Wage and Tax Information of Active Duty Personnel - Contains cumulative totals of taxable pay earned and taxes withheld, social security wages and taxes withheld.

Microfilm of Quarterly Social Security Wage Data - Contains social security number, name, and amount of wages reported to the Social Security Administration on a quarterly basis.

Microfilm of Master Allotment File - Contains information concerning the allotment status of active Marines, such as start and stop dates, allotment purpose codes, money amount of allotments, and name and address of allottee.

Microfiche and Microfilm of Field and Alpha Locators - A record of personnel data of Marines on active duty, listed numerically by social security number and alphabetically by name.

Microfiche of Marine Corps Officers Lineal List - A record of Marine Corps officers on active duty showing social security

number, name, rank, date of rank, permanent rank, date of birth; date first commissioned, and pay entry base date.

Active Military Pay Cases - A file of each Marine on active duty containing military pay records opened semiannually prior to 1 July 1973 and related miscellaneous pay documents.

Reserve Personnel Military Pay Cases - A history of individual pay accounts of Class II and Class III Reserve personnel ordered to temporary active duty under individual duty orders, including pay accounts of personnel attending the Platoon Leaders class.

Centralized Automated Reserve Pay System (CAREPAY) - Files of pay data compiled by the Central Accounts Division in support of payments made to Class II reservists assigned to Organized Marine Corps Reserve units containing drill reports, unit diaries, promotion warrants, certificates for performance of hazardous duty, pay adjustment authorizations, active duty for training orders, pension certificates, token payment payrolls, adjustment and consolidated final settlement payrolls, and other miscellaneous documents to substantiate payments to Reserve personnel.

Uniformed Services Savings Deposit Accounts of Personnel Declared Missing In Action - A record of deposits and withdrawals of Marine Corps personnel in a missing-in-action status containing member's name, social security number, balance of deposits, and name and address of the designated beneficiary to whom monies are disbursed.

Federal Housing Administration (FHA) Files - Files contain social security number, name, FHA account number, due date of insurance premiums, and record of bills and payments.

U S Treasury Department, Internal Revenue Service Form 941c - A record effecting adjustment of social security wages, previously reported or nonreported, containing the member's name, social security number, military pay group, period covered, and the monetary amount of adjustment.

Marine Corps Disbursing Officers Shortage Accounts - File contains accountability of losses, letters, and vouchers pertaining thereto.

Indebtedness Cases - Files contain the debtor's name, social security number, current mailing address, the reason for indebtedness and correspondence relating thereto, personal financial information provided by the debtor, receipts of payments, control book, cash record, debt ledger, collection agent's ledger, collection vouchers, personal information provided by credit bureau reports, indebtedness record card, debt control card, accountability statements, complete military pay accounts, General Accounting Office inquiries, General Accounting Office Notices of Exception, legal notices pertaining to bankruptcy, tax certificates, and other miscellaneous substantiating records and vouchers relating to the indebtedness.

**Authority for maintenance of the system:**

Unit Diaries - Section 25, Title 6, General Accounting Office Manual; Marine Corps Order P7220.31; SECNAVINST P5212.5B

Annual Separation Listings - Standing operating procedures used for reference and research purposes.

Annual Reserve Tax Listings - Marine Corps Order 7220.17D; standing operating procedures.

Microfilm of Annual Wage and Tax Information of Active Duty Personnel - Standing operating procedures used for reference and research purposes.

Microfilm of Quarterly Social Security Wage Data - Standing operating procedures used for reference and research purposes.

Microfilm of Master Allotment File - Standing operating procedures used for reference and research purposes.

Microfiche and Microfilm of Field and Alpha Locators - Standing operating procedures used for reference and research purposes.

Microfiche of Marine Corps Officers Lineal List - Standing operating procedures used for reference and research purposes.

Active Military Pay Cases. Section 25, Title 6, General Accounting Office Manual; Military Pay Procedures Manual.

Reserve Personnel Military Pay Cases. Section 25, Title 6, General Accounting Office Manual; Military Pay Procedures Manual.

Centralized Automated Reserve Pay System (CAREPAY) - Section 25, Title 6, General Accounting Office Manual; Military Pay Procedures Manual, Marine Corps Order 7220.17D.

Uniformed Services Savings Deposit Accounts of Personnel Declared Missing in Action - Department of Defense Pay and Entitlements Manual.

Federal Housing Administration (FHA) Files - Department of Defense Directive 1338.4 of 20 July 1971 and SECNAVINST 1741.4D

U S Treasury Department, Internal Revenue Service Form 941c, Internal Revenue Service Code.

Marine Corps Disbursing Officers Shortage Accounts - Navy Comptroller Manual.

Indebtedness Cases - Federal Claims Collection Act of 1966, 80 Stat. 309.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Records are collected for the purpose of accounting for appropriated funds disbursed by authorized appointed agents; processing claims for and against the United States Government; auditing by the General Accounting Office; holding area for disbursing records until subsequent disposition of records is effected.

Military and civilian personnel assigned to, and employed by, the Marine Corps Finance Center in pursuance of official duties, and the General Accounting Office.

Accountability of appropriated funds; processing claims for and against the United States Government; processing requests for remission and/or waiver of indebtedness; pursuing collection action against former Marine Corps personnel who are indebted to the United States Government; processing wage and tax adjustments to the Internal Revenue Service and the Social Security Administration; investigating individual pay accounts and related documents to determine monies due claimant or to substantiate an indebtedness previously established in response to written and telephonic congressional inquiries received on behalf of active and former members of the Marine Corps; administering the Federal Housing Administration and home mortgage insurance programs; administering the Uniformed Services Savings Deposit Program for missing in action personnel; extracting fiscal data for budgetary purposes and submitting fiscal reports to Headquarters, U S Marine Corps; extracting, reporting, and paying Federal income taxes and social security taxes to the Internal Revenue Service; extracting and reporting wages paid subject to social security tax to the Social Security Administration on an individual basis; processing and adjudicating travel claims, both individual and dependent travel; researching and collecting information incident to inquiries received from Federal Government agencies, State and county government and agencies, Department of the Navy and Marine Corps activities, other branches of the Armed Forces, and interested individual parties having authorized access to the records.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Unit Diaries. Paper records in folders.

Substantiating Vouchers. Paper records in folders.

Military Payrolls. Paper records in folders.

Financial Returns. Paper records in folders.

Military Pay Cases of Separated Personnel. Paper records in folders.

Annual Separation Listings. Paper records in hardback binders.

Annual Reserve Tax Listings. Paper records in hardback binders.

Microfilm of Annual Wage and Tax Information of Active Duty Personnel. Reel type microfilm of 100 foot capacity.

Microfilm of Quarterly Social Security Wage Data. Reel type microfilm of 100 foot capacity.

Microfiche and Microfilm of Field and Alpha Locators. 4 by 6 inch microfiche sheets and reel type microfilm of 100 foot capacity.

Microfiche of Marine Corps Officers Lineal List. 4 by 6 inch microfiche sheets.

Active Military Pay Cases. Paper records in folders.

Centralized Automated Reserve Pay System (CAREPAY). Paper records in folders.

Uniformed Services Savings Deposit Accounts of Personnel Declared Missing In Action. Paper records in folders.

Federal Housing Administration (FHA) Files. Paper records in folders.

U S Treasury Department, Internal Revenue Service Forms 941c. Paper records in folders.

Indebtedness Cases. Paper records in folders and reel type microfilm of 100 foot capacity.

**Retrievability:**

Unit Diaries. Filed by the reporting unit code number and month in which the diary was prepared.

Substantiating Vouchers. Filed by the fourth terminal digit of the member's social security number within the disbursing officer's symbol number and the month in which the pay change was effected.

Military Payrolls. Filed by the disbursing officer's voucher number, each payee identified by name and social security number.

Financial Returns. Filed by the disbursing officer's voucher number in the month in which payment was disbursed.

Military Pay Cases of Separated Personnel. Filed by the fourth terminal digit of the member's social security number.

Annual Separation Listings. A mechanized listing, in numerical sequence by the fourth terminal digit of the social security number, filed by the calendar year in which a member was separated from active duty.

Annual Reserve Tax Listings. A mechanized listing in alphabetical sequence and filed by the calendar year in which the wage data applies.

Microfilm of Annual Wage and Tax Information of Active Duty Personnel. A microfilm listing in numerical sequence by the first three digits of the social security number and filed by the calendar year in which the tax data applies.

Microfilm of Quarterly Social Security Wage Data. A microfilm listing in numerical sequence by the first three digits of the social security number and filed by the quarter within the calendar year in which the wages were earned.

Microfilm of Master Allotment File. A microfilm listing in numerical and alphabetical sequence and filed by the month in which the allotment data applies.

Microfiche and Microfilm of Field and Alpha Locators. Microfiche and reel microfilm in both numerical and alphabetical sequence and filed according to the effective date of issue.

Microfiche of Marine Corps Officers Lineal List. A microfiche listing in alphabetical and control number sequence according to rank, and filed according to the effective date of issue.

Active Military Pay Cases. Filed in numerical sequence by the fourth terminal digit of the member's social security number.

Reserve Personnel Military Pay Cases. Filed in numerical sequence by the fourth terminal digit of the member's social security number.

Centralized Automated Reserve Pay System (CAREPAY). Filed by the reporting unit code number and chronologically by the month in which the CAREPAY records were prepared.

Uniformed Services Savings Deposit Accounts of Personnel Declared Missing In Action. Filed alphabetically by the member's surname.

Federal Housing Administration (FHA) Files. Filed in numerical sequence by the Federal Housing Administration case number by due month and pay group; i.e., officers and enlisted.

U S Treasury Department, Internal Revenue Service Forms 941c. Filed by reporting period and applicable pay group.

Marine Corps Disbursing Officers Shortage Accounts. Filed by the disbursing officer's symbol number and name.

Indebtedness Cases. Filed in alphabetical sequence

Safeguards:

Federal Protective Security Guards. Records are maintained in areas not normally accessible to other than authorized personnel.

Retention and disposal:

Unit Diaries. Retained in the Examination Division, Records Services Branch, for 18 months; then transferred to the Federal Records Center and destroyed after a total retention period of 4 years in accordance with General Accounting Office instructions.

Substantiating Vouchers. Retained in the JUMPS Division, Records and Files Branch, until microfilmed; then forwarded to the Examination Division, Records Services Branch, and retained for 18 months; then transferred to the Federal Records Center and destroyed after a total retention period of 10 years in accordance with General Accounting Office instructions.

Military Payrolls. Retained in the Examination Division, Financial Accounts Branch, for 1 month after receipt; then forwarded to the Records Services Branch and retained for 18 months; then transferred to the Federal Records Center and destroyed after a total retention period of 10 years in accordance with General Accounting Office instructions.

Financial Returns. Retained in the Examination Division, Financial Accounts Branch, for 1 month after receipt; then forwarded to the Records Services Branch for a retention period of 4 months; then transferred to the Federal Records Center and destroyed after a total retention period of 10 years in accordance with General Accounting Office instructions.

Military Pay Cases of Separated Personnel. Retained in the Examination Division, Claims and Separations Branch, for 18 months following end of the calendar year in which the member was released from active duty, then released to the Records Services Branch for transfer to the Federal Records Center and destroyed after a total retention period of 10 years in accordance with General Accounting Office instructions.

Annual Separation Listings. Retained in the Examination Division, Records Services Branch, for 10 years or until such time as the corresponding military pay cases are destroyed.

Annual Reserve Tax Listings. Retained in the Examinations Division, Records Services Branch, until no longer useful; then destroyed.

Microfilm of Annual Wage and Tax Information of Active Duty Personnel. Retained in the Examination Division, Records Services Branch, until no longer useful; then destroyed.

Microfilm of Quarterly Social Security Wage Data. Retained in the Examination Division, Records Services Branch, indefinitely.

Microfilm of Master Allotment File. Retained in the Examination Division, Records Services Branch, until no longer useful; then destroyed.

Microfiche and Microfilm of Field and Alpha Locators. Retained in the Examination Division, Records Services Branch, indefinitely.

Microfiche of Marine Corps Officers Lineal List. Retained in the Examination Division, Records Services Branch, until new listing is received; then destroyed.

Active Military Pay Cases. Retained in the Examination Division, Pay Record Audit Branch, until such time as member is released from active duty; then released to the Claims and Separations Branch and ultimate transfer to the Federal Records Center.

Reserve Personnel Military Pay Cases. Retained in the Examination Division, Pay Record Audit Branch, for 3 fiscal years; then transferred to the Federal Records Center and destroyed after a total retention period of 10 years in accordance with General Accounting Office instructions.

Centralized Automated Reserve Pay System (CAREPAY). Retained in the Examination Division, Pay Record Audit Branch, for 3 fiscal years; then transferred to the Federal Records Center and destroyed after a total retention period of 10 years in accordance with General Accounting Office instructions.

Uniformed Services Savings Deposit Accounts of Personnel Declared Missing In Action. Retained in the Examination Division, General Audit Branch, until such time as the account is closed; then filed in the member's military pay case and held until the case is transferred to the Federal Records Center.

Federal Housing Administration (FHA) Files. Retained in the Examination Division, General Audit Branch, for 3 years following termination of the member's entitlement; then filed in the member's military pay case and held until the case is transferred to the Federal Records Center.

U S Treasury Department, Internal Revenue Service Forms 941c. Retained in the Examination Division, Financial Accounts Branch, for four years following the date the 941c was prepared; then destroyed.

Marine Corps Disbursing Officers Shortage Accounts. Retained in the Examination Division, Financial Accounts Branch, for two years after final settlement; then destroyed.

Indebtedness Cases. Retained in the Examination Division, Settlements Branch, until case is closed or declared uncollectible; then transfer the uncollectible cases to the General Accounting Office or to the member's service record book according to the disposition of each particular case. Record of Indebtedness cards are reduced to microfilm annually and retained indefinitely.

System manager(s) and address:

Commandant of the Marine Corps (Code FDD).
Marine Corps Finance Center.
General Accounting Office.

Notification procedure:

Information may be obtained from:
Commanding Officer
Marine Corps Finance Center
Examination Division
Kansas City, Missouri 64197
Telephone: Area Code 816-926-7853

Individual will be required to furnish name, social security number, duty status, and type of information or records required.

Same as notification.

Name, social security number, military identification card, or other appropriate identification.

Record access procedures:

Same as notification.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Marine Corps activities having the responsibility of collecting data and preparing reports and documents; Headquarters U S Marine Corps; credit unions; credit bureaus; insurance companies; courts; and financial institutions.

Systems exempted from certain provisions of the act:

None

MFD00008

System name:

Civilian Labor Projection, Operations and Maintenance, MC Budget Report (Job Procedure 5576)

System location:

Commanding General, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704

Categories of individuals covered by the system:

All civilians in pay status.

Categories of records in the system:

Pay rates; scheduled within-grade increases, government portion of fringes.

Authority for maintenance of the system:

MCO 7301.56D

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Budget, forecasting of civilian payroll needs for future time periods.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer Paper Printouts

Retrievability:

Employee badge number within Activity code.

Safeguards:

None

Retention and disposal:

Perpetual; updated quarterly.

System manager(s) and address:

Commanding General, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704

Notification procedure:

Information may be obtained from:
Commanding General
Marine Corps Logistics Support Base, Atlantic
Albany, Georgia 31704

Record access procedures:

Request from individuals should be addressed to: Commanding General Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Civilian payrolls

Systems exempted from certain provisions of the act:

None

MFD00009

System name:

Pay Vouchers for Marine Corps Junior Reserve Officer Training Course Instructors

System location:

All Marine Corps District Headquarters.

Categories of individuals covered by the system:

Retired Marines in the Marine Corps Junior Reserve Officer Training Course Instructor Program.

Categories of records in the system:

Files contain individual name, rank, social security number, unit to which assigned, requests for payment of salaries.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Marine Corps Junior Reserve Officer Training Course Officer and administrative and fiscal personnel for evaluation and processing for payment.

Officials and employees of the Naval Service and General Accounting Office in the execution of their official duties in relation to inspections, investigations, legal action.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders stored in filing cabinets.

Retrievability:

Alphabetically by last name, and school to which assigned.

Safeguards:

Access limited to Marine Corps Junior Reserve Officer Training Course, administrative and fiscal personnel required to process payment requests and payments. After working hours the office and building are locked. A guard is located in the general vicinity.

Retention and disposal:

Files are retained for three years and then destroyed.

System manager(s) and address:

Marine Corps Junior Reserve Officer Training Course Officer Marine Corps Districts.

Notification procedure:

Write or visit SYSMANAGER of Marine Corps District in which school is located. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD-214 and drivers license.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER

Contesting record procedures:

The rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Senior Marine Instructor of Marine Corps Junior Reserve Training Course unit of which instructor is a member.

Systems exempted from certain provisions of the act:

None

MFD00010

System name:

Per Diem and Travel Payment System

System location:

Primary System-Disbursing Offices, Marine Corps Posts and Stations

Categories of individuals covered by the system:

All Marine Corps civilian and military personnel receiving travel advances or making settlement of travel claims to the local Disbursing Office.

Categories of records in the system:

Completed travel claims with documentation cross-referenced to individuals.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Marine Corps disbursing employees for cross-reference between individual and disbursement of funds for reimbursement in the performance of official travel.

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in matters regarding their assigned duties.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch Agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card file.

Retrievability:

Employee name, social security number or badge number.

Safeguards:

Card file is maintained and used by specific clerks within travel section of the Disbursing Office. After working hours, office is locked in a building with controlled access by armed guards.

Retention and disposal:

Data is maintained until individual departs the area and all travel advances have been settled.

System manager(s) and address:

Disbursing Officer

Notification procedure:

Information may be obtained from:
Disbursing Offices, Marine Corps Posts and Stations

Record access procedures:

Signed written requests should contain the full name of the individual and social security number or badge number and addressed to the address listed under NOTIFICATION above.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Travel orders and disbursing documents.

Systems exempted from certain provisions of the act:

None

MHD00001

System name:

Biographical Files

System location:

Reference Section (Code HDR), History & Museums Division, Headquarters, U S Marine Corps, Washington, D C 20380 and all major Marine Corps commands and districts.

Categories of individuals covered by the system:

Marine Corps General Officers and those Marines considered as being or having been newsworthy.

Categories of records in the system:

File contains biographical sketches, press releases and media clippings.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Headquarters, U S Marine Corps commands, activities and organizations By officials and employees in connection with their official duties.

Department of Defense and its Components - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Officer relating to the Marine Corps.

Historical researchers-to determine accuracy of facts and provide background for correspondence and studies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, microfiche, and photographs.

Retrievability:

Filed alphabetically by last name of subject.

Safeguards:

Building employs security guards. Files within a vault accessible only to authorized personnel who are screened and registered prior to being granted access.

Retention and disposal:

Files are permanent

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Notification procedure:

Information may be obtained from:
The Commandant of the Marine Corps (Code HD)
Headquarters, U S Marine Corps
Room 3129, Reference Section Head
Navy Annex (Federal Office Building 2)
Washington, D C 20380
Telephone: Area Code 202/694-1481/1473

Record access procedures:

Requests from individuals should be addressed to: The Commandant of the Marine Corps (Code HDR), Headquarters U S Marine Corps, Washington, D C 20380

Written requests for information should contain the full name of the individual.

For personal visits, the individual should be able to provide some acceptable identification.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Newspapers, magazines, Marine Corps press releases and biographical sketches.

Systems exempted from certain provisions of the act:

None

MHD00006

System name:

Register/Lineal Lists

System location:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Categories of individuals covered by the system:

Lists of all active duty and retired officers from 1800 to present.

Categories of records in the system:

Bound volume of listings which include individual's name, rank.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Historical Researchers - To determine authority of dates, names and ranks of personnel.

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in the execution of their assigned duties.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representatives of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Bound volumes retained in library

**Retrievability:**

Yearly volume listed alphabetically within ranks.

**Safeguards:**

Building employs security guards. Files within a vault accessible only to authorized personnel who are screened and registered prior to being granted access.

**Retention and disposal:**

Files are permanent

**System manager(s) and address:**

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

**Notification procedure:**

Information may be obtained from:
The Commandant of the Marine Corps (Code HD)
Headquarters, U S Marine Corps
Room 3129, Reference Section Head
Navy Annex
Washington, D C 20380
Telephone: Area Code 202/694-1481/1473

**Record access procedures:**

Requests from individuals should be addressed to: Commandant of the Marine Corps (Code HDR), Headquarters, U S Marine Corps, Washington, D C 20380

Written requests for information should contain the full name of the individual.

For personal visits the individual should be able to provide some acceptable identification.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Internal Publication

**Systems exempted from certain provisions of the act:**

None

## MIL00001

**System name:**

Assignment and Occupancy of Family Housing Records

**System location:**

System is organizationally decentralized. Records are maintained at Marine Corps Installations with family housing.

**Categories of individuals covered by the system:**

File contains individual's application, assignment to and occupancy history of family housing. Records include, but are not limited to information from the Manpower Management System and the Joint Uniform Military Pay System.

**Categories of records in the system:**

File contains individual's application and assignment to and occupancy history of family housing.

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Installation Family Housing Offices - To obtain information in order to determine type of quarters to which individual's are to be assigned; to make assignments and to personnel who are assigned to quarters.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and on file cards.

**Retrievability:**

Filed alphabetically by last name of housing occupant and in order of position on waiting list.

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel; waiting lists are maintained for public inspection.

**Retention and disposal:**

Records are permanent. They are retained in active file during time that personnel is residing in quarters, retained in a quarters record jacket after termination of occupancy.

**System manager(s) and address:**

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, (Code LF) Washington, D C 20380

**Notification procedure:**

Information may be obtained from: The Commanding Officer of the Marine Corps Installation from which family housing has been requested, assigned or vacated. Mailing addresses are as shown in the Navy Standard Distribution List (OPNAV P09B3-107).

**Record access procedures:**

Requests for information from individuals should be addressed to the Commanding Officer of the Marine Corps installation(s) at which the individual applied for or occupied family housing. Such requests should include name, social security number, quarters number if known, and dates of period addressed in the inquiry. Installation addresses are as reported by the Navy Standard Distribution List.

Personal visits may be made to the installation in questions any normal work day between 8:00 AM-4:30 PM. For personal visits the individual should be able to provide valid personal identification

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

**Record source categories:**

Application from individual seeking family housing, Marine Corps Manpower Management System; Joint Uniform Military Pay System.

**Systems exempted from certain provisions of the act:**

NONE

## MIL00002

**System name:**

Bachelor Housing Registration Records System

**System location:**

Each Bachelor Officer Quarters/Bachelor Staff Quarters (BOQ/BSQ) assigned registration responsibilities.

**Categories of individuals covered by the system:**

Military and civilian personnel who are current and former residents of BOQ's and BSQ's.

**Categories of records in the system:**

Contains personal identifying information, arrival/departure dates; type of orders; monetary allowance information; BOQ/BSQ and room identification.

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The purpose is to provide adequate records for management of Bachelor housing. Used by office personnel to maintain a record of occupancy. By auditors to verify occupancy. By other military and DOD officials when required in the execution of their official duties.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper cards, file folders, status boards, etc.

**Retrievability:**

Alphabetically by name and social security number.

**Safeguards:**

Stored in locked office during nonworking hours or when office is not manned. Access on a need to know basis only for official purposes.

Retention and disposal:

Retained for four years; then destroyed.

System manager(s) and address:

Decentralized. The local commander is responsible for management of BOQ's and BSQ's.

Notification procedure:

Requests shall be addressed to the SYSMANAGER Requestor must be able to provide appropriate identifying information.

Record access procedures:

Rules for access may be obtained from the SYSMANAGER

Contesting record procedures:

Rules for contesting contents may be obtained from the SYSMANAGER.

Record source categories:

BOQ/BSQ office personnel and information from individual who fills out registration card.

Systems exempted from certain provisions of the act:

None

MIL00003

System name:

Laundry Charge Accounts Records

System location:

Marine Corps activities with laundry facilities.

Categories of individuals covered by the system:

Individuals who have applied for Laundry charge accounts.

Categories of records in the system:

Name, rank, unit, social security number, quarters address and telephone number, date and ticket number of laundry service and amount charged.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Accounting purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

In paper records in file folders.

Retrievability:

By name.

Safeguards:

Records are maintained in locked filing cabinets within locked offices of buildings. Records are accessible only to persons whose performance require it.

Retention and disposal:

Five years and then destroy.

System manager(s) and address:

Decentralized. Laundry charge accounts managed under the Commanding General of each activity which has a laundry.

Notification procedure:

Correspondence pertaining to records maintained by the laundry. Contact the Commanding General of the Marine Corps activity in question.

Record access procedures:

Information may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Individuals

Systems exempted from certain provisions of the act:

None

MIL00004

System name:

Personal Property Program

System location:

All Marine Corps Bases and Federal Record Centers

Categories of individuals covered by the system:

All military personnel having shipped or stored personal property or privately owned automobiles.

Categories of records in the system:

File contains individual's applications for shipment and/or storage, related shipping documents and records of delivery and payment.

DD 619 (Statement of Accessorial Services Performed)
DD 828 (Motor Vehicle Shipment Application)
DD1100 (Household Goods Storage Record)
DD1101 (Household Goods Storage information)
DD1252 (Owner's U S Customs Declaration and Entry and Inspecting Officer's Certificate)
DD1299 (Application for shipment and/or storage of Personal Property)
DD1671 (Reweight of Household Goods)
DD1780 (Report of Carrier Services Personal Property Shipment)
DD1781 (Property Owners Report on Carriers Report)
DD1797 (Personal Property Counseling Checklist)
DD1799 (Member's report on Carrier Performance - Mobile Homes)
DD1800 (Mobile Home Shipment Inspection at Destination)
DD1841 (Schedule of Property Damages)
DD1842 (Claim for Personal Property against the United States)
DD1845 (Demand on Carrier/Contractor)

Authority for maintenance of the system:

DOD Regulation 4500.34 'Personal Property Traffic Management Regulation'

JAG Manual

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Traffic Management Offices and applicable Finance Center for effecting, coordinating and payment of personal property shipment and storage.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of member.

Safeguards:

Records are maintained in areas accessible only to authorized personnel that are properly cleared and trained

Retention and disposal:

Records are permanent. They are retained in active file until end of calendar year in which transaction was effected, held additionally in inactive file indefinitely.

System manager(s) and address:

Assistant Secretary of Defense (Installations and Logistics (ASD (I&L)) Washington, D C

Notification procedure:

Information may be obtained from:
Commandant of the Marine Corps (Code LFS-2)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone: 224-1067

Record access procedures:

Request from individuals should be addressed to Commandant of the Marine Corps (LFS-2), Headquarters, U S Marine Corps, Washington, D C 20380.

Written request for information should contain the full name of individual, SSN, current address and telephone number.

For personal visits, the individual should be able to provide acceptable identification and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Application and related forms from the individual requesting access; notification of personal clearance from the SYSMANAGER research note/documents from records custodians.

Systems exempted from certain provisions of the act:

None

MIL00005

System name:

Passenger Transportation Program

System location:

All Marine Corps Bases

Categories of individuals covered by the system:

Military personnel and their dependents, DOD civilian employees and their dependents, and other individuals furnished transportation via commercial transportation resources and Department of Defense single manager transportation resources.

Categories of records in the system:

File contains copies of passenger transportation procurement documents issued, copies of official travel orders supporting the issuances; applications for transportation of dependents, port call requests and confirmations; copies of endorsements to orders indicating transportation issuances; requests and authorizations for space available MAC transportation.

SF 1169 United States of America Transportation Request
DD 652 Uniformed Services Meal Ticket
DD 884 Application for Transportation for Dependents
DD 1287 Request for Commercial Transportation
DD 1341 Report of Commercial Carrier Passenger Service
DD 1482 Military Airlift Command (MAC) Transportation Authorization.

Authority for maintenance of the system:

MCO P4600.14A (joint) Military Traffic Management Regulation (Promulgates policy and procedures applicable to performance of traffic management functions within the CONUS)

DOD 4515.13-R Air Transportation Eligibility (Policy and procedures applicable to movement via DOD owned and controlled airlift)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Traffic Management Offices and Applicable Finance Center for effecting coordination and payment of passenger transportation charges by commercial transportation and Military Airlift Command (MAC) resources.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Passenger Transportation Procurement documents filed by serial number preprinted on the documents.

Other documents filed in alphabetical order by last name of member.

Safeguards:

Records are maintained in areas accessible only to authorized personnel that are properly cleared and trained.

Retention and disposal:

Copies of transportation procurement documents held by issuing office for period of 4 years, after which they are destroyed. Other records retained in active fields until end of calendar year in which transaction was effected, held additionally in inactive file indefinitely.

System manager(s) and address:

Commander, Military Traffic Management Command, Washington, D C (Travel via commercial transportation within CONUS)

Commander, Military Airlift Command, Scott AFB, IL (International travel via DOD owned and controlled airlift)

Notification procedure:

Information may be obtained from:
Commandant of the Marine Corps (Code LFS-2)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone 224-1781

Record access procedures:

Request from individuals should be addressed to Commandant of the Marine Corps, (Code LFS-2), Headquarters, U S Marine Corps, Washington, D C 20380

Written request for information should contain the full name of the individual, SSN, current address and telephone number.

For personal visits, the individual should be able to provide acceptable identification and give some verbal information relating to commercial transportation furnished or Military Airlift Command (MAC) transportation arrangements on a space required or space available basis.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individuals concerned may be obtained from the SYSMANAGER.

Record source categories:

Application and related forms from the individual requesting access; notification of personal clearance from the SYSMANAGER research notes/documents from records custodians.

Systems exempted from certain provisions of the act:

None

MIL00006

System name:

Dealer's Record of Sale of Rifle or Pistol; State of California

System location:

Each Marine Corps Activity in California

Categories of individuals covered by the system:

Authorized Marine Corps Exchange patrons who purchase a rifle or pistol from the Exchange.

Categories of records in the system:

Individual identifying information including height, weight, color of hair and eyes, if purchaser is a citizen, if the purchaser has been convicted of a felony, or if the purchaser is addicted to use of narcotics, the individual's occupation, and descent.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Marine Corps Exchange personnel for record keeping purposes, one copy is sent to the State of California in Sacramento, California and to the local Sheriff's office.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

In paper records in file folders.

Retrievability:

By name

Safeguards:

Records are maintained in locked filing cabinets within locked offices of buildings. Records are accessible only to authorized personnel only.

Retention and disposal:

Records are maintained for five years and then destroyed.

System manager(s) and address:

Decentralized. System managed by local commanders.

Notification procedure:

Correspondence pertaining to records maintained by local commands may be addressed to the Commanding Officer of the activity concerned.

Record access procedures:

Information may be obtained from the SYSMANAGER

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Individuals

Systems exempted from certain provisions of the act:

None

MIL00007

System name:

Marine Corps Exchange Service Station Work Orders

System location:

Marine Corps activities with exchanges operating a service station.

Categories of individuals covered by the system:

Authorized Marine Corps Exchange patrons who avail themselves of automobile servicing.

Categories of records in the system:

Individual identifying information, vehicle description, speedometer reading.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Marine Corps Exchange service station personnel for normal business purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

In paper records in file folders.

Retrievability:

By name

Safeguards:

Records are maintained in locked filing cabinets within locked offices of buildings. Records are accessible only to persons whose performance require it.

Retention and disposal:

Work orders are retained for one year and then destroyed.

System manager(s) and address:

Local commander. See Directory of Department of the Navy mailing addresses.

Notification procedure:

Correspondence pertaining to records may be addressed to the Commanding General or Commanding Officer of the activity concerned.

Record access procedures:

Information may be obtained from SYSMANAGER

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Individuals

Systems exempted from certain provisions of the act:

None

MIL00008

System name:

Cigarettes Sales Abuse File

System location:

Marine Corps Exchange, Headquarters Battalion (Code 200), Marine Corps Supply Acitivity, Phila., Pa. 19146

Categories of individuals covered by the system:

Records cigarette purchases by PX patrons who are buying large quantities of cigarettes over a period of time.

Categories of records in the system:

Contains name, social security number and record of amount of cigarettes purchased, date and sales person's initials.

Authority for maintenance of the system:

Local SOP

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Available to determine a pattern of abuse of cigarette exchange privileges. Available to Exchange Officer, adjutant, Headquarters Battalion, Marine Corps Supply Activity, Phila. Pa., state investigative officials.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Index cards in file folders.

Retrievability:

By name

Safeguards:

Only one copy made and maintained in Exchange records.

Retention and disposal:

Six months

System manager(s) and address:

Exchange Officer, Headquarters Battalion (Code 200), Marine Corps Supply Activity, Phila., Pa. 19146

Notification procedure:

Information may be obtained from:

Exchange Officer, Marine Corps Exchange 2 21

Marine Corps Supply Activity

Phila., Pa. 19146

Record access procedures:

Individual requests should be addressed to: Commanding Officer, Headquarters Battalion (Code 200), Marine Corps Supply Acitivity, Phila., Pa. 19146

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Marine Corps Exchange sales personnel

Systems exempted from certain provisions of the act:

None

MIL00009

System name:

Fire Arms Transaction Record

System location:

Marine Corps Activities with Exchanges selling fire arms

Categories of individuals covered by the system:

Authorized Marine Corps Exchange patrons who purchase fire arms from the Exchange.

Categories of records in the system:

Individual identifying information, including age, height, weight, date and place of birth, race, description of fire arm, certificate by individual that he has never been convicted of a felony, that he is not a fugitive from justice, not addicted to the use of drugs, not adjudicated to be a mental defective or committed to a mental institution, that he's not been discharged from the armed forces under dishonorable conditions, that he is not an illegal alien and that he hasn't renounced his citizenship. Information from documents used to provide individual's identification.

Authority for maintenance of the system:

Title 5, U. S. Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Marine Corps Exchange personnel for record keeping purposes, and a copy is sent to the local law enforcement personnel for their information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

In paper records in file folders

Retrievability:

By name

Safeguards:

Records are maintained in locked filing cabinets within locked offices of buildings. Records are accessible only to authorized personnel only

Retention and disposal:

Records are maintained for five years and then destroyed.

System manager(s) and address:

Decentralized system managed by local Commanders.

Notification procedure:

Correspondence pertaining to records maintained by local Commands may be addressed to the Commanding Officer of the activity in question.

Record access procedures:

Information may be obtained from SYSMANAGER

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Individuals.

Systems exempted from certain provisions of the act:

None.

MIL00010

System name:

Customer Service Records/Special Accounts

System location:

Local Marine Corps Exchange Office

**Categories of individuals covered by the system:**

The contents of these files are a compilation of all records required in the administration of special accounts.

**Categories of records in the system:**

Records are manually prepared files containing data used in accounting for merchandise not normally in stock and has been ordered by authorized patrons or deferred payment plans.

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by management and clerical personnel for normal business purposes including accounting for sales and inventory control.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

In paper records in file folders.

**Retrievability:**

Filed alphabetically by patron's last name

**Safeguards:**

Records are maintained in locked filing cabinets within locked offices of buidings. Records are accessible to authorized personnel only.

**Retention and disposal:**

Records are maintained for five years and then destroyed.

**System manager(s) and address:**

Decentralized System managed by local Commanders.

**Notification procedure:**

Correspondence pertaining to records maintained by local commands may be addressed to the Commanding Officer of the activity in question

**Record access procedures:**

Information may be obtained from SYSMANAGER

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

**Record source categories:**

Individuals.

**Systems exempted from certain provisions of the act:**

None.

## MIL00011

**System name:**

MDSVEN Vendor Directory

**System location:**

All Marine Corps commands which operate a Marine Corps Exchange.

**Categories of individuals covered by the system:**

All vendors' names and addresses actively engaged in business with the local exchange.

**Categories of records in the system:**

File contains vendor names and addresses; freight information, delivery and discount terms for remittance and payment

**Authority for maintenance of the system:**

Title 10, U. S. Code 7601

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purchasing Activity - To obtain addresses for ordering, freight and delivery information, discount terms, etc.; required for entry on Purchase Orders

Accounting Activity - To obtain billing and remittance addresses

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Mechanized print-outs and computer discettes

**Retrievability:**

Filed in computer and/or discettes by permanently assigned 6 digit file numbers

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel on a need-to-know basis.

**Retention and disposal:**

Records are permanent; updated as necessary. Held until vendor is no longer actively engaged in business with Exchange, then record is eliminated and/or cleaned off diskette.

**System manager(s) and address:**

Decentralized system managed by local commanders. See Directory of Department of the Navy mailing addresses.

**Notification procedure:**

Correspondence pertaining to records maintained by local commands may be addressed to the Commanding Officer of the activity concerned.

**Record access procedures:**

Information may be obtained by contacting SYSMANAGER

Requests should contain the full name of the requester and the basis of the request.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained by contacting the SYSMANAGER.

**Record source categories:**

Notification from applicable vendors, correspondence and agreements originating between vendor and Exchange Procurement Activity.

**Systems exempted from certain provisions of the act:**

None

## MIL00012

**System name:**

Standard Licensing Procedures For Operators of Military Motor Vehicles

**System location:**

All Marine Corps motor vehicle licensing facilities.

**Categories of individuals covered by the system:**

Military and DOD civilian employees required to operate a government-owned/or controlled motor vehicle including nonappropriated fund vehicles.

**Categories of records in the system:**

Files contain information on each individual's driving experience, who applies for a Government Operators Permit to include traffic accidents involved in, any refusal, suspension or revocation of State Operator's License, all violations of traffic regulations (other than overtime parking) for which he has been found guilty, misrepresentation or failure to report these, and results of physical examinations.

DD Form 1360 - Operators Qualifications and Record of Licensing, Examination and Performance
NAVFAC 9-11240/10 - Application for Motor Vehicle Operators Permit
SF 47 - Physical Fitness Inquiry for Motor Vehicle Operators
NAVFAC 9-11240/11 - Checklist and Scoresheet for Road Test in Traffic
SF 46 - U S Government Motor Vehicle Operator's Identification Card
Dot Form HS 1047 - Request for Search of National Drivers Register
Dot Form 1054 - Report of Inquiry Searched

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Motor vehicles licensing procedures used to determine the qualification of personnel requesting motor vehicle operator's I D cards

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed in alphabetical order by last name of applicant

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel

**Retention and disposal:**

Copies are normally held for 3 years and are then destroyed.

System manager(s) and address:

Deputy Chief of Staff for Installations and Logistics, Headquarters, U S Marine Corps, Washington, D C

Decentralized system managed by local commands.

Notification procedure:

Information may be obtained from:
Headquarters, U S Marine Corps (Code LME)
Room-400
Commonwealth Building
Arlington, VA 22209
Telephone: Area Code 202/695-3460

Correspondence pertaining to records maintained by local commands may be addressed to the commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

Record access procedures:

Requests from individuals should be addressed to Commandant of the Marine Corps (Code LME), Headquarters, U S Marine Corps, Washington, D C 20380; SYSMANAGER of activity concerned.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Individual information is taken from NAVMC 10964, Licensing application, civil authorities, Provost Marshal's office, service record, organization commanders.

Systems exempted from certain provisions of the act:

None

MIL00013

System name:

Individual Uniform Clothing Records

System location:

All Marine Corps activities, but records limited to individuals having received clothing through that activity.

Categories of individuals covered by the system:

Personnel of the Marine Corps, Marine Corps Reserve, Navy Corpsmen authorized to wear Marine Corps uniforms, candidates of officer procurement programs of the Marine Corps (including Marine option NROTC), former Marines authorized to purchase Marine Corps uniforms from Marine Corps clothing stocks.

Categories of records in the system:

Files contain listings of individual uniform clothing issued in-kind and clothing sold to individuals on a cash basis, mail-order basis or pay checkage basis.

NAVMC 604 - Individual Clothing Requisition and Issue Slip (Men's)
NAVMC 604b - Individual Clothing Requisition and Issue Slip (Women's)
NAVMC 604a - Transmittal of Clothing Issue Slips
NAVMC 10710 - Men's Individual Clothing Request
NAVMC 10711 - Women's Individual Clothing Request
NAVMC 631 - Individual Clothing Record (Men's)
NAVMC 631a - Individual Clothing Record (Women's)
DD Form 358 - Special Measurement Blank - Clothing - Men's
DD Form 1111 - Armed Forces Measurement Blank - Special Sized Clothing - Women's
DD Form 150 - Special Measurement Blank for Special Measurement/ Orthopedic Boots and Shoes
DD Form 1348 - DOD Single Line Item Requisition System Document (Manual)
SF 344 - GSA Multi-use Standard Requisitioning/Issue System Document
Naval messages/speedletters when used in lieu of routine MILSTRIP procedures.

Authority for maintenance of the system:

Executive Order 10113 of 24 February 1950

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To substantiate supply accounting records for clothing issued or sold from Marine Corps stocks to individuals, and when sales are made on a pay checkage basis, to substantiate pay checkage action under the Joint Uniform Military Pay System (JUMPS)

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

May be filed for retrieval by either name or SSN, or when used as a substantiating document for issues/sales at a retail clothing outlet, files are primarily in transaction document number sequence.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Three years when used to substantiate issues under the clothing Monetary Allowance System.

As required when used to substantiate financial/pay checkage transactions.

Until individual uniform clothing items issued in kind to members of the Marine Corps Reserve are recovered upon separation.

Three years following detachment from duty for which an issue of supplementary uniforms was authorized.

System manager(s) and address:

Decentralized system - managed by local command.

Notification procedure:

Information may be obtained from:
Commandant of the Marine Corps (Code LMP)
Room 378
Commonwealth Building
Arlington, Virginia 22209
Telephone Area Code: 202/694-1775

Correspondence pertaining to records maintained by local commands may be addressed to the commanding officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

Information required from requester:
Full name
SSN
Military status
Current address
Specifics of information desired

Record access procedures:

Requests from individuals should be addressed to: Commandant of the Marine Corps (Code LMP), Headquarters, U S Marine Corps, Washington, D C 20380

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual information, Joint Uniform Military Pay System/ Manpower Management System (JUMPS/MMS).

Systems exempted from certain provisions of the act:

None

MIL00014

System name:

Exchange Privilege Authorization Log

System location:

Organized Marine Corps Reserve units.

Categories of individuals covered by the system:

Any member of the Organized Marine Corps Reserve unit who becomes eligible for exchange privileges as a result of attending drills with that unit in accordance with current regulations.

Categories of records in the system:

Log contains a list by name of individuals who are issued exchange privilege authorization letters. The list is maintained on a quarterly basis.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

By the Commanding Officer/Inspector-Instructor of Reserve Units to keep a record of personnel who were authorized to use the exchange during each fiscal quarter. Exchange personnel - letters are utilized to verify authority of Reserve to utilize exchange services.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Papers bound log book on paper - letters issued to individual Reserves.

**Retrievability:**

Alphabetically by last name for each fiscal quarter. Personnel who join during the quarter are added to the list as they become eligible for exchange privileges.

**Safeguards:**

The log is maintained in an area accessible only to authorized personnel. This area is locked during non-working hours.

After working hours the office and building are locked. A guard is located in the general vicinity.

**Retention and disposal:**

The log will be destroyed one year from the end of the calendar year for which entries are made.

**System manager(s) and address:**

Inspector-Instructor of Organized Marine Corps Reserve unit.

**Notification procedure:**

Write or visit SYSMANAGER. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD-214 and drivers license.

**Record access procedures:**

The agency's rules for access to records may be obtained from the SYSMANAGER

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

**Record source categories:**

Monthly drill attendance records of Organized Marine Corps Reserve unit.

**Systems exempted from certain provisions of the act:**

None

## MIL00015

**System name:**

Housing Referral Services Records System

**System location:**

All Marine Corps installations with housing referral offices.

**Categories of individuals covered by the system:**

All military personnel reporting to an installation who will be residing off base desirous of seeking off base housing.

**Categories of records in the system:**

Information is collected on DD Form 1668 from all military personnel reporting to a housing referral office as pertains to name, grade, branch of service, organization and location, local address, housing needs, e.g. rental/sale, number of bedrooms, furnished/unfurnished; price range, etc., number of dependents, male or female, and age. A list of housing referral services provided and identification of member of racial or ethnic minority groups. Individuals provided referral assistance must in turn provide notification of housing selection by use of DD Form 1670 which includes such information as type of housing selected, e.g., location, temporary/permanent, rental/sale, cost, number of bedrooms, media through which housing was found, e.g., housing referral, realtor, newspaper, etc., and satisfaction with selection, e.g., too small, too far, discrimination encountered, and satisfaction with housing referral services provided.

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Referral offices use data to assist and counsel individuals in locating suitable housing off base, used for follow-up purposes when written notification from individual is not provided as to ultimate location of housing, used for purposes of reporting statistics on field activity housing referral services, used to follow up on availability of rental unit subsequent to occupant's receipt of PCS orders, and follow up regarding tenant/landlord complaints.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders

**Retrievability:**

By individual's name.

**Safeguards:**

Housing files within the housing referral or housing office, used solely within the housing organization and protected by military installation's security measures. Individual may upon request, have access to all such data.

**Retention and disposal:**

Data is retained until individual's tour is completed and subsequently disposed of according to local records disposition instructions.

**System manager(s) and address:**

Commandant of the Marine Corps (Code LFF-3), Headquarters, U S Marine Corps, Washington, D C 20380.

**Notification procedure:**

Records are maintained by housing referral offices at the Marine Corps activity responsible for providing referral services for military personnel in the area. Individual may request access to records upon proof of identity (ID card).

**Record access procedures:**

The agency's rules for access to records may be obtained from installation family housing office.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation family housing office.

**Record source categories:**

Data collected from each applicable individual.

**Systems exempted from certain provisions of the act:**

None

## MIL00016

**System name:**

Depot Maintenance Management Subsystem (DMMS)

**System location:**

Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704

Marine Corps Logistics Support Base, Pacific, Barstow, California 92311

**Categories of individuals covered by the system:**

Any military or civilian employee of USMC Depot Maintenance Activities

**Categories of records in the system:**

System contains individual's Personal History File, Labor Distribution Reports, Time and Attendance Reports and Payroll Reports

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Marine Corps Logistics Support Bases - To provide payroll support and cost accounting

Congress of the United States

Naval Audit Service - To obtain audit trails for cost accounting

DOD Departments and agencies

USMC staff agencies and commands - To review cost accounting and financial management procedures, to monitor labor distribution

Federal, state, and local tax agencies

General Accounting Office

Treasury Department

Department of Justice

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer magnetic tapes and disks, computer paper printouts and microfiche.

**Retrievability:**

Filed by employee badge number

**Safeguards:**

Buildings have security personnel. Records are maintained in areas accessible to authorized personnel that are properly screened.

**Retention and disposal:**

Records are maintained until end of calendar year in which employee has worked. At the end of one year, the computer magnetic tapes and disks are erased and paper printouts are destroyed by shredding. Microfiche is destroyed by burning.

**System manager(s) and address:**

Commandant of the Marine Corps (Code LMM), Headquarters, U S Marine Corps, Washington, D C 20380
Director, DMA, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia
Director, DMA, Marine Corps Logistics Support Base, Pacific, Barstow, California

Notification procedure:

Information may be obtained from:
Commandant of the Marine Corps (Code LMM), Headquarters, U S Marine Corps Washington, D C 20380
CG, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704
CG, Marine Corps Logistics Support Base, Pacific, Barstow, California 92311

Record access procedures:

Requests from individuals should be addressed to the Commanding General, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704 or Commanding General, Marine Corps Logistics Support Base, Pacific, Barstow, California 92311.

Written requests for information should contain the full name of the individual, current address, telephone number.

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license, social security card, etc.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Automated system interfaces

Application and related forms from the individual requesting employment.

Systems exempted from certain provisions of the act:

None

MIL00017

System name:

Transportation Data Financial Management System (TDFMS)

System location:

Commanding General (Code A470), Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704

Categories of individuals covered by the system:

All Marine Corps active duty, reserve, and retired personnel, federal Civil Service employees of the Marine Corps and their dependents.

Categories of records in the system:

The TDFMS Master Files consist of a complete automated record for all Marine Corps active duty, reserve and retired personnel, federal Civil Service employees of the Marine Corps and their dependents concerning the movement of household goods, personal effects and passenger or personnel transportation by rail, bus, air or other means involving expenditures of Marine Corps funds.

Authority for maintenance of the system:

Title 37, U S Code/Title 10, U S Code and Marine Corps Orders within the 4600 Series.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Headquarters, U S Marine Corps, Marine Corps activities for analysis and research for budget forecasting; audit, verification, certification of O&MMC, Stock Fund, Reserve, Procurement, MPMC expenditure of Marine Corps funds; identifying movement of material by weight, commodity within areas by FY historical data of commodity movements, related cost, budget forecasting, validation, and special studies.

Marine Corps Supply Center to monitor and certify for payment transportation charges concerning the movement of personal property and personnel and to initiate collection/reimbursement action for cost incurred that exceeds entitlements.

Department of Defense and its components - By officials and employees of the Department in the performance of their offical duties.

The Attorney General of the U S - By officals and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch Agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - The Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the Files.

The Comptroller General of the U S - By the Comptroller or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tapes and discs, computer printouts, microfiche and microfilm.

Retrievability:

Information is accessed and retrieved by name, social security number, etc. Conventional and computerized indices are required to retrieve individual records from the system.

Safeguards:

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are maintained until statute of limitations has expired and/or litigation is concluded.

System manager(s) and address:

The Commandant of the Marine Corps (Code LFS), Headquarters, U S Marine Corps, Washington, D C 20380.

Notification procedure:

Information may be obtained from:
Commanding General (Code A470)
Marine Corps Logistics Support Base, Atlantic
Albany, Georgia 31704
Telephone: Area Code 912/439-5674/5675/5676/5677

Record access procedures:

Written requests from individuals should be addressed to the address listed under the heading LOCATION.

Written requests for information should contain social security number, full name and current address, Government Bill of Lading number (if known), date of shipment or move of household goods.

For personal visits, the individual should be able to provide positive personal identification, such as valid military identification card, drivers license, etc.

Contesting record procedures:

The rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Government and commercial carriers.
Installation Transportation Officers.
Authorized order writing activities.
Paying or disbursing officers.
Marine Corps Manpower Management System

Systems exempted from certain provisions of the act:

None

MIL00018

System name:

Organization Clothing Control File

System location:

Depot Property Control Branch, Marine Corps Recruit Depots

Categories of individuals covered by the system:

Drill Instructors, Marksmanship Instructors, Women Marine Special Subject Instructors and Band members.

Categories of records in the system:

Combined Individual Clothing Requisition and Issue Slip NAVMC 604 Form.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To maintain records of organizational clothing issued to authorized personnel until items have been returned.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed alphabetically by last name of Marine concerned.

Safeguards:

Records are maintained in filing cabinet in a locked building.

Retention and disposal:

Records are maintained until items of organizational clothing are returned.

System manager(s) and address:

Commanding General, Marine Corps Recruit Depots

Notification procedure:

Information may be obtained from:
Depot Supply Officer
Depot Service and Supply Department
Marine Corps Recruit Depot
Parris Island, South Carolina 29905 or San Diego, California 92140

Record access procedures:

Requests from individuals should be addressed to: Depot Supply Officer, Depot Services and Supply Department, Marine Corps Recruit Depot, Parris Island, SC 29905 or San Diego, CA 92140. Written requests for information should contain the full name, social security number and current address of the individual concerned.

For personal visits, the individual should be able to provide a military identification card.

Contesting record procedures:

The Depot's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Provided by the authorized individual's request NAVMC 604 to be issued items of Organizational Clothing.

Systems exempted from certain provisions of the act:

None

MIL00019

System name:

Equipment and Weapons Receipt or Custody Files

System location:

System is decentralized. Records are maintained at Marine Corps commands, organizations, or activities that issue said equipment or weapons.

Categories of individuals covered by the system:

System contains name, rank, social security number, unit address, and date.

Categories of records in the system:

This file contains name, rank, social security number, itemized list of equipment issued, date issued, and possibly unit and section/Department to which assigned.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This system is used to identify individuals who have Government property in their possession.

Officials and employees of the Naval Service and General Accounting Office in the execution of their official duties in relation to inspections, investigations, legal action.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in binder, file folder, box, vertical card file, or index cards.

Retrievability:

Records are filed alphabetically by name.

Safeguards:

After working hours, the office and building are locked. A guard is located in the general vicinity.

Retention and disposal:

These records are destroyed upon the return of the property listed.

System manager(s) and address:

Commanding Officer of the activity.

Notification procedure:

Write or visit SYSMANAGER Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD 214 and drivers license.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Information is entered by visual certification of property, issued, and identification presented by individual.

Systems exempted from certain provisions of the act:

None

MIL00021

System name:

Working Files, Division Supply Sections and Wing Supply Sections

System location:

Division Supply Section, Regiments, Battalions, Separate Companies

Wing Supply Sections, Groups, Separate Squadrons

Categories of individuals covered by the system:

Personnel responsible for government property, reimbursing government for damages/loss of property.

Categories of records in the system:

Equipment Custody Records (ECR) - This file contains the date, voucher number, remarks, quantity, signature, control number, description and unit.

Memorandum Receipt for Individual/Garrison Equipment (IMR) - This file includes the name, grade, SSN, date, organization, signature and unit.

Memorandum Receipt for Individual Weapons and Accessories - This file includes the name, grade, SSN, organization, signature and unit.

Personal Effects Log - This file includes the date, name, SSN, grade and signature.

Letter of Appointment/Authorization - These files include the date, name, grade, SSN, description of duties/authorizations and sample signature.

Voucher Files - Cash Collection - This file includes the name, grade, SSN, unit, description of sales and signature.

Voucher Files - Investigations - This file includes the name, grade, SSN of investigating officer and signature.

Investigation Log/File - This listing contains the investigation number, investigating officer, subject, serial number, date investigation received, date sent to unit for correction (if applicable), due date to be returned and remarks. File also contains a copy of the investigation.

Special Order Clothing - This file cincludes the name, rank, SSN, msg number, individual unit, and remarks regarding receipt of clothing.

Base Property Log - Contains a list of names of personnel who have lost and paid for government property.

Serialized Blank Forms Register - Contains a listing of personnel by name who issue/receive serialized blank forms.

Quarterly Inventory of Sets, Chests and Kits - Contains a file of inventories made on contents of sets, chests and kits including the name, rank and SSN of the individual inventorying property.

Authority for maintenance of the system:

Title 5, U. S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Division Supply Section and Wing Supply Section - By officials in the execution of their assigned duties in reviewing proper maintenance and accountability of government property by units.

Regiments, Battalions, Separate Companies, Groups, Separate Squadrons - For supply/S-4 personnel to obtain information pertaining to personnel responsible for government property and/or administering supply functions.

Inspectors from higher headquarters (i.e., FMFPac: Inspecting General (IG) Team, FSMAO) - By officials in the execution of their assigned duties in reviewing proper maintenance and accountability of government property by units.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

ECR - Vertical file cards

IMR; Individual Weapons and Accessories, Special Clothing - card file

Personal Effects; Investigation; Base Property Log; Serialized Blank Forms Register-Log Book

Letters of Appointment/Authorization; Voucher Files, investigations; Quarterly inventories of Sets, Chests and Kits - paper records in file folders.

Retrievability:

ECR - files by unit or responsible officer

IMR; Individual Weapons and Accessories; Special Clothing - filed alphabetically by name

Personal Effects, Investigation Log; Letter of Appointment/Authorization; Voucher Files; Base Property Log; Serialized Blank Form Register; Quarterly Inventory of Sets, Chests and Kits - as it occurs by name.

Safeguards:

IMR; Individual Weapons and Accessories Records - maintained in secured area within armories accessible only to personnel authorized to be in the area.

ECR; Personal Effects Log; Letters of Authority; Voucher Files; Investigations; Special Clothing; Base Property Log; Serialized Blank Forms Register; Quarterly Inventory of Sets, Chests and Kits - Personnel within supply/S-4 sections authorized access, no special safeguard implemented.

Retention and disposal:

ECR; IMR; Weapons Custody Records; Special Clothing retain until accountable balance is zero.

Personal Effects Log; Quarterly Inventory of Sets, Chests and Kits - one year.

Letters of Appointment/Authorization - five (5) years.

Voucher Files; Investigation Log; Base Property Log; Serialized Blank Forms Register - two years.

All files may be destroyed after being maintained the required timeframe.

Investigations - Two years after the end of the fiscal year in which the investigation was completed.

System manager(s) and address:

Division Supply Officers, Marine Corps Division; Wing Supply Officers, Marine Corps Aircraft Wings. See Directory of Department of the Navy Activities for mailing address.

Notification procedure:

Apply to SYSMANAGER

Record access procedures:

Rules for access may be obtained from SYSMANAGER

Written requests for information should contain the full name, grade and SSN of the individual as well as the unit to which he is/was attached which would reflect information pertaining to him.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Individual and/or individual's SRB or OQR or other listing unit may have which contains required information.

Incoming messages for Special Order Clothing.

Base Locator.

Completed investigations submitted.

Systems exempted from certain provisions of the act:

None

MIL00022

System name:

Delinquent Clothing Alteration List

System location:

System is decentralized. Records are maintained at Marine Corps Commands, organizations, or activities that alter clothing.

Categories of individuals covered by the system:

List of personnel who have failed to pick up altered clothing.

Categories of records in the system:

Contains an alphabetical listing of personnel who have failed to pick up clothing which has been altered for them.

Authority for maintenance of the system:

Title 5, U.S. Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Clothing Branch Officer in Charge to notify the respective Commanding Officers of personnel listed, that uniforms have been altered and need to be picked up.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Cards/File Folders

Retrievability:

Alphabetical by unit assigned.

Safeguards:

After working hours, the office and building are locked. Guards are located in the general vicinity.

Retention and disposal:

Maintained for two years, then destroyed.

System manager(s) and address:

Clothing Officer of the activity concerned.

Notification procedure:

Information may be obtained from the individual command to which an individual is assigned for duty. Addresses of individual commands are listed in the Navy Standard Distribution List (OPNAV P09B3-107).

Record access procedures:

Written requests from individuals should be addressed to the Commanding Officer of the activity concerned. Activity addresses are as reported in the Navy Standard Distribution List.

Written requests should include name and social security number.

Personal visits may be made to the installation in question.

Contesting record procedures:

The Marine Corps rules for appealing may be obtained from the SYSMANAGER.

Record source categories:

Cards filled out by personnel when leaving clothing for alteration.

Systems exempted from certain provisions of the act:

None

MIN00001

System name:

Personnel Security Eligibility and Access Information System

System location:

Primary system - Headquarters, U S Marine Corps, Washington, D C 20380.

Secondary system - Local activity to which individual is assigned (See List of Marine Corps Activities, MCO P5400.6—).

Categories of individuals covered by the system:

Members of the U S Marine Corps and Marine Corps Reserve, former members, applicants for enlistment or commissioning, Marine Corps civilian employees, and other persons whose status or position effects the security, order, or discipline of the Marine Corps.

Categories of records in the system:

Files contain reports of personnel security investigations, criminal investigations, counterintelligence investigations, correspondence, records and information pertinent to an individual's acceptance and retention, personnel security clearance and access, assignment to personnel reliability programs and other high risk or compartmented information programs requiring personnel quality control.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the U S Marine Corps in the performance of their official duties related to personnel security eligibility and access.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office.

Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement or other

matters under the jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

State and local government agencies in the performance of their official duties.

Officials and employees of the Department of the Navy in the performance of their official duties.

Official employees of the Department of Defense in the performance of their official duties.

Officials and employees of other agencies of the Executive Branch of the government, upon request, in the performance of their official duties.

Senate or the House of Representatives of the United States or any committee or subcommittee thereof, requiring disclosure of the files or records of individuals covered by this system.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and index cards. Some information in contained in automated files or on computer tapes.

**Retrievability:**

Filed alphabetically by last name of individual or by social security number.

**Safeguards:**

Stored in locked safes or cabinets. File areas are accessible only to authorized persons who are properly screened, cleared, and trained.

**Retention and disposal:**

Records and portions thereof vary in period of time retained. Records are retained and disposed of in accordance with Department regulations.

**System manager(s) and address:**

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380.

Decentralized system managed by local command.

**Notification procedure:**

Requests by correspondence should be addressed to Commandant of the Marine Corps (Attn: Privacy Act Coordinator), Headquarters, U S Marine Corps, Washington, D C 20380 or in accordance with the list of Marine Corps activities. The letter should contain full name, social security number, rank/rate/civilian status, address and notarized signature of the requester. The individual may visit Headquarters, U S Marine Corps, Arlington Annex (FOB 2), Washington, D. C. for assistance with records located in that building or any Marine Corps activity for access to locally maintained records. Prior written notification of personal visits are required to ensure that all parts of the records will be available at the time of the visit. Proof of identity will be required and will consist of a military identification card, driver's license or similar picture-bearing identification.

**Record access procedures:**

The agency's rules for access to records may be obtained from the SYSMANAGER.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Officials and employees of the U S Marine Corps, Departments of the Navy and Defense and other departments and agencies of the Executive Branch of government, and components thereof, in performance of their official duties and as specified by current instructions and regulations promulgated by competent authority. Civilian and military investigative reports. Federal, state and local court documents. Fingerprint cards. Official correspondence concerning individual.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under Title 5, U S Code 552 a (j) or (k), as applicable. For additional information contact the SYSMANAGER.

## MIN00002

**System name:**

POW/MIA Intelligence Analysis and Debrief Files

**System location:**

Primary system - Headquarters, U. S. Marine Corps, Washington, D. C. 20380. Major Marine Corps commands maintain derivative files.

**Categories of individuals covered by the system:**

Members of the U. S. Marine Corps or Marine Corps Reserve either currently or previously held prisoner of war (POW), detained by hostile forces or declared missing in action (MIA).

**Categories of records in the system:**

Narrative of loss incident; investigations regarding loss incident; casualty reports; intelligence reports possibly identifying subject; articles, statements, lists and photographs published in the world news media or broadcast over hostile public radio; portions of official debriefings or debriefing summaries; and analytical evaluation of information contained in file.

**Authority for maintenance of the system:**

Title 5, U. S. Code 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the U. S. Marine Corps in the performance of their official duties related to POW/MIA's.

Officials and employees of the other services and Department of Defense in the performance of their official duties related to POW/MIA's.

Senate or the House of Representatives of the United States or any committees or subcommittees thereof, requiring disclosure of the files or records of individuals covered by this system.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders; photographs, film and tape recordings.

**Retrievability:**

Filed alphabetically by last name of individual.

**Safeguards:**

Secured in GSA approved security containers within locked office spaces. Access is granted only to those authorized persons who are properly cleared and having a need-to-know.

**Retention and disposal:**

Records maintained within Marine Corps Intelligence Division as long as individual's status remains POW/MIA. Record is retired to Marine Corps Historical Division 2 years after return to U. S. control or when status is changed to KIA/KIA-BNR.

**System manager(s) and address:**

Commandant of the Marine Corps, Code INTC, Headquarters, U. S. Marine Corps, Washington, D. C. 20380.

**Notification procedure:**

Apply to SYSMANAGER.

**Record access procedures:**

Rules for access may be obtained from SYSMANAGER.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Other records of the activity; investigators; witnesses; correspondents; intelligence reports from the services, Defense Intelligence Agency, Central Intelligence Agency, State Department and other government agencies; Foreign Broadcast Information Service; newspapers, magazines; television; radio; and movies.

**Systems exempted from certain provisions of the act:**

None

## MIS00001

**System name:**

Personnel Management Subsystem, RESOURCE CONTROL SYSTEM (RCS)

**System location:**

Primary System - The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380.

Decentralized Segments - all data processing activities to which the individual is attached. Addresses are shown in the Navy Standard Distribution List. (OPNAV PO9B3-107).

**Categories of individuals covered by the system:**

All Marine Corps officer, enlisted and civilian personnel at Commands with data processing installations.

**Categories of records in the system:**

File contains personal identifying information such as name, rank/grade, MOS, billet description, training, skills and T/O line numbers.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Headquarters, U S Marine Corps and Marine Corps Commands, activitites and organizations - To provide officials and employees of the Marine Corps with accurate information regarding personnel, military and civilian, including their technical education, qualifications and skills in the performance of official duties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape or disk.

Retrievability:

By a key number assigned to an individual.

Safeguards:

Restricted access to areas where maintained.

Retention and disposal:

File is maintained on individual as long as he is in a data processing activity. Information pertaining to individual so removed is erased from tape.

System manager(s) and address:

The Commandant of the Marine Corps, Washington, D C 20380.

Notification procedure:

Information may be obtained from the individual Command to which an individual is assigned for duty. Addresses of individual commands are listed in the Navy Standard Distribution List (OPNAV PO9B3-107).

Record access procedures:

Written requests from individuals should be addressed to the Commanding Officer of the activity at which the data processing installation to which he is attached or located. Installation addresses are as reported in the Navy Standard Distribution List.

Written requests should include name and social security number. Personal visits may be made to the installation in question during any normal workday between the hours of 8:00 am - 4:30 pm. For personal visits, the individual should have valid personal identification.

Contesting record procedures:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER

Record source categories:

The primary source is the individual, however, the individual's Commanding Officer or the Commanding Officer's designated representative provides information into the system as the individual fulfills certain criteria.

Systems exempted from certain provisions of the act:

None

MJA00001

System name:

Business Complaint File

System location:

Tri-Command Legal Assistance Office, Marine Corps Base, Camp Lejeune, North Carolina 28542.

Categories of individuals covered by the system:

Businesses which have generated complaints by clients at Legal Assistance Office.

Categories of records in the system:

Affidavits of individuals involved in incidents which give rise to such complaints.

Authority for maintenance of the system:

Title 5, U. S. Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Legal Assistance Officers to resolve problem locally or forwarded to the North Carolina Attorney General's Office and/or Armed Forces Disciplinary Control Board as appropriate for settlement of complaint.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Arranged by type business and alphabetically by name of business within types. Requires conventional indices for retrievability.

Safeguards:

Maintained in locked building.

Retention and disposal:

Maintained locally so long as file is active, or two years if inactive. Not transferred. Destroyed by discard in military trash system.

System manager(s) and address:

Commanding General (Attn: Tri-Command Legal), Marine Corps Base, Camp Lejeune, North Carolina 28542. Telephone: Area Code 919/451-3218.

Notification procedure:

Requests for information should be addressed to the Systems Manager. Requester may also visit office. Military ID card or other suitable identification will be required.

Record access procedures:

Rules for access may be obtained from the SYSMANAGER

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Individual complainants.

Systems exempted from certain provisions of the act:

None

MJA00002

System name:

Staff Judge Advocate Working Papers

System location:

Commanding General, Marine Corps Development and Education Command, Marine Corps Base, Quantico, Virginia 22134

Categories of individuals covered by the system:

Persons appealing Article 15 punishment and traffic court rulings; persons referred to a court-martial; persons awaiting special and general court-martial; persons confined at the Correctional Facility in excess of 30 days; lawyers assigned to be on call for a given period; officers punished under Article 15, UCMJ; and persons selected to sit as members of a court-martial.

Categories of records in the system:

File contains information relating to nonjudicial punishment appeals, the reason for the appeal and the response of the officer appealed; traffic court appeals; counsel assignments to individual referred to a court-martial; weekly case listings including type of offense, counsel assigned and dates per- taining to each case; excess 30 day pretrial confinement letters including the approval/disapproval by the CG for extending the period of confinement; duty lawyer roster; officers' punishments including offense, punishment and statement of desire to appeal or not; weekly docket list; and court-martial members questionnaire including age, duty assignment, summary of past duties, marital status, children, and matters pertaining to past schooling and assignments.

Authority for maintenance of the system:

Title 10, U. S. Code 801, et. seq.; Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Staff Judge Advocates Office, Marine Corps Development and Education Command - to prepare SJA's advice to officer appealed to in appeals of nonjudicial punishments; to monitor the fairness of traffic court proceedings; to determine which counsel is assigned to each court-martial case; to inform members of MCDEC with a need to know the status of individual court-martial cases; to expedite cases where individuals have been confined in excess of 30 days; to provide a list of duty counsels for Base security organizations; to keep track of the status of pending cases; and to determine which persons selected to sit as members of a court-martial counsel may wish to challenge.

Marine Corps Commands - by officials and employees of the Marine Corps in the execution of their official duties.

Department of Defense and its Components - by officials and employees of the Department in the performance of their official duties.

The Attorney General of the U. S. - by officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the

Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - by officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U.S. - by the Senate or the House of Representatives of the U.S. or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files of the system.

The Comptroller General of the U.S. - by the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders and card files.

**Retrievability:**

Alphabetically

**Safeguards:**

Kept behind locked doors with security guard in building at night.

**Retention and disposal:**

Most records are retained for two years. Duty lawyer rosters and weekly docket lists are retained for one year. All records are destroyed at the end of the retention period.

**System manager(s) and address:**

Commanding General, Marine Corps Development and Education Command.

**Notification procedure:**

Information may be obtained from:
Commanding General
Marine Corps Development and Education Command (Code B 052)
Marine Corps Base
Quantico, Virginia 22134
Telephone: Area Code 703/640-2776

**Record access procedures:**

Requests from an individual may be addressed to: Commanding General, Marine Corps Development and Education Command (Code B 052), Marine Corps Base, Quantico, Virginia 22134.

Written request for information should contain the full name and grade of the individual.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Individuals

**Systems exempted from certain provisions of the act:**

None

## MJA00003

**System name:**

Magistrate Court Case Files

**System location:**

All Marine Corps activities.

**Categories of individuals covered by the system:**

Civilians pending and tried by the assigned Federal magistrate for crimes committed on military reservation.

**Categories of records in the system:**

Investigative reports, complaints, summons and warrants.

**Authority for maintenance of the system:**

Title 18, U S Code 3041; Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Military Prosecutor for preparation of cases for trial by military prosecutor.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by name. Conventional indices are required for retrieval.

**Safeguards:**

Maintained in file cabinet in locked building.

**Retention and disposal:**

Retained and destroyed in accordance with SECNAVINST 5212.5B.

**System manager(s) and address:**

Commanding officer of activity concerned. See Directory of Department of Navy Mailing Addresses.

**Notification procedure:**

Individual is personally served with a subpoena and is shown the file. Requires name for entry.

**Record access procedures:**

Contact SYSMANAGER.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Law enforcement reports, bad check transmittal letters from Government agencies.

**Systems exempted from certain provisions of the act:**

None

## MJA00004

**System name:**

In Hands of Civil Authorities Case File

**System location:**

All Marine Corps activities.

**Categories of individuals covered by the system:**

All military personnel who are in hands of civil authorities or have charges pending against them by civil authorities.

**Categories of records in the system:**

Civil court documents, advice to respondent, health statements/certificates and supporting documents pertaining to individual's status.

**Authority for maintenance of the system:**

Title 10, U S Code 814; Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Working file utilized in administrative processing of individuals in hands of civil authorities. Used by command personnel in the execution of their official duties in processing individual for report of misconduct and discharge proceedings in accordance with Marine Corps Separation Manual.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of individual by calendar year in which processing is completed.

**Safeguards:**

Records are stored in metal file cabinets in Base Adjutant's office in Building 1, where full-time security is maintained during off-duty hours. Accessible only to authorized personnel in the execution of their official duties.

**Retention and disposal:**

On discharged personnel, record incorporated into administrative discharge file. Others retained for two years after completion of calendar year in which processed, then destroyed in accordance with the Navy and Marine Corps Records Disposal Manual.

**System manager(s) and address:**

Commanding officer of activity concerned. See Directory of Department of Navy Mailing Addresses.

**Notification procedure:**

Requests should be addressed to the SYSMANAGER. Requester must be able to provide satisfactory identifying information.

**Record access procedures:**

Rules for access may be obtained from the SYSMANAGER.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Service records, health records, civil court documents, law enforcement personnel and various DOD Agencies.

Systems exempted from certain provisions of the act:

None

MJA00005

System name:

Financial Assistance/Indebtedness Files

System location:

All Marine Corps activities.

Categories of individuals covered by the system:

Marines identified as owing debts and/or having dependents requiring financial aid.

Categories of records in the system:

File contains name, rank, social security number, military occupational specialty, component, marital and dependency status and supporting documents pertaining to indebtedness and/or financial assistance required.

Authority for maintenance of the system:

Title 10, U. S. Code; Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Working file once inquiry initiated. Used by command personnel in the execution of their official duties of processing inquiry. Once processing is completed, record is filed in command office of record official correspondence file.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Chronologically by date of response.

Safeguards:

File accessible only to authorized personnel in the execution of their official duties. Maintained in locked building with full time duty personnel present during non-working hours.

Retention and disposal:

Retained for two years and disposed of in accordance with Navy Marine Corps Records Disposal Instructions.

System manager(s) and address:

Commanding officer of activity concerned. See Directory of Department of Navy Mailing Addresses.

Notification procedure:

Requests should be addressed to the SYSMANAGER. Requester must be able to provide satisfactory identifying information.

Record access procedures:

Rules for access may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Previous and current commanders, private individuals and agencies.

Systems exempted from certain provisions of the act:

None

MJA00006

System name:

2nd Marine Aircraft Wing General Correspondence Files for Legal Administration

System location:

Office of the Wing Staff Judge Advocate, 2nd Marine Aircraft Wing, Cherry Point, North Carolina 28533

Categories of individuals covered by the system:

File contains information on individuals who have appealed nonjudicial punishment, individuals who have been recommended for administrative discharge whose cases have been reviewed by Staff Judge Advocate, individuals who have been served with civil process, correspondence from civilian and military agencies or persons requesting assistance in the completion of legal related problems on individuals. Individuals is defined to mean military personnel assigned to 2nd Marine Aircraft Wing.

Categories of records in the system:

Files contain the name, rank, social security number, unit, and all data applicable to a person's appeal of nonjudicial punishment, the Staff Judge Advocate's review of administrative discharge recommendations, copies of process served on military personnel by civilian authorities, and correspondence relating to information in the files.

Authority for maintenance of the system:

Title 5, U. S. Code 301; Title 10, U S Code 801 et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Staff Judge Advocate, 2nd Marine Aircraft Wing and his representatives in the execution of assigned duties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Files are filed alphabetically.

Safeguards:

Files are maintained in file cabinets within locked office space during nonworking hours.

Duty personnel perform security checks throughout the building during nonworking hours.

During working hours assigned office personnel are within the immediate area of the files.

Retention and disposal:

Files are maintained two years from the date of final action.

System manager(s) and address:

Staff Judge Advocate, 2nd Marine Aircraft Wing, Marine Corps Air Station, Cherry Point, North Carolina 28533

Notification procedure:

Information may be obtained from:
Staff Judge Advocate
Staff Code 17
Marine Corps Air Station
Cherry Point, North Carolina 28533
Telephone: 919/466-2444

Record access procedures:

Request from individuals should be addressed to: Staff Judge Advocate Staff Code 17, Marine Corps Air Station, Cherry Point, North Carolina 28533

Written requests for information should contain the full name of the individual, social security number, and reason for requesting the information.

For personal visits the individual must be either in appropriate uniform or present adequate identification.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individuals
Service record book
Medical Records
Investigative files of CID, NIS, FBI, Military Commands.

Systems exempted from certain provisions of the act:

None

MJA00007

System name:

Delivery Agreement

System location:

All Marine Corps Activities at Legal Office or Office of the Staff Judge Advocate

Categories of individuals covered by the system:

Marines arrested under criminal warrant by civilian authorities

Categories of records in the system:

Written agreement releasing the Marine to civilian authorities. Form contains the nature of the civilian charges for which the Marine is being arrested

**Authority for maintenance of the system:**

Title 10, U. S. Code 814; Title 5, U. S. Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Notification to activity that one of its members has been arrested by civilian authorities and also notifying the activity of the nature of the charges. This form also notifies the peace officer involved of his obligations to transport the military individual from and back to the military installation.

Basis for preparing requisite personnel records necessitated by arrest and taking personnel actions occasioned thereby.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders in respective case record Staff Judge Advocate Office

**Retrievability:**

Alphabetical

**Safeguards:**

Limited number are distributed and all are considered FOR OFFICIAL USE ONLY

**Retention and disposal:**

2 years

**System manager(s) and address:**

Staff Judge Advocate/Legal Officer, Local Marine Corps Activity

**Notification procedure:**

Information may be obtained from:
Staff Judge Advocate/Legal Officer
Local Marine Corps Activity

If local activity concerned is not known, contact the Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D. C, 20380

**Record access procedures:**

Requests should be addressed to the Legal Office/Office of Staff Judge Advocate, Local Marine Corps Activity

**Contesting record procedures:**

The SYSMANAGER should be contacted for rules governing individual cases

**Record source categories:**

Warrant for arrest presented by arresting civil authority

**Systems exempted from certain provisions of the act:**

None

MJA00008

**System name:**

Letters of Indebtedness/Credit Inquiry

**System location:**

All Marine Corps activities.

**Categories of individuals covered by the system:**

File on all Marines who receive letters of indebtedness

**Categories of records in the system:**

All correspondence and findings pertaining to the letter in question.

**Authority for maintenance of the system:**

Title 5, U. S. Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Maintain a record of credit inquiries and alledged letters of indebtedness received from various firms and individuals, to conduct an investigation to determine validity prior to taking final action. Available to Personnel Officer, Legal Officer, and Commanding Officer, Headquarters Battalion.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Individual file folders

**Retrievability:**

By name and date

**Safeguards:**

Maintained in Headquarters files

**Retention and disposal:**

One year

**System manager(s) and address:**

Commanding officer of activity concerned. See Directory of Department of Navy Mailing Addresses.

**Notification procedure:**

Information may be obtained from:
Commanding Officer, Headquarters Battalion (Code 200)
Marine Corps Supply Activity
Philadelhpia, Pennsylvania 19146

**Record access procedures:**

Requests from individuals should be addressed to: Commanding Officer, Headquarters Battalion (Code 200), Marine Corps Supply Activity, Philadelphia, Pennsylvania 19146

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Complaintant, other investigating officials and individual concerned

**Systems exempted from certain provisions of the act:**

None

MJA00009

**System name:**

Marine Corps Command Legal Files

**System location:**

All Marine Corps commands whose commander has the authority to convene a special court-martial (See Title 10, U S Code 826 and List of Activities in the Directory of Department of the Navy Activities).

**Categories of individuals covered by the system:**

Civilian employees of the Department of Defense or guests who have visited Marine Corps installations who have allegedly committed criminal offenses aboard a military installation or whose conduct has been subject to investigation.

Any Marine or Navy service member who is the subject of the disciplinary action under the provisions of the Uniform Code of Military Justice (Title 10, U S Code 801, et. seq.); who has been the subject of administrative discharge action pursuant to the ———— provisions of Marine Corps Order P1900.16—); or who has been the subject of an investigation (JAG Manual investigations) convened pursuant to the provisions of the Uniform Code of Military Justice or the Manual of the Judge Advocate General (JAG Instruction 5800.7—) or any other type of investigation or inquiry.

**Categories of records in the system:**

Records of disciplinary proceedings, including courts-martial records and records of non-judicial punishments with supporting documents, military justice management information pre-post trial (e.g., courts-martial docketing logs, reports of cases tried, etc.), pre-disciplinary inquiries and investigations and documentation pertaining to post-hearing/trial review, clemency action, appellate leave or other personnel action related to or resulting from courts-martial, JAG Manual investigations pertaining to claims, line of duty misconduct determinations, command irregularities, and unusual incidents or accidents with supporting documentation and post-investigation review and actions. Inquiries made into incidents or situations which result in disbarment of an individual or firm from entry upon a military installation, referral to base traffic court or civilian, federal, state or local judicial or law enforcement authorities. Recommendations for administrative discharge with supporting documentation, including records of any hearing held and any review or other action taken with respect to the discharge recommendations.

**Authority for maintenance of the system:**

Title 5, U S Code 301; Title 10, U S Code 801, et. seq.; Title 18, U S Code 382

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Serves as a command historical file

In the case of courts-martial records serves as a public record.

Serves as the basis for taking appropriate action with respect to incidents which have been investigated or have been the subject of disciplinary action.

Serves as a source of information for military, federal other law enforcement authorities for taking action.

Serves as a management system for the military justice activities.

Members of Congress, officials of the Department of Defense, civilian law enforcement officials, General Accounting Office, other federal state or local agencies in the execution of their official duties

in relation to inspections, investigations, legal action and administrative action.

Serves as a source from which information is provided to host foreign country officials re criminal activities by American nationals in foreign countries.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Files by name of service member involved or chronologically with cross-reference to individual involved.

Safeguards:

Records are kept in either locked cabinets or guarded or locked buildings.

Retention and disposal:

Two years or as provided in the Manual of the Judge Advocate General (JAG Instruction 5800.7—).

System manager(s) and address:

Commanding officer of the unit concerned. See Directory of Department of the Navy Activities for addresses. If unit not known, information may be obtained from Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380.

Notification procedure:

Write or visit SYSMANAGER. If unit concerned cannot be determined, information may be sought from Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380. Provide full name, social security number and military status. Proof of identity may be established by military identification card or DD-214 and driver's license.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contest may be obtained from the SYSMANAGER.

Record source categories:

Individual concerned, witnesses to the incident in question or parties concerned therewith, officer investigating the incident, documents or items of real evidence, documents pertaining to the review, action or authorities charged with making a review or taking action.

Systems exempted from certain provisions of the act:

None

MJA00010

System name:

Unit Punishment Book

System location:

All U S Marine Corps and U S Marine Corps Reserve units, whose commander has nonjudicial punishment authority (See 10, U S Code 815)

Categories of individuals covered by the system:

Any enlisted Marine who is charged with a violation of the Uniform Code of Military Justice.

Categories of records in the system:

File contains name, rank, social security number, military occupational specialty and unit of the individual, brief summary of the alleged offense including date, time and place. Acknowledgement of rights under Article 31, Uniform Code of Military Justice, and right to demand trial by Courts-Martial by the individual, record of specific punishment awarded or remarks as to disposition of charge. If punishment was awarded the individual will also acknowledge, in writing, his right to appeal.

Authority for maintenance of the system:

Title 10, U S Code 815; Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Referral sheet for evaluation of conduct. To provide a command historical record of nonjudicial punishments. To complete statistics on disciplinary trends. Officials and employees of the Naval Service, Department of Defense, members of congress and General Accounting Office in the execution of their official duties in relation to inspections, investigations, legal action.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in loose leaf binder.

Retrievability:

Alphabetically by last name and by year.

Safeguards:

Access limited to those with a need-to-know. Records kept in a locked cabinet or in a room which is locked.

Retention and disposal:

3 years, destroyed by burning at end of period.

System manager(s) and address:

Unit Commanders of U S Marine Corps or U S Marine Reserve units authorized to administer nonjudicial punishment.

Notification procedure:

Write or visit SYSMANAGER If unit imposing punishment cannot be determined, information may be sought from Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD 214 and driver's license.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Verbal or written charge from individual subject to Uniform Code of Military Justice. Service record book of individual, Nonjudicial punishment hearing.

Systems exempted from certain provisions of the act:

None

MJA00011

System name:

Delinquent Mail Order Account System

System location:

Women's Clothing Outlet, Depot Service and Supply Department, Marine Corps Recruit Depot, Parris Island, South Carolina 29905

On accounts delinquent in excess of ninety days to Headquarters, U S Marine Corps (Code JAM) Collection Agent

Categories of individuals covered by the system:

Any Woman Marine who purchases clothing until payment has been completed or payment is delinquent in excess of ninety days.

Categories of records in the system:

File contains information extracted from the Women's Individual Clothing Request (NAVMC 10711)

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To ensure prompt payment of Mail Order Clothing

To establish delinquent account follow-up

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records maintained in computer for a period of ninety days after date of shipment. Record then passed to Headquarters, U S Marine Corps (Code JAM).

Retrievability:

Bill number

Individual's name

Safeguards:

Records maintained in computer and can only be requested by authorized personnel.

Retention and disposal:

Records are maintained until payment completed but not to exceed a ninety day period after date of shipment. Then by Headquarters, U S Marine Corps (Code JAM) until indebtedness is satisfied.

System manager(s) and address:

Commanding General, Marine Corps Recruit Depot, Parris Island, South Carolina. 29905

Notification procedure:

Information may be obtained from:
Women Marine's Clothing Outlet
Depot Service and Supply Department
Marine Corps Recruit Depot
Parris Island, South Carolina 29905

Record access procedures:

Written requests for information should contain the full name of the individual, social security number, current address.

For personal visits, the individual should be able to provide a military identification card.

Contesting record procedures:

The Department's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Individual submits mail order for articles of uniform clothing, provides name, SSN, mail address, item of clothing desired.

Systems exempted from certain provisions of the act:

None

MJA00012

System name:

Individual Accounts of Mail Order Clothing (bill file)

System location:

Clothing Section (MAU), Direct Support Stock Control Branch, Materiel Division, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704

Categories of individuals covered by the system:

File pertains to all Marine Corps personnel, active, reserve and retired who have a requirement and are authorized clothing, textiles and other related supplies.

Categories of records in the system:

Record includes individual's name, rank, SSN, military address, bill number, dollar amount of the shipment, shipping date and zip code.

Authority for maintenance of the system:

NAVCOMPT Manual, Part C, Collection and Reporting of Debts Due the United States.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Marine Corps Logistics Support Base, Atlantic, Albany, Georgia. To facilitate in a mechanized atmosphere the collection of information necessary to provide the capability of continued follow up on funds owed and due the U S Government through daily billing, cross referencing and processing of mail order clothing individual accounts.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data is stored on magnetic tapes and computer paper printouts.

Retrievability:

Data can be retrieved by account number, name and social security number.

Safeguards:

Computer printouts and source documents are retained in a single office accessible only to authorized personnel. Employees are properly trained in safeguarding information of a personal nature.

Retention and disposal:

Computer records are retained until the bills are satisfied. Computer printouts and source documents are retained for a period of five years. Destruction of records is by mutilation.

System manager(s) and address:

Commanding General, Marine Corps Logistics Support Base, Atlantic Albany, Georgia 31704.

Notification procedure:

Information may be obtained from:
Clothing Section (MAU), Direct Support Stock Control Branch, Materiel Division
Marine Corps Logistics Support Base, Atlantic
Albany, Georgia 31704
Telephone: Area Code 912/439 5837

Record access procedures:

Written requests from individuals should be addressed to Clothing Section (MAU), Direct Stock Control Branch, Materiel Division, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia 31704.

Contesting record procedures:

The agency's rules for access to records, contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Accounting records of the Clothing Section, Direct Support Stock Control Branch, Marine Corps Logistics Support Base, Atlantic, Albany, Georgia, supplemented with information from the employing activity of the individual.

Systems exempted from certain provisions of the act:

None

MJA00013

System name:

Dishonored Personal Check Records and Withdrawal of Check Cashing Privileges Lists

System location:

Each Appropriated and Non-Appropriated Fund Activity having authority to accept personal checks from authorized patrons. Located at Headquarters, U S Marine Corps and each major Marine Corps installation listed in MCO P5400.6G.

Categories of individuals covered by the system:

All military personnel, active and retired; their authorized dependents and dependents of deceased military retirees; Marine Corps Exchange employees.

Categories of records in the system:

File Bulletins containing name, rank, social security number and expiration date of restriction of privileges and related correspondence.

Authority for maintenance of the system:

Title 5, U S Code 301; Title 18, U S Code 13; Title 10, U S Code 801, et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose is to protect the activity from unnecessary losses and advise Commanders when a bad check offense has been committed by a patron. Used by Marine Corps employees tasked with verifying the information and authorized to cash checks as part of their official duties. Used also to notify Commanders of their personnel who have cashed bad checks. Used by Commanders to take action (administrative or criminal) deemed necessary in the exercise of their official responsibilities. Information there from may be provided to federal, state or local law enforcement agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored in Rolodex or other appropriate file in check cashing area. Published Bulletin is stored in directives system of organizations.

Retrievability:

Alphabetical by name and social security number.

Safeguards:

Access limited. Secured in locked building during nonworking hours.

Retention and disposal:

Destroyed when privileges are restored at the expiration of specified periods made known to the individual at the time privileges are revoked.

System manager(s) and address:

Commanding Officer of activity concerned. See Directory of Department of the Navy Mailing Addresses.

Notification procedure:

Inquire in person at the individual check cashing activity or to the SYSMANAGER.

Record access procedures:

Rules for access can be provided by the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Bad checks returned from the bank; notification from other Commands, Federal Bureau of Investigation, Naval Investigative Service or other state, local or Federal investigative agencies or Treasury Department.

Systems exempted from certain provisions of the act:

None

MJA00014

System name:

File of Confidential Statements of Employment and Financial Interests

System location:

The Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380

Categories of individuals covered by the system:

Senior Marine Corps officers whose fitness reports are written by the Commandant of the Marine Corps and who are required to file confidential statements of 'Employment and Financial Interests' (DD Form 1555) in accordance with DOD Directive 5500.7 of 8 August 1967.

Categories of records in the system:

The file contains copies of the 'Confidential Statements of Employment and Financial Interests' (DD Form 1555), reviews thereof, and related correspondence.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The forms are reviewed in the office of the Director, Judge Advocate Division for conflict of interest and then are kept on file along with any correspondence generated thereby for the purpose of insuring that the information relating to potential conflict of interest on the part of senior Marine Corps officers is available to the Commandant of the Marine Corps or his designees, GAO, and federal law enforcement officials.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folder.

Retrievability:

Alphabetical

Safeguards:

The access to the files is limited.

The files are kept in a locked safe during non business hours.

Retention and disposal:

PerSecNav Disposal Manual

System manager(s) and address:

The Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380.

Notification procedure:

Information may be obtained from:
Director Judge Advocate Division
Headquarters, U S Marine Corps (Code JA)
Washington, D C 20380
Telephone: Area Code 202/694-2737.

Record access procedures:

Request from individuals should be addressed to: Commandant of the Marine Corps, Headquarters, U S Marine Corps (Code JA), Washington, D C 20380.

Written requests for information should contain the full name and grade of the individual concerned.

Contesting record procedures:

The rules for contesting contests and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

DD Form 1555 submitted by individual concerned and correspondence from and to SYSMANAGER

Systems exempted from certain provisions of the act:

None

MJA00015

System name:

Indebtedness Correspondence Record

System location:

The Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380.

Categories of individuals covered by the system:

Alphabetical card file of all Marine's with respect to whom indebtedness correspondence has been received at Headquarters, U S Marine Corps.

Categories of records in the system:

The file contains the individuals name, rank, service number, date the letter of indebtedness was received, date action is taken with respect to the name of the company from whom the letter is received and any relevant followup data.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

File is used purpose of maintaining a record of correspondence received regarding indebtedness case of Marine Corps personnel and a record of the action taken by this Headquarters with respect thereto.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card File.

Retrievability:

Alphabetical

Safeguards:

The access to the cards is limited.

The card file is kept in a locked room during non business hours.

Retention and disposal:

PerSecNavDisposalManual

System manager(s) and address:

The Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380.

Notification procedure:

Information may be obtained from:
Director, Judge Advocate Division
Headquarters, U S Marine Corps (Code JA)
Washington, D C 20380
Telephone: Area Code 202/694-2737.

Record access procedures:

Request from individuals should be addressed to: Commandant of the Marine Corps, Headquarters, U S Marine Corps (Code JA), Washington, D C 20380.

Written requests for information should contain the full name and grade of the individual concerned.

Contesting record procedures:

The agencies rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Individual and commercial creditors.

Systems exempted from certain provisions of the act:

None

MJA00016

System name:

Judge Advocate Division 'D' Files

System location:

The Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380

Categories of individuals covered by the system:

All Marine Corps Judge Advocates currently on active duty, in a reserve capacity and those individuals who have been selected for accession into the Marine Corps as Judge Advocates or who are in the training cycle to become Judge Advocates.

Categories of records in the system:

The file contains correspondence from the Judge Advocates and prospective Judge Advocates regarding requests for personnel actions such as transfer, school assignment, etc. Additionally, the file contains information pertaining to judge advocate qualifications such as schooling results, commendatory matter and derogatory matter which bears on the assignment and other personnel matters relating to judge advocates.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The personnel of the Judge Advocate Division, officer and civilian alike as well as Marine Corps personnel responsible for assignment and other personnel actions respecting Judge advocates utilize the material contained in this file for the purpose of making decisions with respect to personnel actions pertaining to judge advocates.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders.

**Retrievability:**

Alphabetical

**Safeguards:**

Access is limited.

The records are kept in file cabinets within a locked room.

**Retention and disposal:**

PerSecNavRecordsDisposalManual

**System manager(s) and address:**

The Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380.

**Notification procedure:**

Information may be obtained from:
Director, Judge Advocate Division
Headquarters, U S Marine Corps (Code JA)
Washington, D C 20380
Telephone: Area Code 202/694-2737

**Record access procedures:**

Requests from individuals should be addressed to: Director, Judge Advocate Division, Headquarters, U S Marine Corps (Code JA), Washington, D C 20380.

Written requests should contain the full name and grade of the individual.

**Contesting record procedures:**

The agencies rules for contesting contents and appealing initial determinations by the individuals concerned may be obtained from the SYSMANAGER

**Record source categories:**

Individuals.

Service records of the individuals involved.

Staff Judge Advocates and Commanders of the individuals involved.

Schools from which the individuals have obtained their graduate or undergraduate degrees or currently in residence.

**Systems exempted from certain provisions of the act:**

None

## MJA00017

**System name:**

Correspondence Branch, JA Division, HQMC Correspondence Control Files

**System location:**

The Commandant of the Marine Corps (Code JAC), Headquarters, U S Marine Corps, Washington, D C 20380.

**Categories of individuals covered by the system:**

Marines or former Marines who have been the subject of correspondence from a member of Congress, a high level official in the Federal executive branch, parents of such an individual, individual Marines or members of the general public which correspondence concerns legal matters.

**Categories of records in the system:**

File contains the incoming correspondence, backup material used to respond to the correspondence, notes of the action officer and reply correspondence.

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officers, enlisted men and civilian personnel of the Marine Corps and other DOD agencies who are interested in determining the history of and action taken with respect to a problem addressed in incoming correspondence category above.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders.

**Retrievability:**

Alphabetical by name of correspondent or name of Marine or former Marine who is the subject of the correspondence.

**Safeguards:**

Limited access on a need to know basis.

Maintained in a locked room.

**Retention and disposal:**

PerSecNavRecordsDisposalManual

**System manager(s) and address:**

The Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380.

**Notification procedure:**

Information may be obtained from:
Director, Judge Advocate Division
Headquarters, U S Marine Corps (Code JAC)
Washington, D C 20380
Telephone: Area Code 202/694-2737

**Record access procedures:**

Requests from individuals should be addressed to Director, Judge Advocate Division, Headquarters, U S Marine Corps (Code JAC), Washington, D C 20380.

Written requests for information should contain the full name and grade of the individual.

**Contesting record procedures:**

The agencies rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Drafter of incoming correspondence.

Service records of the Marine concerning whom correspondence is written.

Information furnished from the command of the Marine concerned.

Information furnished from other involved Marine Commands or individuals.

**Systems exempted from certain provisions of the act:**

None

## MJA00018

**System name:**

Performance File

**System location:**

The Director, Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380.

**Categories of individuals covered by the system:**

The file pertains to all members of the Marine Corps on active duty or in a reserve status who are under investigation, indictment, or in the process of a criminal proceeding by military or civilian authorities.

**Categories of records in the system:**

The file contains information pertaining to civilian and military criminal matters including investigative reports, documents indicating court proceedings have begun and/or are in progress and post trial or investigative matters. Material is kept only until the procedure is finalized whether by conviction, acquittal, dismissal of the matter or by it's being dropped.

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Headquarters, U S Marine Corps personnel utilize this file in personnel management decisions. Such as determining the propriety of assignments, transfers of individuals or determining whether an individual who has been selected for promotion should be promoted or whether that promotion should be withheld during the pendency of the criminal proceeding.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders.

**Retrievability:**

Alphabetical

**Safeguards:**

Access is limited.

The file folders are stored in the file cabinets which are stored in a locked room during non business hours.

Retention and disposal:

PerSecNavRecordsDisposalManual

System manager(s) and address:

The Director Judge Advocate Division, Headquarters, U S Marine Corps, Washington, D C 20380.

Notification procedure:

Information may be obtained from:
Director Judge Advocate Division
Headquarters, U S Marine Corps (Code JA)
Washington, D C 20380
Telephone: Area Code 202-694-2737

Record access procedures:

Requests from individuals should be addressed to Director Judge Advocate Division, Headquarters, U S Marine Corps (Code JA), Washington, D C 20380.

Written requests for information should contain the full name and grade of the individual.

Contesting record procedures:

The agencies rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Investigative records of arrest from civilian law enforcement sources.

Records of indictment or conviction from civilian law enforcement or judicial agencies.

Records of appeallate and other post trial procedures received from civilian law enforcement and judicial agencies.

Records indicating apprehension or investigation by military authorities received from individuals command or other military agencies, law enforcement or command.

Records of court-martial, pre court-martial and post court-martial activities relating to the individual received from the individuals command.

Records of administrative eliminative processes conducted by military authorities received from the individual's command.

Systems exempted from certain provisions of the act:

None

MMC00002

System name:

Working Files, Inspection Division, Headquarters, U S Marine Corps

System location:

Headquarters, U S Marine Corps, Washington, D C 20380

Categories of individuals covered by the system:

Members of the U S Marine Corps and Marine Corps Reserve; former members of the Marine Corps and Marine Corps Reserve; retired and temporarily retired members of the Marine Corps and Marine Corps Reserve; and members of the Fleet Marine Corps Reserve.

Military personnel

Dependents of Marines and other family members with respect to matters pertaining to the individual Marine or former Marine.

Categories of records in the system:

File contains information pertaining to identification, recruitment, enlistment, prior service, assignment, location addresses, promotions, reductions in rank, performance of duty, discipline, offenses and punishments under the Uniform Code of Military Justice, courts-martial, personal history, investigations, police and court records, civil arrests and convictions, official correspondence (includes internal Marine Corps and Department of the Navy correspondence, as well as correspondence with the Executive and Legislative branches of the federal government) and other correspondence (includes correspondence from Marines, their dependents and families, attorneys, doctors, educators, clergymen and members of the general public whether addressed directly to the Marine Corps or via third parties (president, congressmen, etc.))

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Inspection Division, Headquarters, U S Marine Corps. To facilitate and expedite responses to inquiries and correspondence from members of Congress, military personnel, and members of the general public. Such inquiries and correspondence routinely relate to allegations pertaining to request mast, maltreatment at Recruit Depots, and harassment.

Marine Corps commands. By officials and employees of the Marine Corps in the execution of their official duties as relates to the preparation of information upon which to base replies to members of Congress, Secretary of the Navy, relatives and members of the general public.

Department of Defense and its Components. By officials and employees of the Department in the performance of their official duties in connection with military personnel management.

Congress of the U S By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof on matters within their jurisdiction requiring disclosure of the files of the system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files as represented by card files and file folders. Files are stored in five drawer filing cabinets.

Retrievability:

Files are accessed and retrieved by the name and card file number.

Safeguards:

Building where files are stored and maintained employs 24 hour security guards. Records are further stored in areas of controlled access and handled by personnel with a need-to-know in the execution of their official duties.

Retention and disposal:

Congressional, military and civilian inquiry files are retained three years, then destroyed.

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U S. Marine Corps, Washington, D C 20380.

Notification procedure:

Information may be obtained from:
The Commandant of the Marine Corps (Code IGA)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone: Area Code 202/694-1324

Record access procedures:

Requests from individuals desiring information may be addressed to: The Commandant of the Marine Corps (Code IGA), Headquarters, U S Marine Corps, Washington, D C 20380. However, final determination as to whether any information will be released or made available will be controlled by the SYSMANAGER.

Written requests for information should contain the full name of the individual and his social security number or former military service number. The following information will also be helpful in locating some records: Military rank and occupational specialty, dates and places of service, and any special correspondence previously received or sent.

For personal visits, an individual may visit the Inspection Division, Headquarters, U S Marine Corps, Federal Building 2, Washington, D C 20380. However, final determination as to whether any information will be released or made available will be controlled by the SYSMANAGER.

For personal visits, the individual should be able to provide personal identification to include valid military or dependent identification card or two valid civilian items of identification, such as driver's license, social security card, medicare card, etc.

Contesting record procedures:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the Commandant of the Marine Corps (Code IG), Headquarters, U S Marine Corps Washington, D C 20380.

Record source categories:

Information in the system is obtained from the Marine Corps Manpower Management System; the Joint Uniform Military Pay System; Marine Corps Military Personnel Records to include the Service Record Book and Officer Qualification Record; Military Medical Records; Staff elements and subdivisions of Headquarters, U S Marine Corps; Marine Corps field commands, organizations and activities; other components of the Department of Defense; Agencies of Federal, State and local government; private citizens provided as character references by the individual; investigations related to disciplinary proceedings; and correspondence of private citizens addressed directly to the Marine Corps or via third parties such as members of Congress and other governmental agencies.

**Systems exempted from certain provisions of the act:**

None

MMC00003

**System name:**

Activity Check In/Check Out File

**System location:**

May be located at any U S Marine Corps or U S Marine Corps Reserve activity.

**Categories of individuals covered by the system:**

All members of the activity.

**Categories of records in the system:**

Date reported and verification of check-in - check-out procedure.

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Command, administrative and supply personnel to ensure individuals are appropriately entered with all unit records and as a safeguard against unit members being discharged or transferred without turning in property belonging to this unit or without being dropped from appropriate unit records.

Officials and employees of the Naval Service and General Accounting Office in the execution of their official duties in relation to inspections, investigations, legal action.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

On paper in files or on clipboard.

**Retrievability:**

Alphabetically by last name.

**Safeguards:**

Access limited to activity personnel in the performance of their official duties.

After working hours the office and building are locked. A guard is located in the general vicinity.

**Retention and disposal:**

Retained for 6 months after action has been completed.

**System manager(s) and address:**

Activity commander.

**Notification procedure:**

Write or visit SYSMANAGER Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD-214 and driver's license.

**Record access procedures:**

The agency's rules for access to records may be obtained from the SYSMANAGER.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Service records.

**Systems exempted from certain provisions of the act:**

None

MMC00004

**System name:**

Adjutant Services Section Discharge Working Files

**System location:**

Adjutant Services Section, Marine Corps activities

**Categories of individuals covered by the system:**

Members and former members of the Marine Corps and Marine Corps Reserve. Some information about dependents and other members of families or former families of Marine Corps personnel may be included in files pertaining to the Marine. Inquiries from the general public, whether addressed directly to Base or received via a third party, may be retained together with information obtained in the course of completing required action or in preparing a response.

**Categories of records in the system:**

Files contain information pertaining to identification; prior service; location and addresses; prior and present marital status, dissolution of prior marriages, birth and death status, adoption of children, financial responsibility, child support, medical information, personal financial records, residence, basic allowance for quarters, leave and liberty, financial assistance, extensions of emergency leave, medical bills and determinations of dependency status as pertain to hardship discharges; investigative reports, prior and present disciplinary status, financial responsibility, conduct and personal history, medical information, police reports, correction of naval records, veterans rights, benefits and privileges, preseparation counseling and civil readjustment as they pertain to unsuitability, unfitness and misconduct discharges; financial status, college acceptance and residence as they pertain to early separation to attend college or trade school; religious beliefs and practices pertaining to applications for conscientious objector status; official correspondence (includes correspondence with Marine Corps commands and organizations, other Armed Services, the White House, members of Congress, Department of Defense, and other agencies of federal, state and local governments); other correspondence (including correspondence from Marines, their families, attorneys, doctors, clergymen, administrators/executors/guardians of estates, American Red Cross and other welfare agencies and the general public, whether addressed directly to the Marine Corps or via third parties): internal routing and processing of discharge matters; and records of interviews and telephone conversations.

**Authority for maintenance of the system:**

Title 5, U. S. Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To facilitate administration of programs concerning the discharge or separation of Marines; correction of naval records; veterans rights, benefits and privileges; support of dependents; personal affairs, welfare and family assistance; preseparation counseling and civil readjustment.

To facilitate preparation and maintain a record of discharge processing and other communications from staff sections within Base Headquarters; Marine Corps commands and organizations; other Armed Services; the White House, Members of Congress; Department of Defense; other agencies of federal, state and local governments; Marines, their families, attorneys, doctors, clergymen, administrators/executors/guardians of estates; American Red Cross, and other welfare agencies and the general public.

To provide a record of decisions and actions taken.

By officials and employees of the Marine Corps and Marine Corps Reserve in the performance of their official duties in the administration of programs relating to the discharge matters cited above.

By officials and employees of the Department of the Navy, Department of Defense, and other government agencies in the performance of their official duties related to discharge and separation processing.

By government agencies or private organizations under Government contract to perform analytical and historical research pertaining to discharges and separations.

By intelligence and other Government agencies assisting in the investigation of deserters and absentees.

By Marines, former Marines, their next of kin, or persons or organizations designated by them in writing for whatever purpose access to the record is desired.

Information obtained, developed, or processed by the Base Discharge Section in performing functions related to this record system may be entered into the Marine Corps Manpower Management System and the Marine Corps Military Personnel Records System.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and card files stored in filing cabinets, shelves, tables and desks.

**Retrievability:**

Files are accessed and retrieved by individual. Identification of individual is by name and social security number.

**Safeguards:**

Building is located in base area with area guard. Outside and inside doors are locked after working hours and patrolled by Duty NCO. Access to information contained in the files is limited to officials and employees of Base Headquarters acting in their official capacity upon demonstration of a need-to-know.

**Retention and disposal:**

Files are retained two years and destroyed.

**System manager(s) and address:**

Commanding Officer of activity concerned. See Directory of Department of the Navy mailing addresses.

**Notification procedure:**

Correspondence pertaining to files maintained should be addressed to the Sysmanager

Correspondence should contain the full name, social security number and signature of the requester. The individual may visit the above location for review of files. Proof of identification may consist of the active, reserve, retired or dependent identification card, the Armed Forces Report of Transfer or Discharge (DD-214), discharge certificate, driver's license, social security card or by providing such other data sufficient to ensure the individual is the subject of the inquiry.

Record access procedures:

Information may be obtained from the Sysmanager.

Contesting record procedures:

The section's rules for access to files and for contesting and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Marine Corps Manpower Management System
Joint Uniform Military Pay System
Marine Corps Military Personnel Records System
Marine Corps Deserter Inquiry File
Staff agencies and subdivisions of Headquarters, U S Marine Corps
Marine Corps commands and organizations
Other agencies of federal, state and local governments
Educational institutions
Medical reports and psychiatric evaluations
Financial institutions and other commercial enterprises
Civil courts and law enforcement agencies
Correspondence and telephone calls from private citizens initiated directly to the Marine Corps or via the U. S. Congress and other agencies
Investigative Reports
American Red Cross and similar welfare agencies

Systems exempted from certain provisions of the act:

None.

MMC00005

System name:

Insurance Files

System location:

Marine Corps Activities

Categories of individuals covered by the system:

Insurance salesman requesting authority to do business at Marine Corps Activities

Categories of records in the system:

A record of the certification of authority to solicit insurance, mutual funds, investment plans, and securities

Authority for maintenance of the system:

Title 5, U. S. Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Insurance Officer to maintain control of insurance sales in accordance with SECNAVINST 1740.—; Provide reference to agents who have requested authority to do business at Marine Corps activities and the disposition of such requests including any information in support of denial of such authorizations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Files in alphabetical order by company name. Conventional indices are required for retrieval.

Safeguards:

Maintained in locked building.

Retention and disposal:

Maintained as long as active. If inactive, disposed of after two years by discard into military trash system. Not transferred.

System manager(s) and address:

Local Commanding Officers

Notification procedure:

Address requests to SYSMANAGER or visit the office; Military ID or other suitable identification is required.

Record access procedures:

An individual can call for an appointment with the activity insurance representative for personal assistance or forward a written request for the required information.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information is supplied by the insurance companies and salesman involved.

Systems exempted from certain provisions of the act:

None

MMC00007

System name:

Inspection of government property assigned to individual

System location:

Organizational elements o the U.S. Marine Corps as listed in the Directory of Department of the Navy activities mailing addresses.

Categories of individuals covered by the system:

Inspection of Government Property

Categories of records in the system:

Name, badge number, and government property assigned to individual

Authority for maintenance of the system:

Title 5, U. S. Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To show loss or deterioration of clothing and equipment

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File

Retrievability:

Name

Safeguards:

Building locked at night - locked cabinet

Retention and disposal:

Until separation

System manager(s) and address:

Commanding Officer of the activity in question. See Directory of Department of the Navy activities mailing addresses.

Notification procedure:

Information may be obtained from the Sysmanager

Record access procedures:

Written requests from the individual should be addressed to the Sysmanager.

Written requests for information should contain the full name of the individual and his social security number or former military service number. The following information will also be helpful in locating some records: Military rank and occupational specialty, dates and places of service, and any special correspondence previously received or sent.

For personal visits, the individual should be able to provide personal identification to include valid military or dependent identification card or two valid civilian items of identification such as driver's license, social security card, medicare card, etc.

Contesting record procedures:

The Marine Corps rules for contesting contents and appealing initial determination may be obtained from the SYSMANAGER.

Record source categories:

Inspection of property and clothing

Systems exempted from certain provisions of the act:

None

MMC00008

System name:

Message Release/Pickup Authorization File

System location:

Marine Corps activities

Categories of individuals covered by the system:

All personnel authorized to release/pickup message traffic.

Categories of records in the system:

OPNAV Form 2160-5 (Message Release/Pickup Authorization)

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To allow Comm Center personnel to determine who is authorized to release/pickup messages for the commands; used to compare specimen signature on card with the signature on the message to be released; used by Comm Center employees in the execution of their assigned duties.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Cards are filed in a card file within the Communication Center

Retrievability:

Alphabetically by name.

Safeguards:

Located in a secure space within the Comm Center, which is manned on a 24-hour basis.

Retention and disposal:

Retained until individual is replaced or authorization is revoked by proper authority; then destroyed by burning or shredding.

System manager(s) and address:

Local commanding officers. See Directory of Department of the Navy mailing addresses.

Notification procedure:

Request information from the SYSMANAGER.

Record access procedures:

Rules for access may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Organizations, departments, sections authorized to release/pickup messages for the command.

Systems exempted from certain provisions of the act:

None

MMC00009

System name:

Narrative Biographical Data with Photos (NAVMC Form 10573)

System location:

Primary System - Headquarters, U S Marine Corps, Washington, D C 20380. All Marine Corps commands and districts maintain derivative files.

Categories of individuals covered by the system:

Marine Corps active duty, reserve, and retired general officers and active duty colonels who submit biographical data with photographs in accordance with existing directives.

Categories of records in the system:

Files contain standard biographical information as listed on NAVMC Form 10573 to include: personal identification, personal data, education background, military history, medals and decorations, combat, and chronology of Marine Corps service. A current photograph accompanies the file.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - To make routine news releases such as assignments and promotions; to provide background data in response to news media queries; to provide background information on the individual officer prior to speaking engagements or appearances at public events in which the officer is scheduled to appear; to provide internal release of information as required.

Department of Defense and its components - By officials and employees of the Department in the performance of their official duties.

Congress of the U S - By the Senate or the House of Representatives of the U S or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

News Media - To provide biographical information in response to query.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of officer.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

Retention and disposal:

Biographical information is maintained on all general officers while on active duty. When a general officer retires, the biographical data is retained for five years after the date of the individual officer's retirement and retained by the Historical Division (Code HD), Headquarters, U S Marine Corps, Washington, D C 20380.

Biographical files are maintained on colonels while on active duty. Upon retirement of the officer, colonel biographical files are retained by Historical Division (Code HD), Headquarters, U S Marine Corps, Washingotn, D C 20380.

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380 or commander of unit holding file.

Notification procedure:

Requests from individuals should be addressed to the Commandant of the Marine Corps (Code PAC), Headquarters, U S Marine Corps, Washington, D C 20380.

Written requests to determine whether or not the system contains a record about an individual should contain the full name of the general officer or colonel concerned.

Visits are limited to Division of Information (Code PAC), Headquarters, U S Marine Corps, Washington, D C 20380.

For personal visits, the individual should be able to provide some acceptable identification, such as a military identification card, and give some verbal information that could be verified with his 'case' folder.

Record access procedures:

Information may be obtained from the Commandant of the Marine Corps and the commander of the unit holding the file.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Biographical data provided by the individual general/colonel and from personnel files.

Systems exempted from certain provisions of the act:

None

MMN00001

System name:

Deserter Inquiry File

System location:

Absentee and Deserter Section, Manpower Plans and Policy Division, Manpower Department (Code MP), Headquarters, U S Marine Corps, Washington, D C 20380

Categories of individuals covered by the system:

Marine Corps Absentees and deserters; Marines in hands of civil authorities foreign and domestic; Marines who fail to comply with orders to new duty stations; suspected and convicted absentees and deserters who have returned to military control within the last 90 days.

Categories of records in the system:

file contains automated records, each of which is approximately 350 characters in length. These records reflect personal identification data, absentee's current status, parent command, notations of arrests, and other pertinent information which is necessary to monitor, control and identify absentees.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Manpower Plans and Policy Division - To record and monitor deserter/ absentee cases entered into the National Crime Information Center's Wanted Persons File; to monitor and assign absentees upon their return to military control; to ensure that absentees are formally charged in accordance with the Uniform Code of Military Justice prior to expiration of the Statute of Limitations; to monitor Marine absentees and deserters believed to be located in foreign countries; to monitor Marines who have failed to comply with permanent change of station (PCS) orders or orders to travel and report without escort; to insure correspondence pertaining to absentees and deserters received by the Marine Corps is processed in a timely manner; to insure that appropriate action is taken within the Manpower Management System to join or drop absentees to desertion; to provide periodic management reports concerning absentees and deserters as directed by higher authority.

Comptroller General of the U S - To respond to the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to Marine Corps Manpower Management Programs.

The Attorney General of the U S - To coordinate with the Attorney General or his authorized representatives in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice as carred out as the legal representative of the Executive Branch.

The Department of Defense - To coordinate with the other components of the Department of Defense as may be required to report, identify, apprehend and return Marine absentees and deserters to Marine Corps control.

Civilian Law Enforcement Agencies - To coordinate with appropriate federal, state, and local law enforcement agencies as may be required to report, identify, apprehend and return Marine absentees and deserters to Marine Corps control.

Courts - To respond to court orders in connection with matters before a court.

Congress of the United States - To respond to inquiries of the Senate or the House of Representatives of the United States or any committee or subcommittee thereof or any joint committee or joint subcommittee of the Congress on matters within their jurisdiction as may be requested of the Marine Corps.

Marine Corps Staff Agencies or Commands - To coordinate the identification, apprehension and return of Marine absentees and deserters in accordance with Marine Corps Manpower Management policies

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on magnetic tape and magnetic disks retained in a controlled access area at Headquarters, U S Marine Corps.

Retrievability:

Records may be accessed by social security number or by use of logic sorts performed upon key fields, such as duty status, parent command, race, sex or date of absence.

Safeguards:

Building employs security guards. Computer terminals and records are located in areas acessible only to authorized personnel that are properly screened, cleared and trained. Use of terminals requires knowledge of passwords.

Retention and disposal:

Records are retained on file for 90 days after the individual addressed in the record is returned to military control or are separated from the Marine Corps. After 90 days from return to military control or separation the tapes or disks are erased.

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Notification procedure:

Information may be obtained from:

The Commandant of the Marine Corps (Code MP)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone: Area Code 202/694-2927

Record access procedures:

Requests from individuals should be addressed to: The Commandant of the Marine Corps (Code MP), Headquarters, U S Marine Corps, Federal Office Building 2, Washington, D C 20380.

Written requests for information should contain the full name of the individual, his place and date of birth, his social security number and his signature.

For personal visits, the individual should be able to provide military identification card, driver's license or other type of identification bearing picture or signature or by providing verbal data sufficient to insure that the individual is the subject of the inquiry.

Contesting record procedures:

The rules for contesting contents and appealing initial determinations may be obtained from the Commandant of the Marine Corps (Code JA), Headquarters, U S Marine Corps, Washington, D C 20380.

Record source categories:

Information in the system is obtained from the Marine Corps Military Personnel Records; from the individual's commanding officer, officer-in-charge, federal, state and local law enforcement agencies, lawyers, judges, Members of Congress, relatives of the individual and private citizens, the Veteran's Administration and the individuals themselves.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under Title 5, U S Code 552 a (j) or (k) as applicable. For additional information, contact the SYS-MANAGER.

MMN00002

System name:

Listing of Retired Marine Corps Personnel

System location:

The Commandant of the Marine Corps
Headquarters, U S Marine Corps
Washington, D C 20380

Categories of individuals covered by the system:

All retired members of the Marine Corps, including those former Marines in the receipt of disability benefits from the Veteran's Administration.

Categories of records in the system:

The system is a microfiche listing derived from automated sources, depicting the retiree's name, Social Security Number, grade, mailing address and retirement component code.

Authority for maintenance of the system:

Title 10, U S Code Section 5201

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Marine Corps - For making necessary identification of retired members in the performance of their official duties related to retirement and veterans affairs programs, benefits, entitlements, transportation, hospitalization, education, dependent affairs, etc.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly with the purview of said court.

Congress of the U S - By the Senate or House of Representatives of the U S or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Leatherneck Magazine and Marine Corps Gazette - For maintaining their mailing lists of subscribers to these semi-official, professional publications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Controlled distribution microfiche listing. Stock copies maintained in locked room.

Retrievability:

Listings in alphabetical order, with officer personnel listed separate from enlisted personnel.

Safeguards:

Building employs security guards. Distribution is strictly controlled.

Retention and disposal:

Destroyed upon being superceded by updated monthly listing.

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Notification procedure:

Request by correspondence should be addressed to the Commandant of the Marine Corps (Code MS), Headquarters, U S Marine Corps, Washington, D C 20380. The letter should contain the full name, Social Security Number and signature of the requester.

The individual may visit Headquarters, U S Marine Corps, Columbia Pike & Arlington Ridge Road, Arlington, Virginia, Room 1206. Proof of identification may consist of his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD214), his discharge certificate, his driver's license or by providing such other data sufficient to insure that the individual is the subject of the inquiry.

Record access procedures:

Information may be obtained from:
Commandant of the Marine Corps
Headquarters, U S Marine Corps
Columbia Pike & Arlington Ridge Road
Arlington, Virginia 20380
Telephone Area Code 202/694-1043

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Staff agencies and subdivisions of Headquarters, U S Marine Corps
Veterans Administration

Systems exempted from certain provisions of the act:

None

MMN00004

System name:

Marine Corps Club Records

System location:

Decentralized Segments - Records maintained by Marine Corps Clubs at organizational elements of the Marine Corps as listed in the Directory of the Department of the Navy Mailing Addresses.

Categories of individuals covered by the system:

Officer personnel who elect officer club membership, staff noncommissioned officer personnel who elect staff noncommissioned officer club membership and patrons of consolidated package stores who purchase alcoholic beverages.

Categories of records in the system:

File contains nonstandardized, locally produced record listing name, grade, social security number, military address, duty telephone number and dependent information.

Alcoholic purchase records contain name, grade, social security number, and the alcoholic beverage purchased by type, name brand, and quantity.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Marine Corps clubs and mess management personnel routinely use personal information for billing of customers and forwarding of club related informational material to its members.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

All information of a personal nature is recorded and stored in cabinet drawers or other record keeping devices.

Retrievability:

Is by name and/or social security number.

Safeguards:

Include normal security afforded unclassified file materials.

Retention and disposal:

Data on club membership is retained as long as the member is active and disposed of when membership is terminated. Data on alcoholic purchases is retained for a period as specified by the local command, but in no case for a period in excess of two years from date of purchase.

System manager(s) and address:

Decentralized - The local commanding officer is responsible for the operation of clubs aboard his base/activity.

Notification procedure:

Request by correspondence should be addressed to the commanding officer of the activity having custody of the records.

Record access procedures:

Rules of access may be obtained from the SYSMANAGER

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Data collected from each applicable individual.

Systems exempted from certain provisions of the act:

None

MMN00005

System name:

Marine Corps Education Program Applicant/Participant Information File

System location:

Primary system - Headquarters, U S Marine Corps (Code OTTI), Washington, D C 20380.

Secondary system - Local activity or command to which individual is assigned (See list of activities in Navy Standard Distribution List OPNAV PO9B3-107).

Categories of individuals covered by the system:

Marine Corps personnel who have submitted written applications for participation in full-time, tuition assistance, off-duty, PREP, or other voluntary education programs.

Categories of records in the system:

File contains copies of individual's applications for participation in an education program; copies of correspondence between the Marine Corps, the individual and academic institutions involved; copies of academic transcripts; miscellaneous academic records and correspondence; test results; previous enrollments and disenrollments; and educational qualification data addressing the individual concerned.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in matters relating to their assigned duties in connection with educational and vocational counseling, recommendation, evaluation, selection and assignment. Also in the management and control of various educational and vocational programs attended by Marine Corps personnel.

Department of Defense and it's Components - By officials and employees of the Department in the performance of their official duties.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Educational Institutions - By officials and employees of those educational institutions to which the individual applies or which the Marine Corps contracts with, to provide full-time, off-duty or other educational programs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files as represented by card files, listings, log books, computer printouts, rosters and file folders stored in filing cabinets.

Retrievability:

Filed alphabetically by last name; by educational institution, educational program or unit of assignment. Cross referenced by SSN

Safeguards:

Records are maintained in limited access working areas and are made available to persons other than the individual addressed only on a strict 'need-to-know' basis. After duty hours storage areas are locked.

Retention and disposal:

Records are maintained a maximum of three years and then destroyed. In instances where individual completes a program in less than three years, with no incurred service obligation, records are destroyed on program completion or transfer of individual from command maintaining record.

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Notification procedure:

Information may be obtained from:
Commandant of the Marine Corps
Headquarters, U S Marine Corps (Code OTTI)
Washington, D C 20380
Telephone: Area Code 202/694-2109

Record access procedures:

Requests from individuals should be addressed to the commander of the activity to which they are assigned for duty. Activity addresses are contained in the Navy Standard Distribution List (OPNAV PO9B3-107).

Requests from individuals who have made written application for the Special Education Program (SEP), Advanced Degree Program (ADP), Funded Legal Education Program (FLEP), College Degree Program (CDP), Marine Enlisted Commissioning Education Program (MECEP), Navy Enlisted Scientific Education Program (NESEP), Staff NCO Degree Completion Program (SNCODCP), or Marine Associate Degree Completion Program (MADCOP) should be addressed to the Commandant of the Marine Corps, Headquarters, U S Marine Corps (Code OTTI), Washington, D C 20380.

Written requests for information should contain name of the individual, current address and telephone number, and the academic program originally requested or in which participated.

For personal visits, the individual should provide personal identification.

Contesting record procedures:

Rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Application and related documents including correspondence from the individual requesting an education program; correspondence originating in the Educational Services Branch or other Headquarters Marine Corps Staff Agencies; academic transcripts from educational institutions; and educational selection board results.

Systems exempted from certain provisions of the act:

None

MMN00006

System name:

Marine Corps Military Personnel Records (OQR/SRB)

System location:

PRIMARY SYSTEM - The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Decentralized Segments - Custody of the commanding officer of the organization to which the Marine officer or enlisted individual is assigned for duty or administration of official records (OQR/SRB).

Decentralized Segments - National Personnel Records Center, 9700 Page Blvd., St. Louis, Missouri 63132

Categories of individuals covered by the system:

Headquarters, U S Marine Corps official military personnel records on Marine officers consist of a copy of the appointment acceptance and record and all supporting documents furnished by the officer and generated by Marine Corps procurement procedures necessary to evaluate the individual for a commission in the Marine Corps or Marine Corps Reserve. The system comprises non-automated records reflecting information pertaining to a Marine officer's identification, personal history, marital and dependency status, education, aptitude testing, training, previous employment, records of civil offenses and arrests, appraisals of performance and potential, awards, duty assignments, military orders, security clearances, promotion warrants, official photographs, official correspondence, physical examinations, psychiatric evaluations, record of courts-martial, martial and other disciplinary matters, and other data needed in managing the officer personnel of the Marine Corps and Marine Corps Reserve.

Headquarters, U S Marine Corps official military personnel records on enlisted Marines consist of a duplicate enlistment contract or induction record and all supporting documents furnished by the enlisted Marine or generated by the Marine Corps recruiting procedures necessary to evaluate and approve the Marine for enlistment in the Marine Corps or Marine Corps Reserve. The system comprises non-automated records reflecting information pertaining to an enlisted Marine's identification, personal history, marital and dependency status, education, aptitude testing, training, previous employment, records of civil offenses and arrests, appraisals of performance and potential, awards, duty assignments, military orders, security clearances, promotion warrants, official photographs, official correspondence, physical examinations, psychiatric evaluations, record of courts-martial and other disciplinary matters, and other data needed in managing the enlisted personnel of the Marine Corps and Marine Corps Reserve.

Officer Qualification Record (OQR) is a field record of a Marine Officer which accompanies the officer throughout the various assignments of service with the Marine Corps or Marine Corps Reserve. Maintenance and custody of the OQR rests with the commanding officer of the organization to which the Marine officer is assigned for duty or administration of records. This record consists of the original appointment acceptance and record and non-automated records reflecting information pertaining to the officer's identification, marital and dependency status, education, aptitude testing, training, awards, chronological duty assignments, military orders and memoranda, security clearance, promotions, official photographs, official correspondence, prior separation documents (DD Form 214), leave and earnings statements, periodic print-outs of automated record contents, records of courts-martial and other disciplinary matters and any local orders or memoranda necessary for utilization of the Marine officer's background and experience in accomplishing the mission of the command.

Enlisted Service Record Book (SRB) is a field record of an enlisted Marine which accompanies the enlisted Marine throughout the various assignments of service with the Marine Corps or Marine Corps Reserve, maintenance and custody of the SRB rests with the commanding officer of the organization to which the enlisted Marine is assigned for duty or administration of records. This record consists of the original enlistment contract or record of induction and non-automated records furnished by the enlisted Marine or the recruiting procedures in effecting the enlistment or induction of the Marine. This record reflects information pertaining to the Marine's identification, marital and dependency status, education, aptitude testing, training, awards, chronological duty assignments, duty and conduct evaluations, security clearance, promotions, official photographs, official correspondence, prior separation documents (DD Form 214), Leave and Earnings statements, periodic print-outs of automated record content, courts-martial and other disciplinary matters, any other local military orders or memoranda necessary for the utilization of the Marine's background and experience in accomplishing the mission of the command.

Categories of records in the system:

Headquarters, U S Marine Corps, Official Military Personnel Records on Marine officers and enlisted are retained and maintained at Headquarters, U S Marine Corps, Washington, D C 20380 from acceptance/enlistment/induction to complete severance from the Marine Corps and the Marine Corps Reserve by retirement or discharge.

OQR/SRB's are retained and maintained by the commanding officer of the Marine Corps or Marine Corps Reserve field command to which the Marine is assigned.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Marine Corps and Marine Corps Reserve in the performance of their official duties relating to management of personnel resources; screening and Selection for promotion, training and educational programs; administration of appeals, grievances, discipline, litigations and investigations adjudication of claims, benefits and entitlements; administration and management of retirement and veterans affairs programs; and, the providing of requested information from the records to the Veterans Administration,

Social Security Administration, Selective Service System, National Guard, Public Health Service (HEW), U. S. Coast Guard, Immigration and Naturalization Service, Treasury Department, Department of Labor, Department of State, General Accounting Office and State Bonus Bureaus in connection with such functions as processing and adjudication of claims, updating of records, administration of work programs, processing naturalization proceedings and verification of eligibility and entitlement to various benefits and programs.

Officials and employees of other components of DoD in the performance of their official duties relating to screening and selection of members for interservice transfer; procedures for appeals for correction of service records; reviews of discharges from the service; physical evaluations; research analyses; litigations and investigations; clemency and awards reviews and evaluations.

By representatives of the Office of Personnel Management in with evaluation of prospective federal employees.

By court order in connection with matters before a federal, state or municipal court.

By the Comptroller General or his representatives in the course of the performance of duties relating to decisions or procedures by the General Accounting Office on manpower management programs.

By agents of the Federal Bureau of Investigation, Secret Service and office of Naval Intelligence in connection with matters under the jurisdiction of these investigative bodies upon presentation of credentials.

By private organization under government contract to perform random analytical research into specific aspects of military personnel management and administrative procedures.

By investigative, security and law enforcement agents of federal agencies who have submitted written requests for access to Marine Corps military personnel records with justification thereof as pertaining to the conduct of government business under their respective jurisdictions and providing the names of specified agents having a need for such access.

By state and county law enforcement bodies processing applications for employment, when applicants have given written authorization for access to respective military personnel records.

By officials and employees of the National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132 acting as agent for Headquarters, U S Marine Corps in storage and processing of Marine Corps maintained by that center.

By a Marine or former Marine or such individual(s) designated by him/her in writing for whatever purpose access to or release of their respective records is desired.

By the White House, Secretary of Defense, Secretary of the Navy, and members of Congress in response to inquiries regarding individual Marines.

To provide information to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States which has been authorized by law to conduct law enforcement activities pursuant to a request that the agency or instrumentality initiate criminal or civil action against an individual on behalf of the U S Marine Corps, the Department of the Navy, or the Department of Defense.

To provide information to individuals pursuant to a request for assistance in a criminal or civil action against a member of the U S Marine Corps, by the U S Marine Corps, the Department of the Navy, or the Department of Defense.

By officials and employees of the American Red Cross and Navy Relief Society in the performance of their duties. Access will be limited to those portions of the member's record required to effectively assist the member.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored on paper in file folders and on microfiche.

**Retrievability:**

The records maintained at Headquarters, U S Marine Corps (all active and reserve officer records, all temporary disability retired records, all active and organized reserve and Fleet Marine Corps reserve enlisted records of personnel joined/transferred to these components subsequent to 30 June 1974, all former Commandants, all living retired officers (who served in a General Officer grade, records of all personnel separated/retired four months or less) are retrieved by Social Security Number (SSN) and name. Except for OQR's and SRB's of participating members, all other categories of Marine Corps military personnel records are maintained at the National Personnel Records center, St. Louis, Missouri. Those retired to St. Louis prior to 1 January 1964 and/or those with military service numbers (MSN) below 1800000 are retrieved by MSN and name. All other Marine Corps records retired to St. Louis are accessed by MSN and/or SSN, name and are assigned a Registry Number. These records are retrieved by Registry Number.

**Safeguards:**

Buildings employs security guards, records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

Records are permanent. Records maintained at Headquarters, U S Marine Corps are transferred to the National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132 four months after separation, placement on the Permanent Disability Retired List, retirement, retirement from Fleet Marine Corps Reserve, death of an officer who served in a General Officer grade and former Marines no longer considered of newsworth status.

**System manager(s) and address:**

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

**Notification procedure:**

Correspondence pertaining to records maintained by Headquarters, U S Marine Corps should be addressed to:

Commandant of the Marine Corps (Code MS)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone: Area Code 202/694-1043

Correspondence pertaining to records maintained by National Personnel Records Center should be addressed to:

Director, National Personnel Records Center
9700 Page Boulevard
St. Louis, Missouri 63132
Telephone: Area Code 314/268-7155

Correspondence pertaining to OQR and SRB records maintained by the respective commanding officers should be addressed to the command concerned as is shown in the Standard Navy Distribution List - Part 1 (OPNAV P09B3-107)

Correspondence should contain the full name, Social Security Number and signature of the requester. The individual may visit any of the above activities for review of records. Proof of identification may consist of his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD Form 214), his discharge certificate, his driver's license or by providing such other data sufficient to insure that the individual is the subject of the inquiry.

**Record access procedures:**

Information may be obtained from:

Commandant of the Marine Corps (Code MS)
Headquarters, U S Marine Corps
Columbia Pike & Arlington Ridge Road
Arlington, Virginia 20380
Telephone: Area Code 202/694-1043

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Staff agencies and subdivisions of Headquarters, U S Marine Corps
Marine Corps commands and organizations
other agencies of federal, state, and local governments
Medical reports
Correspondence from financial and other commercial enterprises
Correspondence and records of educational institutions
Correspondence of private citizens addressed directly to the Marine Corps or via the U S Congress and other agencies
Investigations to determine suitability for enlistment, security clearances, and special assignments
Investigations related to disciplinary proceedings

**Systems exempted from certain provisions of the act:**

None

MMN00007

**System name:**

Marine Corps Motion Picture/Instructional Television (ITV) Archives

**System location:**

Motion Picture and TV Archives, Marine Corps Development and Education Command, Quantico, Virginia

**Categories of individuals covered by the system:**

Personnel who have been photographed while participating in Marine Corps related events.

Categories of records in the system:

The archives contains motion picture photography and videotape footage documenting Marine Corps related events.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Material contained in the archives is used for Marine Corps reports, education programs, public information, training programs, recruiting purposes, and for general release to the public. Material is available to other DOD and Federal agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Films and videotapes are stored on film racks in film vaults.

Retrievability:

Personnel identified in the films and videotapes are listed alphabetically in an index system.

Safeguards:

Film vaults are locked when not in use. Only authorized personnel have access. During non-working hours, rooms and buildings containing the films and videotapes are locked.

Retention and disposal:

Films and videotapes are maintained indefinitely.

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Notification procedure:

Information may be obtained from:
Commandant of the Marine Corps (Code HD)
Headquarters, U. S. Marine Corps
washington, D C 20380
Telephone: Area Code 202/433-3027

Record access procedures:

Requests should be addressed to: Commandant of the Marine Corps (Code HD), Headquarters, U S Marine Corps, Washington, D C 20380

Written requests should contain full name of the individual, current address and telephone number.

For personal visits, the individual concerned should contact the Director of History and Museums Division, (Code HD), Headquarters, U S Marine Corps, Washington, D C 20380, Telephone: Area Code: 202-433-2616

Contesting record procedures:

Rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Material within the archives is from Marine Corps Field Motion Picture and ITV Facilities.

Systems exempted from certain provisions of the act:

None

MMN00008

System name:

Marine Corps Still Photographic Archives

System location:

Director of History and Museums Division (Code HD), Headquarters, U. S. Marine Corps, Building 159E, Washington Navy Yard, Washington, D C 20380

Decentralized system - organizational elements of the U. S. Marine Corps maintaining still photographic files.

Categories of individuals covered by the system:

Personnel who have been photographed while participating in Marine Corps related events.

Categories of records in the system:

The Archives contains documentary photography of Marine Corps related events.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Material contained in the archives is used for Marine Corps reports, education programs, manuals, public information, training programs, recruiting purposes, and for general release to the public. Material is available to other DOD and Federal agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Photographic records are maintained in large Dibold file machines.

Retrievability:

Personnel identified in the photographic records are listed alphabetically in an index system.

Safeguards:

Photographic records are maintained in large Dibold file machines which are locked when not in use. Only authorized personnel have access. During non-working hours, rooms containing the records are locked.

Retention and disposal:

A 25-year archives is maintained. Older records are trans- ferred to the National Archives, Washington, D C

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Decentralized systems managed by local commands.

Notification procedure:

Information may be obtained from:
Commandant of the Marine Corps (Code HD)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone: Area Code 202/433-3027

Record access procedures:

Requests should be addressed to: Commandant of the Marine Corps (Code HD), Headquarters, U S Marine Corps, Washington, D C 20380

Written requests should contain full name of the individual, current address and telephone number.

For personal visits the individual should proceed to: Washington Navy Yard, Building 159E, Washington, D C

Contesting record procedures:

Rules for access to records and for contesting contents by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

All material within the archives is from either Marine Corps Field Photographic Facilities or from Private donations.

Systems exempted from certain provisions of the act:

None

MMN00009

System name:

Military Police Information System (MILPINS)

System location:

Decentralized segments - commands within area of jurisdiction.

Categories of individuals covered by the system:

Files contain information concerning both military personnel and civilians who have come in contact with the Military Police as Victims, Suspects, or Witnesses to incidents, complaints reported to the Provost Marshal.

Categories of records in the system:

Incident/Complaints reported to the Installation Provost Marshal and all subjects listed on Field Interviews/Reports by the Military Police. Index cards containing name, social security number, address, offense charges, location of offense/incident, date, time, blotter entry number, military policy report number and disposition of case.

Authority for maintenance of the system:

Chapters 5, 6 and 7 of the Manual for Courts-Martial and Title 10, U S Code

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in connection with their assigned duties.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the

Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

To provide information to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States which has been authorized by law to conduct law enforcement activities pursuant to a request that the agency or instrumentality initiate criminal or civil action against an individual on behalf of the U S Marine Corps, the Department of the Navy, or the Department of Defense.

To provide information to individuals pursuant to a request for assistance in a criminal or civil action against a member of the U S Marine Corps, by the U S Marine Corps, the Department of the Navy, or the Department of Defense.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer magnetic tapes and index cards in metal files.

**Retrievability:**

Filed by full name or social security number (SSN)

**Safeguards:**

Records are maintained in area accessible only to authorized personnel that are properly screened, cleared and trained. Files can only be retrieved by the Director or Assistant Director, Automated Services Center by utilizing an assigned code number.

**Retention and disposal:**

Two years and then purged

**System manager(s) and address:**

Installation Provost Marshal of activity concerned.

**Notification procedure:**

Information may be obtained from:
Installation Provost Marshal of activity concerned.

**Record access procedures:**

Requests from individuals should be addressed to Provost Marshal of activity concerned.

Written requests for information should contain the full name of the individual, social security number, date and place of birth.

For visits, the individual should report to Provost Marshal of the respective installation.

**Contesting record procedures:**

The rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

Military Police Blotters and Field Interview Cards.

**Systems exempted from certain provisions of the act:**

None

## MMN00010

**System name:**

Personnel Services Working Files

**System location:**

All Marine Corps activities.

**Categories of individuals covered by the system:**

Members and former members of the Marine Corps and Marine Corps Reserve; permanently and temporarily retired members of the Marine Corps and Marine Corps Reserve; members of the Fleet Marine Corps Reserve; Federal civil service employees of the Marine Corps; and dependents, survivors or appointed agents of the foregoing. Some information about dependents and other members of families or former families of Marine Corps personnel may be included in files pertaining to the Marine. Inquiries from the general public, whether addressed directly to HQMC or received via a third party, may be retained together with information obtained in the course of completing required action or in preparing a response.

**Categories of records in the system:**

Files contain information pertaining to identification; prior service; location and addresses; decedent affairs; military honors at funerals; recovery of remains; casualty notification; condolence letters to next of kin; transportation, passports and visas for next of kin of casualties medically warranted overseas; missing persons; prisoners of war; reserve disability benefits; casualty statistics; certification of eligibility for award of Purple Heart Medal; death benefits and annuity payments; official reports of casualty; certification of life insurance coverage; investigative reports; travel of dependents; reports and death certificates substantiating casualty status; intelligence reports concerning missing and captured members; prior and present marital status; dissolution of prior marriages; birth, marriage and death certificates; adopting of children; financial responsibility; child support; claims of non-support; personal health and welfare reports; alien marriages; conduct and personal history as it pertains to marriage and its responsibilities; medical information; garnishment of pay; powers of attorney; personal financial records; police and fire reports; records of emergency data; medical care; use of exchanges, commissaries and theatres; recovery of invalid dependent identification and privilege cards; correction of naval records; defense related employment; veterans rights, benefits and privileges; awards, recommendations and/or issuances; Survivor Benefit Plan; preseparation counseling; civil readjustment; Retired Serviceman's Family Protection Plan; residence; basic allowance for quarters; leave and liberty; financial assistance; extensions of emergency leave; in service FHA mortgage insurance loans; reimbursement for damage to or loss of personal property; transportation of household goods; claims against the government; lost, damaged or abandoned property; medical bills; determinations of dependency status; claims against commercial carriers, insurers, and contractors; dependent identification and privilege cards; official correspondence (includes correspondence with Marine Corps commands and organizations, other Armed Services, the White House, members of Congress, Department of Defense, and other agencies of federal, state and local government); other correspondence (including correspondence from Marines, their families, attorneys, doctors, lawyers, clergymen, administrators/executors/guardians of estates, American Red Cross and other welfare agencies and the general public, whether addressed directly to the Marine Corps or via third parties); internal routing and processing of personal affairs matters; and records of interviews and telephonic conversations.

**Authority for maintenance of the system:**

Title 10, U. S. Code 1071-1087, 1441-1455, 1475-1488, 2771, 6148a, b, and d; Title 31, U. S. Code 240-243; Title 37, U. S. Code 401 and 551, et. seq.; Title 38, U. S. Code 765-770, 2021-2026; Title 42, U. S. Code 659; Title 50, U. S. Code 1436 and E O 11016; Title 5, U S Code 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To facilitate administration of programs concerning the personal welfare of Marines and their dependents and/or survivors to include decedent affairs; casualty reporting and notification of next of kin; transportation of household goods; travel of dependents; missing and captured personnel; reserve disability benefits; casualty statistics; death benefits and annuity payments; official reports of casualty; determination of dependency status for the purpose of travel, basic allowance for quarters and Uniformed Services identification and Privilege Card entitlement; the granting of privileges for medical care, use of commissaries, exchanges and theatres; issuance and recovery of identification cards; correction of naval records; garnishment of pay; defense related employment; veterans rights, benefits and privileges; adjudication of claims against the government; support of dependents; personal affairs, welfare and family assistance; preseparation counseling and civil readjustment; display of recognition for individual accomplishments.

To facilitate preparation and maintain a record of responses to inquiries and other communications from staff sections within Headquarters, U. S. Marine Corps, Marine Corps commands and organizations, other Armed Services, the White House, members of Congress, Department of Defense, other agencies of federal, state and local governments; Marines, their families, attorneys, doctors, lawyers, clergymen, administrators/executors/ guardians of estates, American Red Cross, and other welfare agencies and the general public.

To provide a record of decisions and actions taken.

By officials and employees of the Marine Corps and Marine Corps Reserve in the performance of their official duties in the administration of programs relating to the personal affairs matters cited above.

By officials and employees of the Department of the Navy, Department of Defense, and other geovernment agencies in the performance of their official duties related to the determination of entitlement to compensations, annuities, government insurance; and other rights, benefits and privileges.

By government agencies or private organizations under government contract to perform analytical and historical research pertaining to casualties.

By intelligence and other government agencies assisting in the investigation of circumstances of casualty and in accounting for personnel who are deceased (body not recovered), missing, captured, or detained.

By Marines, former Marines, their next of kin (in cases of death only), or persons or organizations designated by them in writing for whatever purpose access to the record is desired.

Information obtained, developed, or processed in performing functions related to this record system may be entered into the Marine Corps Manpower Management System and the Marine Corps Military Personnel Records System.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, vertical strip files, microfiche and card files stored in filing cabinets, shelves, tables and desks.

Retrievability:

Files are accessed and retrieved by subject matter and by individual. Identification of individual is by name or social security number.

Safeguards:

Building is located in controlled access area with security guards on 24 hour duty. Access to information contained in the files is limited to officials and employees of Headquarters, U. S. Marine Corps acting in their official capacity upon demonstration of a need-to-know basis. Records held by field activities are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained. Locked and/or guarded offices.

Retention and disposal:

Files are retained for differing lengths of time, depending upon the purpose of the information contained therein. Death benefit data are retained for five years and then destroyed; records of emergency data are retained until the Marine's death or separation from active duty or the active reserves; Department of Defense Reports of Casualty are retained for such period as deemed necessary, and then transferred to the Historical Division, Headquarters, U. S. Marine Corps; casualty statistics and rosters, and statistical reports are retained for such period as deemed necessary and then transferred to Historical Division, Headquarters, U. S. Marine Corps or destroyed as deemed appropriate; missing and captured personnel data and unusual miscellaneous casualty topica data are retained for such period as deemed necessary and then destroyed; files concerning dependency determination are retained for one year and then destroyed; files concerning veterans rights, benefits and privileges are retained indefinitely or until the member and all eligible survivors are deceased; files concerning correction of naval records are destroyed upon completion of action; files regarding adjudication of claims against the government are retained for six months and then destroyed; files containing information which could be considered to be of a derogatory nature are disposed of as directed by competent authority; all other files are retained for three years and then destroyed.

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U. S. Marine Corps, Washington, D C. 20380.

Notification procedure:

Correspondence pertaining to files maintained should be addressed to:

Commandant of the Marine Corps (Code MS)
Headquarters, U. S. Marine Corps
Washington, D C 20380
Telephone: Area Code 202-694-3143

Correspondence should contain the full name, social security number and signature of the requester. The individual may visit the above location for review of files. Proof of identification may consist of the active, reserve, retired or dependent identification card, the Armed Forces Report of Transfer or Discharge (DD-214), discharge certificate, driver's license, social security card, or by providing such other data sufficient to ensure the individual is the subject of the inquiry.

Record access procedures:

Information may be obtained from:

Commandant of the Marine Corps (Code MS)
Henderson Hall, Building No. 4, Room 109A
Arlington, Virginia 22214
Telephone: Area Code 202-694-3143

Contesting record procedures:

The agency's rules for access to files and for contesting and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Marine Corps Manpower Management System
Joint Uniform Military Pay System
Marine Corps Military Personnel Records System
Marine Corps Deserter Inquiry File
Staff agencies and subdivisions of Headquarters, U. S. Marine Corps
Marine Corps commands and organizations
Other agencies of federal, state, and local governments
Educational institutions
Medical reports and psychiatric evaluations
Financial institutions and other commercial enterprises
Civil courts and law enforcement agencies
Correspondence and telephone calls from private citizens initiated directly to the Marine Corps or via the U. S. Congress and other agencies.
Investigative reports
American Red Cross and similar welfare agencies
Veterans' Administration

Systems exempted from certain provisions of the act:

None

MMN00011

System name:

Source Data Automated Fitness Report System (SDAFRS)

System location:

Personnel Management Division, Manpower Department, Headquarters, U S Marine Corps, Washington, D C 20380

Categories of individuals covered by the system:

Former, present and future U S Marine Corps active duty and organized Reserve Commissioned and Non-Commissioned Officers in the rank of Sergeant and above.

Categories of records in the system:

System contains automated records created through optical scan of Marine Corps Fitness Reports, which are evaluations of duties performed and the manner of such performance. Fitness reports represent a comprehensive portrayal of the professional qualifications, personal traits and characteristics and individual potential. Fitness reports include narrative comments, numerical grading and comparison with those peers rated by the commanding officer or other reporting senior of the individual addressed. Fitness reports contain personal identification such as name, rank, social security number, location and number of dependents, etc. in addition to individual evaluation data.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Headquarters, U S Marine Corps - By officials and employees of the Marine Corps in the performance of their official duties related to the management of Marine Corps personnel through screening and selection of individuals for promotion, duty assignment, career counseling and the administration of the personnel management system.

Marine Corps Commands -To allow commanders to identify skills and experience of Marines due to report for duty with the commands during the forthcoming fiscal year.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties in connection with military personnel management, appeals and litigations related thereto.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of Joint committee on matters within their jurisdiction requiring disclosure of the files of the fitness report system.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the perform-

ance of duties of the General Accounting Office relating to the Marine Corps Manpower Management System.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper original of fitness report is exposed to SDAFRS scanning and then transferred to the personnel file jacket of the individual concerned and stored within the Marine Corps Military Personnel Records Sysem.

Automated records are stored on magnetic tape

**Retrievability:**

Paper original of fitness report is accessed by a combination of last name and social security number.

Automated records (magnetic tapes) are accessed by social security number.

**Safeguards:**

Building housing computer employs 24 hour security guards. Access to terminal is limited to authorized personnel on a need-to-know basis. Distribution of printouts of information from the system is restricted to authorized persons in the performance of their assigned duties and destroyed after use.

**Retention and disposal:**

Records, both paper and tape, are permanent. Paper records are stored in the Marine Corps Military Personnel Records System. Tape records are removed from the active file to a historical file for retention according to appropriate magnetic record retention policies.

**System manager(s) and address:**

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

**Notification procedure:**

Information may be obtained from:

The Commandant of the Marine Corps (Code MM)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone: Area Code 202/694-3122

**Record access procedures:**

Requests from individuals should be addressed to: Commandant of the Marine Corps (Code MM), Headquarters, U S Marine Corps, Washington, D. C. 20380

Written requests for information should contain the individual's name, social security number, signature and the dates covered by the report(s) in question.

Personal visits may be made to Manpower Department, Headquarters, U S Marine Corps, Federal Office Building 2, Washington, D C 20380. For personal visits the individual should be able to provide personal identification to include valid military identification or two valid civilian items of identification such as driver's license, social security card, medicare card, etc.

**Contesting record procedures:**

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the Commandant of the Marine Corps (Code M), Headquarters, U S Marine Corps, Washington, D C 20380

**Record source categories:**

Each officer and noncommissioned officer in the rank of sergeant and above provides the personal information on the fitness report form. The form is then submitted to the commanding officer or immediate superior (reporting senior) for completion of the evaluation portion of the form and fowarding to Headquarters, U S Marine Corps, Washington, D C 20380

**Systems exempted from certain provisions of the act:**

None

## MMN00013

**System name:**

Personnel Management Working Files

**System location:**

All Marine Corps activities.

**Categories of individuals covered by the system:**

Members of the U S Marine Corps and Marine Corps Reserve; former members of the Marine Corps and Marine Corps Reserve; retired and temporarily retired members of the Marine Corps and Marine Corps Reserve; members of the Fleet Marine Corps Reserve; and applicants for entry into the Marine Corps or Marine Corps Reserve.

Military personnel, federal employees, and dependents who apply through the Marine Corps for no-fee passports for official travel to countries requiring a passport.

Dependents of Marines and other family members with respect to matters pertaining to the individual Marine, former Marine or applicant.

Members of other services assigned to or serving with the Marine Corps.

**Categories of records in the system:**

File contains informaton pertaining to identification, recruitment, enlistment, commissioning, prior service, reenlistment or extension of enlistment, lateral occupational movement, civilian employment, letters of reference, education, training, career counselling, religious preference as provided by the individual, qualifications, intelligence and aptitude testing, classification, assignment, location addresses, promotions, reductions in rank, proficiency, conduct, performance of duty, discipline, offenses and punishments under the Uniform Code of Military Conduct, courts-martial, personal history, investigations, security clearances, police and court records, civil arrests and convictions, birth and marriage certificates, divorce and other decrees, financial responsibility and letters of indebtedness, marital status, dependents, families' citizenships, passports and visas, travel and travel orders, leave records, transportation of dependents and household goods, pay records, claims against the government, decorations and awards, commendations, medical records to include psychiatric evaluations, disability proceedings, separation and retirement, official correspondence (includes internal Marine Corps and Department of the Navy correspondence, as well as correspondence with the Executive, Legislative, and Judicial Branches of federal, state and local government) and other correspondence (includes correspondence from Marines, their dependents and families, attorneys, doctors, educators, clergymen and members of the general public whether addressed directly to the Marine Corps or via third parties, (president, congressmen, etc.), personnel who apply to express a grievance through personal interviews with the Commanding General via the chains of command as authorized by Article 1107.1, U S Navy Regulations (Request Mast), personal counselling.)

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Headquarters, U S Marine Corps - To facilitate personnel management actions and decisions related to recruitment, enlistment, commissioning, testing, training, classification, assignment, transfer (including humanitarian), travel order issuance, passport application, promotion, reenlistment, retention on active duty, augmentation from reserve to regular status, recovery of absentees and deserters, investigations, correction of records, dependency status, disability proceedings, separation (including hardship discharge), transfer to the Fleet Marine Corps Reserve and retirement.

Marine Corps commands, organizations, districts, and units - By officials and employees of the Marine Corps in the execution of their official duties related to personnel management actions and decisions in support of pursuit of actions cited above. Such actions can include administration of requests, appeals, grievances, discipline and litigations; administration of benefits and entitlements; management and administration of retirement and veteran's affairs programs; responses to inquiries and correspondence; and the counseling of individual Marines regarding such matters as their performance records, career opportunites and personal concerns.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties in connection with military personnel management, appeals and litigations related thereto.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court orders pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files of the system.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps Manpower Management System.

To provide information to another agency or to an instrumentality of any governmental jurisdiction within or under the control of the United States which has been authorized by law to conduct law enforcement activities pursuant to a request that the agency or instrumentality initiate criminal or civil action against an individual on behalf of the U S Marine Corps, the Department of the Navy, or the Department of Defense.

To provide information to individuals pursuant to a request for assistance in a criminal or civil action against a member of the U S Marine Corps, by the U S Marine Corps, the Department of the Navy, or the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files as represented by card files, strip files, microfiche computer printouts from the Manpower Management System or the Joint Uniform Military Pay System and file folders. Files are stored in filing cabinets, on shelves and on tables in controlled access areas.

Retrievability:

Files are accessed and retrieved by subject and by the name and social security number.

Safeguards:

In compliance with the specified requirements for security of FOUO material.

Retention and disposal:

Files are retained for differing lengths of time, depending upon the purpose of the information contained therein. Promotion data is retained three years, then transferred to Historical Division, Headquarters, U S Marine Corps. Passport data is retained six years, then destroyed. Enlisted assignment data is retained two years, then destroyed. Certain officer assignment data is destroyed when the officer is released from active duty. Disability retirement data is retained two years from the date of removal of the individual from the Temporarily Disability Retirement List, then destroyed. Retirement correspondence is retained for one year following individual's retirement. Retirement files are retained until the individual's death. Personal counselling records are maintained one year, career counselling records are maintained within the individual's official records. All other files are retained three years, then destroyed.

System manager(s) and address:

Local commanding officer.

Notification procedure:

Information may be obtained from the Commandant of the Marine Corps (Code MM), Headquarters, U S Marine Corps, Washington, D C 20380, the current command, the last duty station, or applicable activity.

Additional information concerning personnel assigned to Occupational Field 55 (Band) may be obtained from the Commandant of the Marine Corps (Code MPC), Headquarters, U. S. Marine Corps, Washington, D. C. 20380 Telephone: Area Code 202/694-4154.

Record access procedures:

Requests from individual's may be addressed to the Commandant of the Marine Corps (Code MM), Headquarters, U S Marine Corps, Washington, D C, the current command or last duty station.

Written requests for information should contain the full name of the individual and his social security number or former military service number. The following information will also be helpful in locating some records: military rank and occupational specialty, dates and places of service, and any special correspondence previously received or sent.

For personal visits, the individual may visit the Personnel Management Division, Headquarters, U S Marine Corps, Federal Office Building 2, Washington, D C 20380 or Marine Corps commands and districts.

For personal visits, the individual should be able to provide personal identification to include valid military or dependent identification card or two valid civilian items of identification such as driver's license, social security card, medicare card, etc.

Contesting record procedures:

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from Commandant of the the Marine Corps (Code M), Headquarters, U S Marine Corps, Washington, D C 20380

Record source categories:

Information in the system is obtained from the Marine Corps Manpower Management System; the Joint Uniform Military Pay System; Marine Corps Military Personnel Records to include the Service Record Book and Officer Qualification Record; Military Medical Records; Marine Corps Deserter Inquiry File; staff elements and subdivisions of Headquarters, U S Marine Corps; Marine Corps field commands, organizations, and activities; other components of the Department of Defense; agencies of federal, state, and local government, to include: civil courts and law enforcement, previous employers; financial institutions and commercial enterprises; educational institutions; private citizens provided as character references by the individual; investigations related to disciplinary proceedings; and correspondence of private citizens addressed directly to the Marine Corps or via third parties such as members of Congress and other governmental agencies.

Systems exempted from certain provisions of the act:

NONE

MMN00014

System name:

Work Measurement Labor Distribution Cards

System location:

All Marine Corps activities

Categories of individuals covered by the system:

Marine Corps employees, civilian, military and occasional summer hires funded by state and local programs

Categories of records in the system:

Labor distribution cards which have been prepared by either the concerned individual or the supervisor to record the number of hours worked, the number of units produced by the employee, the function of the employee during that time, and the job number of the job. Also, the system contains summarizations of said card and computer input and output relative to said card.

Authority for maintenance of the system:

Title 10, U. S. Code 124; 133

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide an input data base for daily labor on all individuals assigned to work organizations designated as part of the work measurement labor distribution system or to provide a data base for systems implementation testing.

Work Section Supervisors - Compiled reports by individual are prepared for the work section supervisor who verifies that each of the assigned employees either reported the required number of hours or entered appropriate corrections.

Work Measurement System - Integrates the data by individual to prepare productivity reports, statistical costs and budget workload information which is used primarily for local reports and to provide data for manpower requirements programs, both locally and at Headquarters, U. S. Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Labor distribution cards are processed to capture the source data. The input cards are then filed in nonsequential order pending completion of the report cycle. Punch cards or their successor equivalent will be input into a computer program to prepare the work center list by individual.

Punch cards may be summarized on noncomputerized lists by individual. Such lists may be kept by the employees' supervisor.

Retrievability:

The information identified by individual is available only from the lists maintained by the work center supervisor within one year of the work week in question.

Safeguards:

The alphabetical listings are maintained by each work center supervisor.

Retention and disposal:

Lists are destroyed one year after the subject work week.

System manager(s) and address:

Commanding officer of activity.

Notification procedure:

Information may be obtain from the SYSMANAGER.

Record access procedures:

Written requests from individuals should be addressed to the SYSMANAGER. Requests should include name of employee, work center number, and work week for which data is requested. Personal visits and telephone calls should be made directly to the employee's work center supervisor.

Contesting record procedures:

The information on the list is only that which was submitted by the employee and should be corrected during the work month. After that time, the manhours are entered on local and Headquarters reports and no corrective action is possible.

**Record source categories:**

No particular format required for request.

**Systems exempted from certain provisions of the act:**

None.

MMN00016

**System name:**

Accident and Injury Reporting System

**System location:**

Organizational elements of the U S Marine Corps as listed in the Directory of the Department of the Navy Activities.

**Categories of individuals covered by the system:**

Military or civilian employees who are involved in accidents which result in lost time, government or private property damage or destruction and personnel injury or death.

**Categories of records in the system:**

Name, rank, social security number, type of accident, degree of injury, days lost, date of injury, date returned to work, date and time of death (if a fatality), and all other factors concerning such accidents and injuries.

Reports include consolidated accident injury report, accident injury report, and report of motor vehicle accident.

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Providing reporting information to higher headquarters in the computation of accident injury rates, consolidated accident report by separate category, motor vehicle accident-injury rates.

For utilization in the establishment of safety program, identification of unsafe working conditions and such other areas which prove a danger to personnel and/or property.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folder, card files, punched cards, magnetic tape, and display boards

**Retrievability:**

Name, SSN

**Safeguards:**

Access provided on a need-to-know basis only. Locked and/or guarded office.

**Retention and disposal:**

Five years - disposal per SECNAV Records Disposal Manual.

**System manager(s) and address:**

Commanding Officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

**Notification procedure:**

Apply to SYSMANAGER.

**Record access procedures:**

The agency's rules for access to records may be obtained from the SYSMANAGER.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Individual concerned, military police traffic accident investigation reports, accident injury reports, other records of the activity, witness, and other correspondents.

**Systems exempted from certain provisions of the act:**

None

MMN00017

**System name:**

Armory Access and Individual Weapons Assignments

**System location:**

Organizational elements of the U S Marine Corps as listed in the Directory of Department of the Navy Activities.

**Categories of individuals covered by the system:**

All personnel assigned government weapons.

All personnel authorized access to individual armories.

**Categories of records in the system:**

Records depict name of individual, type of weapon assigned, serial number of that weapon, accessories in the individual's possession, condition of the weapon and accessories, and individual's signature acknowledging receipt.

Name, rank, social security number of personnel authorized access to individual armories.

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Weapons accountability, management and control of all U S Government weapons/accessories issued to personnel.

Control of personnel authorized access to armory spaces in the official execution of their duties.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders, cards, punched cards, magnetic tapes.

**Retrievability:**

Records retained by name or weapons serial numbers.

**Safeguards:**

Access rosters and personnel weapons assignments are provided on a need-to-know basis only. Locked and/or guarded office.

**Retention and disposal:**

As established by SYSMANAGER per SECNAV Records Disposal Manual.

**System manager(s) and address:**

Commanding Officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

**Notification procedure:**

Apply to SYSMANAGER.

**Record access procedures:**

The agency's rules for access to records may be obtained from the SYSMANAGER.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Individual concerned, other records of the activity.

**Systems exempted from certain provisions of the act:**

None

MMN00018

**System name:**

Base Security Incident Reporting System

**System location:**

Organizational elements of the U S Marine Corps as listed in the Directory of the Department of the Navy Activities.

**Categories of individuals covered by the system:**

Individual involved in or witnessing or reporting incidents requiring the attention of base security or law enforcement personnel.

**Categories of records in the system:**

Incident/complaint reports; witness statements; stolen property reports; military police investigator's report; military police motor vehicle accident and injury report; military police alert cards; military police property custody forms, tags, and disposition of evidence letters; military police field interview cards; military police desk blotter; use of force reports; traffic violation records; driving record reports; traffic court files; citations to appear before U S Magistrate; criminal investigation reports; civil court case records; minor offense report; uniform violation report; narcotics reports; polygraphy examinations; letters of warning/eviction from base housing; letters of warning/barring from federal reservation; Armed Forces police reports; suspect photographic files; child abuse files; juvenile case files; valuable property receipt; vehicle impound files and vehicle towing reports; suspension of driving privileges and revocation letters; assignment to absentee/deserter escort duty; informant list; Master Crime index card; evidence record file; military police log/journal; breathalyzer report; criminal investigation file; and any other such

report received by military police personnel in the official execution of their duties.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For law enforcement purposes by duly authorized personnel of the U S Marine Corps, Department of Defense and its related components, representatives of the U S Congress or any committee or subcommittee thereof on matters within their jurisdiction requiring disclosure of such files, or officials of federal investigative agencies in the performance of their official duties.

Provide evidence in uniform court of military justice and Title 18, U S Code 1382 proceedings and such related criminal investigations as are required.

Provide to local, state, and federal investigative agencies or court officials such information that properly falls within their purview requiring further investigation or court action.

Used by command legal personnel in the prosecution of military offenses and other administrative actions.

Support insurance claims and civil litigation.

Provide basis for revocation of base driving privileges.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, metal filing cabinets, magnetic tapes.

Retrievability:

Name, Social security number, case number, organization

Safeguards:

Access provided on a need-to-know basis only. Locked and/or guarded office.

Retention and disposal:

As established by SYSMANAGER per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding Officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

Notification procedure:

Apply to SYSMANAGER.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under Title 5, U S Code 552 a (J) or (K) as applicable, for additional information, contact the SYSMANGER.

MMN00019

System name:

Drug/Alcohol Abuse Reporting Program

System location:

Organizational elements of the U S Marine Corps as listed in the Directory of the Department of the Navy Activities.

Categories of individuals covered by the system:

All military personnel who have been tested for, identified, evaluated, apprehended, or rehabilitated for drug or alcohol abuse.

All military personnel who have been granted drug abuse exemption.

All military personnel who are seeking assistance in drug or alcohol abuse programs.

Categories of records in the system:

Drug abuse identification/rehabilitation statistical reports, alcohol abuse identification/rehabilitation statistical reports, grant of drug exemption report, request for disposition on drug dependent personnel, grant of exemption/ rehabilitation case file to include medical evaluations, counselor evaluations, monthly progress reports, alcoholism education roster, and such correspondence or messages sent or sent by SYSMANAGER pertaining to the individual concerned. Urinanalysis specimen control register and military police drug/alcohol related offense reports.

Authority for maintenance of the system:

Title 5, U S COde 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide information to Headquarters, U S Marine Corps, organization and command officers, who in the official execution of their duties require such information in order to manage the drug/alcohol abuse control programs to include identification, counseling, and rehabilitation of abusers, the granting of exemption, control of urine specimen and the reporting of statistical information. To provide counselor reference information for the establishment of case history, therapy plans, recommendations and referrals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tapes.

Retrievability:

Name, social security number, case number.

Safeguards:

Access provided on a need-to-know basis only. Locked and/or guarded office.

Retention and disposal:

As established by SYSMANAGER per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding Officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

Notification procedure:

Apply to SYSMANAGER.

Record access procedures:

Rules for access may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual concerned, other records of the activity, medical personnel, military police or other correspondences.

Systems exempted from certain provisions of the act:

None

MMN00020

System name:

Pet Registration

System location:

Organizational elements of the U S Marine Corps as listed in the Directory of Department of the Navy Activities.

Categories of individuals covered by the system:

Owners of pets residing on Naval reservations.

Owners of pets in quarantine as the result of biting complaints

Owners of pets whose pet is subject of nuisance complaints

Categories of records in the system:

Owners name, social security number, address and description of pet, tag number, vaccination and registration information.

Record of complaints for vicious animals or bites.

Record of complaints for nuisance pets

Authority for maintenance of the system:

Title 5, U S Code 301; Departmental Regulations, Federal, State, and Local Regulations, as applicable.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide for registration of pets to ensure appropriate innoculations in compliance with federal, state, and local laws.

Assist in the identification of rightful owners.

Identity dangerous pets and provide for quarantine of those animals suspected of biting.

Identify those pets which pose a nuisance to others and/or a health or safety hazard.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tapes.

**Retrievability:**

Name, social security number, case number

**Safeguards:**

Access provided on a need-to-know basis only. Locked and/or guarded office.

**Retention and disposal:**

As established by SYSMANAGER per SECNAV Records Disposal Manual.

**System manager(s) and address:**

Commanding Officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

**Notification procedure:**

Apply to SYSMANAGER

**Record access procedures:**

The agency's rules for access to records may be obtained from the SYSMANAGER.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Veterinary records and statements provided by pet owners, bit victims, military police, animal shelter, hospital personnel.

**Systems exempted from certain provisions of the act:**

None

MMN00021

**System name:**

Weapons Registration

**System location:**

Organizational elements of the U S Marine Corps as listed in the Directory of Department of the Navy Activities.

**Categories of individuals covered by the system:**

All individuals, military or civilian, registered firearms or other weapons with Provost Marshal.

All individuals who purchase a firearm or weapon at authorized exchange activities.

Any individual who resides in government quarters who possesses privately owned firearms.

**Categories of records in the system:**

Weapon registration cards, weapon permit cards, notification to commanding officers of failure to register a firearm purchased at authorized exchanges, exchange notification or firearm purchase. Such records showing name, rank. social security number, organization, physical location of subject weapon, weapon description and such other identifiable items required to comply with all federal state, and local weapons registration ordinances.

**Authority for maintenance of the system:**

Title 5, U S Code 301; Departmental regulations; federal, state and local regulations as applicable.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To assure proper control of all firearms/weapons introduced onboard Naval reservations and to monitor the purchase and disposition of firearms/weapons onboard Naval reservations/Marine Corps installations.

To provide local, state, and federal law enforcement officials information as required in their execution of official duties.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders, card files, punched cards, magnetic tapes.

**Retrievability:**

Name, social security number, organization, caliber and gage of weapon

**Safeguards:**

Access provided on a need-to-know basis only. Locked and/or guarded offices.

**Retention and disposal:**

As established by SYSMANAGER per SECNAV Records Disposal Manual.

**System manager(s) and address:**

Commanding Officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

**Notification procedure:**

Apply to SYSMANAGER.

**Record access procedures:**

The agency's rules for access to records may be obtained from the SYSMANAGER.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Individual concerned, other records of activity, investigators, witnesses and correspondents.

**Systems exempted from certain provisions of the act:**

None

MMN00022

**System name:**

Vehicle Control System

**System location:**

Organizational elements of the U S Marine Corps as listed in the Directory of Department of the Navy Activities.

**Categories of individuals covered by the system:**

All individuals that have motor vehicles, boats, or trailers registered at a particular Naval installation on either a permanent or temporary basis.

All individuals who apply for a Government Motor Vehicle Operator's license.

All individuals who possess a Government Motor Vehicle Operator's license with authority to operate government motor vehicles.

**Categories of records in the system:**

Record files of each individual who have vehicles registered on a particular Naval installation which include decal data, insurance information, state of registration listing, auto license plate information, plus such other personal history data required vehicle registration and identification.

Records of traffic violations, citations and suspensions

For government motor vehicle operators: Application for vehicle operator's I D card: Operator qualifications and record of licensing examination and performance, record of failures Government Motor Vehicle Operator's permit, record of issue of SF-46, Record of Government Motor Vehicle accidents, standard Form 91 accident report, record of SF46 suspensions/ revocations, record of MOJT student driver's training.

Identification of parking control

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used as car pool locator, vehicle registration, parking control insurance, verification and identification of vehicles to law enforcement personnel in the official execution of their duties.

To provide records on individual government drivers as it relates to their ability in operating a motor vehicle in order for official personnel to manage a safe and responsive motor transport organization. Such information used in conducting accident prevention programs, changing occupations and revoking or suspending government motor vehicle permits, disciplinary proceedings.

To assist federal, state, and local law enforcement agencies in the official execution of their duties when disclosure of such records is warranted.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders, card files, punched cards, magnetic tapes.

**Retrievability:**

Name, social security number, case number, organization, decal number, state license plate number, vehicle description.

**Safeguards:**

Access provided on a need-to-know basis only. Locked and/or guarded offices.

**Retention and disposal:**

As established by SYSMANAGER per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding Officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

Notification procedure:

Apply to SYSMANAGER

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

Systems exempted from certain provisions of the act:

None

MMN00023

System name:

Prisoner Records

System location:

Organizational elements of the U S Marine Corps as listed in the Directory of Department of the Navy Activities.

Categories of individuals covered by the system:

All military personnel who are confined in a detailed, adjudged or sentenced status.

Categories of records in the system:

Information contained in the Manpower Management System data base, personal history to include civilian and military legal status, confinement progress reports and medical related information. Such other records as: Prisoner Conduct Record, Prisoner Confinement and Release Order, Prisoner Request for Restoration or Clemency, Prisoner Waiver of Restoration or Clemency, Court Martial Progress Report, Prisoner Identification Badge, Prisoner Data Card, Work and Training Report, Mail and Visiting List, Segregation Data Card, Prisoner Refusal to Eat Report, Prisoner Initial Contact Sheet, Prisoner Personal History, Prisoner Spot Evaluation Report, Counselor Continuation Sheet, Disciplinary Report, Prisoner Request Form, Prisoner Request for Funds Form, Prisoner Request for Pastoral Counseling, Prisoner Visiting Officer Form, Telephone and/or Visit Authorization Form, Receipt for Deposit Form, Prisoner Credit Chit, Prisoner Identification Form, Clothing/Health and Comfort Inventory Form, Work Program Request, Library Card, Psychiatric Evaluation and Medical Reports.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide an all inclusive file on each individual prisoner to assist facility staff personnel in the evaluation, assignment to programs, assignment of custodial classification, providing psychiatric and medical treatment, provide a proper mixture of individual and group counseling, in the preparation of the prisoner for offense free military service or to prepare him for his future adjustment to civilian life. Routinely used by local correctional personnel in the day-to-day management of prisoners within established programs, by medical personnel, local commanders and higher headquarters in the management and implementation of correctional programs.

Congress of the U S - By the Senate or House of Representatives of the U S or any committee or subcommittee thereof on matters within their jurisdiction requiring disclosure of the files.

Department of Defense and its components - By officials and employees of the Department in the performance of their official duties.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of the duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tapes.

Retrievability:

Name, social security number, case number, organization.

Safeguards:

Access provided on a need-to-know basis only. Locked and/or guarded office.

Retention and disposal:

As established by SYSMANAGER per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding Officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

Notification procedure:

Apply to SYSMANAGER.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

Systems exempted from certain provisions of the act:

None

MMN00024

System name:

Absentee Processing File

System location:

Organizational elements of the U. S Marine Corps as listed in the Director of the Department of the Navy Activities.

Categories of individuals covered by the system:

Marine Corps absentees and deserters; Marines in hands of civil authorities foreign and domestic; Marines who fail to comply with orders to new duty stations; suspected and convicted absentees and deserters who have returned to military control within the last two years.

Categories of records in the system:

Files contain manual records. These records reflect personal identification data, absentee's current status, parent command, notations of arrests, nature and disposition of criminal charges, and other pertinent information which is necessary to monitor, control and identify absentees.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For law enforcement purposes.

Headquarters, U S Marine Corps and Marine Corps commands, activities, and organizations - By officials and employees of the Marine Corps in connection with their assigned duties to record and monitor deserter/ absentee cases entered into the National Crime Information Center's Wanted Persons File; to monitor and assign absentees upon their return to military control; to ensure that absentees are formally charged in accordance with the Uniform Code of Military Justice prior to expiration of the Statute of Limitations; to monitor Marine absentees and deserters believed to be located in foreign countries; to monitor Marines who have failed to comply with permanent change of station (PCS) orders or orders to travel and report without escort; to insure correspondence pertaining to absentees and deserters received by the Marine Corps is processed in a timely manner; to insure that appropriate action is taken within the Manpower Management System to join or drop absentees to desertion; to provide periodic management reports concerning absentees and deserters as directed by higher authority.

Comptroller General of the U S - To respond to the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to Marine Corps Manpower Management Programs.

The Attorney General of the U S - To coordinate with the Attorney General or his authorized representatives in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice as carried out as the legal representative of the Executive Branch.

The Department of Defense - To coordinate with the other components of the Department of Defense as may be required to report, identify, apprehend and return Marine absentees and deserters to Marine Corps control.

Civilian Law Enforcement Agencies - To coordinate with appropriate federal, state, and local law enforcement agencies as may be required to report, identify, apprehend and return Marine absentees and deserters to Marine Corps control.

Courts - To respond to court orders in connection with matters before a court.

Congress of the United States - To respond to inquiries of the Senate or the House of Representatives of the United States or any committee or subcommittee thereof or any joint committee or joint subcommittee of the Congress on matters within their jurisdiction as may be requested of the Marine Corps.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored in file folders, card files, and punched cards.

**Retrievability:**

Records may be accessed by name, social security number, case number, or organization.

**Safeguards:**

Records are located in areas acessible only to authorized personnel that are properly screened, cleared and trained.

**Retention and disposal:**

As established by the SYSMANAGER per SECNAV Records Disposal Manual.

**System manager(s) and address:**

Commandant of the Marine Corps (Code MP), Headquarters, U S Marine Corps, Washington, D C 20380 or the Commanding Officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

**Notification procedure:**

Apply to SYSMANAGER.

**Record access procedures:**

Requests from individuals should be addressed to the Commandant of the Marine Corps (Code MP), Headquarters, U S Marine Corps, Washington, D C 20380 or the Commanding Officer of the activity in question. See Directory of Department of the Navy Mailing Addresses.

Written requests for information should contain the full name of the individual, his place and date of birth, his social security number, and his signature.

For personal visits, the individual should be able to provide military identification card, driver's license or other type of identification bearing picture or signature or by providing verbal data sufficient to insure that the individual is the subject of the inquiry.

**Contesting record procedures:**

The rules for contesting contents and appealing initial determinations may be obtained from the Commandant of the Marine Corps (Code JA), Headquarters, U S Marine Corps, Washington, D C 20380.

**Record source categories:**

Information in the system is obtained from the Marine Corps Military Personnel Records; from the individual's commanding officer, officer-in-charge, federal, state and local law enforcement agencies, lawyers, judges, Members of Congress, relatives of the individual, private citizens, the Veteran's Administration, and the individuals themselves.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under Title 5, U. S Code 552 a (j) or (k) as applicable. For additional information, contact the SYSMANAGER.

## MMN00027

**System name:**

Marine Corps Military Personnel Records Access Files

**System location:**

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

**Categories of individuals covered by the system:**

All officials and employees of the Department of Defense authorized to draw Marine Corps military personnel records and, except for agents of Secret Service, Federal Bureau of Investigation and Naval Investigative Service which agents are granted access by presentation of credentials, all designated, justified and approved law enforcement/investigative personnel of other Federal agencies permitted access to Marine Corps military personnel records at Headquarters, U S Marine Corps only.

**Categories of records in the system:**

Authorization cards submitted by officials of HQMC and DOD granting individual authority to order Headquarters, U. S Marine Corps official military personnel records.

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of Headquarters, U S Marine Corps. For controlling, monitoring and for providing a ready reference to personnel authorized to draw and/or review Marine Corps military personnel records.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Looseleaf Binder and Card Index Files

**Retrievability:**

Alphabetical and by Agency

**Safeguards:**

Building employs security guards.

**Retention and disposal:**

Destroyed upon cancellation of access authorization.

**System manager(s) and address:**

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

**Notification procedure:**

Request by correspondence should be addressed to the Commandant of the Marine Corps (Code MSRB), Headquarters, U S Marine Corps, Washington, D C 20380. The letter should contain the full name, social security number and signature of the requester.

The individual may visit Headquarters, U S Marine Corps, Washington, D C., Room 1206. Proof of identification may consist of his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD214), his discharge certificate, his driver's license or by providing such other data sufficient to insure that the individual is the subject of the inquiry.

**Record access procedures:**

Information may be obtained from:
Commandant of the Marine Corps
Headquarters, U S Marine Corps (Code MSRB)
Washington, D C 20380
Telephone Area Code 202/694-1043

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Staff agencies and subdivisions of Headquarters, U S Marine Corps.

Other staff agencies of the Department of Defense.

Law enforcement/investigative divisions of other Federal agencies.

**Systems exempted from certain provisions of the act:**

None

## MMN00032

**System name:**

Personal History Card File

**System location:**

Provost Marshal's Office, Marine Corps Base, Camp Lejeune, North Carolina 28542.

**Categories of individuals covered by the system:**

All individuals, both military and civilian, employed aboard Marine Corps Base, Camp Lejeune, North Carolina.

**Categories of records in the system:**

Personal History Card (MCBul 12290). Contains personal identifying information and where employed.

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by officials and employees of Marine Corps and Navy Commands, activities, and organizations in connection with their assigned duties. To provide a rapid locator of employees at their work site for

law enforcement purposes. Also used to issue Civilian Identification Cards to employees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records filed in metal card trays.

Retrievability:

Filed alphabetically by name.

Safeguards:

Records are maintained in a secure area accessible only to authorized personnel. The File Room is under constant surveillance during working hours and is locked after working hours.

Retention and disposal:

Records are retained until the card expires, then destroyed by burning.

System manager(s) and address:

Commanding General (Attn: Provost Marshal), Marine Corps Base, Camp Lejeune, North Carolina 28542. Telephone: Area Code 919/451-2455.

Notification procedure:

Inquiries by individuals will be answered upon satisfactory identification of the requester to the SYSMANAGER

Record access procedures:

Rules for access may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individuals concerned may be obtained from the SYSMANAGER.

Record source categories:

Military and civilian personnel employed aboard Marine Corps Base, Camp Lejeune, North Carolina; Provost Marshal administrative personnel.

Systems exempted from certain provisions of the act:

None.

MMN00034

System name:

Personnel Procurement Working Files

System location:

Headquarters, U S Marine Corps
Personnel Procurement Branch, Marine Corps Districts
Recruiting Stations
Officer Selection Offices
Organized Marine Corps Reserve units
U S Marine Corps recruiting substations
Inspector-Instructor staffs

Categories of individuals covered by the system:

Civilians and prior service individuals who are prospective applicants for enlistment in the Marine Corps, Marine Corps Reserve or a Marine Officer program, individuals on which a written waiver for enlistment has been requested; Platoon Leader Class Candidates receiving financial assistance while attending college; all individuals applying for various officer programs; Marine Corps Reserve enlistees who are serving on their 6 months active duty prior to return to Organized Marine Corps Reserve unit maintaining their record; Personnel enlisted in the Marine Corps Reserve assigned to a formal school upon enlistment; Secondary school students who participated in the Marine Corps Youth Physical Fitness meet held annually in Washington, D C, and the coach fielding each team; Any individual recommended for enlistment in the Marine Corps by a recruiting officer even though the applicant does not meet the enlistment requirements set forth in current guidance as set forth by the Commandant of the Marine Corps.

Categories of records in the system:

All files contain Name (Last, First, Middle, (maiden, if any), Jr., Sr.), social security number, home of record. Files relating specifically to enlistment or officer procurement contain citizenship, sex, race, ethnic group, present address, marital status, number of dependents, date of birth, religious preference, highest grade completed, selective service system data, foreign language and skill, driver's license information, mental and aptitude test results, medical examination result, delayed enlistment program information, accession data, educational experience, citizenship verification, history of prior military service, names of relatives to include date and place of birth, present address and citizenship, listing of commercial life insurance policies and number, relatives and alien friends living in foreign countries to include name and relationship, age, occupation, address and citizenship, all previous residences since 10th birthday, previous employment record to include company name and address, job title and supervisor's name, data concerning previous employment by foreign governments, prior membership in youth programs, history of foreign travel. Declarations from the individual concerning; previous rejection by the Armed Forces of the United States, conscientious objector status, previous deserter status, retired pay, disability allowance, or severence pay or a pension from the Government of the United States, status as an only child; understandings by the applicant; date of interview and name, organization, title of interviewer; history of prior use of drugs except as prescribed by a licensed physician; prior intentional sniffing of glue, hairspray or other chemical fumes; prior use, purchase, possession or sale of illegal or controlled drugs except as prescribed by a licensed physician; marital status and dependency; membership in groups for purpose of unlawful overthrow of the Government; history and record of involvement with police or judicial authorities; parental/guardian consent for enlistment; enlistment options; current income; whether own, buying, or renting present residence; outstanding debts to include total amounts and monthly payments; status of savings account and checking account; spouses' employment and monthly income; police checks; character references; record of prior service; court documents; marriage certificates; birth certificates; record of medical examination; record of medical history; medical consultations statement of personal history; divorce decrees; death certificates; photographs; high school diploma; college diploma; grade transcript; General Educational Development certificates of High School equivalency; sole surviving son statements; statement of understanding; wife's consent form; applications for General Educational Development certificates of High School equivalency. Files relating to Marine Corps Reserve personnel on active duty contain information pertaining to name, social security number, sex, unit of assignment, home of record, education, Armed Services Vocational Aptitude Battery Test scores, vision, military occupational specialty training information, Quota Serial Number, training authorized.

Authority for maintenance of the system:

Title 5, U. S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

By officials and employees of the Marine Corps in the execution of their official duties with regard to personnel procurement and problems which develop as a result thereof; maintained to assist recruiters and Officer Selection Officers in contacting possible applicants for the Marine Corps.

Officials and employees of the Naval Service and General Accounting Office in the execution of their official duties in relation to inspections, investigations, legal action.

Reserve Unit commander and administrative personnel, to monitor return of enlistee to unit and provide information on anticipated unit strength and status; To make available emergency data information.

Recruiting Station and Inspector-Instructor Staff Personnel in their assigned duties.

To provide Headquarters, U S Marine Corps information on those individuals attending the Marine Corps Youth Physical Fitness national championship.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folder. Records are maintained in areas accessible only to authorized personnel.

Retrievability:

Individuals listed in alphabetical order according to program.

Safeguards:

Access is limited to Reserve unit command, recruiting, and administrative personnel and law enforcement or Federal agents upon presentation of proper credentials.

After working hours the office and building are locked.

Retention and disposal:

Maintained for two years or until prospect, applicant, candidate or reservist changes status.

System manager(s) and address:

Commander of unit holding file.

Notification procedure:

Write or visit SYSMANAGER Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD-214 and driver's license.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the Individual concerned may be obtained from the SYSMANAGER.

Record source categories:

High School Lists, DD 214's, Prospect interviews/Referrals, Local Newspapers, Youth Fitness programs, individual contacts, Marine Corps officials.

Systems exempted from certain provisions of the act:

None

MMN00035

System name:

Truth Teller/Static Listings

System location:

The Commandant of the Marine Corps
Headquarters, U S Marine Corps
Washington, D C 20380

Categories of individuals covered by the system:

All present and former members of the U S Marine Corps

Categories of records in the system:

The system comprises non-automated records of basic information (Name, Military Service Number/Social Security Number, Pay Entry Base Date, Home of Record (State and County) and Date of Birth) pertaining to all individuals who ever served in the U S Marine Corps.

Authority for maintenance of the system:

Title 10, U S Code Section 5201

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of Headquarters, U S Marine Corps for making necessary identification of members and former members of the U S Marine Corps in connection with official business and in response to inquiries received at the Headquarters.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File Folders, Binders and Microfilm Cartridges

Retrievability:

Name, Military Service Number and Social Security Number

Safeguards:

Records maintained in locked room. Building employs security guards.

Retention and disposal:

Permanent

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380

Notification procedure:

Request by correspondence should be addressed to the Commandant of the Marine Corps (Code MSRB), Headquarters, U S Marine Corps, Washington, D C 20380. The letter should contain the full name, social security number and signature of the requester.

The individual may visit Headquarters, U S Marine Corps, Columbia Pike and Arlington Ridge Road, Arlington, Virginia, room 1206. Proof of identification may consist of his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD214), his discharge certificate, his driver's license or by providing such other data sufficient to insure that the individual is the subject of the inquiry.

Record access procedures:

Information may be obtained from:
Commandant of the Marine Corps (Code MSRB)
Headquarters, U S Marine Corps
Washington, D C 20380
Telephone Area Code 202/694-1043

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Enlistment and Officer Acceptance Contracts

Systems exempted from certain provisions of the act:

None

MMN00036

System name:

Identification Card Control

System location:

All United States Marine Corps units.

Categories of individuals covered by the system:

Regular and Reserve Marines including retired and disability retired and their dependents who have been issued an Identification Card.

Categories of records in the system:

Log book contains name, rank, social security number, and card number, issue date, expiration date, signature of person card issued to and signature of issuing person.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To maintain accountability for serialized Identification Cards.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

These records are kept in a log book.

Retrievability:

By type card, chronologically by date also retrievable by name.

Safeguards:

The log books are stored in a locked container in a location which is locked after working hours. A guard is located in the general area.

Retention and disposal:

Two years from date of closing entry.

System manager(s) and address:

Unit Commanders.

Notification procedure:

Write or visit SYSMANAGER Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD 214 and driver's license.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Officers Qualification Record/Service Record Book of individual application for dependents priviledge card, correspondence from Headquarters, U S Marine Corps.

Systems exempted from certain provisions of the act:

None

MMN00037

System name:

Library Patron File

System location:

System is decentralized - maintained at Marine Corps commands, organizations and activities having libraries.

Categories of individuals covered by the system:

All active, reserve and retired military personnel, their dependents, and others who are entitled to use and borrow material from Marine Corps libraries.

Categories of records in the system:

The library patron file may contain the following information pertinent to each individual: name; rank; social security number; organization and organization address and phone number; home address and home phone number; names and ages of dependents; title of materials borrowed; date borrowed; date due; date returned; and notation of monetary settlement if borrowed material was lost or damaged.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in connection with their assigned duties.

Department of Defense and it's Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card Files.

Retrievability:

File alphabetically by last name of patron.

Safeguards:

Library is locked when not in use. Only authorized personnel have access to records during working hours.

Retention and disposal:

Records are maintained for up to seven years, based on library usage. After retention period records are destroyed.

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380.

Notification procedure:

Information may be obtained from the library in question; addresses are as contained in the Navy Standard Distribution List (OPNAV PO9B3-107).

Record access procedures:

Requests from individuals should be addressed to the commander of the Marine Corps command, organization or activity that maintains the library in question.

Written requests for information should contain the full name of the individual, social security number, organization to which assigned when library facility utilized, and current address.

For personal visits the individual should be able to provide acceptable personal identification during normal hours of library operation.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Information is obtained from individual concerned, library director and library staff.

Systems exempted from certain provisions of the act:

None

MMN00038

System name:

Amateur Radio Operator's File

System location:

Marine Corps activities

Categories of individuals covered by the system:

All amateur radio operators who operate at Marine Corps activities.

Categories of records in the system:

File contains name, Federal Communications Center license number, operating frequency, type of equipment and home address.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Communications Center personnel - To ensure proper radio management at Marine Corps activities

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

3x5 card in metal file box.

Retrievability:

Alphabetical

Safeguards:

Security area.

Retention and disposal:

Destroyed upon departure from Marine Corps activity

System manager(s) and address:

Commanding Officer of activity concerned. See Directory of Department of the Navy mailing addresses.

Notification procedure:

Information may be obtained from:
Commanding Officer of activity concerned.

Record access procedures:

Requests from individuals should be addressed to the Sysmanager.

Written requests for information should contain the full name and grade of the individual.

For personal visit, the individual should be able to provide valid personal identification such as an employee badge, driver's license, medicare card, etc.

Contesting record procedures:

The Marine Corps rules for contesting and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Individual

Systems exempted from certain provisions of the act:

None

MMN00039

System name:

Amateur/Citizen Band Radio Operation Request and Authorization File

System location:

Communication Electronics Office, Marine Corps activities

Categories of individuals covered by the system:

All personnel who desire to operate amateur/citizen band radios at Marine Corps installations.

Categories of records in the system:

(Amateur/Citizen Band Radio Operation Request and Authorization Form).

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides authorization for personnel to operate amateur/citizen band radio and provides controls for the use of these radios. Used by requestor as authorization to operate. Used by CEO as record of authorization.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Papers filed in three-ring binder.

Retrievability:

Numerically by card number.

Safeguards:

Located in a secure area that is manned on a 24-hour basis.

Retention and disposal:

Retained for one (1) year and if not renewed, the form is destroyed by burning or shredding.

System manager(s) and address:

Commanding Officer of activity in question. See Directory of Department of the Navy mailing addresses.

Notification procedure:

Request information from SYSMANAGER

**Record access procedures:**

Rules for access may be obtained from SYSMANAGER.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Individual requester and Communication Electronics Officer.

**Systems exempted from certain provisions of the act:**

None

MMN00040

**System name:**

Individual Training Records/Files for Training Related Matters

**System location:**

System is decentralized - maintained at all Marine Corps commands, organizations and activities, Regular and Reserve.

**Categories of individuals covered by the system:**

All military personnel assigned, attached to or serving with a Marine Corps command, activity or organization to include recruit training, formal military schools, operational units and training facilities.

**Categories of records in the system:**

The individual training record may contain the following information pertinent to each individual: name, rank, social security number, age, sex, military occupational specialty or specialties, date joined unit, date of end of active service, date of birth, proficiency and conduct scores, physical fitness test scores, rifle and pistol qualification scores, gas mask size, blood type, leadership proficiency, military school and correspondence course records and results, special training qualifications, weight and physical characteristics, medical record extracts addressing weight control and physical fitness, human relations training experience, troop information exposure, general military subject test results, water survival qualification, instructor qualifications, specialized equipment qualification, personal counseling records, foreign language qualifications, inspection results, etc.

In the case of recruit training, special data as reflects remedial training, counseling, weakness or excellence, recruit questionnaires and reading evaluations may be included.

For personnel attending formal schools, evaluation information and data reflecting successful completion or termination for cause may be included.

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Headquarters Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in connection with their assigned duties.

Department of Defense and it's Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders, loose-leaf notebooks and card index files.

**Retrievability:**

Files are retrievable by name and cross filed by social security number.

**Safeguards:**

Records are retained in controlled access areas and handled by trained and cleared personnel on a strict 'need-to-know' basis.

**Retention and disposal:**

Files are retained during the period the individual is assigned to the activity maintaining the record. Upon transfer of the individual concerned, records are transferred with the individual or destroyed.

In the case of Drill instructor or Recruit records, records are maintained for four years after departure of individual, then destroyed.

**System manager(s) and address:**

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380.

**Notification procedure:**

Information may be obtained from the commander of the Marine Corps command, organization or activity to which the individual is assigned for duty or training.

**Record access procedures:**

Requests from individuals should be addressed to the commander of the command, organization or activity to which assigned for duty or training. Addresses are as contained in the Navy Standard Distribution List (OPNAV PO9B3-107).

Written requests should contain name, rank, social security number and dates assigned to the activity addressed. In cases where individual attended a formal school, name of course and course number should be included if available.

Personal visits may be made to the activity in question any normal work day between 8:00 a.m. - 4:30 p.m. For personal visits individual should be able to provide valid personal identification.

**Contesting record procedures:**

The agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Training performance, evaluations, on-the-job performance evaluations, individual and instructor evaluations, Individual Service Records, Manpower Management System, test and inspection results and training correspondence addressing individual concerned.

**Systems exempted from certain provisions of the act:**

None

MMN00041

**System name:**

Non-Appropriated Fund (NAF) Employee and Applicant Personnel Records

**System location:**

Marine Corps commands employing NAF personnel

**Categories of individuals covered by the system:**

Personnel, to include off-duty military personnel, applying to or hired by Marine Corps commands which salaries are paid with NAF.

**Categories of records in the system:**

Records may contain any of the following documents and information on NAF employees - name, home address, home and office telephone number, social security number, employee application, personal history statement, reference data, education, work experience, photograph, work permit, union participation, date of birth, emergency contact information, employee number, military grade (if applicable), job description, job assignment, application for group insurance and retirement plans (or signed waiver), leave and pay data, performance reviews, reports of physical examinations, reports of accident/traffic violations, warning notices of excessive absence and tardiness, reports of grievances hearings/disciplinary action, record of court attendance, certified copy of completed military orders for any annual duty tours with recognized military Reserve organizations, security clearance data, bad debt notices, employment compensation documents, commendations and awards, separation information, and official correspondence.

**Authority for maintenance of the system:**

Title 5, U. S. Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Marine Corps commands - By officials and employees of respective commands in the execution of assigned duties pertaining to management and administration of NAF personnel resources to include employment acceptability, assignments, pay, promotion, performance evaluations, security, growth potential, leave, awards, benefits and entitlements, disciplinary and grievance proceedings, appeals, dis-

crimination complaints, retirement, separation, terminations, physical evaluations and audits.

By court order in connection with matters before a federal, state or municipal court.

By agents of the Federal Bureau of Investigation, Secret Service and Naval Investigative Service in connection with matters under the jurisdication of these investigative bodies upon presentation of credentials.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and binders and magnetic tape.

Retrievability:

Alphabetically and by social security number

Safeguards:

Respective commands employ one or more safeguards such as locked containers, locked rooms, locked buildings, access by authorized personnel only, and employment of security guards.

Retention and disposal:

Records are maintained for period of employment plus two years. Records of employees transferring to another NAF activity are transferred to the new activity. Records of separated employees are transferred to the National Personnel Records Center, 111 Winnebago Street, St. Louis, Missouri 63118.

System manager(s) and address:

Commandant of the Marine Corps, Headquarters, U. S. Marine Corps, Washington, D C. 20380.

Notification procedure:

Information may be obtained from the command at which the individual is employed. Addresses are as listed in the Navy Standard Distribution List (OPNAV PO9B3-107).

Record access procedures:

Individuals may visit or request information by correspondence to the command as listed in the Navy Standard Distribution List (OPNAV PO9B3-107).

Written requests for information should contain the full name of the requester, his social security number and his signature.

For personal visits, the individual will be required to provide such proof of identification as his driver's license, his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD From 214) or such other data sufficient to insure that the individual is the subject of the inquiry.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Employee applications, personal interviews, former employers and supervisors, investigative and law enforcement agencies, originators of correspondence, employee references, schools, physicians and employing command.

Systems exempted from certain provisions of the act:

None

MMN00042

System name:

Marine Corps Locator Files

System location:

System is decentralized - maintained at Marine Corps commands, organizations and activities.

Categories of individuals covered by the system:

A Locator File of Assigned Military and Civilian Personnel

Categories of records in the system:

Locator files may contain any of the following information on Officer, Enlisted and Civilian personnel assigned to respective commands, organizations and activities of the Marine Corps: name, rank/grade, date of rank, selection for promotion, social scurity number, billet title, lineal number, Table of Organization line number, home address and telephone number, office code, room number and telephone number, new mailing address of transferred personnel, prior mailing address of newly assigned personnel, marital status, name of spouse, names of children, name and address of next of kin, Military Occupational Specialty, date of birth, pay entry base date, expiration of active service date, home state, educational background, state where admitted to bar, identification badge number, payroll number, government vehicle drivers license date, rotation tour date, overseas control date, date reported to respective command, organization or activity, occupation address and telephone number for inactive reserves and security clearance data.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Marine Corps Commands, Organizations and Activities - By officials and employees of respective commands, organizations and activities in the execution of assigned duties such as mail and employee directory services, social, official and semi-official functions, emergency recall functions, mail distribution, employee welfare functions, dissemination of information, ceremonial functions, and duty rosters.

Department of Defense and it's Components - By officials and employees of the Department in the performance of their official duties.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

U S Postal Service - By duly designated Postal Officials pertaining to matters properly within the purview of the U S Postal Service.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Books, cards, rosters, strip files, file folders, loose leaf binders, log books, embossed plates, microfilm/fiche or magnetic records and discs.

Retrievability:

The data contained on magnetic records can be displayed on cathode-ray tubes, computer printed on paper, and converted to microform for information retrieval; the data in file folders and other documents is retrieved manually. Normally, all types of records are retrieved by Social Security Number and name.

Safeguards:

Marine Corps commands, organizations and activities employ one or more safeguards such as limited controlled distribution, employment of security guards, accessibility by authorized personnel only, locked containers, locked rooms or locked building.

Retention and disposal:

Permanent. Updated as required.

System manager(s) and address:

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380.

Notification procedure:

Information may be obtained from the individual command, organization or activity to which individuals are assigned for duty. Addresses are as listed in the Navy Standard Distribution List (OPNAV PO9B3-107).

Record access procedures:

Individuals may visit or request information by correspondence to the individual command, organization or activity as listed in the Navy Standard Distribution List (OPNAV PO9B3-107).

Written requests for information should contain the full name of the requester, his Social Security Number and his signature.

For personal visits, the individual will be required to provide such proof of identification as his drivers license, his active, reserve or retired identification card, his Armed Forces Report of Transfer or Discharge (DD Form 214) or such other data sufficient to insure that the individual is the subject of the inquiry.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Service Record Book, Officer Qualification Record, Manpower Management System, Reserve Personnel Management Information System, Unit Diaries, Combined Lineal Lists of active duty and reserve commissioned and Warrant Officers, Tables of Organization, Official Orders, Civilian Personnel records, other Marine Corps activites, and individuals concerned.

**Systems exempted from certain provisions of the act:**

None

MMN00043

**System name:**

Marine Corps Recreation Property Records and Facilities

**System location:**

Marine Corps activities maintaining recreation files.

**Categories of individuals covered by the system:**

Authorized personnel to utilize special services facilities

**Categories of records in the system:**

Usage data records on each activity

**Authority for maintenance of the system:**

Title 5, U. S. Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

By management personnel to record usage.

Marine Corps activities and organization - By Marine Corps officials and employees in executing their assigned duties.

Department of Defense and its components - By officials and employees of the Department in the performance of their official duties.

Congress of the U. S. - By the Senate or the House of Representatives of the U. S. or any committee or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U. S. - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

In paper records in file folders.

Card files and usage logs.

**Retrievability:**

Alphabetical by name for property records.

By activity usage logs.

**Safeguards:**

Records are maintained in a metal file in the recreation property compound and athletic/recreation office. During non-operating hours, the activity is locked.

**Retention and disposal:**

Usage logs are maintained for one to four years.

Until equipment is returned or recreation fund is reimbursed.

**System manager(s) and address:**

Local Commanding Officers. See Directory of Department of the Navy mailing addresses.

**Notification procedure:**

Local Commander

**Record access procedures:**

Information may be obtained from local Commander.

**Contesting record procedures:**

The Marine Corps rules for contesting and appealing initial determinations may be obtained from the Sysmanager.

**Record source categories:**

Individual activities, individuals, ID cards

**Systems exempted from certain provisions of the act:**

None

MMN00045

**System name:**

Automated Systematic Recruiting Support System (ASRSS)

**System location:**

The system will be operated at each Recruiting Station, District Headquarters, and Marine Corps Recruit Depot within the Marine Corps. See organizational elements of the U. S. Marine Corps as listed in the Directory of the Department of the Navy Activities.

**Categories of individuals covered by the system:**

All Marine Corps Regular and Reserve recruits.

**Categories of records in the system:**

File contains information voluntarily provided by recruits as contained on the Application for Enlistment - Armed Forces of the United States.

**Authority for maintenance of the system:**

Title 10, U. S. Code 301, Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Marine Corps Recruiting Stations - Ensure that a member of the Delayed Entry Pool is shipped to Marine Corps Recruit Depot on the appropriate date. Ensure that recruits are not retained in the Delayed Entry Pool longer than the authorized period. Give proper credit, e.g., Meritorious Appointment to Private First Class, to recruits who have referred other enlistees to the Marine Corps. Keep track of recruits who successfully complete recruit training for subsequent assistance as recruiter aides while on recruit leave.

Marine Corps District Headquarters - Monitor the status of accessions by category, e.g., Mental Group; losses from the Delayed Entry Program recruiter performance by 'waiver code.'

Marine Corps Recruit Depot - Ensure that those recruits shipped from various recruiting stations and Armed Forces Examining and Entrance Stations (AFEES) arrive at the Marine Corps Recruit Depot on schedule. Trace recruiter malpractice allegations to the proper source.

Headquarters, U. S. Marine Corps - Monitor accessions by program option/guarantee. Match total accessions throughout the country to demographic data available through the Recruit Market Network. Track Reserve accessions by Reserve unit, Military Occupational Specialty (MOS), and availability for active service training. Respond to Congressional inquiries on individual cases in a timely, accurate manner.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

The file will be stored via on-line magnetic disk with backup on magnetic tape. Backup audit trail record will be available at the point-of-entry.

**Retrievability:**

Standard reports and ad hoc retrievals are generated from remote terminals using a data base management system. Additionally, updates and record browsing may be accomplished in the interactive mode through keying Social Security Number.

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared, and trained.

'Hard copy' or paper output from the system is stored in locked containers.

System software contains user passwords to lock out unauthorized access.

Software contains partitions to limit access to appropriate organizational level.

**Retention and disposal:**

On-line magnetic records will be maintained for one year after completion of recruit training. Records are then retired to a 'history file' where they will be retained for a period of four (4) years and then destroyed.

**System manager(s) and address:**

Commandant of the Marine Corps (Attn: Deputy Chief of Staff for Manpower), Headquarters, U. S. Marine Corps, Washington, D. C. 20380.

**Notification procedure:**

Requests from individuals for information concerning their ASRSS records should be addressed to the Commandant of the Marine Corps (Code MPI-40), U. S. Marine Corps, Washington, D. C. 20380. Requesting individual should supply full name and Social Security Number.

The requester may also visit any Marine Corps Recruiting Station to determine whether ASRSS contains records pertaining to him or her. In order to personally visit a Recruiting Station and obtain information, individuals must present proper identification such as military identification, if a service member, driver's license, or some other suitable proof of identity.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

Record source categories:

The Recruiting Station, Marine Corps Recruit Depot, and the individual recruit are the sources of the information contained in the ASRSS record for that person.

Systems exempted from certain provisions of the act:

None

MMT00001

System name:

Dependent (Title 6) Schools Records System

System location:

Dependent (Title 6) Schools located at Marine Corps installations.

Categories of individuals covered by the system:

All students enrolled in Dependent (Title 6) Schools location at Marine Corps installations.

Categories of records in the system:

System consists of individual student records, master schedule, student schedule, student class lists, student scheduling cards, etc. Information consists of student academic performance, attendance, discipline, activities, aptitude, health and emergency record data to properly administer and assist the student while enrolled in the particular school or school system.

Authority for maintenance of the system:

Title 5, U.S. Code and Title 6 U.S. Code

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Dependent (Title 6) School and school systems in the execution of their assigned duties.

Marine Corps - By officials and employees of the Marine Corps in the execution of their assigned duties.

Other Federal Agencies - By officials and employees of other Federal Agencies in the execution of their assigned duties as such duties pertain to Dependent (Title 6) Schools.

State and Local Education Agencies - By officials and employees of state and local education agencies in the execution of their official duties as such duties pertain to Dependent (Title 6) Schools.

Courts - By officials and employees of local, state, and federal courts as dictated by court order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in file folders, machine workable cards, and other Data Processing mediums.

Retrievability:

Information is retrieved by student name or student number.

Safeguards:

Records are maintained in areas accessible only to authorized personnel and handled by personnel who have been cleared and trained in handling of personnel information.

Retention and disposal:

Records are maintained during the period of student enrollment and for a period of up to three years after student departure from the rolls of the school. Records are then destroyed or retired to the Army Records Center, St Louis, Missouri.

System manager(s) and address:

Superintendent of the school system in which the particular student is enrolled.

Notification procedure:

Information may be obtained from the particular school or school system in which the student is enrolled: Commanding General (Attn: Supt Depn Scol) Marine Corps Base, Quantico, Virginia 22134; Commanding General, (Attn: Supt Depn Scol), Marine Corps Base, Camp Lejeune, North Carolina 28542; Commanding Officer, (Attn: Supt Depn Scol), Marine Corps Air Station, Beaufort, South Carolina

Record access procedures:

The rules for access to records may be obtained from the appropriate Sysmanager.

Contesting record procedures:

Rules for contesting the contents of records and appealing initial determinations by the individual concerned may be obtained from the appropriate Sysmanager.

Record source categories:

Information is obtained from individual concerned, his teachers, administrators, and other professional health and educational personnel.

Systems exempted from certain provisions of the act:

None

MMT00002

System name:

Marine Corps Institute Correspondence Training Records System

System location:

Marine Corps Institute, Box 1775, Washington, D. C. 20013

Categories of individuals covered by the system:

All enrollees in Marine Corps Institute correspondence courses.

Categories of records in the system:

Records contain information for identifying enrollees, their addresses, their progress in the course of study, and the results of their final examinations.

Authority for maintenance of the system:

Title 5, U. S. Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Headquarters, U. S. Marine Corps and Marine Corps commands, activities, and organizations for use by officials and employees of the Marine Corps in matters relating to their assigned duties.

Upon request and with the consent of the individual concerned, transcripts of course completions are provided to academic institutions for evaluation for academic credit.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, microfiche, magnetic tape, and magnetic disks.

Retrievability:

Name and SSN.

Safeguards:

Access provided on a need to know basis only. During nonworking hours, the doors to the Institute are locked.

Retention and disposal:

Retained indefinitely.

System manager(s) and address:

Student Services Officer, Marine Corps Institute, Marine Barracks, Box 1775, Washington, D. C. 20013

Notification procedure:

Apply in writing to SYSMANAGER. Provide full name, social security number or service number, date of completion or enrollment, course number, and course title.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information in the system is obtained from enrollment applications and subsequent forms submitted by the enrollee, from the individual's commanding officer, from the Marine Corps Manpower Management System, and from Marine Corps Automated Services Center, Kansas City.

Systems exempted from certain provisions of the act:

None

MRS00001

System name:

Reserve Personnel Management Information System (REPMIS)

System location:

Primary System - Marine Corps Automated Services Center, 1500 East Bannister Road, Kansas City, Missouri 64131

Decentralized Segments - Input to the system is limited to the unit diary submission of the Marine Corps Reserve unit to which the individual is assigned for administration. Output from the system is available at the following locations: Department of Defense, Headquarters, U S Marine Corps, 4th Marine Division, 4th Marine Aircraft Wing, 6th Marine Corps District Headquarters and the Marine

Corps Reserve unit to which the individual is assigned. Addresses of each Distribution List (OPNAV-PO9B3-107).

**Categories of individuals covered by the system:**

Marine Corps Reservists in the Selected, Individual Ready, Standby, and Fleet Marine Corps Reserve categories.

**Categories of records in the system:**

File contains the master personnel records to include personal identification, education, training, military occupational specialties, contractual agreements, and other data required for effective personnel management and administration.

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Headquarters, U S Marine Corps and Marine Corps commands, activities and organizations - By officials and employees of the Marine Corps in the execution of their official duties.

Department of Defense and its Components - By officials and employees of the Department in the performance of their official duties.

The Attorney General of the U S - By officials and employees of the Office of the Attorney General in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or as carried out as the legal representative of the Executive Branch agencies.

Courts - By officials of duly established local, state and federal courts as a result of court order pertaining to matters properly within the purview of said court.

Congress of the U S - By the Senate or the House of Representatives of the U S or any Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committee on matters within their jurisdiction requiring disclosure of the files.

The Comptroller General of the U S - By the Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Marine Corps.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Information is contained on magnetic tapes and disks.

**Retrievability:**

Information is retrieved by social security number

**Safeguards:**

Records are maintained in facilities accessible only to authorized personnel that are properly screened, and trained.

**Retention and disposal:**

Records are retained for six months after separation of the individual Marine reservist. After six months, records are destroyed except for an historical listing of separations which is recorded on microfiche for permanent retention at the Marine Corps Reserve Forces Administrative Activity, Kansas City Missouri.

**System manager(s) and address:**

The Commandant of the Marine Corps, Headquarters, U S Marine Corps, Washington, D C 20380.

**Notification procedure:**

Information may be obtained from:

The Commandant of the Marine Corps (Code RES)
Headquarters, U S Marine Corps
Federal Office Building 2
Washington, D C 20380
Telephone: Area Code 202/694-1842

**Record access procedures:**

Requests from individuals should be addressed to: The Commandant of the Marine Corps (Code RES), Headquarters, U S Marine Corps, Washington, D C. 20380

Written requests for information should contain the individual's full name, social security number and signature.

For personal visits, the individual should be able to provide some acceptable identification such as military identification card, driver's license or other type of identification bearing picture and signature to insure the individual is the subject of the inquiry.

**Contesting record procedures:**

The Marine Corps rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

**Record source categories:**

The individual having administrative responsibility for the Marine.

The Marine Corps Reserve Forces Administrative Activity.

Authorized personnel of Headquarters, U S Marine Corps.

Systems interface with active force joint uniform military pay system/manpower management system.

Educational Institutions.

**Systems exempted from certain provisions of the act:**

None.

## MRS00003

**System name:**

Employment Referral Questionnaire for Members of Reserve Units

**System location:**

May be retained by all Inspector-Instructor Staffs.

**Categories of individuals covered by the system:**

All Reservists who desire assistance in obtaining civilian employment.

**Categories of records in the system:**

Resume on each individual which may include member's sex, age, social security number, education, past civilian employment, past military experience, present civilian employment, type of employment desired, type driver's license, preferred location of employment, present address and marital status.

**Authority for maintenance of the system:**

Title 5, U S Code 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

May be used by members of the reserve unit and the Inspector-Instructor Staff to assist in finding civilian employment for the requesting member.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

May be on paper or cards in binder or file folder.

**Retrievability:**

Alphabetically by last name, may also be by type employment desired, area employment desired in, rank or age.

**Safeguards:**

After working hours the office and building are locked. A guard is located in the general vicinity.

**Retention and disposal:**

One year after employment is found or member is transferred or discharged.

**System manager(s) and address:**

Inspector-Instructor.

**Notification procedure:**

Write or visit SYSMANAGER Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD-214 and driver's license.

**Record access procedures:**

The agency's rules for access to records may be obtained from the SYSMANAGER.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Application form from individual requesting assistance and service records.

**Systems exempted from certain provisions of the act:**

None

## MRS00004

**System name:**

Individual Drill Attendance and Retirement Transaction Card (IDART) File

**System location:**

All Organized Marine Corps Reserve Units and Marine Corps Reserve Administrative Activity, Kansas City, Missouri.

**Categories of individuals covered by the system:**

Maintained on all members of the reserve unit.

**Categories of records in the system:**

Individual's name, rank, social security number, pay entry base date, expiration of reserve contract, a record of drill attendance for the current calendar year, by month, and retirement points awarded.

Authority for maintenance of the system:

Title 5, U S Code 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Unit command and administrative personnel. Maintain records of the drill attendance and reserve retirement credit points awarded members of the unit.

Officials and employees of the Naval Service and General Accounting Office in the execution of their official duties in relation to inspections, investigations, legal action.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File cards in box in metal file cabinet.

Retrievability:

Alphabetically by last name.

Safeguards:

File maintained in a locked metal file cabinet.

After working hours the office and building are locked. A guard is located in the general vicinity.

Retention and disposal:

Annual cards are retired in January following the year for which the card is maintained. Cards are kept for three years after retirement and then burned. Upon transfer of a reservist, the IDART is transferred with the service record book.

System manager(s) and address:

Headquarters, U S Marine Corps, Commanding Officer and Inspector Instructor of Organized Marine Corps Reserve unit.

Notification procedure:

Write or visit Inspector-Instructor or Commanding Officer of the Organized Marine Corps Reserve Unit concerned. Provide full name, social security number, and military status. Proof of identity may be established by military identification card or DD-214 and driver's license.

Record access procedures:

Write or call in person to the Inspector-Instructor or Commanding Officer of the Organized Marine Corps Reserve Unit concerned.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Service records and unit attendance rosters.

Systems exempted from certain provisions of the act:

None

MTE00001

System name:

Telephone Billing/Accounting File

System location:

All Marine Corps activities maintaining telephone accounts.

Categories of individuals covered by the system:

All military personnel, civilian contractors, concessions, and Marine Corps sponsored activities that are provided unofficial government telephone service.

Categories of records in the system:

Files contain name, social security number, grade, military address, telephone number assigned to individuals in the system, civilian contractor's business address and business telephone numbers, ledger of itemized telephone service charges and payments, receipted bills, requests for service, account number, addressograph plate, cash collection vouchers for telephone deposits, and routine correspondence.

Authority for maintenance of the system:

Title 10, U.S. Code

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information in the system is used by Marine Corps activities to show amounts owed and paid for telephone service on a monthly basis. Information is also used by Marine Corps activities to provide telephone directory service for residents of government quarters to include printing and distribution of a quarters telephone directory and allow telephone operators/base locator to provide quarters telephone numbers upon request except for unlisted numbers. Other uses include management of telephone number assignments, and a listing of delinquent accounts.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper cards are maintained in filing cabinets and KARDEX files or in file folders.

Retrievability:

Information accessed and retrieved by name, address or telphone number.

Safeguards:

Records are maintained in an area accessible only to authorized personnel and are under constant supervision. The building is locked during non-working hours and someone is on duty 24 hours a day.

Retention and disposal:

Records remain active until individual leaves the Marine Corps activity concerned. Records are then transferred to an inactive file for four years and then destroyed.

System manager(s) and address:

Commanding Officer of activity concerned. See Directory of Department of the Navy mailing addresses.

Notification procedure:

Information may be obtained from the individual command to which an individual is assigned for duty. Addresses of individual commands are listed in the Navy Standard Distribution List (OPNAV P09B-107).

Record access procedures:

Written requests from individuals should be addressed to the Commanding Officer of the activity concerned. Activity addresses are as reported in the Navy Standard Distribution List.

Written requests should include name and social security number and address.

For personal visits, the individual should be able to provide the proper military or civilian identification.

Contesting record procedures:

The rules for access to records and for contesting contents and appealing initial determination by the individual may be obtained from the Sysmanager.

Record source categories:

Application of the individual desiring telephone service in government housing aboard the activity.

Systems exempted from certain provisions of the act:

None

# UNITED STATES NAVY

## REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

## BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

## ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records

may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

## ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

## ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

## ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

## ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

## ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

## ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

## ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

## ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

### N00011 C01

**System name:**

Correspondence files

**System location:**

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

**Categories of individuals covered by the system:**

These are files kept by subject, name of correspondent (Congressman, contractor, other member of public, etc.,) or name of recipient.

**Categories of records in the system:**

Incoming and outgoing correspondence and related material.

**Authority for maintenance of the system:**

5 USC 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to 'follow-up' on previous correspondence, for reference purposes, to assure consistency of policy, and for other official Navy business.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders, card files, punched cards, magnetic tape.

**Retrievability:**

Name, SSAN, Case Number, organization.

**Safeguards:**

Access provided on a need to know basis only. Locked and/or guarded office.

**Retention and disposal:**

Per SECNAV Records Disposal Manual.

**System manager(s) and address:**

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

**Notification procedure:**

Apply to System Manager.

**Record access procedures:**

The agency's rules for access to records may be obtained from the System Manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

**Record source categories:**

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

**Systems exempted from certain provisions of the act:**

None

### N00011 C02

**System name:**

Vehicle Control System

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

All individuals that have vehicles registered at a particular Navy installation; and all individuals who apply for Government Motor Vehicle Operator's License.

Categories of records in the system:

Alphabetical file of each individual who have vehicles registered or who have applied for a Government Motor Vehicle Operator's License. Files kept by month, individual's name, date of birth, SSN, height, weight, hair and eye color, place of employment, driving record, license number, etc.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used as a car pool locator, vehicle registration, parking control system, insurance verification system to verify issue of license when individual has lost his or her operator's card, and may be referred to by security or safety officials to determine individual's previous driving record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape.

Retrievability:

Name, SSAN, Case number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concerned, other records of the activity, investigators witnesses, correspondents.

Systems exempted from certain provisions of the act:

None

N00011 C03

System name:

Special Membership Listing of the Organizational Recreation Association

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

This file records the name of all members who join the particular ship or activity recreation association. Also crossfiled by number of membership card.

Categories of records in the system:

This record lists the names, internal codes, room and telephone numbers of each membership card and dates purchased.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To indicate income from sale of membership cards; to provide an audit trial for the auditors; and to confirm membership, upon request.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape.

Retrievability:

Name, SSAN, Case number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concern, other records of the activity, investigators, witnesses, correspondents.

Systems exempted from certain provisions of the act:

None

N00011 C04

System name:

Organization Locator and Social Roster

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Military and civilian personnel attached to the activity; also may include military and civilian personnel of the Department of Defense and other government agencies; may also include family members and guests of military and civilian personnel; other invitees.

Categories of records in the system:

Manual or mechanized records. Includes information such as names, addresses, telephone numbers; official titles or positions and organizations; invitations, acceptances, regrets, protocol, and other information associated with attendents at functions. Locator records of personnel attached to the organization.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For locating individuals on routine and emergency matters. Often used for mail distribution, for forwarding addresses, and as a recall list. Also, may be used as a social roster for social reference for various official and non-official functions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape, and similar record formats.

Retrievability:

Name, SSAN, number, organization, function.

Safeguards:

Access provided on a need to know basis.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to record may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concerned, other records of the activity, correspondents, directories and official publications.

Systems exempted from certain provisions of the act:

None

N00011 J01

System name:

Administrative Personnel Management System

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Assigned civilians, military, and contract employees.

Categories of records in the system:

Identification, location, routine and emergency assignments, functional responsibilities, clearance, educational and experience characteristics, grade or rank/rate, travel, and other data needed for personnel, line, and security management.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Preparation of rosters and locators; contact with appropriate personnel in emergencies, continuity of operations planning and execution, determination of clearance for access control, budget and manpower control, minority and occupation statistics, labor costing, customer billing, watch bill preparation, civilian grade control, and similar administrative uses requiring personnel information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape, microform.

Retrievability:

Name, SSAN, Case number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

Systems exempted from certain provisions of the act:

None

N00011 J010

System name:

Navy and Marine Corps Exchange and Commissary Sales Control and Security Files

System location:

Organizational elements of the Department of the Navy as listed in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Customers, employees, and guests at Navy and Marine Corps Exchanges and Commissaries, including individuals making large dollar volume purchases and contract purchases; individuals having requested adjustments or made claims; individuals having previously passed bad checks or been apprehended for shoplifting.

Categories of records in the system:

Sales and contract records; lists, logs, or card records of individuals; claims and adjustment records; large volume purchase records; mail orders, and customer special order records, customer list; correspondence. Records of complaints and investigations of regulatory and criminal violations.

Authority for maintenance of the system:

5 U.S.C. 301 Departmental Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Sales control and prevention and detection of abuse of privileges. Determine responsibility when there are violations of regulations or criminal statutes. Information may be: Provided to local, state, or federal organizations, including the Naval Investigative Service and to the Federal Bureau of Investigation for further investigation or prosecution; used by command legal personnel for prosecution of military offenses and other administrative action; provided to the Department of Justice in support of civil litigation; provided to officials of other federal agencies in connection with the performance of their official duties related to personnel administration.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records may be stored on magnetic tape, discs, drums, and punched cards. Manual records may be stored in file folders or microform, in file cabinets or other containers.

Retrievability:

Automated and manual records may be retrieved by social security account number and/or name.

Safeguards:

Access is provided on a need-to-know basis, only. Automated records are located in restricted areas accessible only to authorized persons. Manual records and computer printouts are maintained in locked or controlled access areas.

Retention and disposal:

Records are retained or disposed of in accordance with SECNAVINST 5212.5B, Disposal of Navy and Marine Corps Records.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to system manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the System Manager.

Record source categories:

Individuals concerned, other records of the activity concerned, other records of activity investigators, witnesses, correspondents.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552a(j) or (k), as applicable. For additional information, contact the system manager.

N00011 J011

System name:

Safety Equipment Needs, Issues, Authorizations

System location:

Organizational elements of the Department of the Navy as listed in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Personnel whose work requires them to wear, or are issued, protective clothing or equipment, including prescription safety lenses.

Categories of records in the system:

Listings, cards, and other records of individuals requiring, authorized, or issued prescription or other safety equipment.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

By safety department personnel to determine who needs, is eligible, or has been authorized or issued prescription or other safety equipment for protection.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card index files, file folders in file drawers, or microform.

Retrievability:

By name or date of authorization or issue.

Safeguards:

Controlled access space or locked rooms; personnel screening.

Retention and disposal:

Secretary of the Navy Instruction 5212.5B, Disposal of Navy and Marine Corps Records.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting access may be obtained from the System Manager.

Record source categories:

Individuals to whom the records pertain.

Systems exempted from certain provisions of the act:

None.

N00011 J02

System name:

Access control system

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Individuals considered or seeking consideration for access to space under the control of the Department of the Navy.

Categories of records in the system:

Visit requests for permission to transact commercial business, barring lists and letters of exclusion, badge and pass issuance records.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Maintenance of all aspects of proper access control, replacement of lost badges, retrieval of passes upon separation, maintenance of visitor statistics and background information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape.

Retrievability:

Name, SSAN, Case number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

Systems exempted from certain provisions of the act:

None

N00011 J03

System name:

Security Incident System

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Individuals involved in or witnessing incidents requiring the attention of base, station, or activity security personnel.

Categories of records in the system:

Incident/complaint report, investigator's report, military magistrate's records, confinement records, traffic accident and violation records, traffic court file, citations to appear before U. S. Magistrate.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Evidence in Uniform Court of Military Justice and Title 18 USC 1382 Proceedings; Criminal investigation; provided to state or federal law enforcement agencies including Naval Investigative Service, Defense Investigative Service, and Federal Bureau of Investigation for further criminal investigation or court action; used by command legal personnel for prosecution of military offenses and other administrative action; support of insurance claims and civil litigation, revocation of base, station, or activity driving privileges.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape.

Retrievability:

Name, SSAN, Case number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N00011 J04

System name:

Weapons Registration

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

**Categories of individuals covered by the system:**

Individuals registering firearms or other weapons with station security officers.

**Categories of records in the system:**

Weapon registration records, weapon permit records.

**Authority for maintenance of the system:**

5 USC 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To assure proper control of weapons on Naval installations and to monitor and control purchase and disposition of weapons.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders, card files, punched cards, magnetic tape.

**Retrievability:**

Name, SSAN, Case number, organization.

**Safeguards:**

Access provided on a need to know basis only. Locked and/or guarded office.

**Retention and disposal:**

Per SECNAV Records Disposal Manual.

**System manager(s) and address:**

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

**Notification procedure:**

Apply to System Manager.

**Record access procedures:**

The agency's rules for access to records may be obtained from the System Manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

**Record source categories:**

Individual concerned, other records of activity, investigators, witnesses, correspondents.

**Systems exempted from certain provisions of the act:**

None

## N00011 J05

**System name:**

Security inspection and violation system

**System location:**

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

**Categories of individuals covered by the system:**

Individuals involved in security violations.

**Categories of records in the system:**

Security violation reports, security inspection reports.

**Authority for maintenance of the system:**

5 USC 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used to identify problem areas in security indoctrination, alert command management officials to areas which present larger than normal security problems and identify personnel who are cited as responsible for non-compliance with procedures.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders, card files, punched cards, magnetic tape.

**Retrievability:**

Name, SSAN, Case number, organization.

**Safeguards:**

Access provided on a need to know basis only. Locked and/or guarded office.

**Retention and disposal:**

Per SECNAV Records Disposal Manual.

**System manager(s) and address:**

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

**Notification procedure:**

Apply to System Manager.

**Record access procedures:**

The agency's rules for access to records may be obtained from the System Manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

**Record source categories:**

Individual concerned, other records of the activity, investigators, witnesses, correspondents.

**Systems exempted from certain provisions of the act:**

None

## N00011 J06

**System name:**

Blood Donor Program Files

**System location:**

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

**Categories of individuals covered by the system:**

Personnel donating blood or seeking replacement of blood.

**Categories of records in the system:**

Blood donation records. Blood replacement requirement records.

**Authority for maintenance of the system:**

5 USC 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Emergency blood request by blood type, recognition and identification of donors, and replacement of blood provided to cover individuals. Records are available to American Red Cross.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders, card files, punched cards, magnetic tape.

**Retrievability:**

Name, SSAN, Case number, organization.

**Safeguards:**

Access provided on a need to know basis only. Locked and/or guarded office.

**Retention and disposal:**

Per SECNAV Records Disposal Manual.

**System manager(s) and address:**

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

**Notification procedure:**

Apply to System Manager.

**Record access procedures:**

The agency's rules for access to records may be obtained from the System Manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

**Record source categories:**

American Red Cross, blood donors, hospitals, persons seeking replacement of blood.

**Systems exempted from certain provisions of the act:**

None

## N00011 J07

**System name:**

Combined Federal Campaign

**System location:**

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy activities.

**Categories of individuals covered by the system:**

All assigned personnel.

Categories of records in the system:

Extracts from payroll systems and administrative personnel management systems. Contributor cards.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Management of Combined Federal Campaign. Data released to campaign coordinators.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape.

Retrievability:

Name, SSAN, Case number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Payroll files, administrative personnel files, contributors.

Systems exempted from certain provisions of the act:

None

N00011 J08

System name:

Pet Registration

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Owners of pets residing on Naval property.

Categories of records in the system:

Owner's name and pet tag.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide for registration of pets to ensure appropriate innoculations and assist in the identification of rightful owners.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape.

Retrievability:

Name, SSAN, Case number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Veterinary records and statements provided by pet owners.

Systems exempted from certain provisions of the act:

None

N00011 J09

System name:

Administrative Civilian Personnel Management System

System location:

Organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy activities.

Categories of individuals covered by the system:

Civilian employees, including intermittents and consultants, and applicants for civilian employment.

Categories of records in the system:

Identification, location, routine and emergency assignements, clearance, educational and experience characteristics, travel, retention group, grade and series, retirement category, pending actions, awards, property custody, personnel action dates, physical handicaps and health data, veterans preference, mutual aid assosication membership, union membership, qualifications, and other data needed for personnel, line, and security management.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Preparation of rosters and locators; contact with appropriate personnel in emergencies; determination of clearance for access control; budget and manpower control; minority, employment, and occupation statistics; labor costing; projection of retirement losses; control of personnel actions; employment verification to requesting banking, rental, and credit organizations; travel claim control; name change location; checklist prior to leaving activity; payment of mutual aid association benefits; employee assessment; training management; qualifications determinations; and similar administrative uses requiring personnel information. Used by Navy officials who have need of the information in the performance of their duties and by representatives of the Civil Service Commission, the Comptroller General, the General Services Administration, the Attorney General, labor organizations with exclusive recognition, the Senate and the House of Representatives and their committees and subcommittees, and arbitrators and hearing examiners for grievances and appeals. In some cases, contractors are used in processing this data.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files, punched cards, magnetic tape, magnetic disc.

Retrievability:

Name, SSAN, Case number, organization.

Safeguards:

Access provided on a need to know basis only. Locked and/or guarded office.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

**Record source categories:**

Individual, employment papers, other records of the organization, official personnel jackets, supervisors; official travel orders, educational institutions, applications.

**Systems exempted from certain provisions of the act:**

None

**N00013 A**

**System name:**

JAG Manual Investigative Records

**System location:**

Office of the Judge Advocate General (Code 21) Navy Department Washington, D.C. 20370

**Categories of individuals covered by the system:**

Any individual who participated in, who was involved in, who incurred an injury, disease, or death in, who was intoxicated (drugs or alcohol) during, before, or after, or who had an interest in any accident, incident, transaction, or situation involving or affecting the Department of the Navy, naval personnel, or any procedure, operation, material, or design involving the Department of the Navy.

**Categories of records in the system:**

The records contain all documented evidence relevant to the item under investigation, together with an investigating officer's report, which makes findings of fact and expresses opinions and recommendations, the reviewing authority's actions which either approved or modified the investigating officer's report or returned the entire record for further investigation or remedial action to perfect the record, and, the results of hearings afforded persons who incurred injuries and diseases, to allow them to explain or rebut adverse information in the record. The Judge Advocate General's correspondence to locate and obtain required investigations is also included in the record. Some records contain only a field command's explanation as to why investigation is not required, together with documents pertinent to this lack of requirement. Some records contain only an accident, injury, or death report, prepared for the Department of the Navy by the Army, Air Force, Coast Guard, or other agency under reciprocal agreements, in situations where the Navy or Marine Corps could not conduct the investigation.

**Authority for maintenance of the system:**

Requirement that enlisted men make up time lost due to misconduct or abuse of alcohol or drugs ( 10 U.S.C. 972(5) ); retirement or separation for physical disability (10 U.S.C. 1201-1221); Executive Order 11476, Manual for Court-Martial, par. 133b; Uniform Code of Military Justice, 10 U.S.C. 815, 832, 869, 873, 935, 936, and 938-940; Military Claims Act (10 U.S.C. 2733); Foreign Claims Act (10 U.S.C. 3724, 2734a, 2734b); Emergency payment of claims (10 U.S.C. 2736); Non-scope claims (10 U.S.C. 2737); Duties of Secretary of the Navy (10 U.S.C. 5031); Duties of the Office of the Chief of Naval Operations (10 U.S.C. 5081-5082, 5085-5088); Duties of the Bureaus and Offices of the Department of the Navy and duties of the Judge Advocate General (10 U.S.C. 5131-5153); Duties of the Commandant of the Marine Corps (U.S.C. 5201); Reservist's disability and death benefits (10 U.S.C. 6148); Requirement of exemplary conduct (10 U.S.C. 5947); Promotion of accident and occupational safety by Secretary of the Navy (10 U.S.C. 7205); Admiralty claims (10 U.S.C. 7622-23); Public Vessels Act (46 U.S.C. 781-790); Suits in Admiralty Act (46 U.S.C. 741-752); Admiralty Extension Act (46 U.S.C. 740); Transportation Safety Act (49 U.S.C. 1901); Federal Tort Claims Act (28 U.S.C. 1346, 2671-2680); Financial liability of accountable officers (31 U.S.C. 82, 89-92); Military Personnel and Civilian Employee's Claims Act of 1964, as amended (31 U.S.C. 240243); Federal Claim Collection Acts (31 U.S.C. 71-75, 951-953); Forfeiture of pay for time lost due to incapacitation caused by alcohol or drug use (37 U.S.C. 802); Eligibility for certain veterans benefits (38 U.S.C. 105); Postal claims (39 U.S.C. 712); Medical Care Recovery Act (42 U.S.C. 2651-2653); General authority to maintain records (5 U.S.C. 301); Records management by agency heads (44 U.S.C. 3101).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

JAG Manual Investigative Records are used internally within the Department of the Navy as bases for evaluating procedures operations, material, and designs with a view to improving the efficiency and safety of the Department of the Navy; determinations concerning status of personnel regarding disability benefits, entitlements to pay during periods of disability, severance pay, retirement pay, increases of pay for longevity, survivors' benefits, and involuntary extensions of enlistments, dates of expiration of active obligated service and accrual of annual leave; determinations concerning relief of accountable personnel from liability for losses of public funds or property; determinations pertaining to disciplinary or punitive action and evaluation of petitions, grievances, and complaints; adjudication, pursuit, or defense of claims for or against the Government; and public information releases. Records of such investigations are routinely furnished to the Veterans Administration for use in determinations concerning entitlements to veterans and survivors' benefits; to Servicemen's Group Life Insurance administrators for determinations concerning payment of life insurance proceeds; to the U.S. General Accounting Office for purposes of determinations concerning relief of accountable personnel from liability for losses of public funds and related fiscal matters; to the Department of Justice for use in litigation involving the Government; to agents and authorized representatives of persons involved in the incident, for use in legal or administrative matters; to contractors for use in connection with settlement, adjudication, or defense of claims by or against the Government, and for use in design and evaluation of products, services, and systems; to agencies of the Federal, State, or local law enforcement authorities, court authorities, administrative authorities, and regulatory authorities, for use in connection with civilian and military criminal, civil, administrative, and regulatory proceedings and actions. Additionally, these records may be furnished to other components of the Department of Defense in connection with the above-stated purposes.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper documents stapled together (with real evidence, if any, attached) in paper file folders and stored in metal file cabinets, on shelves, and in cardboard boxes.

**Retrievability:**

Records are filed in calendar year groupings by surname of individual, bureau number of aircraft, name of ship, hull number of unnamed watercraft, or vehicle number of Government vehicles. Incidents are topically cross-referenced.

**Safeguards:**

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office spaces in which the file cabinets and storage devices are located are locked outside official working hours.

**Retention and disposal:**

The records are retained permanently. All naval activities which prepare JAG Manual Investigative Records, or which are intermediate addresses, typically retain duplicate copies in local files for a two-year period.

**System manager(s) and address:**

Assistant Judge Advocate General (Civil Law) Office of the Judge Advocate General Navy Department Washington, D.C. 20370

**Notification procedure:**

Information may be obtained by written request to the system manager. The request must contain the following: (a) an adequate description of the individual about whom the record is retained (e.g., full name, date of birth, etc.); (b) the calendar year to be searched, and the approximate date of the incident which was the subject of the investigation; (c) a signed and notarized statement of the identity of the requester; (d) the present mailing address of the requester, including ZIP code; (e) the present day-time telephone number of the requester, including area code; (f) the request must be signed by the individual. No telephone inquiries will be processed.

**Record access procedures:**

Requests from individuals for access should be addressed to the system manager. The request must include a signed and notarized statement of identity. Personal visits may be made to:

Office of the Judge Advocate General (Code 21)
Investigations Division
Room 2516, Navy Annex
Navy Department
Washington, D.C. 20370

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Records of JAG Manual Investigations are compilations of evidence, information, and data concerning the circumstances of incidents, accidents, events, transactions, and situations, prepared by administrative fact-finding bodies for utilization by proper authorities in making determinations, decisions, or evaluations relating to the matters under investigation. Records may contain: (1) testimony or statements of individuals who are parties to the investigations, witnesses,

and others having pertinent knowledge concerning matters under investigation; (2) documentary evidence, typically including records and reports of military or Federal, State, or foreign, civilian law-enforcement investigative, judicial, or corrections authorities; medical records and reports, investigations and accident and injury reports prepared by Federal, State, or foreign governmental agencies or other organizations or persons; court records and other public records; official logs and other official naval records; letters and correspondence; personnel, pay, and medical records; financial records, receipts, and cost estimates; publications, and other pertinent documents and writings; (3) pertinent real evidence; and (4) pertinent demonstrative evidence.

Systems exempted from certain provisions of the act:

None.

N00013 O

System name:

Roster, Naval Reserve Law Companies

System location:

Office of the Judge Advocate General (Code 62) Department of the Navy, Washington, D.C. 20370

Categories of individuals covered by the system:

Listing of law program officers in Naval districts having cognizance over Reserve affairs; listing of Naval Legal Service Offices; listing of the staff of the Director, Naval Reserve Law Programs; listing of Naval Reserve Law Company commanding officers; and listing of members of the law companies.

Categories of records in the system:

Roster contains names and locations of personnel associated with Naval Reserve Law Programs; names of members of law companies, social security number, rank, home and office addresses, name of spouse, and telephone numbers.

Authority for maintenance of the system:

10 USC 806

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The roster is issued for the purpose of facilitating and promoting liaison between Naval Reserve Law Companies, law program officers, the Director, Naval Reserve Law Programs, and his staff, and the Navy's legal assistance program. It is an essential publication for use by legal assistance officers throughout the Navy. It apprises Naval Reserve officers of the locations of Reserve units in order that they may participate in the reserve law programs. These rosters may be furnished to other components of the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders

Retrievability:

By names of members and location of Reserve units.

Safeguards:

Records are maintained under the control of authorized personnel during working hours; the office space in which the rosters are maintained is locked outside official working hours.

Retention and disposal:

Rosters are retained for approximately two years and destroyed when a new edition is published.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law) Office of the Judge Advocate General Navy Department, Washington, D.C. 20370

Notification procedure:

Information may be obtained from the System Manager. Written requests must be signed by the requesting individual.

Record access procedures:

Requests from individuals should be addressed to the System Manager. Personal visits may be made to:

Judge Advocate General's Personnel Office
Office of the Judge Advocate
Room 2433, Navy Annex
Arlington, Virginia

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Information is received from Reserve officers who participate in the Naval Reserve Law Programs.

Systems exempted from certain provisions of the act:

None

N00013 1

System name:

General court-martial records of trial.

System location:

Office of the Judge Advocate General (Code 20), Navy Department, Washington, D. C. 20370. Records, three years old or older, are stored at the Federal Records Center, Suitland, Maryland 20409.

Categories of individuals covered by the system:

Active duty Navy and Marine Corps personnel tried by general court-martial.

Categories of records in the system:

General court-martial records of trial.

Authority for maintenance of the system:

10 USC 865 and 5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Public Record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Files are kept by Navy court-martial number and each case is cross-referenced by an index card which is filed in alphabetical order according to the last name of the individual concerned.

Safeguards:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

Retention and disposal:

Records are maintained in office for three years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370

Notification procedure:

Information may be obtained by written request which adequately identifies the system of records and the individual about whom the record is kept (i.e., full name and date of trial of individual concerned). The written request must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Room 2518, Navy Annex, Arlington, Virginia. Individuals making such visits should be able to provide some acceptable identification, e.g., Armed Forces identification card, driver's license, etc.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Proceedings by a general court-martial.

Systems exempted from certain provisions of the act:

NONE

N00013 11

System name:

Determinations on Origins of Disabilities For Which Military Members Have Retired

System location:

Office of the Judge Advocate General (Code 13), Navy Department, Washington, D.C. 20370.

Categories of individuals covered by the system:

Retired or former members of the Navy or Marine Corps who have been placed on the Temporary Disability Retired List or Per-

manent Disability Retired List and who have subsequently obtained or applied for Federal civilian employment.

Categories of records in the system:

Requests originated by individuals concerned or any federal agencies employing such individuals; Bureau of Medicine and Surgery historical narratives and opinions concerning the origins of disabilities of individuals on whom determinations have been requested; copies of Judge Advocate General determinations; and related correspondence.

Authority for maintenance of the system:

5 U.S.C. 3502(a), 6303(a), 8332(c);
5 U.S.C. 301;
44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used as the basis for determinations concerning the eligibility of individuals of the above-described category to certain benefits connected with Federal civilian employment available to those disabled in combat with enemies of the United States or having disabilities caused by instrumentalities of war during periods of war. Determinations are rendered, upon request, to any Federal agencies employing members who retired from the naval service for disability. The information may be furnished to other components of the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in file folders.

Retrievability:

By name of individual.

Safeguards:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

Retention and disposal:

Records are permanent and are retained indefinitely in the Office of the Judge Advocate General.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370.

Notification procedure:

Information may be obtained by written request to the System Manager stating the full name of the individual concerned and the approximate date on which relief was requested. Written request must be signed by the requesting individual. Visits may be made to:

The Administrative Law Division (Code 13)
Office of the Judge Advocate General
Room 2511, Navy Annex
Arlington, Virginia

Armed forces identification card or state driver's license is required for identification.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Employment information in the system is submitted by the individuals concerned or the Federal agencies employing them. Medical information in the system is obtained from the individuals' medical records, physical evaluation board records, and service records.

Systems exempted from certain provisions of the act:

NONE

N00013 12

System name:

Relief of Accountable Personnel From Liability For Losses of Public Funds.

System location:

Office of the Judge Advocate General (Code 13), Navy Department, Washington, D.C. 20370.

Categories of individuals covered by the system:

Accountable Navy and Marine Corps military and civilian disbursing personnel and collection agents who request relief from liability for losses of public funds in their custody.

Categories of records in the system:

Copies of requests submitted by individuals of the above-stated category for grant of relief from liability, together with information voluntarily furnished by the affected individuals concerning the circumstances of losses of funds in their custody, and additional information derived from investigatory and audit reports and comments of forwarding endorsers concerning circumstances of losses.

Authority for maintenance of the system:

31 U.S.C. 95a., 82a-1, 82a-2;
5 U.S.C. 301
44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used as the basis for determinations within the Department of the Navy and the U.S. General Accounting Office as to whether the circumstances of particular losses of public funds warrant granting accountable individuals' requests for relief from liability. This information may be furnished to other components of the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in file folders.

Retrievability:

By name of individual requesting relief.

Safeguards:

Files are maintained in file cabinets under the control of personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

Retention and disposal:

Records are permanent and are retained indefinitely in the Office of the Judge Advocate General. However, after three years, name indexes are destroyed, eliminating the capability for retrieval by the names of individuals. Thereafter, they are retrievable only by topical indexes arranged according to the legal issues involved.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370

Notification procedure:

Information may be obtained by written request to the system manager stating the full name of the individual concerned and the approximate date on which relief was requested. Written requests must be signed by the requesting individual. Visits may be made to: The Administrative Law Division, Office of the Judge Advocate General, Room 2511, Navy Annex, Arlington, Virginia. Armed Forces identification card or state driver's license is required for identification.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information in the system is furnished partly by the individual requesting relief, and is supplemented by reports of Department of the Navy audits and investigations pertaining to the particular losses of funds involved. Additional amplifying information is typically furnished by officers forwarding requests to the Secretary of the Navy.

Systems exempted from certain provisions of the act:

NONE.

N00013 13

System name:

Conflicts of interest and employment activities.

System location:

Office of the Judge Advocate General (Code 13), Navy Department, Washington, D.C. 20370.

Categories of individuals covered by the system:

Active duty, reserve, or retired military personnel and present and former civilian employees of the Navy or Marine Corps who, by reason of their own inquiries or inquiries or complaints of Department of the Navy or other Federal officials or other appropriate persons, have been the subject of correspondence with the Judge Advocate General concerning the legality of outside Federal, State, or private employment or financial interests, dual Federal employment, post-retirement employment, defense related employment, or foreign employment; acceptance of gifts, gratuities. or benefits from Government cntractors, foreign governments, or other sources, or other possible violations of Federal conflicts-of-interest or standards-of-conduct laws or regulations.

Categories of records in the system:

Correspondence from, to, or concerning, individuals of the above stated category regarding thier current, past, or prospective outside Federal, State, or private employment; defense-related employment; post-retirement employment; foreign employment; dual Federal employment; acceptance of gifts, gratuities, or benefits from Government contractors, foreign governments, or other questionable sources; or other possible violations of conflicts-of-interest or standards-of-conduct laws or regulations. Additionally, such records sometimes include copies of statements of employment submitted by retired military personnel to the Navy Finance Center and referred to the Judge Advocate General for review and further action, and copies of investigative reports concerning suspected violations of pertinent laws or regulations.

Authority for maintenance of the system:

5 U.S.C. 3326, 5532; 10 U.S.C. 973, 974, 1032, 6223;
18 U.S.C. 202, 203, 205, 207, 209, 219, 281, 283;
37 U.S.C. 801;
U.S. Const., Art. I, 9, cl 8;
5 U.S.C. 301;
44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used as the basis for advisory opinions on the legality of employment activities, financial interests, and the related conflicts-of-interest and standards-of-conduct questions described above. Information may be furnished to other components of the Department of Defense, the U.S. General Accounting Office, the Department of Justice, and the Civil Service Commission in instances of suspected violations of pertinent laws or regulations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in file folders.

Retrievability:

By name of individual.

Safeguards:

Files are maintained in file cabinets under the immediate control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

Retention and disposal:

Records are permanent and are retained indefinitely in the Office of the Judge Advocate General. However, after five years, name indexes are destroyed, eliminating the capability for retrieval by the names of individuals. Thereafter, they are retrievable only by topical indexes arranged according to the legal issues involved.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370

Notification procedure:

Information may be obtained by written request to the system manager stating the full name of the individual concerned. Written requests must be signed by the requesting individual. Visits may be made to: Administrative Law Division (Code 13), Office of the Judge Advocate General, Room 2511, Navy Annex, Arlington, Virginia. Armed Forces identification card or State driver's license is required for identification.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the sstem manager.

Record source categories:

Information in the system is furnished by the individual and is supplemented by correspondence from Federal officials; current, past, and prospective employers; other interested persons regarding possible conflicts of interest and employment activities; and by investigations pertaining to particular suspected violations. Additional information in the form of statements of employment is forwarded by officers of the Navy Finance Center to the Judge Advocate General for review and further action.

Systems exempted from certain provisions of the act:

NONE.

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System name:

Summary courts-martial and non-bad conduct discharge courts-martial--navy and marine corps

System location:

Records are retained for two years after final action by appropriate officers having supervisory authority over shore activities. Records are retained for three months after final action by appropriate officers having supervisory authority over fleet activities, including Fleet Air Wings and Fleet Marine Forces. After the two years or three month retention period, as appropriate, the records are transferred to the National Personnel Records Center, GSA (Military Personnel Records), 9700 Page Boulevard, St. Louis, Missouri 63132.

Categories of individuals covered by the system:

Navy and Marine Corps enlisted personnel tried by summary courtmartial or by special court-martial which did not result in a bad conduct discharge.

Categories of records in the system:

Summary court-martial and non-bad conduct discharge special court-martial records of trial.

Authority for maintenance of the system:

10 U.S.C. 865, 5 U.S.C. 301, and Executive Order No. 11476 of June 19, 1969, as amended by Executive Order No. 11835 of January 27, 1975, paragraph 94b ( manual for courts-martial, 1969 (rev.) )

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Public record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Type of court-martial, date, command which convened the court-martial, name of individual defendant, and command which completed the supervisory authority's action.

Safeguards:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

Retention and disposal:

Records are retained for two years after final action by officers having supervisory authority over shore activities, and for three months by officers having supervisory authority over fleet activities. At the termination of the appropriate retention period, records are forwarded for storage to the National Personnel Records Center, GSA (Military Personnel Records), 9700 Page Boulevard, St. Louis, Missouri 63132. Records are destroyed 15 years after final action has been taken.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370.

Notification procedure:

Information may be obtained from the Deputy Assistant Judge Advocate General (Military Justice), Department of the Navy, Washington, D.C. 20370, by written request including the full name of the individual concerned, the type of court-martial (summary or special), the name of the command which held the court-martial, and the date of the court-martial proceedings. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, room 2518, Navy Annex, Arlington, Virginia. Individuals making

such visits should be able to provide some acceptable identification, e.g. Armed Forces identification cards, driver's license, etc.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Proceedings of summary courts-martial and special courts-martial which did not result in a bad conduct discharge.

Systems exempted from certain provisions of the act:

None.

N00013 2

System name:

Special courts-martial resulting in bad conduct discharges or concerning commissioned officers.

System location:

Office of the Judge Advocate General (Code 20), Navy Department, Washington, D. C. 20370. Records, three years old or older, are stored at the Federal Records Center, Suitland, Maryland 20409.

Categories of individuals covered by the system:

Navy and Marine Corps personnel tried by special court-martial and awarded a bad conduct discharge, and all Navy and Marine Corps commissioned officers tried by special court-martial.

Categories of records in the system:

Special court-martial which resulted in a bad conduct discharge, or involving commissioned officers.

Authority for maintenance of the system:

10 U.S.C. 865, 5 U.S.C. 301 and Executive Order No. 11476 of June 19, 1969, as amended by Executive Order No. 11835 of January 27, 1975, paragraph 94b ( manual for courts-martial, 1969 (rev.) )

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Public Record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Files are kept by Navy court-martial number and each case is cross-referenced by an index card which is filed in alphabetical order according to the last name of the individual concerned.

Safeguards:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

Retention and disposal:

Records are maintained in office for three years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370.

Notification procedure:

Information may be obtained from the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Navy Department, Washington, D. C. 20370, by written request stating full name, and date of trial of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, Room 2518, Navy Annex, Arlington, Virginia. Individuals making such visits should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Special court-martial proceedings.

Systems exempted from certain provisions of the act:

NONE.

N00013 3

System name:

Article 138 Complaint of Wrongs

System location:

Office of the Judge Advocate General (Code 20), Navy Department, Washington, D.C. 20370. Complaints, three years old or older, are stored at the Federal Records Center, Suitland, Maryland 20409.

Categories of individuals covered by the system:

Active duty Navy and Marine Corps personnel who have submitted complaints of wrong pursuant to Article 138, UCMJ, which have been forwarded to the Secretary of the Navy for final review of the complaint and the proceedings had thereon.

Categories of records in the system:

The complaint and all proceedings had thereon.

Authority for maintenance of the system:

Article 138, Uniform Code of Military Justice, (10 U.S.C. 938).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

No routine use after complaint is resolved.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Files are kept in alphabetical order according to last name of the individual concerned.

Safeguards:

Files are maintained in file cabinets and other storage devices under control of authorized personnel during working hours; the office spaces in which the file cabinets and storage devices are located is locked outside office working hours.

Retention and disposal:

Complaints are maintained in office for three years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370

Notification procedure:

Information may be obtained from the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370. Information may be obtained by written request to the Judge Advocate General stating full name and the approximate date the complaint was submitted for review if known. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, room 2518, Navy Annex, Arlington, Virginia. Individuals making such visits should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

The records are comprised of the following source materials: (1) complaint of wrongs; (2) results of examination into complaint of wrongs by the general court-martial authority; and (3) final review action by the Secretary of the Navy.

Systems exempted from certain provisions of the act:

None.

N00013 4

System name:

Article 69 Petitions

System location:

Office of the Judge Advocate General (Code 20), Navy Department, Washington, D.C. 20370. Petitions three years old or older are stored at the Federal Records Center, Suitland, Maryland 20409.

Categories of individuals covered by the system:

Navy and Marine Corps personnel who were tried by courts-martial which were not reviewed by the Navy Court of Military Review and when such service member has petitioned the Judge Advocate General pursuant to Article 69, Uniform Code of Military Justice, for review.

Categories of records in the system:

Files contain individual service member's petition together with all forwarding endorsements and copy of action taken by the Judge Advocate General with supporting memorandum.

Authority for maintenance of the system:

Article 69, Uniform Code of Military Justice (10 USC 869).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Public record.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Records are maintained in chronological calendar order with alphabetical cross-referencing system.

Safeguards:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office spaces in which the file cabinets and storage devices are located is locked outside official working hours.

Retention and disposal:

Records are maintained in office for three years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370.

Notification procedure:

Information may be obtained from the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370. Information may be obtained by written request to the Judge Advocate General stating full name of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, room 2518, Navy Annex, Arlington, Virginia. Individuals making such visits should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

The records comprise the following source materials: (1) petitions for relief, (2) forwarding endorsements thereon by petitioner's commanding officer and convening/supervisory authorities of court-martial (above information is omitted if petitioner is former service member), and (3) action of the Judge Advocate General on petition.

Systems exempted from certain provisions of the act:

None.

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System name:

Court-martial statistics.

System location:

Magnetic tape held at Naval Command Systems Support Activity, Production Code 60.1, room 4002, building 196, Washington Navy Yard, Washington, D.C. 20360. Source document (NAVJAG 5813/1) held in Promulgation and Statistics Branch, Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370.

Categories of individuals covered by the system:

Navy and Marine Corps personnel tried by general courts-martial and by special courts-martial when the special court-martial sentence as finally approved includes a punitive discharge.

Categories of records in the system:

Court-martial information on special courts-martial if sentence as finally approved includes a punitive discharge and all general courts-martial including name, social security number, pleas, convening authority action, supervisory authority action, and Court of Military Review action. Information available from 1970 to present only.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provide statistical information on general and bad conduct discharge special courts-martial to governmental, public, and private organizations and individuals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape and source documents (NAVJAG 5813/1) if file folders.

Retrievability:

Name and social security number or Navy court-martial number.

Safeguards:

Tapes stored in secret vault. Without project code number, tape can neither be read nor added to. Only person who has code number is Project Code Officer. Source documents are filed in file cabinets which are located in an office which is under observation during working hours and is locked at night. The office is located in a secure building which is surrounded by a guarded fence. The building is guarded 24 hours a day, and admission is allowed only to personnel on official business and authorized visitors.

Retention and disposal:

Idefinite.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370.

Notification procedure:

Information may be obtained from the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370. Information may be obtained by written request to the Judge Advocate General stating full name, date of trial (if known), date of discharge and type of discharge of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to: The Military Justice Division, Office of the Judge Advocate General, Room 2518, Navy Annex, Arlington, Virginia. Individuals must be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Form NAVJAG (Navy Judge Advocate General) 5813/1.

Systems exempted from certain provisions of the act:

None.

N00013 6

System name:

Ethics file.

System location:

Office of the Judge Advocate General (Code 20), Navy Department, Washington, D.C. 20370.

Categories of individuals covered by the system:

Civilian and military lawyers authorized to practice before a court-martial or Navy Court of Military Review and who by their personal or professional conduct have demonstrated that they are so lacking in competency, integrity or ethical or moral character as to be unacceptable as counsel before a court-martial or Navy Court of Military Review.

**Categories of records in the system:**

Reports of investigation, correspondence, and court papers relating to the complaint brought against attorneys.

**Authority for maintenance of the system:**

Manual of the Judge Advocate General, section 0142, and 5 USC 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

No routine use after file is closed. The information may be furnished to other Department of Defense components and State and Federal governmental organizations before they are closed.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders.

**Retrievability:**

Files are kept in alphabetical order according to the last name of the attorney concerned.

**Safeguards:**

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

**Retention and disposal:**

Records are maintained in office for two years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

**System manager(s) and address:**

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370.

**Notification procedure:**

Information may be obtained from the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370. Information may be obtained by written request to the Judge Advocate General stating full name of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, room 2518, Navy Annex, Arlington, Virginia. Individuals making such visits should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Correspondence from military judges, staff judge advocates, judge advocates, and other military personnel; correspondence from the Judge Advocates General of other branches of the Armed Forces; investigative reports from Naval Investigative Service offices; correspondence and copies of court papers from civilian authorities.

**Systems exempted from certain provisions of the act:**

None.

## N00013 7

**System name:**

Litigation Case File

**System location:**

Office of the Judge Advocate General, Department of the Navy, Washington, D.C. 20370.

**Categories of individuals covered by the system:**

All those individuals who have brought suit against, or have been involved in litigation with the United States or its officers or employees concerning matters related to the Department of the Navy, in the Federal Civil Court System, excepting those cases arising, in admiralty, or patent, under the Federal Tort Claims Act, and all matters under the responsibility of the General Counsel's Office.

**Categories of records in the system:**

All pleadings, motions, briefs, orders, decisions, memoranda, opinions, supporting documentation and related materials involved in representing the United States Navy and Marine Corps in the Federal Court System.

**Authority for maintenance of the system:**

5 U.S.C. 301, 10 U.S.C. 5148, and 44 U.S.C. 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The collected information is used to defend the Department of the NAVY IN CIVIL suits filed against it in the Federal Court System. Routine users of the information, in addition to the Litigation Division, Office of the Judge Advocate General of the Navy, are the Department of Justice and the United States Attorneys offices assigned to the particular case.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in file folders.

**Retrievability:**

Retrievable by last name of the litigant.

**Safeguards:**

Records are maintained in file cabinets accessible only to persons responsible for servicing the record system in performing their official duties.

**Retention and disposal:**

Retained in office files for two years, then retired to Washington National Records Center, Washington, D.C. 20409; detroy 10 years after final action, on the case.

**System manager(s) and address:**

Judge Advocate General, Department of the Navy, Washington, D.C. 20370

**Notification procedure:**

Information may be obtained from the system manager.

**Record access procedures:**

Access is not permitted to this system: See 5 U.S.C.C 552a (d) (5).

**Contesting record procedures:**

The Navy's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Navy Military Personnel Records Center, St. Louise; Department of Justice, opposing counsel.

**Systems exempted from certain provisions of the act:** None.

## N00013B

**System name:**

Article 73 petitions for new trial.

**System location:**

Office of the Judge Advocate General (Code 20) Navy Department, Washington, D.C. 20370.

**Categories of individuals covered by the system:**

Navy and Marine Corps personnel who submitted petitions for new trial to the Judge Advocate General within two years after approval of their court-martial sentence by the convening authority but after their case had been reviewed by the Navy Court of Military Review or Court of Military Appeals, if appropriate.

**Categories of records in the system:**

The petition for new trial, the forwarding endorsements if the petition was submitted via the chain of command, and the action of the Judge Advocate General on the petition.

**Authority for maintenance of the system:**

Article 73, Uniform Code of Military Justice, (10 U.S.C. 873).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

No routine use after action taken on petition.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders.

**Retrievability:**

Files are kept in alphabetical order according to the last name of the individual concerned.

Safeguards:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel durng working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

Retention and disposal:

Records are maintained in office for two years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370.

Notification procedure:

Information may be obtained from the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370. Information may be obtained by written request stating full name of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, room 2518, Navy Annex, Arlington, Virginia. Individuals should have the following items of identification: drivers license or military identification card.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

The records are comprised of the following source materials: (1) petitions for new trial; (2) forwarding endorsements thereon by petitioner's commanding officer and convening/supervisory authorities of court-martial (above information is omitted if petitioner is former service member); and (3) action of the Judge Advocate General on petitions.

Systems exempted from certain provisions of the act:

None.

N00013C

System name:

Legal Assistance Card Files

System location:

Typically maintained at Naval Legal Service Offices, the Naval Legal Service Branch Offices, and any command with a legal assistance office.

Categories of individuals covered by the system:

Authorized military and civilian personnel and dependents who have sought legal assistance from a legal assistance office established within the Department of the Navy.

Categories of records in the system:

Legal assistance card files typically contain client identification information, e.g., name, address, duty station, telephone numbers, etc., client description of legal problem, attorney classification of problem, and attorney time expended.

Authority for maintenance of the system:

5 U.S.C. 301; Manual of the Judge Advocate General, 1914; 44 U.S.C. 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Time-accounting data is extracted from the card files for preparation of periodic legal assistance statistical reports; legal assistance attorneys refer to the card files to ascertain previous progress achieved toward disposition of the case. There are no other uses. Internal users are limited to legal assistance attorneys and assigned clerical personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Pre-printed cards stored in file cabinets.

Retrievability:

Filed alphabetically by name of client.

Safeguards:

Cards are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside of official working hours.

Retention and disposal:

Two years after disposition of the case or until the closing of the legal assistance office, then destroyed.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370

Notification procedure:

Information may be obtained by written request which adequately identifies the system of records and the individual about whom the record is kept (i.e. full name, etc.); the written request must be signed by the requesting individual.

Record access procedures:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g., driver's license, etc., and give some verbal information that could be verified in the file.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the system manager.

Record source categories:

Basic information contained in the card files is provided by the client; information concerning the ultimate disposition of the case and time expended by the attorney is provided by the attorney.

Systems exempted from certain provisions of the act:

NONE

N00013D

System name:

Federal Tort Claims Files

System location:

Office of the Judge Advocate General, Offices of the Commandants of the Naval Districts, Naval Legal Service Offices, all overseas commands with a Navy Judge Advocate General Corps Officer or a Marine Corps judge advocate attached, and the Federal Records Center, Suitland, Maryland. Local commands with which claims under the Federal Tort Claims Act are initially filed typically retain copies of such claims and accompanying files. Official mailing addresses of these locations are included in the Department of Defense Directory in the appendix to this notice.

Categories of individuals covered by the system:

Any individuals who have filed claims against the Navy under the Federal Tort Claims Act.

Categories of records in the system:

The files may contain claims filed, correspondence, investigative reports, accident reports, medical and dental records, x-rays, allied reports (such as local police investigations, etc.), photographs drawings, legal memoranda, opinions of experts, and court documents.

Authority for maintenance of the system:

Federal Tort Claims Act (28 U.S.C. 1346(b), 2671-2680); 32 C.F.R. 750.30-750.49; 5 U.S.C. 301; 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The files are used to evaluate claims for purposes of adjudication and litigation. The files are used by contractors in those cases in which they indemnify the United States. The files are provided to the Department of Justice to defend suits brought against the United States and may be furnished to other components of the Department of Defense. The files or portions thereof may be furnished to the claimant or his authorized representative, and for those claims for which payment is determined proper, the files or portions thereof may be provided to the Congress, the Department of Treasury, the Office of Management and Budget, and the General Accounting Office.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders stored in file cabinets or other storage devices.

**Retrievability:**

Filed alphabetically by name of claimant.

**Safeguards:**

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

**Retention and disposal:**

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition of the case.

**System manager(s) and address:**

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General Navy Department, Washington, D.C. 20370.

**Notification procedure:**

Information may be obtained from the System Manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

**Record access procedures:**

Requests from individuals should be addressed to the System Manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

**Record source categories:**

The sources of information contained in the files include the following: x-rays and medical and dental records from civilian and military doctors and medical facilities; investigative reports of accidents from military and municipal police agencies; reports of circumstances of incidents from operators of Government vehicles and equipment; witnesses; correspondence from claimants and their attorneys and insurance companies, state insurance commissions, United States Attorneys, and various other Government agencies with information concerning the claim.

**Systems exempted from certain provisions of the act:**

NONE

**N00013E**

**System name:**

Affirmative Claims Files

**System location:**

Office of the Judge Advocate General, Offices of the Commandants of the Naval districts; Naval Legal Service Offices, and Branch Offices of the Officers in Charge of U.S. Sending State Offices; overseas commands with a Navy or Marine Corps judge advocate attached; the Federal Records Center, Suitland, Maryland; and such other offices of officers as may be designated by the Judge Advocate General. Official mailing addresses of these locations are included in the Department of Defense Directory in the appendix of this notice.

**Categories of individuals covered by the system:**

All individuals against whom the Navy has claims sounding in tort, and all individuals who are in the military or are dependents of military members and have been provided medical care by a Naval medical facility for injuries resulting from such tortious conduct.

**Categories of records in the system:**

The files contain reports of injuries to individuals entitled to care at Navy expense, reports of damage to Navy property, x-rays, medical and dental records of treatment, and statements of charges therefor, military and municipal police and individual's reports of accidents, investigative reports, correspondence, legal research, and opinions.

**Authority for maintenance of the system:**

Medical Care Recovery Act (42 U.S.C. 2651-53); Federal Claims Collection Act (31 U.S.C. 951-53); 32 C.F.R. 757.1-757.21; 5 U.S.C. 301; 44 U.S.C. 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

These records are used to futher efforts to collect such claims without litigation, for preparing litigation reports to the Department of Justice, and for use in civil litigation by the Department of Justice. In addition, the files may be furnished to insurance companies to support claims by documenting injuries or diseases for which treatment was provided at Government expense and to civilian attorneys representing the injured parties and the Government's interests. Finally, the files may be furnished to other components of the Department of Defense.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folder stored in file cabinets or other storage device.

**Retrievability:**

Filed alphabetically by name of the individual.

**Safeguards:**

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside of official working hours.

**Retention and disposal:**

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition of the case.

**System manager(s) and address:**

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370.

**Notification procedure:**

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

**Record access procedures:**

Requests from individuals should be addressed to the System Manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

**Contesting record procedures:**

The agency's rule for contesting contents and appealing initial determinations may be obtained from the System Manager.

**Record source categories:**

The sources of information contained in these files includes: military and local police reports, line of duty investigations, commercial credit and asset reports, questionnaires completed by accident victims, x-rays, medical and dental records of treatment and statements of charges therefor from civilian and military doctors and medical facilities; correspondence; and witnesses.

**Systems exempted from certain provisions of the act:**

None

**N00013F**

**System name:**

Foreign Claim Files

**System location:**

Office of the Judge Advocate General; United States Sending State Office for Italy; United States Sending State Office for Australia; Naval Missions (including the office of the naval section of military missions); Military Assistance Advisory Groups (including the Offices of Chiefs, Naval Section, Military Assistance Advisory Groups); Office of the Naval Advisory to Argentina; naval attaches; any command which has appointed a Foreign Claims Commission; and the Federal Records Center, Suitland, Maryland. Local commands, with which claims under the Foreign Claims Act are initially filed and which do not have or choose to appoint a Foreign Claims Commission, typically retain copies of such claims and accompanying files. Official mailing addresses of these locations are included in the Department of Defense directory in the appendix to this notice.

**Categories of individuals covered by the system:**

All individuals who have filed claims against the Department of the Navy under the Foreign Claims Act.

Categories of records in the system:

The files may contain claims filed, correspondence, investigative reports, accident reports, medical and dental records, x-rays, allied reports (such as foreign police investigations, etc.), photographs, drawings, legal memoranda, opinions of experts, and court documents.

Authority for maintenance of the system:

Foreign Claims Act (10 U.S.C. 2734); 32 C.F.R. 753.1-753.29; 5 U.S.C. 301; 44 U.S.C. 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The files are used to adjudicate claims and to evaluate and decide reconsiderations of denials of claims. The files may be furnished to other components of the Department of Defense and the Department of Justice to defend unauthorized suits brought against the United States under the Foreign Claims Act. In addition, the files or portions thereof may be furnished to the claimant or his authorized representative. For those claims for which payment is determined proper, the files or portions thereof may be provided to Congress, the Department of Treasury, the Office of Management and Budget, and the General Accounting Office.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders stored in file cabinets or other storage devices.

Retrievability:

Filed alphabetically by name of claimant.

Safeguards:

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

Retention and disposal:

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition of the case.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370.

Notification procedure:

Information may be obtained from the System Manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

Record access procedures:

Requests from individuals should be addressed to the System Manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

The sources of information contained in the files includes: x-rays, medical records, and dental records; investigative reports from military and foreign police agencies; reports of circumstances of incidents from operators of Government vehicles and equipment; witnesses; correspondence from claimants, their attorneys, and insurance companies.

Systems exempted from certain provisions of the act:

None

N00013G

System name:

Military Claims Files

System location:

Office of the Judge Advocate General, Offices of the Commandants of the Naval Districts, Naval Legal Service Offices and Branch Offices, overseas commands with a Navy or Marine Corps judge advocate attached, and the Federal Records Center, Suitland, Maryland. Local commands, with which claims under the Military Claims Act are initially filed, typically retain copies of such claims and accompanying files. Official mailing addresses of these locations are included in the Department of Defense directory in the appendix of this notice.

Categories of individuals covered by the system:

All individuals who have filed claims under the Military Claims Act against the Department of the Navy.

Categories of records in the system:

The files may contain claims filed, correspondence, investigative reports, accident reports, medical and dental records, x-rays, allied reports (such as local police investigations, etc.), photographs, drawings, legal memoranda, opinions of experts, and court documents.

Authority for maintenance of the system:

Military Claims Act (10 U.S.C. 2733); 32 C.F.R. 750.50-750.59; 5 U.S.C. 301; 44 U.S.C. 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The files are used to evaluate claims for purposes of adjudication. The files are also used by contractors in those cases in which they indemnify the Government. The files may be furnished to other components of the Department of Defense, and to the Department of Justice to defend unauthorized suits brought against the United States under the military claims act. Additionally, the files or portions thereof may be furnished to the claimant or his authorized representative. For those claims for which payment is determined proper, the files or portions thereof may be provided to the Congress, the Department of Treasury, the Office of Management and Budget, and the General Accounting Office.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders stored in file cabinets or other storage devices

Retrievability:

Filed alphabetically by name of claimant

Safeguards:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

Retention and disposal:

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition of the case.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law, oFFICE OF THE jUDGE aDVOCATE General, Navy Department, Washington, D.C. 20370.

Notification procedure:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

Record access procedures:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

Contesting record procedures:

The agency's rule for contesting contents and appealing initial determinations may be obtained from the system manager.

Record source categories:

The sources of information contained in the files include the following: x-rays, medical and dental records from civilian and military doctors and medical facilities; investigative reports of accidents from military and municipal police agencies; reports of circumstances of incidents from operators of Government vehicles and equipment; witnesses; correspondence from claimants, their attorneys, insurance companies, state commissions, United States Attorneys, and various other Government agencies with information concerning the claim.

Systems exempted from certain provisions of the act:

NONE

N00013H

System name:

'Nonscope' Claims Files

System location:

Office of the Judge Advocate General, Naval Legal Service Offices, and Branch Offices, overseas commands with a Navy or Marine Corps judge advocate attached, and the Federal Records Center, Suitland, Maryland. Local commands, with which claims under the 'Nonscope' Claims Act are initially filed, typically retain copies of such claims and accompanying files. Official mailing addresses of these locations are included in the Department of Navy directory of mailing addresses.

Categories of individuals covered by the system:

All individuals who have filed claims under the 'Nonscope' Claims Act against the Department of the Navy.

Categories of records in the system:

The files may contain claims filed, correspondence, investigative reports, accident reports, medical and dental records, x-rays, allied reports, photographs, drawings, opinions of experts, legal memoranda, and court documents.

Authority for maintenance of the system:

'Nonscope' Claims Act (10 U.S.C. 2737); 32 C.F.R. 750.60-750.69; 5 U.S.C. 301; 44 U.S.C. 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The files are used to evaluate claims for purposes of adjudication. The files are provided to the Department of Justice to defend unauthorized suits brought against the United States under the 'Nonscope' Claims Act. In addition, files or portions thereof may be furnished to the claimant or his authorized representative and to other components of the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders stored in file cabinets or other storage devices

Retrievability:

Filed alphabetically by name of claimant

Safeguards:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

Retention and disposal:

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition of the case.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370

Notification procedure:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

Record access procedures:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the system manager.

Record source categories:

The sources of information contained in the files include the following: x-rays, medical and dental records from civilian and military doctors and medical facilities; investigative reports of accidents from military and municipal police agencies; reports of circumstances of incidents from operators of Government vehicles; witnesses; correspondence from claimants, their attorneys, insurance companies, state insurance commissions, United States Attorneys, and various other Government agencies with information concerning the claim; commercial credit and asset reports; and questionnaires completed by accident victims.

Systems exempted from certain provisions of the act:

None

N00013I

System name:

Military Personnel and Civilian Employees' Claims

System location:

Offices of the Judge Advocate General; Naval Legal Service Offices; offices of the Commandants of the Naval Districts; Naval Legal Service Branch Offices; the Federal Records Center, Suitland, Maryland; naval activities where there are officers specifically designated by the Judge Advocate General to adjudicate personnel claims. Official mailing addresses of these locations are included in the Department of the Navy Directory of mailing addresses.

Categories of individuals covered by the system:

All individuals who have filed claims against the Department of the Navy under the Military Personnel and Civilian Employees' Claims Act and all common carriers against whom recovery has been sought by the Department of the Navy.

Categories of records in the system:

The files may contain claims filed, correspondence, investigative reports, copies of order, copies of insurance policies, Government bills of lading, copies of Powers of Attorney, estimates of loss or damage, inventories, demands on carriers for reimbursement, correspondence, and legal memoranda.

Authority for maintenance of the system:

Military Personnel and Civilian Employees' Claims Act (31 U.S.C. 240-243); 32 C.F.R. 751.0-751.30; 5 U.S.C. 301; 44 U.S.C. 3101.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The files are used to evaluate claims for purposes of adjudication, reimbursement for the Department of the Navy from common carriers, warehousemen, contractors, or insurers who are responsible for loss or damage to personal property of individual claimants. Additionally, the files are provided to the Department of Justice to defend unauthorized suits against the United States under the Military Personnel and Civilian Employees' Claims Act. Finally, the files may be furnished to the claimant or his authorized representative and to other components of the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders stored in file cabinets or other storage devices.

Retrievability:

Filed alphabetically by name of claimant and name of common carrier, warehousemen, contractors, and insurers.

Safeguards:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which file cabinets and storage devices are located is locked outside of working hours.

Retention and disposal:

Minimum-one year; maximum-permanent; typically Files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland three years after disposition of the case.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370.

Notification procedure:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by requesting individual.

Record access procedures:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the

individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the system manager.

Record source categories:

Information contained in the file is initially provided by the claimant and witnesses, after which the personal property divisions contribute investigative reports. The carrier may contribute information, and in some cases an investigative report is furnished by a military member's command or by an investigative agency. Adjudicated amounts allowed for the claim are provided by the adjudicating authority.

Systems exempted from certain provisions of the act:

None

N00013J

System name:

Admiralty Claims Files

System location:

Office of the Judge Advocate General; Office of the Commander-in-Chief, United States Naval Forces, Europe; Office of the Commander, Sixth Fleet; and the Federal Records Center, Suitland, Maryland. Local commands with which claims under the Public Vessels Act and the Suits in Admiralty Act are initially filed, typically retain copies of such claims and accompanying files. Official mailing addresses of these locations are included in the Department of the Navy directory of mailing addresses.

Categories of individuals covered by the system:

All individuals who have asserted claims or instituted suits under the Public Vessels Act and Suits in Admiralty Act against the Department of the Navy in the name of the United States and all individuals who have instituted suits against third parties who have impleaded the Department of the Navy in the name of the United States.

Categories of records in the system:

The files may contain claims filed, correspondence, investigative reports, accident reports, medical and dental records, x-rays, allied reports (such as local police investigations, etc.), photographs, drawings, legal memoranda, opinions of experts, and court documents.

Authority for maintenance of the system:

Admiralty Claims Act (10 U.S.C. 7622); 5 U.S.C. 301; 44 U.S.C. 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy use these files in the performance of their official duties related to the administrative evaluation and settlement of admiralty claims asserted against the Navy. Additionally, these files are provided to the Department of Justice to defend civil maritime suits brought against the United States. Finally, these files may be furnished to other components of the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders stored in file cabinets or other storage devices

Retrievability:

Filed alphabetically by name of claimant

Safeguards:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside of official working hours.

Retention and disposal:

Records are retained in active files until each claim is settled or litigation resulting therefrom has been concluded. Thereafter, the files are maintained within the office for two years and then retired to the Federal Records Center, Suitland, Maryland.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370

Notification procedure:

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

Record access procedures:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g., driver's license, etc., and give some verbal information that could be verified in the file.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the system manager.

Record source categories:

The sources of information contained in the files include the following: x-rays, medical and dental records from civilian and military doctors and medical facilities; investigative reports; witnesses; and correspondence from claimants and their representatives.

Systems exempted from certain provisions of the act:

None

N00013L

System name:

U.S. Postal Service Indemnity Claims Files

System location:

Office of the Judge Advocate General (Code 14c), Navy Department, Washington, D.C. 20370 and the Federal Records Center, Suitland, Maryland 20409

Categories of individuals covered by the system:

All persons who have filed claims with the U. S. Postal Service for loss or damage to mailed matter, and which claims have been paid by the U. S. Postal Service and thereafter forwarded for reimbursement by the Department of the Navy pursuant to 39 U.S.C. 712.

Categories of records in the system:

Files may contain claims, substantiating documents, Navy investigative reports (and allied reports such as U. S. Postal Service investigative reports, legal memoranda, and correspondence.

Authority for maintenance of the system:

39 U.S.C. 712; 5 U.S.C. 30; 44 U.S.C. 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The files are used to evaluate requests for reimbursement by the U. S. Postal Service for payment on claims for loss or damage to mailed matter. The files may be furnished to other components of the Department of Defense and the Department of Justice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders stored in file cabinets or other storage devices.

Retrievability:

Filed alphabetically by name of claimant.

Safeguards:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside of working hours.

Retention and disposal:

Minimum-one year; maximum-permanent; typically files located in the Office of the Judge Advocate General are transferred to the Federal Records Center, Suitland, Maryland, three years after disposition of the case.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370.

Notification procedure:

Information may be obtained from the system manager. Requesting individuals should specify only their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by requesting individual.

Record access procedures:

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address, and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the should be able to provide some acceptable identification, e.g. driver's license, etc., and give some verbal information that could be verified in the file.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations may be obtained from the system manager.

**Record source categories:**

The information in U. S. Postal Service Indemnity Claims Files may consist of claims filed, substantiating documents, Navy investigative reports, (and allied reports such as U. S. Postal Service investigative reports), legal memoranda, and correspondence.

**Systems exempted from certain provisions of the act:**

None

N00013M

**System name:**

Military Justice correspondence file

**System location:**

Office of the Judge Advocate General (Code 20), Navy Department, Washington, D.C. 20370.

**Categories of individuals covered by the system:**

Active duty, retired, and discharged Navy and Marine Corps personnel who were the subject of military justice proceedings.

**Categories of records in the system:**

File contains copy of incoming correspondence, all background material necessary to answer the correspondence and copies of letters replying to the correspondence.

**Authority for maintenance of the system:**

5 USC 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Files may be furnished to other components of the Department of Defense.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders.

**Retrievability:**

Correspondence is kept in alphabetical order according to the last name of the individual who is the subject of the correspondence.

**Safeguards:**

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

**Retention and disposal:**

Records are maintained in office for two years and then forwarded to the Federal Records Center, Suitland, Maryland 20409 for storage.

**System manager(s) and address:**

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370.

**Notification procedure:**

Information may be obtained from the Deputy Assistant Judge Advocate General (Military Justice), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370. Information may be obtained by written request to the Judge Advocate General stating full name of the individual concerned. Written requests must be signed by the requesting individual. Personal visits may be made to the Military Justice Division, Office of the Judge Advocate General, room 2518, Navy Annex, Arlington, Virginia. Individuals making such visits should be able to provide some acceptable identification, e.g. Armed Forces' identification card, driver's license, etc.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Records of trial and correspondence from commands and agencies involved in the matter which is the subject of the correspondence.

**Systems exempted from certain provisions of the act:**

NONE.

N00013N

**System name:**

Personal injury and illness reports on civilian and govt-service seaman employed on MSC ships

**System location:**

Office of the Judge Advocate General (Code 11), Navy Department, Washington, D.C. 20370

**Categories of individuals covered by the system:**

Injured civilian seamen and government service seamen employed by the Military Sealift Command or its contract operators for service on board MSC ships.

**Categories of records in the system:**

System consists of preliminary personal injury and illness reports on civilian seamen and government service seamen employed by the Military Sealift Command or its contract operators.

**Authority for maintenance of the system:**

Admiralty Claims Act (10 U.S.C. 7622); 5 U.S.C. 301; 44 U.S.C. 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy in their performance of their official duties related to the administrative evaluation and settlement of subsequently submitted admiralty claims asserted against the Navy. Additionally, these reports may later be provided to the Department of Justice for defense of civil maritime Suits brought against the United States. Finally, these reports may be furnished to other components of the Department of Defense.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders stored in file cabinets

**Retrievability:**

Filed by name of injured seaman listed under each particular MSC ship by date of injury.

**Safeguards:**

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

**Retention and disposal:**

Reports are maintained in personal injury report file folders for a period of two years from the date of particular injury or illness and are, thereafter, destroyed at the local office level.

**System manager(s) and address:**

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370.

**Notification procedure:**

Information may be obtained from the system manager. Requesting individuals should specify their full names. Visitors should be able to identify themselves by any commonly recognized evidence of identity. Written requests must be signed by the requesting individual.

**Record access procedures:**

Requests from individuals should be addressed to the system manager. Written requests for access should contain the full name of the individual, current address and telephone number, and the serial code of any prior correspondence received from this office pertaining to the request. For personal visits, the individual should be able to provide some acceptable identification, e.g., driver's license, etc., and give some verbal information that could be verified in the file.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing determinations may be obtained from the system manager.

**Record source categories:**

Masters of Military Sealift Command ships; witnesses; medical and dental forms; and investigative reports.

**Systems exempted from certain provisions of the act:**

None

N00013P

System name:

Reservists reporting for active duty for training, background questionnaires

System location:

Office of the Judge Advocate General (Code 62), Navy Department, Washington, D.C. 20370

Categories of individuals covered by the system:

Officers reporting for duty in the Office of the Judge Advocate General

Categories of records in the system:

Name, designator, rank, unit to which attached, law school attended, year admitted to practice and State or Territory where admitted, and employment.

Authority for maintenance of the system:

10 USC 806

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To assist the Judge Advocate General in the assignment of officers. The files may be furnished to other components of the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, stored in a file cabinet.

Retrievability:

By officer's name.

Safeguards:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the cabinets are located is locked outside of official working hours.

Retention and disposal:

Records are retained for two months and then destroyed.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370

Notification procedure:

Information may be obtained from the system manager. Written requests must be signed by the requesting individual. For personal visits, the individual should be able to provide some acceptable identification, e.g., Armed Forces identification card, driver's license, etc.

Record access procedures:

Requests should be addressed to the system manager.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information is received from Reserve officers who participate in the Naval Reserve Law Programs.

Systems exempted from certain provisions of the act:

NONE

N00013Q

System name:

Naval Reserve Law Program Officer Personnel Information

System location:

Office of the Judge Advocate General (Code 62), Navy Department, Washington, D.C. 20370

Categories of individuals covered by the system:

Applicants applying for appointment or transfer to Judge Advocate General's Corps of the Naval Reserve.

Categories of records in the system:

Furnishes information as to applicant's qualifications and intentions to affiliate in Naval Reserve Law Program.

Authority for maintenance of the system:

10 USC 806

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Office use required for personnel management of Reserve Law Program. Use is required to assist in determining applicant's qualification for appointment in the Judge General's Corps. These files may be furnished to other components of the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, stored in a file cabinet

Retrievability:

By officer's name

Safeguards:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside official working hours.

Retention and disposal:

Records are maintained for two years and then destroyed.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370

Notification procedure:

Information may be obtained from the: Office of the Judge Advocate General (Code 62), Navy Department, Room 2431, Navy Annex, Washington, D.C. 20370. Written requests must be signed by the requesting individual, and for personal visits, the individual should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

Record access procedures:

Requests should be addressed to: Judge Advocate General (Code 62), Navy Department, Washington, D.C. 20370

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information is received from applicants who are applying for appointment in the Judge Advocate Generals' Corps or from reserve officers requesting transfer to the system manager.

Systems exempted from certain provisions of the act:

None

N00013S

System name:

Directory of Retired Regular and Reserve Judge Advocates

System location:

Office of the Judge Advocate General (Code 61) Navy Department, Washington, D.C. 20370

Categories of individuals covered by the system:

Retired Officers of the Judge Advocate General's Corps

Categories of records in the system:

Name, SSAN, Designator, address, rank, retirement date.

Authority for maintenance of the system:

10 USC 5806

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To utilize/assign retired Judge Advocate Generals' Corps Officers to Official Navy Selection Boards involving Judge Advocate Generals' Corps Personnel and to facilitate location of lawyers throughout the world with naval experience, which may be utilized by the Naval Service. These records may be furnished to other components of the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer paper printouts

Retrievability:

Computer paper printouts requested from the Bureau of Naval Personnel. Retirees are shown alphabetically by rank.

Safeguards:

Records are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

**Retention and disposal:**

Records not kept after-person is deceased.

**System manager(s) and address:**

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370

**Notification procedure:**

Information may be obtained from the system manager. Written requests must be signed by the requesting individual. For personal visits, the requesting individual should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

**Record access procedures:**

Requests from individuals should be addressed to the system manager.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Information received from records held by the Bureau of Naval Personnel.

**Systems exempted from certain provisions of the act:**

None.

N00013T

**System name:**

Office of the Judge Advocate General, Reporting Questionnaire

**System location:**

Office of the Judge Advocate General, (Code 61), Navy Department, Washington, D.C. 20370

**Categories of individuals covered by the system:**

Officers reporting for duty in the Office of the Judge Advocate General.

**Categories of records in the system:**

Name, SSAN, designator, rank, date of rank, branch of service, place and date of birth, dependents, wife's name, height, weight, eye and hair color, home address and telephone number, date reported, date detached, previous duty station and mode of travel.

**Authority for maintenance of the system:**

10 USC 806

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To assist Judge Advocate General in assignment of officers within the Office of the Judge Advocate General and, until recently, this information was also used to assist Officers in obtaining identification cards for themselves and their dependents. These records may be furnished to other components of the Department of Defense.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records kept in a folder alphabetically, stored in a file cabinet.

**Retrievability:**

By officer's name.

**Safeguards:**

Records are maintained in a file cabinet under the control of authorized personnel during working hours; and the office space in which the cabinet is located is locked outside official working hours.

**Retention and disposal:**

Records are destroyed when the officer is transferred from the Office of the Judge Advocate General.

**System manager(s) and address:**

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370

**Notification procedure:**

Information may be obtained from the system manager. Written requests must be signed by the requesting individual. For personal visits, the requesting individual should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

**Record access procedures:**

Requests from individuals should be addressed to the system manager.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Information submitted by the officer upon his reporting for duty in the Office of the Judge Advocate General.

**Systems exempted from certain provisions of the act:**

None.

N00013X

**System name:**

Fiduciary Affairs Records

**System location:**

Office of the Judge Advocate General (Code 13) Washington Navy Yard Washington, D.C. 20360

**Categories of individuals covered by the system:**

All active duty, fleet reserve, and retired members of the Navy and Marine Corps who have been medically determined to be mentally incapable of managing their financial affairs, their appointed or prospective trustees, and members' next-of-kin.

**Categories of records in the system:**

The system contains proceedings of medical boards, documentation indicating the origin of the mental incapability, the name(s) and address(es) of the individual's next-of-kin, the disability retirement index, a copy of the interview(s) of prospective trustee(s), the appointment of the approved trustee, authority to pay the individual's retirement pay to the approved trustee, the instructions of duties and responsibilities to the trustee, annual trustee accounting reports, copy of the trustee's surety bond, a copy of the affidavit executed by the trustee to obtain the surety bond, miscellaneous correspondence relating to the trustee's duties and responsibilities, annual approvals of the trustee account, discharge(s) of trustee, release(s) of surety, periodic physical examinations, medical records, and related correspondence.

**Authority for maintenance of the system:**

5 U.S.C. 301; 37 U.S.C. 601-604; 44 U.S.C. 3101

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

This information is maintained for the purpose of providing nonjudicial financial management of military pay and allowances payable to active duty, fleet reserve, and retired Navy and Marine Corps members for the period during which they are medically determined to be mentally incapable of managing their financial affairs. This information may be furnished to the Department of Justice when there is reason to suspect financial mismanagement and no satisfactory settlement with the surety can be reached, and may be furnished to the Veterans Administration in connection with programs administered by that agency.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Papers records in file folders stored in file cabinets or other storage devices.

**Retrievability:**

By name of the member or by name of the trustee.

**Safeguards:**

Files are maintained in file cabinets and other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

**Retention and disposal:**

Indefinitely; however, after the death of a member, his files are typically transferred to the Federal Records Center, Suitland, Maryland, 20409.

**System manager(s) and address:**

Assistant Judge Advocate General (Civil Law) Office of the Judge Advocate General Navy Department Washington, D.C. 20370

**Notification procedure:**

Information may be obtained by written request which adequately identifies the system of records and the individual about whom the record is kept (i.e. full name); written requests must be signed by the requesting individual.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Components within the Department of the Navy, medical doctors, approved trustees, prospective trustees, surety companies, and Veterans Administration.

Systems exempted from certain provisions of the act:

None.

N0001310

System name:

Physical disability evaluation proceedings

System location:

Office of the Judge Advocate General (Code 75.2), Navy Department, Washington, D.C. 20370

Categories of individuals covered by the system:

All Navy and Marine Corps personnel who have been considered by a Physical Evaluation Board for separation or retirement by reason of physical disability (including those found fit for duty by such boards).

Categories of records in the system:

File contains medical board reports; statements of findings of physical evaluation boards; medical reports from Veterans Administration and civilian medical facilities; copies of military health records; copies of JAG Manual investigations; copies of prior actions taken in the case; transcripts of physical evaluation board hearings; rebuttals submitted by the party; intra and interagency correspondence concerning the case; correspondence from and to the party, members of Congress, attorneys, and other interested parties; and documents concerning the appointment of trustees for mentally incompetent service members.

Authority for maintenance of the system:

10 U.S.C. 1216 and 10 U.S.C. 5148

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Department of the Navy - Used by personnel in the performance of their official duties to determine fitness for duty or eligibility for separation or retirement due to physical disability of Navy and Marine Corps personnel, by establishing the existence of disability, the degree of disability, and the circumstances under which the disability was incurred.

Veterans Administration - To verify information of service connected disabilities in order to evaluate applications for veterans' benefits.

Office of the Judge Advocate General - Used by personnel in the performance of their official duties relating to legal review of disability evaluation proceedings; response to official inquiries concerning the disability evaluation proceedings of particular service personnel; to obtain information in order to initiate claims against third parties for recovery of medical expenses under the Medical Care Recovery Act (42 U.S.C. 2651-53); and to obtain information on personnel determined to be mentally incompetent to handle their own financial affairs, in order to appoint trustees to receive their retired pay. In addition, the information may be furnished to other components of the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed by year of initial disability processing, and alphabetically by name within that year. Veterans Administration To verify information of service connected disabilities in order to evaluate applications for veterans' benefits.

Safeguards:

Files are maintained in file cabinets or other storage devices under the control of authorized personnel during working hours; the office space in which the file cabinets and storage devices are located is locked outside official working hours.

Retention and disposal:

Records are permanent. They are retained in the Judge Advocate General's central Records Section for six years. After that time, they are sent to the Federal Records Center, Suitland, Maryland.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department Washington, D.C. 20370.

Notification procedure:

Information may be obtained from Administrative Law Division, Office of the Judge Advocate General (Code 13), Navy Department, Washington, D.C. 20370

Written requests for information should contain the full name of the individual, military grade or rate, and date of birth. Written requests must be signed by the requesting individual.

For personal visits, the individual should be able to provide some acceptable identification, such as a military identification card (active duty or retired) or a driver's license.

Record access procedures:

Requests from individuals should be addressed to: Administrative Law Division, Office of the Judge Advocate General, Navy Department, Washington, D. C. 20370.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Military medical boards and medical facilities; Veterans Administration and civilian medical facilities; Physical Evaluation Boards and other activities of the Office of Naval Disability Evaluation; the Bureau of Medicine and Surgery; the Fiduciary Affairs Section; Navy and Marine Corps local command activities; other activities of the Department of Defense; and correspondence from private counsel and other interested persons.

Systems exempted from certain provisions of the act:

NONE

N0001314

System name:

JAG Corps Officer Personnel Information

System location:

Office of the Judge Advocate General (Code 61) Navy Department, Washington, D.C. 20370

Categories of individuals covered by the system:

Active Duty Officers in the Judge Advocate General's Corps, Active Duty Officers in the Law Education and Excess Leave Programs

Categories of records in the system:

Name, date of birth, social security account number, USN/USNR, designator, rank, state bar membership and year admitted, wife's name, no. of dependents, lineal listing by year group, duty assignment, arrival and rotation dates, release date if applicable

Authority for maintenance of the system:

10 USC 806

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Office use required for personnel management of Navy JAG Corps personnel as the Judge Advocate General is statutorily required to make recommendation on the assignment of all active duty JAG Corps officers. Use is required to determine qualification of an officer to receive a JAG Corps designation and to be certified as a trial or defense counsel. Use is further required to determine the rotation dates and release from active duty dates of JAG Corps officers as well as the date new officers will be available for duty. This information is then utilized to prepare JAG Corps strength plans for submission to OPNAV. Use is also required to obtain an officer's preference for duty assignment as well as eligibility for consideration for postgraduate education and overseas assignments. Certain of this information is promulgated to all active-duty JAG Corps officers in a semiannual publication known as the Directory of Navy Judge Advocates. The information is promulgated for informational purposes so that officers can determine what positions (billets) might be available should they desire rotation. Additionally, the information may be furnished to other components of the Department of Defense.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer strips kept on a strip file (wheel) and paper records kept in a folder identified by the officer's name kept in file cabinets.

Retrievability:

By officer's name, folders are filed alphabetically.

Safeguards:

Records are maintained in the Office of the Judge Advocate General personnel office under the control of authorized personnel during working hours; the office space in which the storage devices containing the records is locked outside official working hours.

Retention and disposal:

Upon release from active duty, records are kept three years and then destroyed. Upon retirement from active duty, records are maintained indefinitely.

System manager(s) and address:

Assistant Judge Advocate General (Civil Law), Office of the Judge Advocate General, Navy Department, Washington, D.C. 20370

Notification procedure:

Information may be obtained from:
Judge Advocate General,
Navy Department,
Code 61, Room 2433, Navy Annex,
Washington, D.C. 20370
Telephone: Area Code 202/OX4-4818

Written requests must be signed by the requesting individual. For personal visits, the requesting individual should be able to provide some acceptable identification, e.g. Armed Forces identification card, driver's license, etc.

Record access procedures:

Requests from individuals should be addressed to:
Judge Advocate General (Code 61)
Navy Department,
Washington, D.C. 20370

Personnel visits may be made to the JAG Personnel Office, Room 2433, Navy Annex, Washington, D.C. 20370.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information submitted by the officer upon his successful completion of law school and admission to the bar, orders to active duty and subsequent transfer orders, computer strips provided by the Bureau of Naval Personnel on all active duty officers.

Systems exempted from certain provisions of the act:

NONE

N00014ONR300-1

System name:

Patent, Invention, Trademark, Copyright and Royalty Files

System location:

Office of Naval Research, 800 North Quincy Street, Arlington, VA, 22217

Categories of individuals covered by the system:

Inventors and patent owners of inventions in which Government has an interest or which Department of the Navy has evaluated; copyright owners of works in which Government has an interest; and claimants or parties in administrative proceedings or litigation with the Government involving patents, copyrights or trademarks.

Categories of records in the system:

Invention disclosures; disposition of rights in inventions of Government employees; patent applications and patented files; patent licenses and assignments; patent secrecy orders; copyright licenses and assignments; patent and copyright royalty matters; administrative claims and litigation with the Government involving patents, copyrights and trademarks including private relief legislation involving these matters; and documents and correspondence relating to the foregoing.

Authority for maintenance of the system:

10 USC 5151

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Navy patent personnel to determine rights of the Government and employees in employee inventions; to file and prosecute patent applications; to publish invention disclosures for public information and defensive purposes; to provide evidence and record of Government interest in or under patents or applications for patents; to provide evidence and record of patent and copyright licensing and assignment; to determine action or recommended action regarding disposition of claims or litigation; and to recommend Government employee incentive awards. Used by other Navy/Marine Corps commands to determine Government interest in inventions; to permit utilization of inventions; and to support employee incentive awards. Used by U.S. Patent and Trademark Office to determine respective rights of the Government and employee-inventors; by the Commissioner of Patents and Trademarks, as well as Navy patent personnel, to administer Patent Secrecy responsibilities; by Federal Council for Science and Technology as a source of statistical data for an annual report on Government patent policy; by the General Accounting Office to conduct audits and perform other statutory functions. Information is transmitted to the U.S. Patent and Trademark Office and appropriate foreign government offices for prosecution of patent applications; the U.S. Patent and Trademark Office and the U.S. Copyright Office to evidence legal interests in patent and copyright licenses and assignments; the National Technical Information Service for publication of inventions available for licensing; non-governmental personnel (including contractors and prospective contractors) having an identified interest in particular inventions and Government rights therein, in infringement of particular patents or copyrights, or in allowance of royalties on contracts; and the Congress in the form of reports on particular bills for private relief and reports of action on Congressional and constituent requests. Government agencies involved in claims or litigation, including the Department of Justice, have access to prosecute and defend cases. All Government agencies have access to license records. Parties involved in particular licensing arrangements have access to specific files involved.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and card files.

Retrievability:

Subject matter; Navy patent case number; name of inventor, patentee, copyright owner, claimant or correspondent.

Safeguards:

Maintained in safes and file cabinets in controlled spaces accessible only by authorized personnel who are properly instructed in the permissible use of the information.

Retention and disposal:

Maintained indefinitely but records are transferred to Federal Records Center two years after completed action on case to which record relates.

System manager(s) and address:

Assistant Chief for Patents, Code 300, Office of Naval Research, Arlington, VA, 22217

Notification procedure:

Direct information requests to system manager.

Record access procedures:

The Agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information obtained from individual inventor, patent or copyright owner, claimant, licensor or licensee, or from U.S. Patent and Trademark Office, or from U.S. Copyright Office. Information on Government employee-inventors or copyright owners may be obtained from Government personnel records and from Government supervisors.

Systems exempted from certain provisions of the act:

NONE

N00014ONR400-1

System name:

Principal Investigator Record of Active Contracts

System location:

Office of Naval Research, Code 400r1, Arlington, Virginia 22217

Categories of individuals covered by the system:

Names of principal investigators with active contracts in ONR with Asst. Chief for Research and Asst. Chief for Technology

Categories of records in the system:

3 x 5 index cards arranged alphabetically by principal investigators' names

Authority for maintenance of the system:

5 USC 301, Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to: (A) Determine whether an individual has a contract with the Office of Naval Research, (B) Cross-reference identifying information on technical supports. The record is used by personnel in the immediate office.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

3 x 5 index cards arranged alphabetically in an open metal tray

Retrievability:

Name

Safeguards:

Locked file cabinets

Retention and disposal:

Maintained as long as contract is on-going; when contract expires, cards are put in office waste basket

System manager(s) and address:

Asst. Chief for Research Office of Naval Research, Arlington, VA. 22217

Notification procedure:

Inquiries should be made in writing or by telephone to Office of Naval Research (Code 400r1), Arlington, VA. 22217 Phone: 202-692-4108

Record access procedures:

The agency's rules for access to records may be obtained from the systems manager

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager

Record source categories:

Procurement request for contract work

Systems exempted from certain provisions of the act:

None

N00014ONR723-1

System name:

Naval Research Reserve Program Personnel Accounting System

System location:

Office of Naval Research 800 North Quincy st. Arlington, VA 22217

Categories of individuals covered by the system:

Research reserve personnel, officer and enlisted

Categories of records in the system:

Military identification information, including Naval Officer Billet Codes, plus professional qualifications information, including education and occupation

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Mobiliazation plannng, active duty for training order endorsements, preparation of Quarterly Reserve Status Report on Readiness of Reserve for the Chief of Naval Research (CNR), Research Reserve Annual Report for CNR

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Punched cards, printouts, printed forms (NAVSO 1080/2 and 1080/2A)

Retrievability:

Name, rank, designator, NOBC's, education, major subject, First Navy qualification, first job function, reserve unit affiliation

Safeguards:

Records kept in controlled access building, controlled computer spaces, file cabinets in limited access offices

Retention and disposal:

Physically destroyed annualy when new questionnaire forms are received

System manager(s) and address: Research Reserve Coordinator, Code 723 Office of Naval Research Arlington, VA 22217

Notification procedure: Write to SYSMANAGER, giving full name, rank, SSN. Visit Office at above address, showing Naval Research ID Card.

Record access procedures:

The Agency's rules for access to records may be obtained from the System Manager

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Qualifications Questionnaire Naval Reserve Research Program, NAVSO form 1080/2

Systems exempted from certain provisions of the act:

None

N00015. 050101

System name:

Reserve Personnel History File

System location:

Naval Intelligence Command 2461 Eisenhower Avenue Alexandria, Virginia 22331

Categories of individuals covered by the system:

All officers and enlisted personnel of the Naval Reserve Intelligence Program and applicants for affiliation with the program.

Categories of records in the system:

File contains information relating to the individual's residence history, education, professional qualifications, occupational history, foreign country travel and knowledge, foreign language capabilities, history of active military duty assignments and military reserve active duty training and background investigation information.

Authority for maintenance of the system:

National Security Act of 1947, as amended; 5 U.S.C. 301 Departmental Regulations; 10 U.S.C. 503 Department of the Navy 10 U.S.C. 6011 Departmental Regulations; 44 USC 3101, Records Management by Federal Agencies;

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Reserve Personnel History File is maintained for the purposes of determining qualifications for members of the Naval Reserve Intelligence Program and providing a personnel management device for career development programs, manpower and personnel requirements for program activities assignment of support projects of the reserve program, and mobilization planning requirements. This information may be provided to the department of Defense and components therof for research, analysis, evaluation and utilization of the information and for such other matters as may be necessary to fulfill the responsibilities of the Department of Defense and the components therof. By other appropriate federal agencies who may require the information to fulfil such agencies' legal responsibilities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computerized magnetic tapes; microform; some records may be maintained in file folders.

Retrievability:

The file can be accessed for each file element or any combination therof

Safeguards:

GSA approved security containers located in controlled access spaces.

Retention and disposal:

Records Disposal Manual, Secretary of the Navy Instruction 5212.5B.

System manager(s) and address:

Commander, Naval Intelligence Command 2461 Eisenhower Avenue Alexandria, Virginia 22331

Notification procedure:

Information may be obtained by written request to the System Manager, giving full name, residence address and date and place of birth. A notarized statement may be required for identity verification.

Record access procedures:

The Agency's rules for access to records may be obtained from the System Manager.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

**Record source categories:**

Reserve Personnel History File data submitted by the individual; background investigation reports from the Naval Investigative Service.

**Systems exempted from certain provisions of the act:**

NONE

N00015.L1000

**System name:**

Naval Intelligence Management Information System (NIMIS)

**System location:**

Naval Intelligence Support Center, 4301 Suitland Road, Washington, D.C. 20390.

**Categories of individuals covered by the system:**

Military and federal employees of the Commander, Naval Intelligence Command and subordinate commands thereof.

**Categories of records in the system:**

File contains a record of taskings to various components of the Office of Naval Intelligence and the Naval Intelligence Command, including a record of workhours expended on those tasks by each individual involved.

**Authority for maintenance of the system:**

Title 5, USC 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information derived from this system is used by the Office of Naval Intelligence and its components, for research analysis, developing and evaluating plans, policies, procedures, and related matters. The information is also used for the purpose of measuring intelligence production against budgeted programs and goals; for purposes of maintaining a record of intelligencetaskings and projects assigned to the Office of Naval Intelligence and its components including the current status; for historical and statistical purposes; including use of summary data as the basis for various reports; and for such other matters as may be necessary to fulfill the responsibilities of ONI and components thereof; the Director of Central Intelligence; United States Foreign Intelligence Board; and other appropriate federal agencies requiring the information to fulfill legal responsibilities.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic disk with backup on magnetic tape. Maintained in controlled access areas.

**Retrievability:**

Files are accessed and retrieved by a project number and/or by social security number or a locally assigned number.

**Safeguards:**

In compliance with the specified requirements for classified matter and are accessable to authorized personnel with proper security clearance and need for access.

**Retention and disposal:**

Records are maintained by fiscal year and are destroyed after 5 years.

**System manager(s) and address:**

Commander, Naval Intelligence Command, Building 1, Federal Complex, Suitland, Maryland 20390.

**Notification procedure:**

A person can determine whether the system contains information pertaining to that individual by making a written request to the system manager. The written request should contain full name, social security number, current residence address and telephone number.

**Record access procedures:**

Written requests to the system manager requesting rules for access to records.

**Contesting record procedures:**

The Office of Naval Intelligence rules for contesting contents and appealing determinations may be obtained from the systems manager.

**Record source categories:**

Workhour inputs are obtained from each individual on a weekly basis.

**Systems exempted from certain provisions of the act:**

Some information contained in this system of records is classified and exempt from access pursuant to provisions of 5 USC 522a(k)(1). Access will be granted to those portions of the record which: (1) are determined to be unclassified at the time access is requested, and (2) are reasonably segregative from exempt portions.

N00015.OOK1

**System name:**

Special Intelligence Personnel Access File

**System location:**

Naval Intelligence Command, 2461 Eisenhower Avenue, Alexandria, Va. 22331

**Categories of individuals covered by the system:**

All civilian and military personnel of the Department of the Navy and contractors and consultants of the Department of the Navy.

**Categories of records in the system:**

Records pertaining to the eligibility of Department of the Navy personnel (civilian,military, contractor and consultant) to be granted access to Special Intelligence which include documents of nomination, personal history statements, background investigation date and character, narrative memoranda of background investigation, eligibility documents for access to special intelligence, proof of indoctrination and debriefings as applicable and record of hazardous activity restrictions assigned.

**Authority for maintenance of the system:**

National Security Act of 1947, as amended; 5 U.S.C. 301, Departmental regulations; 10 U.S.C. 503, Department of the Navy; 10 U.S.C. 6011, Navy Regulations; 44 U.S.C. 3101, Records Management by federal agencies; Executive Order 11652, classification and declassification of National Security Information and Material.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The Special Intelligence Personnel Access File is maintained for the purpose of permitting a determination of an individual's eligibility for access to Special Intelligence information. This information may be provided to the Department of Defense and all its components, the Central Intelligence Agency, the Federal Bureau of Investigation, the National Security Agency, the Energy Research and Development Administration, the United States Treasury Department, the Department of State, and to any other Federal agency establishing a need to know for the performance of their assigned responsibilities.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Active files consist of paper records in file folders and computerized tapes. Inactive files are retained on microfiche.

**Retrievability:**

Records are filed alphabetically by last name of the individual.

**Safeguards:**

GSA approved containers located in controlled access spaces.

**Retention and disposal:**

Records are retained indefinitely. Inactive files are retained on microfiche.

**System manager(s) and address:**

Commander, Naval Intelligence Command, 2461 Eisenhower Avenue, Alexandria, Virginia 22331

**Notification procedure:**

Information may be obtained by written request to the system manager, giving full name, residence address and date and place of birth. A notarized statement may be required for identity verification.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Personal History Statement and related forms from the individual. Access forms and documents prepared by the system manager. Correspondence between system manager and activities requesting access status.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N00015.0NI53-1A

System name:

Status of Downed Naval Aviation Personnel, Southeast Asia Operations

System location:

Primary Central System - Naval Intelligence Command, 2461 Eisenhower Avenue, Alexandria, Va. 22331 Decentralized Segments - Center for Prisoner of War Studies, Naval Health Research Center, San Diego, Ca. 92152; Fleet Aviation Special Operations Training Group, Atlantic, Detachment Brunswick, Naval Air Station, Brunswick, Ma. 04011; Fleet Aviation Special Operations Training Group, Pacific, Naval Air Station North Island, San Diego, Ca. 92135

Categories of individuals covered by the system:

Military and civilian personnel of the Department of the Navy who were reported as either killed in action, missing in action, prisoner of war or recovered prisoner of war in the Southeast Asia area since June 1964 and repatriated civilian prisoners who were debriefed by Navy personnel at the request of the Department of State.

Categories of records in the system:

File contains tape recordings, detailed written summaries and brief daily reports of the debriefing of all personnel described above. In addition the file contains individual folders and a Navy publication listing and containing information pertaining to military and civilian personnel of the Department of the Navy described above. An automated index of the information contained in the records by subject categories is currently being prepared.

Authority for maintenance of the system:

National Security Act of 1947, as amended; 10 U.S.C. 503, Department of the Navy; 10 U.S.C. 6011, Navy Regulations; 5 U.S.C. 301, Departmental Regulations; 44 U.S.C. 3101, Records management by Federal Agencies;

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

By the Department of Defense and components therof for research analysis, evaluation and utilization of the information; for purposes of developing and evaluating plans, policies, procedures, training and treatment pertaining to survival, rescue, evasion, captivity, human behavior and related matters; for purposes of fulfilling intelligence requirements and matters related thereto; for purposes of determining the status of those personnel considered missing and matters related thereto; for purposes of determining treatment of American prisoners of war; for historical and statistical purposes; for purposes of aircraft vulnerability and safety studies and matters related thereto; and for such other matters as may be necessary to fulfill the responsibilities of the Department of Defense and the components thereof. By contractors of and consultants to the Department of Defense and components therof for the purposes stated above. By the Department of State, the Department of Justice, the Central Intelligence Agency, the United States Intelligence Board, the National Security Agency, the Veterans Administration and other appropriate Federal agencies who may require the information to fulfill such agencies legal responsibilities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Publications, paper records in file folders, magnetic recorder tapes, punched cards, written reports and messages.

Retrievability:

Alphabetically by last name.

Safeguards:

Records are stored in locked files in a controlled access area and are accessible only to authorized personnel with proper security clearance and the need for access.

Retention and disposal:

Records are permanent. They will be retained indefinitely for as long as requirements for the information exist and then subsequently retired to the Washington National Records Center.

System manager(s) and address:

Commander, Naval Intelligence Command, 2461 Eisenhower Avenue, Alexandria, Va. 22331

Notification procedure:

An individual can determine whether the system contains records pertaining to him by making a request in writing to the system manager. The written request should contain the individual's full name, current residence address and telephone number, and, if applicable, his military service number.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Most of the information in the system was obtained from the individual concerned. However, numerous diverse sources were utilized to develop information pertaining to the status of the individuals reported as a prisoner of war or as missing in action.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N00015.00K2

System name:

Naval Attache Files

System location:

Naval Intelligence Command, 2461 Eisenhower Avenue, Alexandria, Virginia 22331

Categories of individuals covered by the system:

U.S. Navy and Marine Corps Officers nominated and/or assigned to duty in the Defense Attache System (DAS)

Categories of records in the system:

File contains records concerning the service and personal history of officers nominated and/or assigned to duty in the DAS and their dependents.

Authority for maintenance of the system:

National Security Act of 1974, as amended; 5 USC 301, Departmental regulations; 10 USC 503, Department of the Navy; 10 USC 6011, Navy Regulations; 44 USC 3101, Records Management by federal agencies; United States Navy Regulations, 1973 Executive Order 11652, Classification and declassification of National Security Information and Material

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

By offices of the Navy, DOD and State to determine suitability of personnel for security clearances and assignment to the DAS.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files in folders stored in standard GSA safes.

Retrievability:

By name of officer.

Safeguards:

Records are stored in a controlled access area and are accessible only to a very limited number of authorized personnel with proper security clearance and demonstrated need for access.

Retention and disposal:

Records are opened on individuals when first nominated for attache duty, and retained until six months after completion of attache duty.

System manager(s) and address:

Commander, Naval Intelligence Command, 2461 Eisenhower Avenue, Alexandria, Virginia 22331

Notification procedure:

Information may be obtained by written request to the system manager, giving full name, residence address, and date and place of birth. A notarized statement may be required for identity verification.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Data is gained from the subjects of the file, BUPERS and Headquarters Marine Corps files of subject's fitness reports, DIS/NIS background, investigations and other sources who are familiar with the subject.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 USC 552a (K) (1), as applicable. For additional information consult the system manager.

N00015.050102

**System name:**

Intelligence Reserve Personnel Management File

**System location:**

Naval Intelligence Command, 2461 Eisenhower Avenue, Alexandria, Va. 22331

**Categories of individuals covered by the system:**

All officers and enlisted personnel of the Naval Reserve Intelligence Program

**Categories of records in the system:**

File contains information relating to the individual's residence history, education, professional qualifications, occupational history, foreign country travel and knowledge, foreign language capabilities, history of active military duty assignments and military reserve active duty training, background investigation information, qualifications for active military duty assignments and military promotions,

**Authority for maintenance of the system:**

National Security Act of 1947, as amended; 5 U.S.C. 301, Departmental regulations; 10 U.S.C. 503, Department of the Navy; 10 U.S.C. 6011, Navy Regulations; 44 U.S.C. 3101, Records Management by federal agencies;

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

These files are maintained for the purposes of determining qualifications for members of the Naval Reserve Intelligence Program and providing a personnel management device for career development programs, manpower and personnel requirements for program activities, assignment of support projects of the reserve program, and mobilization planning requirements. This information may be provided to the Department of Defense and components thereof for research, analysis, evaluation and utilization of the information and for such other matters as may be necessary to fulfill the responsibilities of the Department of Defense and the components thereof. By other appropriate federal agencies who may require the information to fulfill such agencies' legal responsibilities.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Alphabetically by last name.

**Safeguards:**

GSA approved security containers located in controlled access spaces.

**Retention and disposal:**

Records are retained indefinitely

**System manager(s) and address:**

Commander, Naval Intelligence Command 2461 Eisenhower Avenue, Alexandria, Virginia 22331

**Notification procedure:** Information may be obtained by written request to the System Manager, giving full name, residence address and date and place of birth. A notarized statement may be required for identity verification.

**Record access procedures:**

The agency's rules for access to records may be obtained from the System Manager

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager

**Record source categories:**

Reserve Personnel History File data submitted by the individual; correspondence regarding individual's military and civilian qualifications; letters from the Department of the Navy regarding promotions.

**Systems exempted from certain provisions of the act:**

None

N00018 01

**System name:**

N00018 Medical Department Training Records System

**System location:**

Bureau of Medicine and Surgery, Navy Department, Washington, D.C. Bureau of Naval Personnel, Navy Department, Washington, D.C. Naval Reserve Personnel Center, Naval Training Center, Bainbridge, Md. Bureau of Medicine and Surgery Managed Education and Training Activities (Mailing addresses are listed in the directory of Department of the Navy mailing addresses in the Appendex to the Component System Notice). Various Colleges and Universities Affiliated with BUMED managed Training Activities

**Categories of individuals covered by the system:**

Navy, Navy Reserve, other Armed Forces, and Civilian

**Categories of records in the system:**

System comprises of automated and non-automated records reflecting information pertaining to individual identification factors, prior and current education and training, and professional accomplishments.

**Authority for maintenance of the system:**

5 USC 301 Department Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Military and civilain employees of BUMED, BUPERS, and BUMED-managed education and training activities in the performance of their official duties related to the screening, evaluating and selection of candidates for scholarship program; continuing, short course, and graduate education and training; and for academic review boards when students are unable to complete the course for various reasons.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are maintained in automated systems form, file folders in standard file cabinets and visual 5 x 8 cardex references.

**Retrievability:**

Automated records are retrieved by training, education program, student social security number, or name. Manual systems are retrieved by training or educational program, name and social security number.

**Safeguards:**

Records systems are maintained in office spaces controlled by office personnel during working hours, and by locks and roving security personnel after working hours.

**Retention and disposal:**

Permanent records are maintained by BUMED. BUMED managed training and educational facilities maintain working copies of educational/ training records for approximately five years for statistical and credentialing purposes after which records may be destroyed.

**System manager(s) and address:**

Chief, Bureau of Medicine and Surgery, Navy Department, Washington, D.C. 20372.

**Notification procedure:**

Requests should be addressed to Chief, Bureau of Medicine and Surgery, Navy Department, Washington, D.C. 20372, and contain the school/training/ educational facility attended, full name, social security number, and signature of requestor. The individual may visit BUMED or the individual BUMED managed education facility and must possess proof of identification in the form of driver's license or Military DOD ID Card, or other information that will positively identify requester.

**Record access procedures:**

Information may be obtained from Chief, Bureau of Medicine, Navy Department, Washington D.C. 20372 Telephone AC 202 254-4279 AUTOVON 249-4279

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Military personnel records, civilian personnel records, and other educational institutions.

**Systems exempted from certain provisions of the act:**

NONE

N00018 02

System name:

Bureau of Medicine and Surgery Headquarters Personnel System

System location:

Bureau of Medicine and Surgery, Navy Department, Washington, D.C. 20372

Categories of individuals covered by the system:

Navy Medical Corps, Dental Corps, Medical Service Corps, Nurse Corps and Warrant officers 8175 - active, inactive, regular, reserve, resigned, retired and deceased; Navy civilian employees - GS series 602 (physician); applicants to student status in Navy Aerospace Medicine, Navy Aerospace Physiology and Navy Aerospace Experimental Psychology; designated flight surgeons, aerospace physiologists and aerospace experimental psychologists; Navy and civilian personnel qualified as divers; Navy and civilian personnel exposed to radiation hazards; civilian physicians applying for full time graduate medical education; distinguished/noted civilian physicians in capacity of lecturer/consultant.

Categories of records in the system:

All personal and demographic data; education, training and professional qualifications; assignment history, projected rotation date, projected release from active duty date, active duty obligation, officer preference card, and variable incentive pay/continuation pay selection data; Hospital Corps education and training history with grades received, commanding officers' performance evaluation and recommendations; demographic and professional information on civilian physician employees; periodic and total lifetime accumulated radiation dosage; curricula vitae of civilian consultants.

Authority for maintenance of the system:

Title 10, U.S. Code; Title 10 CFR Part 20 'Standards for Protection Against Radiation'.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Procurement, training, promotion, all aspects of personnel management; career development; screening and selection for Hospital Corps training; evaluation of candidates for position of lecturer/consultant; mobilization planning and verification of Reserve service; management of physical standards; maintenance of safe radiation protection standards.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records stored on disc, tape, punched card. Manual stored in card files and folders in filing cabinets.

Retrievability:

Automated retrieved by key to any data field. Manual retrieved by full name.

Safeguards:

Buildings locked outside regular working hours.

Retention and disposal:

Active duty records maintained during period of active service. Inactive reserve data cards maintained permanently. Enlisted training and duty preference records destroyed every 2 years. Reserve correspondence files retired to National Personnel Records Center, St. Louis, Mo. on termination of Ready or Standby Reserve affiliation. Aerospace Medicine correspondence files destroyed 2 years after termination of active service; cards retained permanently. Radiation exposure records retained for 75 years and destroyed. Medical Service Corps procurement, training and distribution record given to officer when active service is terminated. Medical Service Corps officer data cards and professional qualifications record destroyed when active service is terminated. Curricula vitae of lecturer/consultants destroyed on termination of status.

System manager(s) and address:

Chief, Bureau of Medicine and Surgery

Notification procedure:

Request by correspondence should be addressed to Chief, Bureau of Medicine and Surgery, Navy Department, Washington, D.C. 20372. The request should contain full name, rank, SSAN, file number (if any), and designator. Records may be reviewed at Potomac Annex, 23rd and E Street, N.W. Washington, D.C. 20372, Monday through Friday, except holidays, from 0800 to 1630. The individual should establish his identity with some standard type of identification card showing name and a recent photograph.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Military bureaus, Headquarters, offices and commands; educational institutions and training hospitals; Boards, Colleges and associations of professional licensure and medical specialties; letters and telephone conversations from individuals; automated system interfaces.

Systems exempted from certain provisions of the act:

None

N00018 03

System name:

Health Care Treatment Record System

System location:

Service medical (health and dental) records for active duty and reserve, Navy and Marine Corps Personnel. Retained at the individual's duty station or reserve unit. (Mailing addresses are listed in the Navy Directory in the appendix in the component system notice.) Bureau of Naval Personnel, Navy Department Washington, DC; Naval Reserve Personnel Center, 4400 Dauphine Street, New Orleans, Lousiana 70149; Headquarters Marine Corps, Navy Department, Washington, DC 20380; Marine Corps Reserve Forces Administrative Activity, Class III, 1500 E. Bannister Road, Kansas City, Missouri 64131; National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132. Inpatient treatment records for active duty military, dependents, retired military and dependents, civilian employees, VA beneficiaries and humanitarian. Naval Regional Medical Centers and Naval Hospitals; National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132. Outpatient treatment records for dependents of active duty military, retired military and their dependents, civilian employees, VA beneficiaries and humanitarian. Naval Regional Medical Centers and Naval Hospitals, and Clinics (Dispensaries); National Personnel Records Center, 111 Winnebago Street, St. Louis, Missouri 63118; National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132. Subsidiary record files of the health care treatment record system are located at Naval Medical Data Services Center, Bethesda, Maryland; Regional Data Service Centers; Naval Environmental Health Center, Norfolk, Virginia; and other approved locations for conducting research studies.

Categories of individuals covered by the system:

Navy, Marine Corps, other military personnel, dependents, retired military personnel and dependents, civilian employees, VA beneficiaries and humanitarian.

Categories of records in the system:

Service medical (health and dental) records for active duty and reserve, Navy and Marine Corps: system is made up of records pertaining to the member or former member's medical history; physical, dental and mental examinations; consultation; innoculations; outpatient treatment, including laboratory and x-ray reports; report of medical boards; summaries of periods of hospitalization, dental evaluation and treatment, reports of exposure to environmental and radiation hazards, results of special diagnostics and clinical studies; recommendations regarding requests for waivers of established physical standards.

Inpatient and outpatient treatment records: file contains a multiplicity of prescribed forms documenting health evaluations, medical/dental care and treatment for any health or medical condition or problem provided an eligible individual on an outpatient and/or inpatient status. The records contain history and physical examinations or health evaluation, reports of exposure to ionizing radiation, consultation reports and medical care and treatment provided, including procedures utilized such as surgery, drugs, dietary, x-ray laboratory, nursing notes, physical therapy and other specialty care applicable to the medical diagnosis or conditions found. The records also contain patients demographic data, family health history data, length of inpatient stay, disease nomenclature, discharge summary of inpatient care. Documentation of health history, diagnosis, care and treatment provided and the recording thereof conform with the standards prescribed by the joint commission on accreditation of hospital. In addition to, and based on individual medical record files, there are subsidiary records such as registers of patients; patient health care, medical board and death statistics; environmental health data; operating room schedules, tumor registers; appointment registers; sick call and treatment logs; x-ray files; laboratory files and logs; pharmacy

records; EKG's; EEG's; neuropsychiatric evaluations; physical therapy records; other patient evaluation records, etc.

**Authority for maintenance of the system:**

10 USC 5131 (as amended), 10 USC 5132, 44 USC 3101, 5 USC 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy (and members of the National Red Cross in Navy Health Care Facilities) in the performance of their official duties relating to the health and medical treatment of those categories of individuals covered by this record system; determining physical qualifications and suitability of candidates for various programs; personnel assignment; adjudicating claims and appeals before the council of personnel boards, and the Board for Correction of Naval Records; rendering opinions regarding members' physical fitness for continued naval service; litigation involving medical care provided those categories of individuals covered by this record system; performance of research studies and compilation of statistical data; implementing preventive medicine, dentistry, and communicable disease control programs. Officials and employees of other components of the Department of Defense in the performance of their official duties relating to determining the physical qualifications of applicants; in providing medical care to those categories of individual covered by this record system; and in the conduct of analyses and research studies.

Officials and employees of the Veterans Administration in the performance of their official duties relating to the adjudication of veterans claims and in providing medical care to members of the Naval Service. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the executive branch agencies.

Officials and employees of other departments and agencies of the Executive Branch of Government upon request in the performance of their official duties related to review of the physical qualifications and medical history of applicants and employees who are covered by this record system and for the conduct of research studies. Private organizations (including education institution) and individuals for authorized health research in the interest of the Federal Government and the public. When not considered mandatory, patient identification data shall be eliminated from records used for research studies. Parent activities releasing such records shall maintain a list of all such research organizations and records released thereto.

Officials and employees of the National Research Council in cooperative studies of the National History of Disease; of prognosis and of epidemiology. Each study in which the records of members and former members of the Naval Service are used must be approved by the Surgeon General of the Navy.

Officials and employees of local and state governments and agencies in the performance of their official duties pursuant to the laws and regulations governing and local control of communicable diseases, preventive medicine and safety programs, child abuse and other public health and welfare programs. Authorized surveying bodies for professional certification and accreditations.

When required by federal statute, by executive order, or by treaty, medical record information will be disclosed to the individual, organization, or government agency, as necessary. Drug/Alcohol and Family Advocacy Information maintained in connection with Abuse Prevention Programs shall be disclosed only in accordance with the applicable statues, 21 U.S.C. 1175, 42 U.S.C. 4582, and 5 U.S.C. 552.

Records will not be further released by routine users with prior approval of the SYSMANAGER.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Service medical (health and dental) records for active duty and reserve, Navy and Marine Corps:

Records are stored in file folders, microform, on magnetic tape, punched cards, machine listings, discs, and other computerized or machine readable media.

Inpatient and outpatient treament records. These records originate at any Navy Medical Treatment Facility where the individual comes for medical care and treatment. The inpatient treatment records are retained for 2 years from date of last treatment at the activity and then sent to the National Personnel Records Center, St. Louis, Missouri. Outpatient treatment records are transferred for continuity of care and treatment to other medical activities upon change of station by the service member. Outpatient files, upon 2 years from date of last treatment are transferred to the National Personnel Records Center.

Inpatient and outpatient treatment records are maintained in mechanized lists, file folders, microform, and on magnetic tape, discs, punched cards, and other computerized or machine readable media. Inpatient treatment records are filed numerically by hospital register numbers. The alphabetical patient register serves as the locator media. Outpatient treatment records are filed by the Military Member's SSN with an alphabetical card or mechanized list or other record as the locator media. Medical x-rays are filed by a sequential numbering system in manual or mechanized format with an alphabetical name locator.

**Retrievability:**

Service medical (health and dental) records for active duty and reserve, Navy and Marine Corps Members.

Records retired to the National Personnel Records Center, St. Louis, Missouri, prior to 1971 are retrieved by name and service or file number. After that date, records are retrieved by name and social security number. Records retired to the National Personnel Records Center, St. Louis, Missouri prior to 1971 are retrieved by name and service or file number, after that date records are retrieved by name and social security number.

Inpatient and outpatient treatment records.

Records are retrieved by manual or automated locator media (alpha name cards, logs, listings, tapes, etc.).

**Safeguards:**

Records are maintained in various kinds of filing equipment in specific monitored or controlled access rooms or areas; public access is not permitted. Computer terminals are located in supervised areas; access is controlled by password or other user code system; utilization reviews ensure that the system is not violated. Access is restricted to personnel having a need for the record in providing further medical care or in support of administrative/clerical functions. Records are controlled by a charge-out system to clinical and other authorized personnel.

**Retention and disposal:**

Health care treatment records are retained, retired, and disposed of in accordance with SECNAVINST 5212.5 series, disposal of Navy and Marine Corps Records.

**System manager(s) and address:**

Service medical (health and dental) records for active duty and reserve, Navy and Marine Corps: Chief, Bureau of Medicine and Surgery, Navy Department, Washington, D.C. 20372; Commanding Officers, Naval Activities, Ships, and Stations, Director, National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 64131.

Inpatient and outpatient treatment records: Chief, Bureau of Medicine and Surgery, Navy Department, Washington, D.C. 20372; Commanding Officer, Naval Medical Centers and Hospitals or activities having Clinics; Director, National Personnel Records Center, St. Louis, Missouri 63118.

**Notification procedure:**

Service medical (health and dental) records for active duty and reserve; Navy and Marine Corps Members;

Requests for information from active duty Navy and Marine Corps personnel and drilling members of the Navy and Marine Corps Reserves should be addressed to the individual's commanding officer. Official mailing addresses are in the Department of Defense Directory in the appendix to the component's system notice. Inactive Naval Reservists should address requests for information to the Naval Reserve Personnel Center, 4400 Dauphine Street, New Orleans, Louisiana 70149. Marine Reservist's should address request for information to Marine Corps Reserve Forces Administrative Activity, Class III, 1500 E. Bannister Road, Kansas City, Missouri 64131.

Former members who have no further reserve or active duty obligations should address requests for information to director, National Personnel Records Center (Navy Reference Branch), 9700 Page Boulevard, St. Louis, Missouri 63132.

All written requests should contain the full name and social security, account number of the individual, his signature, and in those cases where his period of service ended before 1971, his service or file number. In requesting records for personnel who served before 1964, information provided to the National Personnel Records Center should also include date and place of birth and dates of periods of active Naval service. Active duty Navy and Marine Corps personnel including drilling members of the reserves may visit the medical department of the activity to which attached. Inactive Naval Reservists whose tour of active duty ended after 1 July 1972 may visit the Naval Reserve Personnel Center, 4400 Dauphine Street, New Orleans,Louisiana. Marine Reservists whose tour of active duty ended after 1 July 1972 and who have a continual reserve obligation may visit the Marine Corps Reserve Forces Administration Activity,

Class III, 1500 E. Bannister Road, Kansas City, Missouri. Former members with no further obligation and reservists whose tour of active duty ended prior to 1 July 1972 may visit the National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri. Proof of identification in the case of active duty, retired and reserve personnel will consist of the Armed Forces of the U.S. Identification Card or by other types of identification bearing picture and signature. Former members may provide drivers license or other types of identification bearing picture and signature.

Inpatient and outpatient treatment records:

(Care/treatment-within 2 years) Commanding Officer of the Naval Regional Medical Center or hospital where the individual was treated.

(More than 2 years) Director, National Personnel Records Center, 111 Winnebago Street, St. Louis, Missouri 63118 or Director, National Personnel Records Center, 9700 Page Boulevard, St. Louis, Missouri 63132.

Provide the following data: full name, service number, status, or SSN of sponsor, date(s) of treatment or period of hospitalization, address at time of medical treament, if known.

Office where requster may visit to obtain information of records pertaining to the individual.

Regional Medical Center or Hospital
Chief, Patient Affairs Service
Chief, Outpatient Service
Officer-in-charge other Navy Medical Facility

Full name, date and place of birth, ID card or drivers license, or other identification to sufficiently identify the individual with the medical records held by the treatment facility must be presented.

Record access procedures:

Sysmanager - service medical (health and dental) records for active duty and reserve, Navy and Marine Corps; requests from individuals should be addressed to Chief, Bureau of Medicine and Surgery, (Code 3111), Navy Department, Washington, DC 20372.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerning may be obtained from the SYSMANAGER.

Record source categories:

Reports from attending and previous physicians and other medical personnel regarding the results of physical, dental and mental examinations, treatment, evaluation, consultation, laboratory, x-ray and special studies conducted to provide health care to the individual or to determine the individuals physical and dental qualification.

Systems exempted from certain provisions of the act:

None

N00018 04

System name:

Decedent Affairs Records System

System location:

Bureau of Medicine and Surgery (Code 73), 23d and E Sts, NW, Washington, D. C. 20372 Commandants of Naval Districts CO Naval Medical Treatment Facilities

Categories of individuals covered by the system:

Deceased individuals for whom the Department of the Navy is responsible

Categories of records in the system:

Reports concerning casualty, status, transportation of remains, requests for special escorts and our responses, disposition instructions, acknowledgements to next of kin; pertinent data, medals and awards, preparation and identification of remains reports, escort orders and debriefing forms, death certificates, some autopsy reports, DD Forms 1300 (Reports of Casualty); correspondence pertaining thereto; and adjudication copies and paid vouchers and statistical data excerpted from decedent affairs files

Authority for maintenance of the system:

Title 5, US Code 103a and b; Title 10, Sections 1481-1488, US Code; Executive Orders 8557, 30 Sep 40 and 10209 of 1 Feb 51; 44 US Code 3101

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

PURPOSE
To facilitate and monitor return of remains and associated benefits
CATEGORIES OF USERS
Department of Navy and families of decedents
SPECIFIC USES

Verification of eligibility for benefits; provision of information to families of decedents concerning identification, care and return of remains, causes of death and payment of allowances

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders Statistical data on magnetic tape

Retrievability:

Filed alphabetically according to name of decedent by fiscal year of date of death -- Name, social security (or serial) number, date of death

Safeguards:

Locked building and guard during non-duty hours; personnel screening during duty hours

Retention and disposal:

Permanent - Records are accumulated chronologically and filed alphabetically by fiscal year; held three years and retired to the Federal Records Center for permanent retention under control of this Bureau

System manager(s) and address:

Chief, Bureau of Medicine and Surgery Commandants of Naval Districts Commanding Officers, Medical Treatment Facilities

Notification procedure:

Address inquiries to the systems manager Inquiry must include name of decedent, military status at time of death, SSAN and/or service number, and date of death Requestor may visit Bureau of Medicine and Surgery (Code 73), 23d and E Streets, NW, Washington, D. C. 20372

Record access procedures:

The agency's rules for access to records may be obtained from the systems manager

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Reports submitted by field commands and next of kin as required by regulations and directives pertaining to the decedent affairs program

Systems exempted from certain provisions of the act:

NONE

N00018 05

System name:

Uncollectible Accounts

System location:

Primary System - Chief, Bureau of Medicine and Surgery, Navy Department, Washington, D. C. 20372. Decentralized Segments - Naval Hospitals and Medical Centers which provide services or perform work giving rise to such accounts receivable. (Mailing addresses are listed in the directory of Department of the Navy mailing addressesin the Appendix to the Component System Notice.)

Categories of individuals covered by the system:

Any individual incurring indebtedness to the United States by receiving health care treatment or examination services funded by the Navy Medical Department. Coverage also includes sponsors and other persons responsible for the debts of such persons.

Categories of records in the system:

The types of records in the system include Request for Recovery of CHAMPUS Funds (CHAMPUS Form 11); letter reports of uncollectible accounts receivable; substantiating documents such as Supplies and/or Services provided by Civilian Hospitals (DA Form 1863-1), Services and/or Supplies provided by Civilian Sources (except Hospitals) (DA Form 1863-2), Explanation of Benefits forms, physicians' and hospitals' statements of services and charges, payment receipts, admission documents, and correspondence relating to collection attempts or attempts to ascertain elligibility status or patient category; records of payments received; records of transmittal of accounts to investigative organizations, the Department of Justice, and/or the General Accounting Office; and records suspending or terminating collection action or effecting compromise settlement agreements.

Authority for maintenance of the system:

31 USC 191-195, 227, and 952 (also known as the Federal Claims Collection Act of 1966); 10 USC 1078-179; and 37 USC 702, 705, and 1007.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information in the system is collected to facilitate the recovery of amounts owed the United States. Users of the information includes field and bureau collection agents. The information is used to determine amounts owed, methods to be employed to effect recovery, and whether or not the claim can be compromised or collection action thereon terminated or suspended. In rare and exceptional cases an account file is referred to the Navy Investigative Service Office, the Department of Justice, or the General Accounting Office. Any individual records in the system might be transferred to any component of the DOD.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and reading files. Index cards (3'x5').

**Retrievability:**

Filed alphabetically by last name of debtor within the fiscal year in which indebtedness was incurred. Summary records filed by medical treatment facility.

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel that are properly screened and trained.

**Retention and disposal:**

Records are retained in active file until collection action has been completed, compromised, suspended, or terminated. They are held in inactive file until statute of limitations has run and then destroyed.

**System manager(s) and address:**

Chief, Bureau of Medicine and Surgery, Navy Department, Washington, D. C. 20372 and Commanding Officers of Medical Treatment Facilities under the Command of the Chief, Bureau of Medicine and Surgery.

**Notification procedure:**

Information may be obtained from the Chief, Bureau of Medicine and Surgery. Requests should provide the full name of the debtor, the military or dependency status of the debtor, and the location and approximate dates of treatment or examination. The requestor may visit the Comptroller, Bureau of Medicine and Surgery, 23rd and 'E' Streets, N. W., Washington, D. C. to obtain information on whether or not the system contains records pertaining to him or her. A valid driver's license and/or military ID card will be considered adequate proof of identity.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appearling initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Medical Treatment Facilities providing services which resulted in indebtedness to the United States, OCHAMPUS Denver, U. S. Postal Service, Military Locator Services, State Departments of Motor Vehicles, any component of the DOD, the Department of Justice, the General Accounting Office, retail credit associations, financial institutions, current or previous employers, educational institutions, trade associations, automated system interfaces, local law enforcement agencies, the Department of Health, Education, and Welfare, the Internal Revenue Service, and the Civil Service Commission.

**Systems exempted from certain provisions of the act:**

NONE

## N00018 09

**System name:**

Bureau of Medicine and Surgery Personnel Management Information System

**System location:**

Bureau of Medicine and Surgery-controlled filed activities. Addresses listed in DOD directory, appendix to the Component Systems Notice.

**Categories of individuals covered by the system:**

Active duty Navy medical officers

**Categories of records in the system:**

Professional Performance Data Sheet (NAVMED 1611/1 Rev 7/74); Report of Off-Duty Remunerative Professional Civilian Employment by Officers of the Medical Department (BUMEDNOTE 1610, 22 Jan 75); listing of Surgical and Surgical Support Team Personnel.

**Authority for maintenance of the system:**

Title 10, U.S. Code, 5 USC 301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Professional aspect of officer assignment; statistical evaluation of off-duty professional employment; surgical team contingency planning; user is Medical Corps Division, BUMED.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Maintained in filing cabinets.

**Retrievability:**

Last name

**Safeguards:**

Locked cabinets; Spaces locked outside regular working hours.

**Retention and disposal:**

Files retained for duration of member's active service.

**System manager(s) and address:**

Chief, Bureau of Medicine and Surgery

**Notification procedure:**

Request by correspondence should be addressed to Chief, Bureau of Medicine and Surgery, Navy Department, Washington, D.C. 20372. The request should contain full name, rank SSAN and file number (if any).

**Record access procedures:**

Code 31, Bureau of Medicine and Surgery, Navy Department, Washington, D.C. 20372.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinaton by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Chairman of clinical departments; commanding officers.

**Systems exempted from certain provisions of the act:**

None

## N00018 10

**System name:**

Family Advocacy Program System (42 FR51256)

**System location:**

Central Registry -- Chief, Burau of Medicine and Surgery, Navy Department, Washington, D. C. 20372. Individual Case Files -- Naval Regional Medical Centers, naval hospitals and clinics (formerly dispensaries), and duty stations of the military sponsors. (Mailing addresses of duty stations are listed in the DOD directory in the Appendix to the Component System Notice.)

**Categories of individuals covered by the system:**

All beneficiaries entitled to care at Navy medical and dental facilities whose abuse or neglect is brought to the attention of appropriate authorities, and all persons suspected of abusing or neglecting such beneficiaries.

**Categories of records in the system:**

Medical records of suspected and confirmed cases of family member abuse or neglect, also, investigative reports, correspondence, family advocacy committee reports, follow-up and evaluative reports, and any other supportive data assembled relevant to individual family advocacy program files.

**Authority for maintenance of the system:**

5 U.S.C. 301, 10 U.S.C. 5132, and 44 U.S.C. 3101.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees duties relating to health and medical treatment of members and former members of the uniformed services, civilians, and dependents receiving medical care under Navy auspices; determining qualifications and suitability of Navy and Marine Corps personnel for various programs, duty assignments, and fitness for continued military service; and performance of research studies of compilation of statistical data.

Officials and employees of other components of the Department of Defense and other Departments and agencies and the Executive Branch of government, in the performance of their official duties

relating to the coordination of family advocacy programs, medical care, and researchconcerning family member abuse and neglect.

The Attorney General of the United States or his authorized representatives, in connection with litigation or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

Federal, state or local government agencies when it is deemed appropriate to utilize civilian resources in the counseling and treatment of individuals or families involved in abuse or neglect or when it is deemed appropriate or necessary to refer a case to civilian authorities for civil or criminal law enforcement.

Authorized officials and employees of the National Academy of Sciences, and private organizations and individuals for authorized health research in the interest of the federal government and the public; and authorized surveying bodies for professional certification and accreditation. government and the public; and authorized surveying bodies for professional certification and accreditation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records may be stored in file folders, microfilm, magnetic tape, punched cards, machine lists, discs, and other computerized or machine readable media.

Retrievability:

Records are retrieved by name of the abused or neglected family member and the social security number of the sponsor or guardian.

Safeguards:

Records are maintained in various kinds of filing equipment in specified monitored or controlled access rooms or areas. Public access is not permitted. Records are accessible only to authorized personnel who are properly screened and trained, and on a need-to-know basis, only.

Computer terminals are located in supervised areas, with access controlled by password or other user code system.

Retention and disposal:

Family advocacy case records are maintained at the activity having cognizance of the case for a period of 5 years and are then destroyed. Central registry records are permanently retained under the control of the Bureau of Medicine and Surgery.

System manager(s) and address:

Central Registery -- Chief, Bureau of Medicine and Surgery, Navy Department, Washington, D.C. 20372, -- and commanding officers of medical treatment facilities under the command of the Chief, Bureau of Medicine and Surgery, where the treatment and reporting occurred.

Notification procedure:

Informational requests should be directed to the cognizant system manager(s). Requests should contain the full name of the individual and social security number of the military or civilian sponsor or guardian, date and place of treament, and alleged reporting of incident. The requester may visit the office of the Chief, Bureau of Medicine and Surgery, 23rd and 'E' Streets, N.W., Washington, D.C. and the commading officers of the individual medical treatment facilities to obtain information on whether or not the system contains records pertaining to hime or her. Armed Forces I.D. card or other type of identification bearing the picture and signature of the requested will be considered adequate proof of identity.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Reports from physicians and othe medical department personnel regarding the results of physical, dental, mental, and other examinations, treatment, evaluation, consultation, laboratory, x-ray, and special studies; reports and information from other sources, including educational institutions, medical institutions, law enforcement agencies, public and private health and welfare agencies, and witnesses.

Systems exempted from certain provisions of the act:

Part of this system may be exempt under 5 U.S.C. 552a(k) (2) and (5), as applicable. For additional information, contact the system manager(s).

## N00022 NONAPACTSUPSYS

System name:

Nonappropriated Fund Activity Information Support System

System location:

Bureau of Naval Personnel, Navy Department, Washington, D. C. 20370; and local nonappropriated Fund Activities under the cognizance of the Chief of Naval Personnel.

Categories of individuals covered by the system:

Individuals authorized under current regulations to use Commissioned Officers Messes (open), Chief Petty Officer Messes, Petty Officer First and Second Class Messes, Enlisted Men's Clubs, Consolidated Package Stores, Special Services facilities, and other Non-Appropriated Fund Activities under the cognizance of the Chief of Naval Personnel.

Categories of records in the system:

Correspondence, records, membership applications, membership and user listings of Nonappropriated Fund Activity facilities, accounts receivable records, bad check listings, investigatory reports involving abuse of facilities, required for management of Nonappropriated Fund Activities under the cognizance Chief of Naval Personnel.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in the performance of their duties related to the management, supervision and administration of Nonappropriated Fund Activities under the cognizance of the Chief of Naval Personnel. The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office related to the management, supervision, and administration of Nonappropriated Fund Activities under the cognizance of the Chief of Naval Personnel.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management, supervision and administration of Nonappropriated Fund Activities under the cognizance of the Chief of Naval Personnel.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representatives of the Executive Branch Agencies.

The Senate or the House of Representatives of the United States or any committees or sub committees thereof on matters within their jurisdiction requiring disclosure of the files or records of persons covered by this system.

Such Civilian Contractors and their employees as are or may be operating in accordance with an approved, official contract with the U.S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

Retrievability:

Primarily by Name, and/or Social Security Number/Membership Number.

Safeguards:

Computer and punched card processing facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

Retention and disposal:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records, or Departmental Instructions.

System manager(s) and address:

Chief of Naval Personnel, Navy Department, Washington, D. C. 20370

Notification procedure:

Requests by correspondence should be addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Depart-

ment, 20370; or to the Head of the local Nonappropriated Fund Activity concerned. The letter should contain full name, social security account number, status, address, and signature of the requestor.

The individual may visit the Chief of Naval Personnel, Washington, D. C. 20370 (Arlington Annex, FOB 2), Rm. 1066 for assistance with records located in that building; or the individual may visit the local activity concerned for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officals and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; general correspondence concerning the individual.

Systems exempted from certain provisions of the act:

None

N00022.56

System name:

Navy Overseas Assignment Inventory System.

System location:

Center for Research and Education, 2010 E. 17th Avenue, Denver, Colorado 80206; and Bureau of Naval Personnel, Washington, D.C. 20370.

Categories of individuals covered by the system:

Naval enlisted personnel on active duty.

Categories of records in the system:

Responses to attitude association questionnaire, overseas performance evaluation, pay grade, duty station, job rating, and personal data such as marital status, age, sex, dependency, and length of service.

Authority for maintenance of the system:

Title 5 USC 301, Departmental Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in the performance of their official duties relating to screening and assigning of naval personnel overseas.

Such civilian contractors and their employees as are or may be operating in accordance with an approved, official contract with the U. S. Navy.

Statistical summaries may be given other Department of Defense agencies upon request. Such summaries will have no personal identifying data.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tape. Printed reports, questionnaire responses, and other paper documents supporting the system are stored in locked filing cabinets.

Retrievability:

Automated records are retrieved by name and military identification number.

Safeguards:

Computer files are kept in safety deposit boxes when not in use. Printouts, questionnaire responses and other paper documents supporting the system have limited controlled access.

Retention and disposal:

Questionnaire responses are destroyed after conversion to magnetic tape by incineration that is personally supervised by CRE staff. At termination of study and all requested analyses, magnetic tapes will be erased.

System manager(s) and address:

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370.

Notification procedure:

Requests by correspondence should be addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370. The letter should contain full name, rate, military identification number, address, and signature of the requester.

Record access procedures:

The Agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Officer and employees of the Department of the Navy and the individual.

Systems exempted from certain provisions of the act:

None.

N00022.81

System name:

Personnel Security Eligibility information System

System location:

Prmary System-Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370

Secondary System-local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses)

Categories of individuals covered by the system:

Members of the U.S. Navy and Naval Reserve, former members, and applicants for enlistment or commissioning.

Categories of records in the system:

Files contain reports of personnel security investigations, criminal investigations, and counterintelligence investigations, usually brief excerpts only; correspondence, records and information pertinent to an individual's eligibility for acceptance and retention, personnel security clearance, assignment to the Nuclear Weapon Personnel Reliability Program or other 'high risk' program requiring personnel quality control.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in the performance of their official duties related to personnel security eligibility;

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to personnel security eligibility.

Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement or other matters under the jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies;

State and Local government agencies in the performance of their official duties related to personnel security eligibility;

Officials and employees of the Department of Defense in the performance of their duties related to personnel security eligibility;

Officials and employees of other agencies of the Executive Branch of the government, upon request, in the performance of their duties related to personnel security eligibility;

Senate or the House of Representatives of the United States or any committees or subcommittees thereof, requiring disclosure of the files or records of individuals covered by this system. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and index cards. Some information from the paper records is contained in an automated file.

Retrievability:

Filed alphabetically by last name of individual. Automated files are by social security account number.

Safeguards:

Stored in locked safes and cabinets. File areas are accessible only to authorized persons who are properly screened, cleared, and trained.

Retention and disposal:

Records and portions thereof vary in period of time retained; records are retained and disposed of in accordance with Department Regulations.

System manager(s) and address:

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370

Notification procedure:

Requests by correspondence should be addressed to Chief of Naval Personnel, (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or in accordance with the Directory of the Department of the Navy Mailing Adresses (i.e., local activities). The letter should contain full name, social security account number, rank/rate/civilian status, address and notarized signature of the requestor. The individual may visit the Chief of Naval Personnel, Arlington Annex, (FOB 2) Washington, D.C., Rm. 1066, for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records. Prior written notification of personal visits is required to ensure that all parts of the record will be available at the time of the visit. Proof of identify will be required and will consist of a military identification card for persons having such cards and picture-bearing identification.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing inital determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy, Department of Defense, and other Departments and Agencies of the Executives Branch of government, and components thereof, in performance of their official duties and as specified by current instruction and regulations promulgated by competent authority; civilian and military investigative reports; federal state and local court doucments; fingerprint cards; official correspondence concerning individual.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N00022.82

System name:

Navy Personnel Evaluation System

System location:

Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370

Categories of individuals covered by the system:

All members of the U.S. Navy including Regular, Reserve, Active Duty, Inactive Duty, Fleet Reserve and Retired.

Categories of records in the system:

Correspondence and investigatory material containing information pertinent to member's retention, assignment or separation.

Authority for maintenance of the system:

5 USC 301. Departmental Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in the performance of their official duties related to personnel administration of Navy members; Officials and employees of the Department of Defense and its other components in the performance of their official duties related to personnel administration.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies;

The Secretary of Health, Education and Welfare, and the Director, Veterans Administration, and Director, Selective Service Administration and their officials and employees in connection with notification and assistance in obtaining benefits by members and former members;

Officials and employees of other Departments and agencies of the Executive Branch of government upon request, in the performance of their official duties related to personnel administration;

Such civilian contractors as are or may be operating in accordance with an approved, official contract with the U.S. Government; The Senate or the House of Representatives of the United States or any committees or subcommittees therof, requiring disclosure of the files or records of individuals covered by this system;

Officials and employees of the General Accounting Office upon request in the performance of their official duties relating to personnel administration. State and local government agencies in the performance of their official duties related to personnel administration. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and index cards. Some information from the paper records is automated.

Retrievability:

Filed alphabetically by last name or by Social Security Account Number.

Safeguards:

Stored in locked safes and cabinets in buildings that employ security guards. File areas are accessible only to authorized persons who are properly screened, cleared and trained.

Retention and disposal:

Records are maintained as long as member has any affiliation with the Naval service and for five years thereafter and are then destroyed.

System manager(s) and address:

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370

Notification procedure:

Requests by correspondence should be addressed to Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370. The letter should contain full name, social security account number, rank/ rate/civilian status, address and notarized signature of the requestor. The individual may visit the Chief of Naval Personnel, Arlington Annex, Washington, D.C. (FOB 2) Rm. 1066, for assistance with records located in that building. Prior written notification of personal visits is required to ensure that all parts of the record will be available at the time of the visit. Proof of identity will be required and will consist of a military identification card for persons having such cards and picture-bearing identification.

Record access procedures:

The agency's ruls for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Civilian and military investigative reports; reports of federal and state civilian court actions and criminal proceedings; general correspondence concerning and individual; officials and employees of the Department of the Navy, Department of Defense and Components therof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N00022CASINFOSUPPSYS

System name:

Casualty Information Support System

System location:

Primary System-Chief of Naval Personnel, Navy Department, Washington, D.C. 20370 and local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses); Washington National Records Center, Suitland, Maryland.

Categories of individuals covered by the system:

All Navy military personnel who are reported missing, missing in Action, Prisoner of War or otherwise detained by armed force; deceased in either an active or inactive duty status; reported ill/injured in either active duty, fleet reserve, or retired status.

Categories of records in the system:

Correspondence, reports, and records in both automated and non-automated form concerning circumstances of casualty, next-of-kin data, survivor benefit information, personal and service data, and casualty program data.

**Authority for maintenance of the system:**

Title 5 USC 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy in performance of their official duties related to casualty program management and responding to inquiries from survivors of Navy military personnel.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to Casualty Program Management.

Secretary of Health Education and Welfare and the Director of the Veterans Administration and their officials and employees in connection with eligibility, notification and assistance in obtaining benefits due.

The Senate or the House of Representatives of the United States or any committee or subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the casualty files of Navy members.

Nongovernment Agencies - To assist in settlement of member's affairs. The comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the Navy's Casualty and Survivor's Benefit Program.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the department of justice or carried out as the legal representative of the Executive Branch agencies.

Officials and employees of state and local government agencies in connection with eligibiliy, notification and assistance in obtaining benefits due. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper files, microfiche or microfilm.

**Retrievability:**

Records may be retrieved by name and/or social security account number.

**Safeguards:**

Computer and punched card processing facilities are located in restricted areas accessible only to authorized persons that are properly screened, trained, and cleared.

Manual records and computer printouts are available only to authorized personnel having a need to know.

**Retention and disposal:**

Files are retained and disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records, or in accordance with Department Regulations.

**System manager(s) and address:**

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370.

**Notification procedure:**

Requests by correspondence should be addressed to: Chief of Naval Personnel, (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or, in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security account number (and/or enlisted service number/officer file number), rank/rate, military status, date of casualty and status at time of casualty, and signature of the requestor. The individual may visit the Chief of Naval Personnel, Arlington Annex (FOB 2), RM 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the local activity for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

**Record access procedures:**

The Agency's ruls for access to records may be obtained from the system manager.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Officials and employees of the Department of the Navy, Department of Defense, Public Health Service, Veterans Administration, and components thereof, in performance of their official duties as specified by current Instructions and Regulations promulgated by competent authority; casualty reports may also be received from state and local agencies, Hospitals and other agencies having knowledge of casualties to Navy personnel; general correspondence concerning member.

**Systems exempted from certain provisions of the act:**

None

## N00022CIVEMPNAF

**System name:**

Record System for Civilian Employees of Nonappropriated Fund (NAF) Activities

**System location:**

Primary System-Bureau of Naval Personnel, Washington, D.C. 20370; and local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses); National Personnel Records Center, St. Louis, Missouri 63132.

**Categories of individuals covered by the system:**

Civilian employees of Nonappropriated Fund Activities under the cognizance of the Chief of Naval Personnel.

**Categories of records in the system:**

Correspondence and records pertaining to performance, employment, pay, classification, security clearance, personnel actions, medical, insurance, retirement, tax withholding information, exemptions, unemployment compensation, employee profile, education, benefits, discipline and administration of nonappropriated fund civilian personnel.

**Authority for maintenance of the system:**

5 USC 301. Department Regulations
Public Law 92-392
Fair Labor Standards Act, as amended

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy in the performance of their official duties related to the management, supervision and administration of nonappropriated fund civilian personnel.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management, supervision and administration of nonappropriated fund civilian personnel.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch Agencies.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to management, supervision and administration of Nonappropriated Fund civilian personnel.

The Senate or the House of Representatives of the United States or any committee or subcommittee thereof, on matters within their jurisdiction requiring disclosure of the files or records of Nonappropriated Fund civilian personnel. Such civilian contractors and their employees are or may be operating in accordance with an approved, official contract with the U.S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders, mirofiche, or microfilm.

**Retrievability:**

Records may be retrieved by name, social security account number and/or activity number.

Safeguards:

Computer and punched card progessing facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

Retention and disposal:

Records are retained or disposed of in accordance with SECNAVINST P5212.5b, subj: Disposal of Navy and Marine Corps Records, or Departmental Regulations.

System manager(s) and address:

Chief of Naval Personnel, Department of the Navy, Washington, D.C. 20370

Notification procedure:

Requests by correspondence should be addressed to: Chief of Naval Personnel, (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or, in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities).

The letter should contain full name, social security number, activity at which employed, and signature of the requestor.

The individual may visit the Chief of Naval Personnel, Arlington Annex (FOB 2), Rm 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records.

Record access procedures:

The Agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Officials and employees of the Department of the Navy and Department of Defense in the performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; previous employers; educational institutions; employment agencies; civilian and military investigative reports; general correspondence concerning individual.

Systems exempted from certain provisions of the act:

None

N00022CIVPERSADMSYS

System name:

Civilian Personnel Administrative Services Record System

System location:

Bureau of Naval Personnel, Navy Department, Washington, D. C. 20370

Categories of individuals covered by the system:

Civilian employees and former employees of the Bureau of Naval Personnel and the Naval Personnel Program Support Activity.

Categories of records in the system:

Correspondence and records concerning personal identification, directory and locator services, vehicle parking, security, disaster control, community relations (blood donor, etc.) employee recreation programs temporary duty travel, employee applications, nominations, training, violations of rules, appointments to duties or offices, security, and other personal action records.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy other components of the Department of Defense in the performance of their official duties related to the management, supervisor and administration of civilian employees of the Bureau of Naval Personnel Program Support Activity.

The Comptroller General or any of his authorized representatives, upon, request, in the course of the performance of duties of the General Accounting Office relating to the management, supervision, and supervision of civilian employees of the Bureau of Naval Personnel and the Naval Personnel Program Support Activity.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

The Senate or House of Representatives of the United States or any committee or subcommittee thereof, on matters within their jurisdiction requiring disclosure of the files or records of civilian personnel covered by this system. Such civilian contractors and their employees as are or may be operating in accordance with an approved, official contract with the U. S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders or card files

Retrievability:

Filed alphabetically by last name of subject

Safeguards:

Access to records restricted to those who have a need to know. The small amount of classified information is maintained in approved security containers.

Retention and disposal:

Records are retained and disposed of in accordance with Departmental regulations.

System manager(s) and address:

Chief of Naval Personnel, Navy Department, Washington, D. C. 20370

Notification procedure:

Requests by correspondence should be addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D. C. 20370; letter should contain full name, social security account number, civilian status (currently employed or previously employed), system of records to which access is desired, and signature of the requestor. The individual may also visit the Chief of Naval Personnel, Arlington Annex (FOB 2), Rm 2066, Washington, D. C. Proof of identification will be by picture-bearing identification or other positive personal identification.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

From supervisor of subject, from Civil Service Commission, from Naval Investigative Service, BUPERS Duty Officer, BUPERS Security Manager, BUPERS Classified Clearance Officers, from Assistant Chief of Naval Personnel for Performance and Security, from BUPERS employee personnel records, from Headquarters, U. S. Marine Corps, from American Red Cross.

Systems exempted from certain provisions of the act:

None

N00022ENLDEVDISTSYS

System name:

Enlisted Development and Distribution Support System

System location:

Primary System-Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370 Secondary System-Enlisted Personnel Management Center, New Orleans, Louisiana 70159 and Naval Reserve Personnel Center, Naval Support Activity (East Bank), Bldg. 603, New Orleans, Louisiana 70159

Categories of individuals covered by the system:

All Navy enlisted personnel: active, inactive, reserve, fleet reserve, and retired.

Categories of records in the system:

Correspondence and records in both automated and non-automated form concerning classification, assignment, distribution, advancement, performance, retention, reenlistment, separation, training, education, morale, personal affairs, benefits, entitlements, and administration of Navy military personnel.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and emloyees of the Department of the Navy in the performance of their official duties to initiate, develop, implement, and carry out policies pertaining to enlisted personnel assignment, placement, retention, career enhancement and motivation, and other career related matters, in order to meet manpower allocations and requirements.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management and administration of Navy enlisted personnel in order to meet manpower allocations and requirements.

Officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management and administration of Navy enlisted personnel in order to meet manpower allocations and requirements.

The Senate of the House of Representatives of the United States or any Committee or subcommittee thereof on matters within their jurisdiction requiring disclosure of the files or records of Navy military personnel.

Such civilian contractors and their employees as are or may be operating in accordance with an approved, official contract with the U.S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Automated records may be stored on magnetic tapes, disc, drums, and on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

**Retrievability:**

Automated records may be retrieved by social security account number and/or name.

Manual records may be retrieved by name, social security account number, or enlisted service number.

**Safeguards:**

Computer and punched card processing facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

**Retention and disposal:**

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records.

**System manager(s) and address:**

The Chief of Naval Personnel, Navy Department, Washington, D.C. 20370

**Notification procedure:**

Requests by correspondence should be addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or, for Training and Administration of Reserve personnel only, to Commanding Officer, (Attn: Privacy Act Coordinator) Naval Reserve Personnel Center, Naval Support Activity (East Bank), Bldg. 603, New Orleans, Louisiana 70159. The letter should contain full name, social security account number (and/or enlisted service number), rate, military status, and signature of the requestor. The individual may visit the Chief of Naval Personnel, Arlington Annex (FOB 2), Rm. 1066, Washington, D.C. for assistance with records located in that building; or Training and Administration of Reserve personnel may visit the Commanding Officer (Privacy Act Coordinator), Naval Support Activity (East Bank), Bldg. 603, New Orleans, Louisiana 70159. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

**Record access procedures:**

The Agency's rules for access to ecords may be obtained from SYSMANAGER.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Officials and employees of the Department of the Navy, Department of Defense, and components therof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; general correspondence concerning the individual; official records of professional qualifications; Navy Relief and American Red Cross requests for verification of status; Educational institutions.

**Systems exempted from certain provisions of the act:**

None

## N00022ENLMAUSTSYS

**System name:**

Enlisted Master File Automated System

**System location:**

Bureau of Naval Personnel, Navy Department, Washington, D. C. 20370; Personnel Management Information Center, New Orleans, LA 70159; Naval Reserve Personnel Center, New Orleans, LA 70159

**Categories of individuals covered by the system:**

All Navy Enlisted Personnel: Active and Inactive

**Categories of records in the system:**

Computer file contains data concerning enlisted assignment, planning, programming, accounting, promotions, career development, procurement, education, training, retirement, performance, security, personal data, qualifications, programming, and enlisted reserve drill data. The system also contains Activity Personnel Diaries, personnel accounting documents, Reserve Unit Drill reports and other personnel transaction documents necessary to maintain file accuracy and currency; and all computer extracts, microform, and printed reports therefrom.

**Authority for maintenance of the system:**

5 USC 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy in the performance of their official duties related to the Navy's military management program. of Navy enlisted personnel and the operation of personnel affairs and functions; the design, development, maintenance and operation of the automated system of records.

Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the management, supervision, and administration of Navy enlisted personnel.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management, supervision and administration of Navy enlisted personnel and the operation of personnel affairs and functions.

Officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision and administration of Navy enlisted personnel and the operation of personnel affairs and functions. The Senate or the House of Representatives of the United States or any committee or subcommittee therof, on matters within their jurisdiction requiring disclosure of the files or records of Navy enlisted personnel.

Such civilian contractors and their employees as are or may be operating in accordance with an approved, official contract with the U. S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Automated records are stored on magnetic tapes, disks, drums and on punched cards.

Printed reports and other related documents supporting the system are stored in authorized areas only.

**Retrievability:**

Automated records are retrieved by Social Security Account Number.

Safeguards:

Within the computer center, controls have been established to desseminate computer output over the counter only to authorized users. Specific procedures are also in force for the disposal of computer output. Output material in the sensitive category, i.e., inadvertant or unauthorized disclosure will result in harm, embarrassment, inconvience or unfairness to the individual, will be shredded. Computer files are kept in a secure, continuously manned area and are accessible only to authorized computer operators, programmers, enlisted managment, placement, and distributing personnel who are directed to respond to valid, official requests for data. These accesses are controlled and monitored by the Security System.

Retention and disposal:

Automated records are retained in accordance with MAPMIS manual (periods range from 1 month to permanent).

System manager(s) and address:

Chief of Naval Personnel, Navy Department, Washington, D. C. 20370

Notification procedure:

Requests by correspondence from active duty enlisted personnel shall be addressed to : Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D. C. 20370; requests by correspondence from inactive duty and reserve personnel shall be addressed to: Commanding Officer, Naval Reserve Personnel Center (Attn: Privacy Act Coordinator), New Orleans, La 70159; request shall contain full name, social security account number, rank, status, and signature of requestor.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy and Department of Defense and Components thereof in performance of their office duties and as specified by current instructions and regulations promulgated by competent authority; educational institutions.

Systems exempted from certain provisions of the act:

None

N00022EQOPPINFOSYS

System name:

Equal Opportunity Information and Support System

System location:

Primary System-Bureau of Naval Personnel, Navy Department, Washington, D. C. 20370; and local activity to which individual is attached (see Directory of the Department of the Navy Mailing Addresses).

Secondary System-Department of the Navy Activities in the Chain of Command between the local activity and the Headquarters level (see Directory of the Department of the Navy Mailing Addresses).

Categories of individuals covered by the system:

Navy personnel who are involved in formal or informal investigations involving aspects of equal opportunity; and/or who have initiated, or were the subject of correspondence concerning aspects of equal opportunity.

Categories of records in the system:

Correspondence and records concerning incident data, endorsements and recommedations, formal and informal investigations concerning aspects of equal opportunity.

Authority for maintenance of the system:

5 USC 301 DEPARTMENTAL REGULATIONS

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in the performance of their official duties related to equal opportunity matters.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to equal opportunity matters.

Officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to equal opportunity matters.

The Senate or the House of Representatives of the United States or any Committee or subcommittee thereof, any joint committee of Congress or any subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of Navy military personnel. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual concerned.

Safeguards:

Records maintained in areas accessible only to authorized personnel on a need to know basis.

Retention and disposal:

Records disposed of after two years in accordance with SECNAVINST P5212.5B, 'Disposal of Navy and Marine Corps Records'; or in accordance with Departmental Regulations.

System manager(s) and address:

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370.

Notification procedure:

Requests by correspondence should be addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator), Washington, D.C. 20370; or, in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security account number, rank/rate, military status, and signature of the requestor.

The individual may visit the Chief of Naval Personnel, Arlington Annex (FB 2), Rm. 1066 Washington D.C. for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; federal, state, and local court documents; military investigatory reports; general correspondence concerning individual.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N00022NAVHOMRESINFSY

System name:

Naval Home Resident Information System

System location:

Primary System-Governor, U.S. Naval Home, 24th and Grays Ferry Avenue, Philadelphia Pennsylvania 19146 Secondary System-National Personnel Records Center, St. Louis, Missouri 63132

Categories of individuals covered by the system:

Residents of the Naval Home (current, discharged and deceased).

Categories of records in the system:

Correspondence and records concerning application for admission and supporting documents, personnel data, service data, personal affairs, administrative records covering period of residence.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

24 USC 17

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy, generally, and the Naval Home, specifically, in the performance of their official duties related to the management, supervision, and administration of the Naval Home.

The Comptroller General or any his authorized representatives, upon request, in the performance of duties of the General Accounting Office related to the management, supervision, and administration of the Naval Home.

Officials and employees of the Veterans Administration in the performance of their duties related to eligibility, notification and assistance in obtaining benefits by residents of the Naval Home.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Manual records may be stored in paper file folders, and/or vertical card files.

**Retrievability:**

Records may be retrieved by name.

**Safeguards:**

All file folders and cards of residents are locked in file cabinets and are available only to authorized persons having a need to know.

**Retention and disposal:**

Records are maintained at Naval Home for life of Resident and for 10 years after death or discharge or Resident; thereafter, records are retained at the National Personnel Records Center, St. Louis, Missouri.

**System manager(s) and address:**

Governor, U.S. Naval Home, 24th and Grays Ferry Avenue, Philadelphia, Pa 19146.

**Notification procedure:**

Requests by correspondence should be addressed to : Governor, U.S. Naval Home, 24th and Grays Ferry Avenue, Philadelphia, Pa 19146. The letter should contain full name, social security account number (and/or enlisted service number/officer file number), rank/rate, and signature of requestor. The individual may visit the Governor, U.S. Naval Home for assistance with record located in that building. Proof of identification will consist of Military Identification Card.

**Record access procedures:**

The Agency's rules for access to records may be obtained from SYSMANAGER.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Officials and employees of the Department of the Navy, Department of Defense, and Veteran's Administration in the performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; general correspondence concerning the individual.

**Systems exempted from certain provisions of the act:**

None

## N00022OFFDEVDISTSYS

**System name:**

Naval Officer Development and Distribution Support System

**System location:**

Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370

**Categories of individuals covered by the system:**

All Naval officers on active duty; all Naval Reserve officers requesting recall to active duty.

**Categories of records in the system:**

Correspondence and personnel records in both automated and non-automated form concerning classification, qualifications, assignment, placement, career development, education, training, recall, release from active duty and management of Naval officers.

**Authority for maintenance of the system:**

5 USC 301 Departmental Regulations
10 USC 5504 Lineal List
10 USC 5708 Promotion Selection List

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:** Officials and employees of the Department of the Navy in the performance of their official duties related to the classification, qualifications, assignment, placement, career development, education, training, recall and release of officer personnel in order to meet manpower allocations and requirements.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the Navy's military manpower allocations and requirements.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representive of the Executive Branch agencies. Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management and administration of Naval officer personnel in order to meet manpower allocations and requirements.

Officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management and administration of Naval officer personnel in order to meet manpower allocations and requirements.

The Senate or the House of Representatives of the United States or any Committee or subcommittee therof, any joint committee of Congress or any subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of Navy military personnel.

Such Civilian Contractors and their employees as are or may be operating in accordance with an approved, official contract with the U. S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Automated records may be stored on magnetice tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

**Retrievability:**

Automated records may be retrieved by social security account number and/or name.

Manual records may be retrieved by name or social security account number.

**Safeguards:**

Computer and punched card processing facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

**Retention and disposal:**

Records are generally maintained until superseded, or for a period of two years or until release from active duty and disposed of by burning or shredding.

**System manager(s) and address:**

Chief of Naval Personnel, Navy Department, Washingtonm, D.C. 20370

**Notification procedure:**

Requests by correspondence should be addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator) Navy Department, Washington, D.C. 20370. The letter should contain full name, rank, social security account number, designator, address and signature.

The individual may visit the Chief of Naval Personnel, Arlington Annex (FOB 2) Rm. 1066 Washington, D.C. for assistance. Advance notification is requested for personal visits. Proof of identification will consist of military identification card.

**Record access procedures:**

The Agency's rules for access to records may be obtained from SYSMANAGER.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from SYSMANAGER.

Record source categories:

Personnel Service jackets; records of the officer promotion system; officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current instructions and regulations promulgated by competent authority; education institutions; official records of professional qualifications; general correspondence concerning the individual.

Systems exempted from certain provisions of the act:

None

N00022OFFMAUSTSYS

System name:

Officer Master File Automated System

System location:

Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370; Personnel Management Information Center, New Orleans, LA 70159; Naval Reserve Personnel Center, New Orleans, LA 70159

Categories of individuals covered by the system:

All Naval Officers; commissioned, warrant, active, inactive; officer candidates, and Naval Reserve Officer Training Corps personnel.

Categories of records in the system: Computer file contains data concerning officer assignment, planning, accounting, promotions, career development, procurement, education, training, retirement, performance, security, personal data, qualifications, programming, and Reserve Officer drill data. System also contains activity Personnel Diaries, personnel accounting documents, Reserve Unit Drill Reports and other personnel transaction documents necessary to maintain file accuracy and currency; and all computer file extracts, microform and printed reports therefrom.

Authority for maintenance of the system:

Title 5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in the performance of their official duties related to the management, supervision, and administration of Navy officer personnel and the operation of personnel affairs and functions; the design, development, maintenance and operation of the automated system of records.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the Navy's military manpower management program. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executvie Branch agencies.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management, supervision and administration of Navy officer personnel and the operation of personnel affairs and functions.

Officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision and administration of Navy officer personnel and the operation of personnel affairs and functions. The Senate or the House of Representatives of the United States or any committee or subcommittee therof, on matters within their jurisdiction requiring disclosure of the files or records of Navy officer personnel.

Such Civilain Contractors and their employees as are or may be operating in accordance with an approved, official contract with the U.S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated Records are stored on magnetic tapes, disks, drums and on punched cards. Printed reports and other paper documents supporting the system are stored in authorized personnel areas only.

Retrievability:

Automated records are retrieved by Social Security Account number.

Safeguards:

Within the computer center, controls have been established to disseminate computer output over the counter only to authorized users. Specific procedures are also in force for the disposal of computer output. Output material in the sensitive category, i.e., inadvertent or unauthorized disclosure that would result in harm, embarrassment, inconvenience or unfairness to the indiviual, will be shredded. Computer files are kept in a secure, continuously manned area and are distributing personnel who are directed to respond to valid, official request for data. These accesses are controlled and monitored by the Security System.

Retention and disposal:

Records are retained in accordance with MAPMIS Manual (periods range from 1 month to permanent).

System manager(s) and address:

Chief of Naval Personnel, Department of the Navy, Washington, D.C. 20370.

Notification procedure:

Active duty Navy Officers/Officer Candidates shall request by correspondence addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator) Navy Department, Washington, D.C. 20370. Naval Reserve and retired officers shall request by correspondence from commanding officer, Naval Reserve Personnel Center, New Orleans, LA 70159. Requests shall contain full name, Social Security Account Number, rank, status, address and signature of the requestor.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy, Department of Defense and components therof, in performance of their official duties and as specified by current Instructions and Regulation promulgated by competent authority; official records of professional qualifications; Educational institutions.

Systems exempted from certain provisions of the act:

None

N00022OFFPROMSYS

System name:

Officer Promotion System

System location:

Bureau of Naval Personnel, Navy Department, Washington D.C. 20370; and Reporting Seniors (see Directory of the Department of the Navy Mailing Addresses); Federal Records Storage Centers; National Archives.

Categories of individuals covered by the system:

All officers on active duty; all reserve officers on inactive duty.

Categories of records in the system:

Fitness Report Jacket, Selection Board Jacket, Officer Summary Record. Promotion History Cards, and other records concerning fitness and qualifications of officers and related to promotion requirements.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations
10 USC 543 Selection Boards
10 USC 33, 545, 549 Promotions

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in the performance of their official duties related to the selection of officers for promotion in the U.S. Navy.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the Navy's Officer Promotion System and records contained therin.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch Agencies.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to the Navy's Officer Promotion System and records contained therin.

Officials and employees of other Departments and Agencies of the Executive Branch of the Government, upon request, in the performance of their official duties related to the Navy's Officer Promotion System and the records contained therein.

The Senate or the House of Representatives of the United States or any committee or subcommittee therof, any joint committee of Congress or any subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of Naval Officers. Such Civilian Contractors and their employees as are or may be operating in accordance with an approved, official contract with the U.S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Automated records may be stored on magnetic tape, discs or on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

**Retrievability:**

Automated records may be retrieved by social security account number. Manual records may be retrieved by social security account number and/or officer file number, and name.

**Safeguards:**

Computer and punched card processing facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

**Retention and disposal:**

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records.

**System manager(s) and address:**

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370

**Notification procedure:**

Requests by correspondence should be addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or to Reporting Seniors (see Directory of the Department of the Navy Mailing Addresses). The letter should contain full name, social security account number, (or officer file number), rank, military status, address and signature of the requestor.

The individual may visit the Chief of Naval Personnel, Arlington Annex, (FOB 2), Rm. 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the Reporting Senior for records maintained by that individual. Proof of identification will consist of Military Identification Card.

**Record access procedures:**

The Agency's rules for access to records may be obtained from SYSMANAGER.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Officials and employees of the Department of the Navy, Department of Defense, other Departments and Agencies of the Executive Branch of the Government, and components therof, in the performance of their official duties as specified by current Instructions and Regulations promulgated by competent authority; educational institutions; federal, state and local court documents; general correspondence concerning the individual;official records of professional qualifications.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

## N00022PERSCOMSOLPRSY

**System name:**

Personal Commercial Affairs Solicitation Privilege File System

**System location:**

Primary System-Chief of Naval Personnel, Navy Department, Washington, D.C. 20370.

Secondary System-Local Navy Activities involved in the Personal Commercial Affairs Solicitation Privilege System (see Directory of the Department of the Navy Mailing Addresses).

**Categories of individuals covered by the system:**

Individuals who are authorized Personal Commercial Affairs Solicitation Authorization concerning solicitation privileges on board military installations.

**Categories of records in the system:**

Correspondence and records concerning letter of application for solicitation privileges, letters of accreditation, violation incident data, denial data, appeal data, and other supporting documents.

**Authority for maintenance of the system:**

Title 5 USC 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy in the performance of their official duties related to Commercial Affairs Solicitation matters.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to Commercial Affairs Solicitation matters.

The Senate or the House of Representatives of the United States or any committee or subcommittees on matters within their jurisdiction requiring disclosure of files of persons affected.

State and local agencies in performance of their official duties related to agent qualifications.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

Private firms whose agents have been banned may request verification of the status of agents. When required by Federal statute, by Executive order , or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Manual records may be stored in paper file folders.

**Retrievability:**

Records are retrieved by name of agent or agency.

**Safeguards:**

Records are accessible only to authorized personnel having a need to know.

**Retention and disposal:**

Files are retained and disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records, or Departmental Regulations.

**System manager(s) and address:**

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370

**Notification procedure:**

Requests by correspondence should be addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security number of the applicant, firm represented, and dates or time period in question, and signature of the requestor. The individual may visit the Chief of Naval Personnel, Arlington Annex (FOB 2), Rm 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the local activity for access to records maintained locally. Proof of identification will consist of picture-bearing identification.

**Record access procedures:**

The Agency's rules for access to records may be obtained from SYSMANAGER.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations by the individual concerning may be obtained from the SYSMANAGER.

**Record source categories:**

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties as specified by current Instructions and Regulations promulgated by competent authority; State and local agencies in the performance of their official duties related to agent qualifications; investigatory records; general correspondence concerning individual agents.

Systems exempted from certain provisions of the act:

None

N00022PERSERVDEPSERVS

System name:

Personal Services and Dependents Services Support System

System location:

Primary System-Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370; Navy Family Allowance Activity, Anthony J. Celebrezze Federal Building, Room 967, Cleveland, Ohio 44199; local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses).

Secondary System-Department of the Navy Activities in the Chain of Command between the local activity and the Headquarters level (see Directory of the Department of the Navy Mailing Addresses).

Categories of individuals covered by the system:

All Navy military personnel: officers, enlisted, active, inactive, reserve, fleet reserve, retired, midshipmen, officer candidates, Naval Reserve Officer Training Corps personnel, and their dependents.

Categories of records in the system:

Applications, forms, correspondence and supporting documents and other personnel records concerning entitlements, benefits, basic allowance for quarters, waiver of indebtedness, travel allowances, morale, and personal affairs.

Authority for maintenance of the system:

5 USC 301. Departmental Regulations
10 USC 6161
10 USC 2774 as added by Public Law 92-453

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy and other components of the Department of Defense in the performance of their official duties related to the management, supervision, and administration of personal services, benefits and entitlements for Navy members and their dependents.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office related to management, supervision and administration of personal services, benefits and entitlements for Navy members and their dependents.

Officials and employees of the Veterans' Administration in the performance of their official duties related to eligibility, notification and assistance in obtaining benefits by members and former members of the Navy.

The Senate or the House of Representatives of the United States or any Committee or subcommittee thereof, any joint committee of Congress or any subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of Navy military personnel and their dependents.

Officials and employees of Navy Relief and the American Red Cross in the performance of their duties related to assistance of the members, their dependents and relatives.

State and local agencies in performance of their official duties related to assistance of the members and their dependents.

Non-government agencies only to assist members and their dependents. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders.

Retrievability:

Records may be retrieved by name, social security account number or enlisted service number/officer file number of member; or name of dependent.

Safeguards:

Computer and punched cards processing facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

Retention and disposal:

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records.

System manager(s) and address:

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370.

Notification procedure:

Requests by correspondence should be addressed to: Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370; or in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security account number (and/or enlisted service number/officer file number), rank/rate, military status, or name of the dependent, name of sponser, sponsor's social security account number, and signature of the requestor.

The individual may visit the Chief of Naval Personnel, Arlington Annex (FOB 2), Room 1066, Washington, D.C. for assistance with records located in that building; or the individual may visit the local activity for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

Record access procedures:

The Agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy and the Department of Defense in performance of their official duties and as specified by current Instructions and Tegulations promulgated by competent authority; educational institutions; federal, state, and local court documents; general correspondence relative to individual; officials and employees of Navy Relief, the American Red Cross, Veterans Administration and other agencies in the performance of their official duties.

Systems exempted from certain provisions of the act:

None

N00022PERSRECSYS

System name:

Navy Personnel Records System

System location:

Primary System-Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370; Naval Reserve Personnel Center, Naval Support Activity (East Bank), Bldg. 603, New Orleans, LA 70159; and local activity to which individual is assigned (see Directory of the Department of the Navy Mailing Addresses).

Secondary System-Department of the Navy Activities in the Chain of Command between the local activity and the Headquarters level (see Directory of the Department of the Navy Mailing Addresses); Federal Records Storage Centers; National Archives.

Categories of individuals covered by the system:

All Navy military personnel: officers, enlisted, active, inactive, reserve, fleet reserve, retired, midshipmen, officer candidates, and Naval Reserve Officer Training Corps personnel.

Categories of records in the system:

Personnel Service Jackets and Service Records, correspondence and records in both automated and non-automated form concerning classification, assignment, distribution, promotion, advancement, performance, recruiting, retention, reenlistment, separation, training, education, morale, personal affairs, benefits, entitlements, discipline and administration of Navy military personnel.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in the performance of their official duties related to the management, super-

vision, and administration of Navy military personnel and the operation of personnel affairs and functions; the design, development, maintenance and operation of the manual and automated system of records.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the Navy's military manpower management program.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. State, local, and foreign (within Status of Forces agreements) law enforcement agencies or their authorized representatives in connection with litigation, law enforcement, or other matters under the jurisdiction of such agencies.

Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management, supervision and administration of military personnel and the operation of personnel affairs and functions.

Officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision and administration of military personnel and the operation of personnel affairs and functions.

Officials and employees of the National Research Council in Cooperative Studies of the National History of Disease; of Prognosis and of Epidemology. Each study in which the records of members and former members of the Naval Service are used must be approved by the Chief of Naval Personnel.

Officials and employees of the Department of Health, Education and Welfare, Veterans' Administration, and Selective Service Administration in the performance of their official duties related to eligibility, notification and assistance in obtaining benefits by members and former members of the Navy. The Senate of the House of Representatives of the United States or any Committee or subcommittee thereof, any joint committee of Congress or any subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of Navy military personnel. Officials and employees of Navy Relief and the American Red Cross in the performance of their duties related to assistance of the members and their dependents and relatives.

Duly appointed Family Ombudsmen in the performance of their duties related to the assistance of the members and their families.

State and local agencies in performance of their official duties related to verification of status for determination of eligibility for Veterans' Bonuses and other benefits and entitlements.

Such Civilian Contractors and their employees as are or may be operating in accordance with an approved, official contract with the U.S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Automated records may be stored on magnetic tapes, disc, drums and on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

**Retrievability:**

Automated records may be retrieved by social security account number and/or name.

Manual records may be retrieved by name, social security account number, enlisted service number, or officer file number.

**Safeguards:**

Computer and punched card processing facilities and terminals are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

**Retention and disposal:**

Records are retained or disposed of in accordance with SECNAVINST P5212.5 , subj: Disposal of Navy and Marine Corps Records.

**System manager(s) and address:**

Chief of Naval Personnel, Washington, D.C. 20370; Commanding Officers, Officers in Charge, and Heads of Department of the Navy activities as listed in the Directory of the Department of the Navy Mailing Addresses.

**Notification procedure:**

Requests by correspondence should be addressed to: Commander, Naval Military Personnel Command (ATTN: pRIVACY aCT cOORDINATOR), nAVY dEPARTMENT, wASHINGTON, d.c. 20370. or, in accordance with the Directory of the Department of the Navy Mailing Addresses (i.e., local activities). The letter should contain full name, social security account number (and/or enlisted service number/officer file number), rank/rate, designator, military status, address, and signature of the requestor.

The individual may visit the Commander, Naval Military Personnel Command, Arlington Annex (FOB 2), Washington, D.C., for assistance with records located in that building; or the individual may visit the local activity to which attached for access to locally maintained records. Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

**Record access procedures:**

The Agency's rules for access to records may be obtained from SYSMANAGER.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; educational institutions; federal, state, and local court documents; civilian and military investigatory reports; general correspondence concerning the individual; official records of professional qualifications; Navy Relief and American Red Cross requests for verification of status.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552a (k) (1) and (5), as applicable. For additional information contact the System Manager.

## N00022PERSREHSUPPSYS

**System name:**

Nav4 Personnel Rehabilitation Support System

**System location:**

Primary System-Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370;

Decentralized segments-Navy Drug Rehabilitation Centers, Navy Alcohol Rehabilitation Centers, Navy Counseling and Assistance Centers, Navy Alcohol Rehabilitation Drydocks, Naval Health Research Center, Navy Corrections Centers; and local activities to which an individual is assigned (see Directory of Department of the Navy Mailing Addresses).

**Categories of individuals covered by the system:**

Navy personnel (officers and enlisted) who have been identified as drug or alcohol abusers, or who have undergone counseling and rehabilitation for drug or alcohol abuse in Navy Drug or Alcohol Rehabilitation facilities; recovered alcoholic and nonalcoholic professional personnel who work part-time helping alcoholics; active duty navy recovered alcoholics who voluntarily help their commands develop alcoholism prevention programs; navy personnel convicted by court martial and sentenced to confinement; or who were in pretrial confinement.

**Categories of records in the system:**

Correspondence and records in both automated and non-automated form concerning Interview appraisals, personnel, service, biographical, educational, evaluation and testing, performance, and drug and alcohol rehabilitation program data. Correspondence and records in both automated and non-automated form concerning those in confinement containing offense, legal, service, health, personal, evaluation and classification, discipline and conduct, work and training data, interview appraisals, inventories of confinement personnel management data.

**Authority for maintenance of the system:**

5 USC 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy in the performance of their official duties related to measuring the extent of drug and alcohol abuse in the Navy; to develop and support drug and alcohol abuse programs and policy; to assess cost effectiveness of drug and alcohol abuse control programs; to the management, super-

vision and administration of confinement and related rehabilitation programs, and related law enforcement matters.

Officials and employees of the other components of the Department of Defense in performance of their official duties related to the management, supervision and administration of drug and alcohol abuse control programs and related rehabilitation programs; and to the management, supervision and administration of confinement and related rehabilitation programs.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the management, supervision, and administration of drug and alcohol abuse control programs and related rehabilitation programs; and the management, supervision and administration of confinement and related rehabilitation programs.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

State and local law enforcement agencies or their authorized representatives in connection with litigation, law enforcement, or other matters under the jurisdiction of such agencies.

Officials and employees of other Departments and Agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management, supervision, and administration of drug and alcohol abuse control programs and related rehabilitation programs; and the management, supervision, and administration of confinement and related rehabilitation programs.

The Senate or the House of Representatives of the United States or any Committee or subcommittee thereof, any joint committee of Congress or any subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of navy military personnel.

Such Civilian contractors and their employees as are or may be operating in accordance with an approved, official contract with the U.S. Government.

Officials and employees of accredited research organizations in cooperative studies. Each study in which records of members and former members of the Naval service are used must be approved by the Chief of Naval Personnel. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records may be stored on magnetic tapes, disc, drums or on punched cards.

Manual records may be stored in paper file folders, microfiche or microfilm.

Retrievability:

Automated records may be retrieved by social security account number.

Manual records may be retrieved by name, social security account number, (and/or enlisted service number/officer file number).

Safeguards:

Computer and punched card processing facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained.

Manual records and computer printouts are available only to authorized personnel having a need to know.

Retention and disposal:

Records are retained and disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records; and in accordance with Department Instructions.

System manager(s) and address:

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370

Notification procedure:

Written requests should be made to the Chief of Naval Personnel (Attn: Privacy Act Coordinator) Navy Department, Washington, D.C. 20370; or to the local activity to which the individual is assigned (see Directory of the Department of the Navy Mailing Addresses). Requests must contain full name, social security account number, military status, address and signature of requestor. (Those inquiring about records at Confinement Centers must have their signature notarized, if not confined at time of request.)

The individual may visit the Chief of Naval Personnel, Arlington Annex (FOB 2), Rm. 1066, for assistance with records located in the Bureau of Naval Personnel; individual may also visit local activity concerned (see Directory of Department of the Navy Mailing Addresses). Proof of identification will consist of Military Identification Card for persons having such cards, or other picture-bearing identification.

Record access procedures:

The Agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officials and employees of the Department of the Navy, Department of Defense, and components thereof, in performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; notes and documents from Service Jackets and Records; federal, state and local court documents; general correspondence concerning the individual.

Systems exempted from certain provisions of the act:

None

N00022PERSTRANSSYS

System name:

Personnel Transportation System

System location:

Military Traffic Office & East Coast Passenger Control Point, Bureau of Naval Personnel, Navy Department, Washington, D.C. 20370.

District Passenger Transportation Office & West Coast Passenger Control Point, Headquarters, TWELFTH Naval District, Treasure Island, San Francisco, California 92132.

District Passenger Transportation Office & Alaskan Passenger Control Point, Naval Support Activity, Seattle, Washington 98115.

District Passenger Transportation Offices, all other Naval District Headquarters.

Overseas Area Travel Coordinators at U. S. Naval Activities, United Kingdom; U. S. Naval Activities, Spain; Headquarters, U. S. Fleet Air Mediterranean; U. S. Naval Support Activity, Naples, Italy; Headquarters, Middle East Force; U. S. Naval Station, Keflavik, Iceland; U. S. Naval Air Facility, Lajes, Azores; Naval Station, Argentina, Newfoundland; Naval Base, Guantanamo Bay, Cuba; Headquarters, TENTH Naval District; Headquarters, FIFTEENTH Naval District; Headquarters, U. S. Naval Forces, Mariannas; Headquarters, U. S. Naval Forces, Philippines; Headquarters, U. S. Naval Forces, Japan; and Naval Communication Station Harold E. Holt, Exmouth, Western Australia (See Directory of the Department of the Navy Mailing Addresses).

And local activities (See Directory of the Department of the Navy Mailing Addresses).

Categories of individuals covered by the system:

Navy military personnel, midshipmen, retired Navy members, civilian employees of the Navy, dependents of the foregoing, and other civilians authorized through Navy commands to travel at Government expense.

Categories of records in the system:

Applications for travel and, where applicable, for passports and visas; requests for extension of 12-month limit on travel by retired member to home of record; supporting documents; correspondence, and approvals/disapprovals relating to the above records; travel arrangements in response to above applications.

Authority for maintenance of the system:

37 USC 404 Travel & Transportation Allowances--General
5 USC 5701 et seq Travel, Transportation & Subsistence

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy, Department of Defense and components thereof in the performance of their official duties related to the determining of eligibility for transportation, the authorizing or denying of transportation, and otherwise managing the personnel transportation system.

Officials and employees of other departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the provision of transportation; diplomatic, official, and other no-cost passports; and visas to subject individuals.

Foreign embassies, legations, and consular offices--to determine eligibility for visas to respective countries, if visa is required.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the control of travel costs.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

The Senate or the House of Representatives of the United States or any committee or subcommittee thereof on matters within their jurisdiction requiring disclosure of files or records of individuals covered by this system of records.

Commercial Carriers-providing transportation to individuals whose applications are processed through this system of records.

Such civilian contractors and their employees as are or may be operating in accordance with an approved official contract with the U. S. Government. When required by Federal statute, by Executive order, or by treaty, personnel record information will be disclosed to the individual, organization, or governmental agency as necessary.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Automated records may be stored on magnetic tapes, disc, drums, and on punched cards. Manual records in file folders or file-card boxes, microfiche or microfilm.

**Retrievability:**

Automated records may be retrieved by social security account number and/or name. Manual records are filed alphabetically by name of applicant; applications for dependents filed by name of sponsor.

**Safeguards:**

Records are available only to authorized personnel having a need to know.

**Retention and disposal:**

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps Records, or in accordance with Departmental regulations.

**System manager(s) and address:**

Chief of Naval Personnel, Navy Department, Washington, D.C. 20370

**Notification procedure:**

Requests by correspondence should be addressed to the local activity where the request for transportation was initiated (see Directory of the Department of the Navy Mailing Addresses), and/or to intermediate activities (if applicable) (see Directory of the Department of the Navy Mailing Addresses, or to the Chief of Naval Personnel (Attn: Privacy Act Coordinator), Navy Department, Washington, D.C. 20370. The letter should contain full name, social security account number, address and signature of the requester. The individual may visit the activities and commands listed under LOCATION for assistance with the records maintained at the respective locations. Proof of identification will consist of Military Identification Card for persons having such cards. Others must present other positive personal identification, preferably picture-bearing.

**Record access procedures:**

The agency's rules for access to records may be obtained from SYSMANAGER.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Officials and employees of the Department of the Navy, Department of Defense, State Department and other agencies of the Executive Branch and components thereof, in the performance of their official duties and as specified by current Instructions and Regulations promulgated by competent authority; foreign embassies, legations, and consular offices reporting approval/disapproval of visas; and carriers reporting on provision of transportation.

**Systems exempted from certain provisions of the act:**

None

## N00025 FAMHSGASSIGNSY

**System name:**

Family Housing Assignment Application System

**System location:**

All Navy activities with family housing assets.

**Categories of individuals covered by the system:**

All military and civilian personnel eligible for or interested in occupying Navy family housing.

**Categories of records in the system:**

All applicants for family housing provide information to housing office at next duty assignment pertaining to personal data, e.g., name, address, rank/rate, social security number/service number, length of service, time remaining on active duty, data of rank, etc.; dependency data, e.g., total number in family, spouse, age and sex of dependents, etc.; and other pertinent housing information, e.g., last assignment, months involuntarily separated, special health problems, etc.

**Authority for maintenance of the system:**

5 USC 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

All Navy family housing offices use data to determine individual's eligibility for family housing and notification for subsequent assignment to family housing or granting a waiver to allow occupancy of private housing. Data is used to determine and list individual's name on appropriate housing waiting list.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File Folders

**Retrievability:**

By individual's name.

**Safeguards:**

Housing files within the housing office, used solely within the housing organization and protected by military installation's security measures. Individual may, upon request, have access to housing application form.

**Retention and disposal:**

Data is retained until termination of housing occupancy and subsequently disposed of according to local records disposition instructions.

**System manager(s) and address:**

Bureau of Naval Personnel, PERS-71, 1000 North Glebe Road, Arlington, Virginia 20370

**Notification procedure:**

Records are maintained by housing office at the Navy activity responsible for management of assets from data specifically provided by individual on DD Form 1646, Application for and Assignment to Military Family Housing. Individual may request access to such data upon proof of identity (ID card).

**Record access procedures:**

The agency's rules for access t records may be obtained from installation family housing office.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation family housing office.

**Record source categories:**

Data collected from each applicable individual.

**Systems exempted from certain provisions of the act:**

None

## N00025 FAMHSGROMTSUSY

**System name:**

Family Housing Requirements Survey Record Systems

**System location:**

Military installations with family housing offices

**Categories of individuals covered by the system:**

Officer and enlisted personnel and only key and essential civilian personnel.

**Categories of records in the system:**

Non-individual oriented input documents that reflect local housing assets; family housing survey questionnaires indicating family size, individual preference for housing, housing cost, and indication as to suitability of housing for need of individual.

**Authority for maintenance of the system:**

5 USC 301 Department Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information is used to determine the housing requirement for the location to support proposed family housing construction, leasing, mobile home spaces and other military construction programs submitted for OSD support and Congressional approval.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape and file folders

Retrievability:

Social Security Number.

Safeguards:

Housing files used solely within housing office; tape files used solely within data processing system; and protected by the military installation's security measures.

Retention and disposal:

Held three years and destroyed.

System manager(s) and address:

Overall policy official: Naval Facilities Engineering Command, 200 Stovall Street, Alexandria, Virginia 22332. Subordinate record holders of questionnaires: family housing office at military installation.

Notification procedure:

Contact housing office of installation at which individual was assigned when the individual completed the family housing questionnaire.

Record access procedures:

The agency's rules for access to records may be obtained from the installaton family housing office.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation family housing office.

Record source categories:

Data collected from each applicable individual.

Systems exempted from certain provisions of the act:

NONE

N00025 HSGREFSVCSYS

System name:

Housing Referral Services Records System

System location:

All Navy installations with housing referral offices

Categories of individuals covered by the system:

All military personnel reporting to an installation who will be residing off-base desirous of seeking off-base housing.

Categories of records in the system:

Information is collected on DD Form 1668 from all military personnel reporting to a housing referral office as pertains to name, grade, branch of service, organization and location, local address; housing need, e.g., rental/sale, number of bedrooms, furnished/unfurnished, price range, etc.; number of dependents, male or female, and age; a list of housing referral services provided; and identification of member of racial or ethnic minority groups. Individuals provided referral assistance must in turn provide notification of housing selection by use of DD Form 1670 which includes such information as type of housing selected, e.g., location, temporary/permanent, rental/sale, cost, number of bedrooms; media through which housing was found, e.g., housing referral, realtor, newspaper, etc.; and satisfaction with selection, e.g., too small, too far; discrimination encountered; and satisfaction with housing referral services provided.

Authority for maintenance of the system:

5 USC 301 Department Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Referral offices use data to assist and counsel individuals in locating suitable housing off-base, used for follow-up purposes when written notification from individual is not provided as to ultimate location of housing; used for purposes of reporting statistics on field activity housing referral services; used to follow-up on availability of rental unit subsequent to occupant's receipt of PCS orders; and follow-up regarding tenant/landlord complaints.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File Folders

Retrievability:

By individual's name

Safeguards:

Housing files within the housing referral or housing office, used solely within the housing organization and protected by military installation's security measures. Individual may upon request, have access to all such data.

Retention and disposal:

Data is retained until individual's tour is completed and subsequently disposed of according to local records disposition instructions.

System manager(s) and address:

Naval Facilities Engineering Command (Code 08), 200 Stovall Street, Alexandria, Virginia 22332

Notification procedure:

Records are maintained by housing referral offices at the Navy activity responsible for providing referral services for military personnel in the area. Individual may request access to records upon proof of identify (ID card).

Record access procedures:

The agency's rules for access to records may be obtained from installation family housing office.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation family housing office.

Record source categories:

Data collected from each applicable individual.

Systems exempted from certain provisions of the act:

NONE

N00025 MILFAMHOUSSUBT

System name:

Family Housing Mock Utility Billing System

System location:

Ten test sites: Pacific Missile Test Center, Point Mugu, California; Construction Battalions Center, Port Huememe, California; Public Works Center, Great Lakes, Illinois; Marine Corps Development and Education Command, Quantico, Virginia; Fort Eustis, Virginia; Fort Gordon, Georgia; Marine Corps Air Station, Beaufort, South Carolina; Little Rock Air Force Base, Arkansas; Cannon Air Force Base, New Mexico; Yuma Proving Grounds, Arizona; Central Processing Site: Harry Diamond Laboratories, White Oak, Maryland.

Categories of individuals covered by the system:

Military and Civilian personnel occupying housing units selected at the ten test sites.

Categories of records in the system:

This system is to produce mock utility bills and management reports on the usage of gas, fuel oil, electricity, steam, propane, and hot water heat for a representative cross section of approximately 10,000 military family housing units. Information as to name, address, rank/rate, number of dependents, house phone number, account number and utility consumption will be maintained for a 15 month period.

Authority for maintenance of the system:

Public Law 95-82 (Military Construction Authorization Act, 1978); 5 U. S. C. 301 Department Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used to determine the feasibility of metering utility consumption in military family housing. Officials and employees of the Department of the Navy, Department of Defense and components thereof in the performance of their official duties related to the measuring of energy consumption in military family housing units. The Senate or the House of Representatives of the United States or any committee or subcommittee thereof on matters within their jurisdiction requiring disclosure of files or records of individuals covered by this system of records.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Magnetic tape, disk, punched card, and file folders.

Storage:

Account number

Retrievability:

Housing files are used solely within housing office; magnetic tape, punched card, and disk files used solely within the security measures.

Safeguards:

Held 5 years and destroyed by authority SECNAVINST P5212.5B, para. 11300.

Retention and disposal:

Naval Facilities Engineering Command 200 Stovall Street Alexandria, Va 22332

System manager(s) and address:

Records are maintained by the housing office at the service activities participating in the test. Individual may request access to such data upon presenting proof of identity (ID) card.

Notification procedure:

The agency's rules for access to records may be obtained from the installation family housing office.

Record access procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Contesting record procedures:

Data collected from each individual and utility consumption data obtained from monthly meter readings.

Record source categories:

None

Systems exempted from certain provisions of the act:

None

N00025 STAHSGREC

System name:

Station Housing Records

System location:

All Navy installations with housing inventories and/or housing management responsibilities.

Categories of individuals covered by the system:

All military personnel desiring housing or temporary lodging, and eligible DOD civilian employees.

Categories of records in the system:

All records and data collected and maintained regarding individual housing or lodging needs; occupancy; furnishings inventory; housing condition reports; assignment and termination of housing; damage assessment; occupant and landlord relations and complaints; maintenance and repairs; waiting lists; inspections; quarters cost data; Congressional and Inspector General inquiries and responses; Servicemen's Mortgage Insurance Premiums payments; individual cost data for establishing and maintaining housing allowances; eligibility for homeowners' assistance; and entitlement for basic allowances for quarters (BAQ).

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information secured, maintained, and essential for over-all operation and maintenance of the Navy housing program and servicing of personnel eligible for Navy family housing, temporary lodging, or services.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, card files; microform; or, if automated, on punched cards, magnetic tape, etc.

Retrievability:

By individual's name or building and unit number.

Safeguards:

Housing files within the housing office, used solely with the housing organization and offices providing support to housing office, and protected by military installation's security measures. Individual may, upon request, have access to such data.

Retention and disposal:

Retained in office files until termination of occupancy, obsolete, no longer needed for reference, or disposal of associated housing unit(s).

System manager(s) and address:

Appropriate Navy installation responsible for Navy housing inventory or housing support.

Notification procedure:

Records are maintained by housing office at Navy installation responsible for management of assets or providing housing support. Individual may request access to such data upon proof of identity (ID card).

Record access procedures:

Installation rules for access to records may be obtained from installation housing office.

Contesting record procedures:

The installation rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the installation system manager.

Record source categories:

Data reported by or collected from occupants of housing or personnel provided housing support.

Systems exempted from certain provisions of the act:

None

N00028 PROP ACCT REC

System name:

Property Accountability Records

System location:

At all activities

Categories of individuals covered by the system:

Any Department of the Navy employee (military or civilian) receiving government property for which he must sign a receipt.

Categories of records in the system:

The receipts maintained are any of the following: logbooks, property passes, custody chits, charge tickets, sign out cards, tool tickets, sign out forms, photographs, charge cards, or any other statement of individual accountability for receipt of government property.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The receipts will be used normally and properly to identify individuals to whom government property has been issued. Internal use of the receipts will generally be by the local official accountable for control of government property. Receipts so maintained may be referred to law enforcement authorities as appropriate.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The receipts may be maintained in any of the following formats: logbooks, property passes, custody chits, charge tickets, sign out cards, tool tickets, sign out forms, photographs, charge out cards or any other statement of individual accountability for receipt of government property.

Retrievability:

Retrievability may be by any of the following: name, badge number, tool number, property serial number, or any other locally determined method of property receipt accountability.

Safeguards:

The receipts are unclassified.

Retention and disposal:

Retention of receipts for property is at the discretion of the local activity responsible for the property being issued.

System manager(s) and address:

Overall policy official: no designated official The system manager is the commanding officer or officer in charge of the activity where the property accountability records are maintained.

Notification procedure:

Individuals seeking to determine whether system records contain information pertaining to them may do so by making application to the commanding officer or officer in charge of the activity where the receipts are located. Individuals making application must have a Department of the Navy approved identification card.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information is collected directly from the subject individual.

Systems exempted from certain provisions of the act:

NONE

N00030 DASO CREW EVAL

System name:

Fleet Ballistic Missile Submarine Demo and Shakedown Operation Crew Evaluation

System location:

Director, Strategic Systems Projects (PM-1) Department of the Navy Washington, D.C. 20376

Categories of individuals covered by the system:

Officer and enlisted personnel in responsible positions within the Weapons and Navigation Department of both crews of a fleet ballistic missile submarine undergoing Demonstration and Shakedown Operations

Categories of records in the system:

Memorandum report to file

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Preparation of Certification for Deployment messages by Director, Strategic Systems Projects and Commander Submarine Group Six and development of follow-on training programs

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File holders

Retrievability:

Ship and crew designators

Safeguards:

Access restricted to Assistant for Weapons System Operation and Evaluation staff, Strategic Systems Project Office and Commander Submarine Group Six staff. Vault storage.

Retention and disposal:

Maintained for at least two years then destroyed by shredding

System manager(s) and address:

Director, Strategic Systems Projects Department of the Navy Washington, D.C. 20376

Notification procedure:

All inquires should be directed to the Privacy Act Coordinator:
Deputy Director, Strategic Systems Projects
Department of the Navy
Washington, D.C. 20376

and should indicate full name, military status, time period and ship undergoing Demonstration and Shakedown Operations, and billet held.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Observation of Demonstration and Shakedown Operation team and questionnaire filled out by ship's personnel

Systems exempted from certain provisions of the act:

NONE

N00033 MSC01

System name:

MSC/NCSORG Reserve Personnel Record

System location:

Commander, Military Sealift Command, Department of the Navy, Washington, D.C. 20390

Categories of individuals covered by the system:

Naval Reserve personnel in the MSC/NCSORG Reserve Program

Categories of records in the system:

Name, rank, social security number, designator, date of birth, home address and phone, active duty training, correspondence courses, education, active military service, civilian employment experience.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information in the system provides pertinent biographical information and data to be used by the program sponsor for the management, supervision and administration of the MSC/NCSORG program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data cards or similar record.

Retrievability:

By name

Safeguards:

Records are kept within COMSC Naval Reserve Division Office. No one authorized access outside of Naval Reserve Division personnel. Building employs security guards.

Retention and disposal:

Records are retained indefinitely.

System manager(s) and address:

Commander, Military Sealift Command. Department of the Navy. Washington, D.C. 20390

Notification procedure:

Information may be obtained from System Manager. Written requests for information should contain full name of the individual, military grade or rate, and date of birth. For personal visits, the individual should be able to provide some acceptable means of identification.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the systems manager.

Record source categories:

Information is submitted by the individual concerned.

Systems exempted from certain provisions of the act:

None

N00034 AFHPSP

System name:

Armed Forces Health Professional Scholarship System

System location:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

Categories of individuals covered by the system:

AFHSP students until graduation

Categories of records in the system:

Personnel and entitlement data necessary for pay computation

Authority for maintenance of the system:

Public Law 92-426

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Preparation of checks, leave and earnings statements, and financial reports. Data may be released to various government agencies such as to the Department of the Treasury, Social Security Administration, and Veterans Administration when needed to provide payment or service to member. To the American Red Cross, Navy Relief Society and U.S.O. for personal assistance to the member.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape and file folders

Retrievability: Social security account number and member name

Safeguards:

Guards, personnel screening, and requestor codes

Retention and disposal:

Destroyed ten years after member's graduation

System manager(s) and address:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Office Building Cleveland, Ohio 44199

Notification procedure:

Individuals may write to system manager at above address. Information request must contain Navy member's full name, military status, and social security number. Requestor may visit above address and must have military identification card or valid state driver's license and social security card as positive proof of identity.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Disbursing Officer, Reserve members, BUPERS, and BUMED

Systems exempted from certain provisions of the act:

None

N00034 EMPSTATS REG

System name:

Statements of Employment (Regular Retired Officers)

System location:

Commanding Officer, Navy Finance Center Anthony J Celebrezze, Federal Building, Cleveland, Ohio 44199 and Marine Corps Finance Center Kansas City, Missouri 64197

Categories of individuals covered by the system:

All Navy and Marine Corps Regular retired officers who have filed a Statement of Employment (DD Form 1357).

Categories of records in the system:

The information is typically contained in the individual's pay account file and occasionally accompanied by correspondence from, to, or concerning individuals in the above-stated category.

Authority for maintenance of the system:

5 U.S.C. 301, 3326; 18 U.S.C. 207, 281, 283; 37 U.S.C. 801; 44 U.S.C. 3101; U.S. Const., Art. I, 9, CL. 8.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information is used to determine whether the retiree has or may have a conflict of interest or is engaging in proscribed post-retirement employment activities. In some cases, the information is provided to the Judge Advocate General to serve as bases for advisory opinions on the legality and possible penal and civil consequences of post-retirement employment activities and related conflicts-of-interests and standards-of-conduct questions. In addition, the information may be furnished to other components of the Department of Defense, the U.S. General Accounting Office, Department of the Treasury, the Civil Service Commission, the Department of Justice, and other law enforcement and investigatory agencies in instances of suspected violations of pertinent laws or regulations, and the Department of Labor.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in file folders.

Retrievability:

By name or social security number of the individual concerned.

Safeguards:

Files are maintained in file cabinets under the control of authorized personnel during working hours; the office space in which the file cabinets are located is locked outside of official working hours.

Retention and disposal:

Records are maintained at the above-stated locations for up to two years after the death of the individual concerned, at which time they are transferred to the Federal Records Center, Mechanicsburg, Pennsylvania, in the case of Navy personnel, and to the Federal Records Center, Kansas City, Missouri in the case of Marine Corps personnel.

System manager(s) and address:

For Navy Regular retired officers:
Comptroller of the Navy
Navy Department
Washington, D.C. 20350

For Marine Corps Regular retired officers:
Commanding Officer
Marine Corps Finance Center
1500 East Bannister Road
Kansas City, Missouri 64197

Notification procedure:

Information may be obtained by written request which adequately identifies the system of records and the individual about whom the record is kept (i.e., full name and social security number); the written request must be signed by the requesting individual.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager for Marine Corps and the Navy Finance Center for Navy.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager for Marine Corps and the Navy Finance Center for Navy.

Record source categories:

The information is obtained from the individual to whom the record pertains.

Systems exempted from certain provisions of the act:

None.

N00034 FHA PAYMENTS

System name:

FEDERAL HOUSING ADMINISTRATION MORTGAGE INSURANCE SYSTEM

System location:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

Categories of individuals covered by the system:

Navy members who have home mortgages through FHA.

Categories of records in the system:

Payments made to FHA for insurance payments credited to members.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records in this system are used within the Navy Finance Center to calculate payments for FHA and to reconcile any discrepancies in accounts. Data may be provided to Finance Centers of the other services, and to the Department of the Treasury when address is needed for issuance of check.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders

Retrievability:

Social security number and member's name

Safeguards:

Guards, personnel screening and requestor codes

Retention and disposal:

Destroyed one year after death or discharge of member

System manager(s) and address:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

Notification procedure:

Individuals may write to members at above address. Information request must contain Navy member's full name and social security number. Requester may visit above address and must have military identification card or valid state driver's license and social security card as proof of identity.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

FHA, member, field disbursing officers

Systems exempted from certain provisions of the act:

None

N00034 NFC ACCTS REC

System name:

Accounts Receivable System

System location:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

Categories of individuals covered by the system:

Individuals who have been paid more funds by the Department of the Navy than to which they were legally entitled.

Categories of records in the system:

Documentation which established overpayment status, financial status affidavit, payment record, credit reference, and miscellaneous correspondence to and from the individual.

Authority for maintenance of the system:

80 Stat 308 and 88 Stat 393, Federal Claims Collection Act of 1966 (P.L. 89-508)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records will be used to determine and record payment plan and to determine whether debt should be compromised, suspended or collection action terminated. If payment is not made and circumstances warrant, records may be released to the General Accounting Office and the Department of Justice for collection action. Data on individuals with delinquent accounts may be given to credit bureaus in accordance with the General Accounting Office regulations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, magnetic tape, disc, microfiche

Retrievability:

Social security number and individual's name

Safeguards:

Personnel screening, requester codes

Retention and disposal:

Files of accounts which are paid in full will be maintained for 3 years after final payment. Other files will be maintained for 6 years after termination of collection action.

System manager(s) and address:

Commanding Officer, Navy Finance Center, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199

Notification procedure:

Individuals may write to the system manager at the above address. Information request must contain individual's full name and should include the Social Security number.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Disbursing officers, credit bureaus, the individual, Internal Revenue Service, Postmasters, Veterans Administration, Bureau of Motor Vehicles.

Systems exempted from certain provisions of the act:

None

N00034 NFC RET PAY

System name:

Retired Pay System

System location:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

Categories of individuals covered by the system:

Uniformed Navy Retired and Retainer Accounts; retirees electing Retired Servicemans Family Protection Plan or Survivor's Benefit Program, survivor of retirees receiving SBP or Minimum Income Widow Payments; National Oceanic and Atmospheric Administration Retirees.

Categories of records in the system:

They are used for extraction or compilation of statistical data and reports for management studies and statistical analyses for use internally or externally as required by Department of Defense or by other Government agencies.

Authority for maintenance of the system:

Title 10 U.S. Code Subtitle C

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records in this system are used for extraction or compilation of statistical data and reports for management studies and statistical analyses, for use internally or externally as required by the Department of Defense or by other Government agencies. They are used within the Navy Finance Center to compute retirement payments and to investigate and reconcile any underpayments, overpayments, or claims. Data may be released to the Internal Revenue Service and state and local taxing authorities; the Social Security Administration, the Civil Service Commission, and the Veterans' Administration when retirement payments received may have an impact upon payments issued by those agencies; the Department of the Treasury for issuance of checks; the courts upon receipt of court orders; and the designated beneficiaries of deceased members. To the American Red Cross, Navy Relief Society, and U.S.O. for personal assistance to the member, and to the Department of Labor.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape and file folders

Retrievability:

Social security number and member's name

Safeguards:

Guards, personnel screening, requestor codes

Retention and disposal:

Kept for ten years then forwarded to safekeeping; NOAA accounts dropped upon retirees death.

System manager(s) and address:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

Notification procedure:

Individuals may write to system manager at above address. Information request must contain Navy member's full name and social security number.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Field Disbursing Officers, BUPERS, Individual members, Veterans Administration, IRS.

Systems exempted from certain provisions of the act:

None

N00034 NRDP PAY SYS

System name:

Reserve Pay System

System location:

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

Categories of individuals covered by the system:

Active reservists drilling in pay units

Categories of records in the system:

Performance entitlements, monthly and yearly pay, and personnel data needed for pay computation and issuance

Authority for maintenance of the system:

10 U.S. Code Chapter 11

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These records are used within the Navy Finance Center by military pay adjudicators for the purposes of issuing checks and earning statements, investigating claims and overpayments, and for preparation of financial reports. Data contained in records may be released to BUPERS, various field activities, and other Department of De-

fense activities to assist these activities to update, verify, or correct their records; the Internal Revenue Service and state or local tax authorities for use in computing or resolving member's tax liability; the Social Security Administration to determine member's coverage under that program; the Department of the Treasury for issuance of checks; the Veterans' Administration or to the Navy Family Allowance Activity, when needed to process cases in the courts upon court order; the designated beneficiaries of deceased members. To the American Red Cross, Navy Relief Society, and U.S.O. for personal assistance to the member.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic tape and file folders

**Retrievability:**

Social security number and name

**Safeguards:**

Guards, personnel screening, requestor codes

**Retention and disposal:**

Microfilm record kept indefinitely in safekeeping

**System manager(s) and address:**

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

**Notification procedure:**

Individuals may write to system manager at above address. Information request must contain Navy member's full name and social security number.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Disbursing Officers, individual members, BUPERS, and IRS.

**Systems exempted from certain provisions of the act:**

None

## N00034 NROTC

**System name:**

Naval Reserve Officer Training Corps Pay System

**System location:**

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

**Categories of individuals covered by the system:**

NROTC students until time of commissioning

**Categories of records in the system:**

Personnel and entitlement data necessary for computation of pay entitlements.

**Authority for maintenance of the system:**

10 U. S. Code, Chapter 103 and Public Law 88-647.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The records are used within the Navy Finance Center by military pay adjudicators for the purposes of issuing checks and earnings statements, investigating claims and overpayments, and for preparation of financial reports. Data contained in records may be released to BUPERS, various field activities and other Department of Defense activities to assist these activities to update, verify, or correct their records, or process cases; to the Internal Revenue Service and state or local tax authorities for their use in computing or resolving member's tax liability; to the Social Security Administration to determine member's coverage under that program; to the Department of the Treasury when needed for issuance of check; to the Veteran's Administration or to the Navy Family Allowance Activity, to process cases; to the courts upon court order; to the designated beneficiaries of deceased members, etc. To the American Red Cross, Navy Relief Society, and U.S.O. for personal assistance to the member.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic tape and file folders

**Retrievability:**

Social Security account number and member name

**Safeguards:**

Guards, personnel screening, requestor codes

**Retention and disposal:**

Original shipped to safekeeping for permanent retention.

**System manager(s) and address:**

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

**Notification procedure:**

Individuals may write to system manager at above address. Information request must contain Navy member's full name, military status, and social security account number. Requestor may visit above address and must have military identification card or valid state driver's license and social security card as positive proof of identity.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Disbursing Officer, Member, BUPERS, CNETO, and IRS.

**Systems exempted from certain provisions of the act:**

NONE

## N00034 SAV-DEP-SYS

**System name:**

Savings Deposit

**System location:**

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

**Categories of individuals covered by the system:**

Navy members still declared missing in action in the Vietnam conflict.

**Categories of records in the system:**

Members records reflecting account balances

**Authority for maintenance of the system:**

Public Law 89-538

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Records in this system are used for crediting of interest and clearing of account upon termination. Records will be furnished to Navy Family Allowance Activity and other Department of Defense agencies servicing families of persons still having active accounts; to the Internal Revenue Service upon termination of account.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic tape and file folders

**Retrievability:**

Social security number and member name

**Safeguards:**

Guards, personnel screening, and specific requestor codes

**Retention and disposal:**

Upon closing of account, records are shipped to FRC and destroyed after two years.

**System manager(s) and address:**

Commanding Officer Navy Finance Center Anthony J. Celebrezze Federal Building Cleveland, Ohio 44199

**Notification procedure:**

Individuals may write to system manager at above address. Only the member or executor or benificiary of estate will be provided information. Individual's name and social security number are required. Persons wishing to view records in person must report to the Navy Family Allowance Activity, Room 967, Anthony J. Celebrezze Federal Building, Cleveland, Ohio 44199.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Member's initial request, adjudicators in Central Accounts Department.

Systems exempted from certain provisions of the act:

NONE

N00034 13

System name:

Slot Machine Winnings

System location:

Decentralized, maintained at Navy and Marine Corps overseas bases, where slot machines are not in violation of U.S. laws, status of forces or local agreements. A list is available from:

NAVY
Chief of Naval Personnel (Pers-7)
Bureau of Naval Personnel
Washington, D.C. 20370
MARINE CORPS
Commandant of the Marine Corps (MSMS)
Washington, D.C. 22214

Categories of individuals covered by the system:

Individual U.S. citizens 18 years of age and older who are paid monies for winnings associated with slot machine jackpots.

Categories of records in the system:

Jackpot payout control sheet indicating individual name, grade, SSAN, duty station, dates and amounts of jackpot monies paid are maintained at each location.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To account for and control monies paid to individual winners of slot machines jackpots and as a basis for IRS Form 1099 reporting on individuals whose winnings are six hundred dollars or more during a calendar year.

USER: Navy and Marine Corps shore activities where slot machines have been approved by the Chief of Naval Personnel or the Commandant of the Marine Corps.

USES: Provides a means of paying, recording, accounting for, reporting, and controlling expenditures associated with slot machine jackpots.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records maintained in file cabinets located in a secure area.

Retrievability:

Individual control sheets. Individual IRS Form 1099 by name and SSAN.

Safeguards:

Records are kept in occupied rooms which are locked during nonworking hours.

Retention and disposal:

Records are maintained on site for 3 years and then shipped to the Federal Records Center in accordance with SECNAVINST 5212.5 series.

System manager(s) and address:

Overall policy and procedures for the slot machine operation are contained in NAVSO P-3518, 3519, 3520, 3521, BUPERINST 10150.2B and MCO P-174613B. A list of system managers by activity is available from the Chief of Naval Personnel (Pers-7) for Navy managers and the Commandant of the Marine Corps (MSMS) for Marine Corps managers.

Notification procedure:

Individuals are notified via IRS Form 1099 if their jackpot winnings are six hundred dollars or more in a calendar year. An individual can contact the applicable systems manager on matters concerning their jackpot winnings.

Record access procedures:

Individuals have access to information applicable to their individual jackpot winnings. Officials such as IRS, Auditor and etc. have access to information applicable to all jackpot winners. Access is through the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

Record source categories:

Daily jackpot payout sheets.

Systems exempted from certain provisions of the act:

NONE

N00034 14

System name:

Bingo Winners

System location:

Decentralized, maintained at individual Navy or Marine Corps bases where bingo is authorized and played. A list is available from:

NAVY
Chief of Naval Personnel (Pers-7)
Bureau of Naval Personnel
Washington, D.C. 20370
MARINE CORPS
Commandant of the Marine Corps (MSMS)
Washington, D.C. 22214

Categories of individuals covered by the system:

Individuals who are paid monies or prizes for winnings associated with bingo.

Categories of records in the system:

Bingo payout control sheet indicating individual name, SSAN, duty station, dates and amounts or items won are maintained at each location.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To account for and control monies and items of merchandise paid to individual winners of bingo games and as a basis for IRS Form 1099 reporting on individuals whose winnings are six hundred dollars or more during a calender year.

USES: Provides a means of paying, recording, accounting for reporting and controlling expenditures and merchandise inventories associated with bingo games.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records maintained in file cabinets located in a secure area

Retrievability:

Individual control sheets. Individual IRS Form 1099 by name and SSAN.

Safeguards:

Records are kept in occupied rooms which are locked during nonworking hours.

Retention and disposal:

Records are maintained on site for 3 years and then shipped to Federal Records Center in accordance with SECNAVINST 5212.5 series.

System manager(s) and address:

Overall policy and procedures for the bingo operation are contained in NAVSO P-3518, 3519, 3520, 3521, BUPERSINST 1710.11 and MCO P-174613B. A list of systems managers is available from Chief of Naval Personnel (Pers-7) for Navy managers and the Commandant of the Marine Corps (MSMS) for Marine Corps managers.

Notification procedure:

Individuals are notified via IRS Form 1099 if their bingo winnings are six hundred dollars (monetary value) or more in a calendar year. An individual can contact the applicable systems manager on matters concerning their bingo winnings.

Record access procedures:

Individuals have access to information applicable to their individual bingo winnings. Officials such as IRS, Auditor and etc. have access to information applicable to all bingo winners. Access is through the systems managers.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Bingo payout control sheet.

Systems exempted from certain provisions of the act:

NONE

N0003401

System name:

Civilian Pay System

System location:

Decentralized, maintained by 125 Navy and Marine Corps civilian payroll offices; a list is available from:

Commander
Navy Accounting and Finance Center (NCF-123)
Washington, D.C. 20376

Categories of individuals covered by the system:

All civilian employees who are employed by Navy and Marine Corps Activities and are paid from appropriated funds

Categories of records in the system:

Individual civilian pay records, retirement records and leave records; substantiating documents such as personnel action forms effecting new appointments, separations, promotions, demotions, and deduction changes; Internal Revenue Service Form W-4; State and City tax information; authorizations for deductions, i.e., savings bonds, group life insurance, health benefits, overpayments, indebtedness to the Government; court orders for garnishment of wages for child support and alimony payments; allotments, i.e., union dues, charity contributions, savings allotments, special allotments for overseas employees; tax levies; claims; award payments; special pay; allowances and differentials.

Authority for maintenance of the system:

5 USC301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose: To pay all Navy and Marine Corps civilian employees, maintain leave and retirement records and to record, report and account for government expenditures for personal services.

User: Navy and Marine Corps civilian payroll offices

Uses: Provides a means of paying, recording and accounting for government expenditures for personal services of Navy and Marine Corps civilian employees; provides time and attendance information to individual employees and management; provides audit trails for GAO, Navy Area Audit, and internal audit procedures; provides federal, state, and city tax information to appropriate authorities; provides retirement information and monies to CSC for computation fo annunities; provides other data to CSC as required for special studies. To the Treasury Department in connection with check issuance, the Veterans Administration in regard to Disability or Severance Pay Entitlement, the Social Security Administration for FICA Wage reporting; the Internal Revenue Service and state and local tax authorities for computing or resolving tax liability. To state employment agencies which require wage information to determine eligibility for unemployment compensation benefits of former employees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tapes, disc, microfilm/microfiche and punched cards. Manual records on manual card files and in file folders.

Retrievability:

By name, social security number, or locally assigned identification number.

Safeguards:

Locked fireproof cabinets for retirement records. Metal cabinets for manual payroll and leave records within locked rooms. The computer facility and terminal are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained. Manual records and computer printouts are available only to personnel engaged in payroll processing, auditors, investigative officials and management personnel.

Retention and disposal:

Payroll records are maintained on-site for 2 years after completion of on-site audits by GAO; if no on-site audit is performed, retain records on-site for 4 years, then shipped to Federal Record Center where they are retained for 56 years.

Leave Records - same as above, except held by Federal Record Center for 10 years.

Retirement Registers - same as above, except are destroyed rather than sent to Federal Record Center. Retirement records are maintained until employee separates; if he goes to another Navy or Marine Corps activity, retirement records are sent to that activity; if he goes to another agency or separates, sent to CSC.

System manager(s) and address:

Overall policy and procedure for the Civilian Payroll System are established by the Commander, Navy Accounting and Finance Center, Washington, D.C. 20376. A list of the system managers by payroll activity is avabilable from Navy Accounting and Finance Center (NCF-123).

Notification procedure:

Civilian employees can directly contact the system manager of his payroll activity. If unknown, the inquiry should be submitted to the Commander, Navy Accounting and Finance Center, address above. Requestor should provide full name, social security number, identification number, if applicable, activity where employed and information desired. An individual can visit his payroll office on any matter concerning his pay.

Record access procedures:

Employees have access to their individual pay, leave and retirement records. The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

Record source categories:

Standard Form 50's (Personnel actions), time and attendance records, retirement records, federal state and tax forms, deduction authorizations, allotment authorizations, court orders for garnishment of wages for child support and alimony payments.

Systems exempted from certain provisions of the act:

None

N0003402

System name:

Bond Accounting

System location:

Decentralized, maintained by Issuing Agents for Savings Bonds; a list is available from:

Commander
Navy Accounting and Finance Center (NCF-123)
Washington, D.C. 20376

Categories of individuals covered by the system:

Civilian and Military Personnel of the Department of the Navy including contract employees who meet the requirement for ownership of savings bonds as outlined in Treasury Department Circular No. 530 as amended.

Categories of records in the system:

Files contain individual application and related records - The Bond Record File - Master Bond Record Card Control Account - The Master Control Account - Activity Subcontrol Accounts - Refund Subcontrol - Transfer Journal.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose: To issue U. S. Savings Bonds

User: Issuing Agents for Savings Bonds

Uses: Provide audit trail on Requisition, Control, and Issuing of Bonds -

Maintenance of accounts - Accounting for funds - Financial Reports and Returns - Miscellaneous provisions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Metal file cabinets equipped with a locking device - Paper records in metal filing cabinets - Microfilm.

Retrievability:

Retrieved by name, social security number or payroll number. From the Federal Reserve Bank by numerical sequence by serial number shown on bond issued stub.

Safeguards:

Locked cabinets, with building or military base security. Access authorized to personnel engaged in payroll processing, disbursing, supervisory or management personnel, and auditors. Bond subscribers are authorized to receive information on their own records.

Retention and disposal:

Records are maintained for one year. Records are then forwarded to a Federal Records Center.

System manager(s) and address:

Commander Navy Accounting and Finance Center (NCF-123) Washington, D.C. 20376 Procedures are prescribed in Comptroller of the Navy Manual (NAVSO P-1000). For decentralized locations where individuals may deal directly, addresses are available from the SYSMANAGER.

Notification procedure:

Information may be obtained by contacting the Bond Issuing Office responsible for issuing bond if known. If unknown the inquiry should be submitted to Commander, Navy Accounting and Finance Center, NCF-123, Washington, D.C 20376. Requester should provide full name, social security number or payroll number, current address when requesting information. An individual is permitted to visit any Bond Issuing Agent Office for information and will be required to provide identification such as identification card (i.e., DOD Building Pass).

Record access procedures:

The Agency's rule for access to records may be obtained from the system manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Request for Bonds are filed by individuals who provide information on themselves. Other records are generated from the original request.

Systems exempted from certain provisions of the act:

None

N0003404

System name:

Joint Uniform Military Pay System (JUMPS)

System location:

(Decentralized) Navy and Marine Corps disbursing offices, Navy Finance offices, Navy Regional Finance Centers, and Navy Finance Center which are identified in appendix B of Volume IV, Navy Comptroller Manual andaddresses which are contained in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

All Navy personnel on active duty

Categories of records in the system:

Individual Leave and Earnings Statement, Personal Financial Record, substantiating documents authorizing credits and deductions of pay entitlements and withholding of Federal income tax and Service Group Life Insurance, Internal Revenue Forms (W-2) reporting Federal income tax withheld and Federal Insurance Contribution Acts, military money list, pay receipts, check and distribution lists, allotment documents locator files, absentee and deserter lists, miscellaneous correspondence requesting or providing pay information, commanding officers leave lists, micro-film and microfiche records.

Authority for maintenance of the system:

Titles 10 and 37 U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees, military and civilian, of the Department of the Navy in the performance of their official duties relating to the maintenance and distribution of Leave and Earnings Statements and the determination and audit of pay entitlements, computing, paying and reporting payments, determining budgets and appropriation requirements, commencing and terminating allotments, determining amounts subject to fines, forfeitures or detentions of pay in connection with non-judical punishment and courts martial, distribution of pay checks. The Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office in the audit and determinations relating to military pay entitlements, expenditures and accounting procedures; to the Treasury Department in connection with check issuance, the Veterans Administration in reqard to Disability or Severance Pay Entitlement, the Social Security Administration for FICA Wage reporting; the Internal Revenue Service and state and local tax authorities for computing or resolving tax liability. To the American Red Cross, Navy Relief Society, and U.S.O. for personal assistance to the member.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Personal Financial Records containing Leave and Earnings Statements, which are paper records, are stored in wooden or metal boxes or cabinets. Copies of Leave and Earnings Statements and supporting documents are stored in file folders and cabinets or on micro-film or microfiche. Automated records are stored on magnetic tapes, discs and punched cards.

Retrievability:

Automated records are retrieved by social security and name while locally maintained records and documents are retrieved by last name.

Safeguards:

Outside of normal working hours Personal Financial Records with Leave and Earnings Statements are secured in safes, vaults or locked cabinets. Substantiating documents and microfilmed records are retained in unlocked cabinets. All of the mentioned records are also within locked rooms or buildings.

Retention and disposal:

Personal Financial Records containing the six most recent Leave and Earnings Statements are retained by the disbursing office serving the command to which the member is assigned. Copies of substantiating documents are retained by the local command for four years after the period covered by the account at which time they are forwarded to the Federal Records Center. A central automated file is maintained for all active duty Navy personnel at the Navy Finance Center, Cleveland. Following a member's separation or retirement from the Navy, the member's Personal Financial Record is forwarded to the central site, Navy Finance Center, Cleveland, where it is retained for approximately two months pending individual claims and is then forwarded to the Federal Records Center. The members Master Pay Account is retained at the central site for six months following a member's separation or retirement at which time it is purged from the computer file, microfilmed and forwarded to the Federal Records Center. Substantiating documents are microfilmed and retained at the central site for an indefinite period while the paper copy is forwarded to the Federal Records Center after two months.

System manager(s) and address:

Comptroller of the Navy, Chief of Naval Personnel, Commander Navy Accounting and Finance Center, Commanding Officer Navy Finance Center, Commanding Officers of Navy Regional Finance Centers, Officers in Charge of Navy Finance Offices and Commanding Officers of activities with disbursing officers.

Notification procedure:

Individuals can be informed of any records maintained within the system by identifying themselves to the local command disbursing officer. The member may identify himself by presenting his military identification card. Former members may request information from the Navy Finance Center, Cleveland.

Record access procedures:

Individuals, properly identified, may request any information pertaining to his pay from his local disbursing officer. If the requested information is not available locally, the disbursing officer will obtain the information from other sources, i.e. member's previous duty stations or the Navy Finance Center, Cleveland.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by individuals concerned may be obtained from the SYSMANGER.

Record source categories:

Department of Defense Military Pay and Allowances Entitlements Manual, Navy and Marine Corps Military Pay Procedures Manual, Navy Pay and Personnel Procedure Manual, Bureau of Naval Personnel Manual and the individuals service record and Bureau of Naval Personnel Manpower and Personnel Management Information System (MAPMIS).

Systems exempted from certain provisions of the act:

None

N0003408

System name:

Midshipman Pay System

System location:

Primary - Superintendent, Naval Academy, Annapolis, MD 21402; decentralized segments - Commanding Officer, Navy Regional Finance Center, Washington, D.C. 20371, Commanding Officer, Navy

Finance Center, Cleveland, OH 44199, and Chief of Naval Personnel (Code H-13), Navy Department, Washington, D.C. 20370.

**Categories of individuals covered by the system:**

Midshipmen of the U.S. Naval Academy, Annapolis, Maryland.

**Categories of records in the system:**

The system contains automatic data processing pay accounts of all Naval Academy Midshipmen. Document flow is controlled by use of a Midshipmen Payroll Change form. Controls over the system are maintained by use of a Midshipmen Payroll Control Register. Input source documents include (1) letter authority from the Superintendent to the Midshipmen Pay Offices to open the pay (2) documents to substantiate credits of advances for initial clothing and equipment issues, commuted rations, refunds for clothing turn-in, and discharge payments (3) letters from the Commandant of Midshipmen to the Midshipmen Pay Officer containing listings of names and amounts to the checked for personnel services (4) documents to substantiate checkages for liquidation of clothing and equipment advances, store bills of midshipmen subscriptions to magazines, musical concerts, etc., and (5) required deductions for Federal Tax and FICA Tax. Output documents include printouts of (1) Midshipmen Monthly Pay Accounts (2) Midshipmen Debit and Credit Explanation Register and (3) Midshipmen Yearly Pay Account. Payroll money lists which substantiate payments made and travel payment vouchers are also in files. Monthly financial returns are submitted to the Navy Regional Finance Center, Washington, D.C. for consolidation with the accounts of that office and are then forwarded to the Navy Finance Center Cleveland, Ohio in accordance with procedures prescribed in NAVCOMPT Manual, par. 048090. Copies, of the financial returns are therefore, on file in these offices. In addition, copies of documents supporting Federal Income and FICA Taxes withheld are forwarded to the Chief of Naval Personnel (Code H-13).

**Authority for maintenance of the system:**

National Security Act Amendments of 1949 (10 U.S.C. 5060).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose - To accurately and efficiently maintain the pay accounts of Naval Academy Midshipmen. Category of users - Midshipmen Pay Officers Navy Regional Finance Center, Washington, D.C., Navy Finance Center, Cleveland, Ohio, Chief of Naval Personnel, Internal Revenue Service, and Social Security Administration. Specific uses - To pay and account for payments and collections of Naval Academy Midshipmen which are charged to the annual appropriation Military Personnel, Navy and administered by the chief of naval personnel. To the American Red Cross, Navy Relief Society, and U.S.O. for personal assistance to the member.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Midshipmen Pay Office - Computer print-outs. ADP Office - Computer magnetic tapes.

**Retrievability:**

Retrieved by Alfa Codes assigned to each midshipmen.

**Safeguards:**

Only Midshipmen Disbursing Office personnel are authorized access to records of that office. Only the computer operations are authorized access to the computer tapes. The computer area is restricted and computer tapes are locked in fireproof safes when not in use.

**Retention and disposal:**

Pay information on the computer tapes is retained for 30 days and the tapes are then reused. Tapes containing Federal Income Tax and FICA Tax information are retained for 1 year until the required reports are rendered. The tapes are then reused. Retained copies of Midshipmen Pay Office forms are disposed of as follows: 1. Midshipmen Payroll Control Register - retain for 2 years and destroy. 2. Midshipmen Payroll Change - retain for 6 months and destroy. 3. Midshipmen Monthly Pay Account - retain for 4 years, from admission of each class through month following its graduation and destroy. 4. Midshipmen Debit and Credit Explanation Register - same as 3, above. 5. Midshipmen Yearly Pay Account - same as 3, above. Other disbursing records and financial returns are retained 4 years follow period covered by the account and transferred to the Federal Records Center in accordance with SECNAV Instruction P5212.5b.

**System manager(s) and address:**

Overall policy and procedurs - Comptroller of the Navy; primary - Superintendent, Naval Academy; decentralized segments - Commanding Officer, Navy Regional Finance Center, Washington, D.C., Commanding Officer, Navy Finance Center, Cleveland, Ohio and Chief of Naval Personnel (Code H-13) Washington, D.C.

**Notification procedure:**

Individuals can be informed of any records maintained in the system by identifying themselves to Midshipmen Pay Office. Members must present his identification card to obtain requested information.

**Record access procedures:**

Midshipmen are issued a monthly earnings statement. All information concerning credits and checkages of pay and allowances are contained in the statement. Additional required information relative to miscellaneous changes reflected on the statement may be obtained from the individual Academy activity which reported the changes to the Midshipmen Pay Office upon presentation of his identification card.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individuals concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Members service record on file in the Midshipmen Personnel Office and those documents contained in RECORD-CATEGORY, above.

**Systems exempted from certain provisions of the act:**

NONE

**N0003411**

**System name:**

Travel Pay System

**System location:**

Decentralized, maintained by Navy disbursing offices; a list is available from:

Commander
Navy Accounting and Finance Center (NCF-3)
Washington, D.C. 20376

**Categories of individuals covered by the system:**

Any person, government or private, who submits a request for payment of a travel advance or travel claim to a Navy disbursing office.

**Categories of records in the system:**

Public vouchers; substantiating documents such as travel orders and expense receipts; card file or log book utilized to control receipt and disposition of travel claims; suspense files, pay adjustment authorizations, and payroll checkages utilized for control and follow-up on travel advances; and correspondence relating thereto.

**Authority for maintenance of the system:**

5 USC 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose: To reimburse travelers for travel expenses and to record, account, and report for government funds. User: Navy disbursing offices. Uses: Provide an historic file and audit trail for travel payments made by the Navy; provide a means to respond to inquiries from travelers on status of claims; control travel advances to insure liquidation; provide a means to record, account, and report travel expenditures; provide a means for collection in cases of overadvances; provide disclosure to law enforcement or investigatory authorities.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders; index cards or log books.

**Retrievability:**

Retrieved by disbursing office voucher number for paid advances and claims; retrieved by name for card index file or log book. Information in disbursing office voucher file can be retrieved by name through search process if travel dates and/or travel claim submission date is known.

**Safeguards:**

Locked cabinets or rooms, with building or military base security. Access authorized to personnel engaged in travel claim processing, supervisory or management personnel, and inspectors, auditors, investigators. Travelers are authorized access to their own travel records; fund administrators are authorized access to records pertaining to their own funds.

**Retention and disposal:**

Records are maintained for four years. Records may be moved to a regional Federal Records Center depending on local storage capability. No standard means for destruction exists.

System manager(s) and address:

Department of Defense Per Diem, Travel, and Transportation Allowance Committee prescribes regulations in the Joint Travel Regulations; records maintained are prescribed by the Comptroller of the Navy in its Manual (NAVSO P-1000); a list of Navy disbursing offices is maintained by the Commander, Navy Accounting and Finance Center (NCF-3), Washington, D.C. 20376.

Notification procedure:

If the individual is a traveler and knows the location of the Navy disbursing office processing his/her travel claim, direct contact with that office is sufficient. If unknown, or the inquirer is not a traveler, the inquiry should be submitted to the Commander, Navy Accounting and Finance Center, address above. Requestor should provide full name, social security number, whether military or civilian, and, if possible, disbursing office voucher number, dates of travel, and date and location of travel claim or travel advance submission. An individual is permitted to visit any Navy disbursing office to which he/she has submitted an advance or claim. Military identification card or civilian identification such as driver's license is sufficient.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

Record source categories:

Travel advances and travel claims are filed by individuals who provide information on themselves. Supporting documentation is obtained from employing commands, service providers (e.g., taxis for receipts), and Navy disbursing offices.

Systems exempted from certain provisions of the act:

NONE

N0003412

System name:

Commercial Invoice Payments History System

System location:

Decentralized, maintained by Navy disbursing offices; a list is available from:

Commander
Navy Accounting and Finance Center (NCF-5)
Washington, D.C. 20376

Categories of individuals covered by the system:

Any individual, government or private, who submits a request for payment to Navy disbursing offices for goods and/or services rendered.

Categories of records in the system:

Public vouchers; substantiating documents such as invoices, receipt documents, inspection reports, procurement instruments, contract index files, assignment documents, machine listings, government bills of lading, transportation requests, meal tickets; magnetic tape, disk files, roll microfilm, microfiche; and related correspondence files.

Authority for maintenance of the system:

5 USC 301 Department Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose: To provide a record of all disbursements made on commercial invoices by Navy disbursing offices. User: Navy disbursing offices. Uses: Provides an audit trail of commercial invoice payments made by the Navy; provides a means to respond to inquiries from individuals on status of invoices and contracts; provides a means of detecting and precluding duplicate payments; provides disclosure to law enforcement and investigatory authorities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; computer magnetic tapes; roll microfilm, microfiche.

Retrievability:

Retrieved by disbursing office voucher number for paid invoices; retrieved by procurement instrument identification number for contractors by contract index cards; retrieved by name of individual from machine listings. Information in disbursing office voucher file and microfilm/microfiche can be retrieved by name through search process if billing/submission date is known.

Safeguards:

Locked cabinets or rooms, with building or military base security. Access authorized to designated personnel engaged in commercial invoice processing, supervisory or management personnel, and inspectors, auditors, investigators. Individuals are authorized access to their own payment history file; fund administrators are authorized access to records pertaining to their own funds.

Retention and disposal:

Records are maintained for four years. Records may be moved to a regional Federal Records Center depending on local storage capability. No standard means for destruction exists.

System manager(s) and address:

Commercial invoice payment history requirements are prescribed by the Comptroller of the Navy in its Manual (NAVSO P-1000); a list of Navy disbursing offices authorized to pay invoices can be obtained from the Commander, Navy Accounting and Finance Center (NCF-5), Washington D.C. 20376.

Notification procedure:

If the individual knows the location of the Navy disbursing office holding his/her invoice payment history, direct contact with that office is sufficient. If location is unknown, the inquiry should be directed to the Commander, Navy Accounting and Finance Center, address above. Inquirer should provide full name, social security number, whether military or civilain, contract or purchase order number and, if possible, disbursing office voucher number, invoice date, number and amount. An individual is permitted to visit any Navy disbursing office to which he/she has submitted an invoice for payment. Identification should include military identification card, civilian identification such as driver's license and company or agency affiliation. Access to classified contracts requires confirmation of security clearance and need to know.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

Record source categories:

Commercial invoices are filed by individuals who provide information on themselves. Supporting documentation is obtained from employing company, material/service providers and receivers and Navy disbursing offices.

Systems exempted from certain provisions of the act:

NONE

N0003415

System name:

Losses of Public Funds File

System location:

Navy Accounting and Finance Center, Code NAFC-73, Washington, DC 20376

Categories of individuals covered by the system:

Disbursing personnel who are entrusted with public funds and who incur losses of the public funds entrusted to them.

Categories of records in the system:

Alphabetized folders containing reports of losses of public funds, reports of investigations into losses of public funds, requests for relief of liability for losses of public funds and related correspondence.

Authority for maintenance of the system:

31 USC 95a, 82a-1, and 82a-2

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Maintaining documentation relative to losses of public funds by accountable disbursing personnel. Used by the following individuals for the purpose of processing documentation relative to losses of public funds: Commanding Officer, Executive Director; Director, Functional Systems Department; Director, General Systems Division and other specified individuals within the General Systems Division. Inform individuals of their rights to repay losses or to submit requests for relief of liability; maintain records of investigations conducted; approval of requests for relief of liability for losses of less than

500;recommendations to the Secretary of the Navy on all denials and all losses of

500 or more; and control over liquidation of losses by relief or by collection action.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders and control log

**Retrievability:**

Name of accountable disbursing individual in whose custody the public funds were entrusted when the losses occured.

**Safeguards:**

Maintained in General Services approved Class 3, Security Cabinet equipped with a Type II, three tumbler combination lock accessible only to authorized individuals.

**Retention and disposal:**

Transferred to Federal Records one year following liquidation of the loss.

**System manager(s) and address:**

Commanding Officer, Navy Accounting and Finance Center, Code NAFC-73, Washington, DC 20376

**Notification procedure:**

Correspondence only

**Record access procedures:**

The agency's rule for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rule for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Messages, letters, and reports of investigations into losses of public funds received from: accountable disbursing personnel, commanding officers of Navy and Marine Corps activities at which disbursing offices are located, officers appointed to conduct Judge Advocate General Manual investigations, Commanding Officer, Naval Investigative Service, Commandant of the Marine Corps, and Secretary of the Navy.

**Systems exempted from certain provisions of the act:**

None

## N00037 CNM (MAT 09G1)

**System name:**

Investigatory (Fraud) System

**System location:**

Chief of Naval Material, Navy Department, Washington, D.C. 20360

**Categories of individuals covered by the system:**

Individuals suspected of fraud, convicted of fraud in Navy procurement, individuals suspected of being involved in theft of Government property, conflict of interest in matters relative to Navy procurement.

Names of individuals involved in areas of possible criminal misconduct pertaining to procurement and related matters within the cognizance of CNM.

**Categories of records in the system:**

1. Administrative memoranda
2. Investigative report summaries
3. Report of disciplinary action taken
4. Card index file, containing only the name and file number. It is used for report retrieval purposes.
5. Pertinent public court records.

**Authority for maintenance of the system:**

Title 5, U.S. Code, Section 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Uses are to disseminate information on procurement fraud and related matters to the officials in the Department of the Navy to assure that they are notified in fraud cases. To request official investigations, audits, to respond to congressional inquiries and to request reports of final action taken. Internal users are subordinate officials to the CNM, CNO, SECNAV and ASN. Documents furnished to Department of Justice to be used in prosecutive actions. Reports are also used in connection with debarment/suspension actions and require notification D/A, AF, DSA, GSA, Defense Nuclear Agency, MARCORPS and DCAA.

Referrals to NIS (law enforcement)

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders, index cards.

**Retrievability:**

By name and ssn; by case name, type of crime and command.

**Safeguards:**

Access is limited to MAT 09G personnel. Files are stored in a locked bar cabinet. The area is sight controlled during normal work hours and locked during non duty hours. Building access is controlled during security hours by a Security Force, which also conducts roving patrols of the building. There is no possibility that the computer can be accessed from outside the controlled area.

**Retention and disposal:**

Files are kept for three years after final action is taken.

**System manager(s) and address:**

Chief of Naval Material Deputy Inspector General (Investigations) NAVMAT 09G1 Crystal Plaza Bldg. 5, Rm 422 Washington D.C. 20360

**Notification procedure:**

Written request to:
Chief of Naval Material
ATTN: Deputy IG (Investigations)
MAT 09G1, CP 5, Rm 422
Washington, D.C. 20360 giving full name, address, social security number and business affiliation.

Requester may visit, after written visit notification,
Chief of Naval Material
Deputy IG (Investigations)
MAT 09G1, CP 5, Rm 422
Washington, D.C. 20360 between the hours of 0900-1500.
Requestor must show proof of identity consisting of drivers license or ID containing photograph, Military ID card, etc.

**Record access procedures:**

The Agency's rules for access to records may be obtained from the System Manager.

**Contesting record procedures:**

The Agencies Rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

**Record source categories:**

Law enforcement investigative reports, Audit Reports, Inspection reports, credit reports and complainants.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552a (k) (1); (2) and (5), as applicable. For additional information contact the System Manager.

## N00037 NAVWUIS

**System name:**

NAVY WORK UNIT INFORMATION SYSTEM

**System location:**

Defense Documentation Center Cameron Station Alexandria, VA 22314.

**Categories of individuals covered by the system:**

Includes name, telephone number, organization and organization mailing address of the principal investigator, associate investigators and responsible individual for each Navy research and development work unit done by Naval activities or by civilian organizations.

**Categories of records in the system:**

The system contains the data submitted on a DD Form 1498 (Research and Technology Work Unit Summary) for each Navy work unit. The data includes the following items pertaining to the work: security classification, funding source, accession number, summary date, start and completion dates, title, description (technical objective, approach, and progress), contract data, resource data, scientific and technological areas and keywords.

**Authority for maintenance of the system:**

5 USC 301, Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Navy activities concerned with research, development, test and evaluation, all other government agencies, all parts of the legislative branch of government and registered contractors can obtain information from the system operated by the Defense Documentation Center. Information available is used to:

a. Identify on-going DOD research and technology in any scientific discipline or technology area.

b. Coordinate programs easily with other DOD components and other agencies to eliminate undesirable overlap of effort.

c. Determine whether specific areas of endeavor adequately reflect DOD policy guidance.

d. Determine the approach and current status of technical efforts.

e. Identify scientists or engineers who are working in technical areas of interest so they can be contacted for further technical information; and

f. Maintain current awareness through periodic review of progress statements in pertinent work units.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in computer readable form at the Defense Documentation Center and as paper files at user organizations.

Retrievability:

Information retrievable by individual name, organization, address, technical area, sponsoring activity, keywords, source of funds and most items listed under Record category.

Safeguards:

Access to Defense Documentation Center records restricted to government and civilian organizations registered for service. Civilian organizations must be sponsored by government organizations. Classified output is kept in safes, vaults and locked cabinets.

Retention and disposal:

The Defense Documentation Center records are updated at least annually for active work and are retained for completed and terminated work.

System manager(s) and address:

Chief of Naval Material (MAT 63T2) Navy Department Washington, D.C. 20360

Notification procedure:

Individuals can determine whether the system contains records pertaining to them by contacting the SYSMANAGER in writing. The individual must provide his full name and organizational affiliations for the time period to be checked. Individuals can visit the SYSMANAGER to make the determination and will be required to show proof of identity provided by their employer.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Navy activities performing research and technology work units or responsible for research and technology work done by contractors and grantees.

Systems exempted from certain provisions of the act:

None

## N00037 R&D PLANNING

System name:

NAVY RESEARCH AND DEVELOPMENT PLANNING SUMMARY (DD-1634) SYSTEM

System location:

Defense Documentation Center Cameron Station Alexandria, VA 22314

Categories of individuals covered by the system:

Includes name, telephone number, organization and organization mailing address of the responsible individual for each Navy research and development project or task area.

Categories of records in the system:

The system contains the data submitted on a DD Form 1634 (Research and Development Planning Summary) for each project and task area. The data includes the following items: accesssion number, date of summary, security classification, program identification, title, responsible DOD organization, start and completion dates, resource estimates, scientific and technical areas and description of the work (objective, approach, plans, progress and accomplishments).

Authority for maintenance of the system:

5 USC 301, Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Navy activities concerned with research, development, test and evaluation, and all other Dept. of Defense agencies can obtain information from the system operated by the Defense Documentation Center. Information available is used to: a. Identify planned DOD research and technology in any scientific discipline or technology area for the current and next two fiscal years. b. Coordinate programs easily with other DOD components to eliminate undesirable overlap of effort; and c. Identify responsible individuals in technical areas of intrest so they can be contacted for further information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in computer readable form at the Defense Documentation Center and as paper files at user organizations.

Retrievability:

Information retrievable by individual name, organization, technical area, project number, task area number, source of funds and most items listed under Record category.

Safeguards:

Access to Defense Documentation Center DD-1634 records is restricted to Dept. of Defense organizations registered for service. Classified output is kept in safes, vaults and locked cabinets.

Retention and disposal:

The Defense Documentation Center records are held for an indefinite period. New descriptions are added annually in May and may be updated in September.

System manager(s) and address:

Chief of Naval Material (MAT 03T2) Navy Department Washington D.C. 20360

Notification procedure:

Individuals can determine whether the system contains records pertaining to them by contacting the SYSMANAGER in writing. The individual must provide his full name and organizational affiliations for the time period to be checked. Individuals can visit the SYSMANAGER to make the determination and will be required to show proof of indentity provided by their employer.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Navy activities responsible for research and development program planning.

Systems exempted from certain provisions of the act:

NONE

## N00037 TECH REPORTS

System name:

NAVY TECHNICAL REPORTS SYSTEM

System location:

Defense Documentation Center Cameron Station Alexandria, VA 22314

Categories of individuals covered by the system:

Includes name, organization and organizaton address for the author or authors of each research and development report by a Naval activity or by a Navy contractor or grantee.

Categories of records in the system:

The system contains the data submitted on a DD Form 1473 (Report Documentation Page) for each Navy sponsored report. The data includes the following items pertaining to the report: Security classifications, accession number, report date, title, abstract, sponsor identification, contract number, scientific and technological areas and keywords.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Navy activities concerned with research, development, test and evaluation, all other government agencies, all parts of the legislative branch of government and registered contractors can obtain report information from the system operated by the Defense Documentation Center. The reports are used to:

a. Identify DOD research and technology results in any scientific discipline or technology area.

b. Monitor programs of DOD components and other agencies to locate technical efforts applicable to current problems.

c. Determine the approaches and results of different technical efforts.

d. Identify scientists or engineers who are working in technical areas of interest so they can be contacted for further technical information; and

e. Maintain awareness of progress through periodic review of current technical literature.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are maintained in computer readable form at the Defense Documentation Center and as paper files at user organizations.

**Retrievability:**

Information retrievable by individual name, organization, technical area, sponsoring activity, keywords, and most items listed under Record category.

**Safeguards:**

Access to Defense Documentation Center records restricted to government and civilian organizations registered for service. Civilian organizations must be sponsored by government organizatons. Classified output is kept in safes, vaults and locked cabinets.

**Retention and disposal:**

The Defense Documentation Center records for technical reports are maintained indefinitely.

**System manager(s) and address:**

Chief of Naval Material (MAT 63T2) Navy Department Washington, D.C. 20360

**Notification procedure:**

Individuals can determine whether the system contains records pertaining to them by contacting the SYSMANAGER in writing. The individual must provide his full name and organizational affiliations for the time period to be checked. Individuals can visit the SYSMANAGER to make the determination and will be required to show proof of identity provided by their employer.

**Record access procedures:**

The agency's rules for access to records may be obtained from the System Manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

**Record source categories:**

Navy activities performing research and technology work and Navy research and technology contractors and grantees.

**Systems exempted from certain provisions of the act:**

None

## N00039 CONTFLDSERV

**System name:**

Contract Field Service File

**System location:**

Commander Naval Electronic Systems Command Washington, D.C. 20360

**Categories of individuals covered by the system:**

Contractor representatives (engineers/technicians)

**Categories of records in the system:**

NAVELEX 4603 maintains a contractor field engineer file system by name and company. The only personal information contained in these files are security clearance information (degree, date cleared, by whom), date and place of birth, and social security number. Contract services requests and authorizations.

**Authority for maintenance of the system:**

5 USC 301, Departmental Regulation

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The information in the system is used for notifying ships, shipyards, supships, other Navy activities and some contractor plants of reporting engineers security information for tech assists. Internal users other than 4603 are cognizant engineers.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders.

**Retrievability:**

The files are filed by company and name.

**Safeguards:**

The files are located in a locked cabinet. When the cabinet is open, personnel is in the room at all times. Normally no other people have access to these files. The only ones that could have access based upon a need to know are the cognizant engineers and the contractor representatives may review their own personal jacket. ELEX 4603 personnel must remove records from cabinets.

**Retention and disposal:**

The records are retained as long as the engineer is employed by the company, then the records are transferred to Archives for the standard retention period.

**System manager(s) and address:**

Contract Services Coordinator, ELEX 4603

**Notification procedure:**

Request must be made to system manager ELEX 4603. Requestor must provide full name, social security number and photo identification.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

The source of information is from the contractor representatives (engineers/ technicians) employers.

**Systems exempted from certain provisions of the act:**

None

## N00060 CUBEX

**System name:**

List of Cuban Exile Families at U.S. Naval Base Guantanamo Bay, Cuba

**System location:**

Commander in Chief, U. S. Atlantic Fleet (N94), Norfolk, Virginia 23511

**Categories of individuals covered by the system:**

Navy civilian employees at U.S. Naval Base Guantanamo Bay, Cuba, who are Cuban exiles.

**Categories of records in the system:**

Listing contains:

(a) Name of Head of Household
(b) Number of Dependents
(c) Age of Head of Household
(d) Data on who possesses an alien registration card
(e) Date when head of household and dependents depart GITMO.
(f) Destination of departing exiles. U.S. or third country
(g) Information copy of miscellaneous information provided by COMNAVBASE GITMO to Health, Education and Welfare, and Naturalization and Immigration Service for relocation arrangements and assistance. (This information being provided under Provisions of Privacy Act by HEW.)

**Authority for maintenance of the system:**

5 USC 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Users - CINCLANTFLT, COMNAVBASE GITMO, NAS GITMO, NAVSTA GITMO, CNO, HEW, Immigration and Naturalization Service

Uses - Ascertains base loading and requirements for relocation of aging alien work force for relocation to U.S. or third country; deter-

mination of who holds ARC's and to encourage those without ARC's to obtain same to facilitate departure from GITMO, and statistical purposes. Once a Cuban exile enters U.S. as an alien, information is retained as to location in u.S. All entries are used by CINCLANTFLT primarily for statistical and planning purposes related to above. NOTE: When these non-citizens enter U.S. as aliens, they fall under the Privacy Act.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File Folders

Retrievability:

Manual effort by Head of Household name

Safeguards:

Files located in controlled area, in locked safe. Access based on need to know - official use only.

Retention and disposal:

Records will be maintained as long as there are Cuban exiles at Guantanamo Bay, Cuba. When all exiles have departed or situation changes between U.S. and Cuba, files may be destroyed depending on situation.

System manager(s) and address:

Financial Management Officer, Shore Activities Readiness Division, CINCLANTFLT, Norfolk, Virginia 23511

Notification procedure:

Letters of inquiry should be addressed to Sysmanager noted above and contain sufficient information to identify sender. Information should include employment dates of head of household while employed at GITMO, activity employed by, ARC number and names and location of dependents.

Personal Visit - Personal contacts with Cuban exiles not normally envisioned. However, any personal contacts with Sysmanager will be at CINCLANTFLT Compound, Building 3 North, Room 206. Provide adequate identification such as drivers license, ARC and be prepared to answer same questions required by letter inquiry.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Source of information derived from official civilian personnel folders and direct query of Cuban exiles. Information provided CINCLANTFLT by COMNAVBASE, GITMO.

Systems exempted from certain provisions of the act:

NONE

N00062 INSGEN

System name:

Naval Educational Development

System location:

Chief of Naval Education and Training Naval Air Station Pensacola, FL 32508

Categories of individuals covered by the system:

Formal/Informal investigations, inquiries conducted as directed by CNET and higher authority

Categories of records in the system:

Reports of investigations, inquiries

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Results reported to requesting authority. Files are then stored until time for disposal in accordance with Records Disposal Instructions

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders

Retrievability:

Name, grade, title, position

Safeguards:

Stowed in 3-tumbler safe; access to authorized personnel only

Retention and disposal:

Per Records Disposal Instructions

System manager(s) and address:

Staff Inspector General and his immediate staff

Notification procedure:

Information is available to individuals but is restricted to the extent that the source of the information is not revealed.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

Record source categories:

Multitude of sources as determined by the scope of the investigation, inquiry.

Systems exempted from certain provisions of the act:

NONE

N00062 LORR 1130

System name:

Low Quality Recruiting Report (CNET Report 1130-1)

System location:

Commander, Naval Recruiting Command 4015 Wilson Blvd Arlington, Va 22203

Categories of individuals covered by the system:

Reports of enlisted performance

Categories of records in the system:

Reports of performance

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Navy Recruiting Command and the Chief of Naval Education and Training, Chief of Naval Technical Training, and the Recruit Training Center to evaluate the quality of recruits with a view towards improvement of recruitment and training.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File Folder

Retrievability:

Random filing by submitting activity

Safeguards:

Maintained in locked safe in controlled building

Retention and disposal:

Two years

System manager(s) and address:

Commander Navy Recruiting Command

Notification procedure:

By individual request upon presentation of letter or identification. Must provide program and name.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Service Record entries, Commanding Officers performance evaluations

Systems exempted from certain provisions of the act:

None

N00062 NEDRECS

System name:

Naval Educational Development Records.

System location:

Chief of Naval Education and Training Naval Air Station Pensacola, FL 32508

**Categories of individuals covered by the system:**

Applications, participants, graduates and staff of officer acquisition. professional development, Navy Youth, dependents' education (Atlantic), and Non-Traditional Education Support programs.

**Categories of records in the system:**

Applications, biographical information, student records and reports of performance, graduation, and disenrollment.

**Authority for maintenance of the system:**

5 USC 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by Naval Educational Development staff members, selection boards, Bureau of Naval Personnel and Navy media for selection, student monitoring, and utilization of graduates.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders and punched cards.

**Retrievability:**

Name and SSN

**Safeguards:**

Locked buildings and access only to authorized personnel.

**Retention and disposal:**

Per SECNAV Records Disposal Manual

**System manager(s) and address:**

Director of Naval Educational Development (See location section)

**Notification procedure:**

By individual request upon presentation of letter of identification. Must provide program and name.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Individual applications, selection board proceedings, transcripts, and correspondence.

**Systems exempted from certain provisions of the act:**

None

## N00062 NROTC

**System name:**

NROTC Educational Development Records

**System location:**

Chief of Naval Education and Training Naval Air Station Pensacola, FL 32508

**Categories of individuals covered by the system:**

NROTC Scholarship Candidate Placement Records, NROTC Student Attrition Records, NROTC Student Jackets, Applications for NROTC Program, Commanding Officers and Executive Officers of NROTC units.

**Categories of records in the system:**

Information concerning students selected as principal and alternate candidates for NROTC scholarship. Contains name, SSN, address, telephone number, academic scores, medical qualification, race, and sex.

Reports of disenrollment, appointment to commissioned status, and non- selection as an applicant for the NROTC program.

Student records containing enlistment cntract, service agreement, officer candidate training application, evidence of citizenship, birth certificate, reports of medical qualification, aptitude for naval service evaluations, academic records, personal history information, report of security clearances granted, special request, and action of boards concerning these special request.

Application file consisting of officer candidate training request, service agreement, report of medical qualification, evidence of citizenship, personal history, interviewers' appraisal sheets, and academic records.

Officer Biography Sheet (NAVPERS 979)

**Authority for maintenance of the system:**

5 USC 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Assignment of scholarship selectees to various NROTC hosted institutions.

Provides reference to individuals's attrition from the NROTC program.

Provides program manager with information to determine students eligibility for continuation in program and eventual commissioning as naval officer. Information also used by Chief of Naval Personnel, Commander Navy Recruiting Command and Commandant of the Marine Corps.

Determine applicants eligibility for enrollment in NROTC program.

Assistance in preparing Fitness Reports, award recommendations, TAD assignments in conjunction with summer training and preparing background information for Flag and high government official visits to the NROTC unit.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders, index cards, and notebook

**Retrievability:**

Name, SSN, and NROTC unit.

**Safeguards:**

Secured room and building. Access to information to authorized personnel only.

**Retention and disposal:**

Per SECNAV Records Disposal Manual.

**System manager(s) and address:**

NROTC, CNET, NAS, Pensacola, FL.

**Notification procedure:**

Call or write system manager listed above.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Individual concerned, CHNAVPERS, COMNAVCRUITCOM, and NROTC unit.

**Systems exempted from certain provisions of the act:**

None

## N00063CDP

**System name:**

Career Development Program for Communicators

**System location:**

Commander Naval Telecommunications Command Naval Telecommunications Command (NAVTELCOM) Headquarters 4401 Massachusetts Avenue, N.W. Washington, D.C. 20390

**Categories of individuals covered by the system:**

Navy civilian employees of NAVTELCOM in GS-393 series

**Categories of records in the system:**

Questionnaire completed by employees giving name, duty, work and education experience, birth date, grade level, telephone number (work)

**Authority for maintenance of the system:**

5 USC 301, Departmental regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

By system managers of NAVTELCOM for implementing and managing the Career Development Program, Navy Office of Civilian Manpower Management similarly; Defense Department similarly; Civil Service Commission similarly;

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Name

Safeguards:

Safes and vaults

Retention and disposal:

Records destroyed by burning upon separation of employee

System manager(s) and address:

Commander Naval Telecommunications Command 4401 Massachusetts Avenue, N.W. Washington, D.C. 20390 Civilian Manpower Coordinator, NAVTELCOM, same address

Notification procedure:

Provide name to Civilian Manpower Coordinator, address above, Room 138, with routine ID card, driver's license, etc.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

Record source categories:

Questionnaire completed by employee

Systems exempted from certain provisions of the act:

None

N00063FTAR

System name:

Field Training Assistance Representatives (FTAR) File

System location:

Commander Naval Telecommunications Command Naval Telecommunications Command (NAVTELCOM) Headquarters 4401 Massachusetts Avenue, N.W., Washington, D.C. 20390

Categories of individuals covered by the system:

Civilian employees of NAVTELCOM especially designated to provide technical training assistance to NAVTELCOM field activities.

Categories of records in the system:

Name, grade, position, duty station, reports of training conducted, evaluations of performance, schedules of employment, work and education history, official correspondence from field commanding officers.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by NAVTELCOM executives in managing FTAR program, for up-dating FTAR training. reassigning FTARs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Name

Safeguards:

Safes and vaults

Retention and disposal:

Retained indefinitely for historical purposes.

System manager(s) and address:

Commander Naval Telecommunications Command 4401 Massachusetts Avenue, N.W., Washington, D.C. 20390 Director Resources, NAVTELCOM, same address

Notification procedure:

Provide name to Director Resources, address above, Room 139, with routine ID card, drivers license, etc.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Applications for employment, official civilian personnel jacket, official Navy orders to temporary duty, official correspondence from employee and field commanding officers

Systems exempted from certain provisions of the act:

None

N00063NC09PS

System name:

Personnel Information System

System location:

Commander Naval Telecommunications Command Naval Telecommunications Command Headquarters 4401 Massachusetts Avenue Washington D.C. 20390

Categories of individuals covered by the system:

Military and civilian employees

Categories of records in the system:

Civilian Records; Military Personnel Records; Personnel Security Information

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Ready source of information on Headquarters personnel regarding billets, position titles, security clearances, etc. Used internally only for administrative purposes

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic Tape and Punched Cards

Retrievability:

Name

Safeguards:

Safes and vaults

Retention and disposal:

Information on an individual is scrubbed from system within 60 days following terminiation of employment with Headquarters

System manager(s) and address:

Director Administration Headquarters Naval Telecommunications Command 4401 Massachusetts Avenue Washington D.C. 20390

Notification procedure:

By contacting System Manager at above address. Requestor should provide full name and dates employed by Headquarters Naval Telecommunications Command. Requestor may visit the Headquarters to determine whether the system contains records pertaining to him. Usual identification, such as a valid driver's license, military ID card, etc., will be accepted as proof of identity.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Applications for employment, military personnel records, reports of results of Background Investigations, National Agency Checks, etc.

Systems exempted from certain provisions of the act:

None

N00069NSGAGNPAC01

System name:

Professional Qualifications Records (PQR's)

System location:

Commander, Naval Security Group Command, 3801 Nebraska Avenue, N.W., Washington, D.C. 20390

Categories of individuals covered by the system:

Any civilian or military employee of the Naval cryptologic community who applies for Professionalization

Categories of records in the system:

File contains individual's Professional Qualifications Record, which is a summary of the individual's education, training, experience, and

awards. It also contains evaluations of the PQR made by the appropriate Career Panel.

**Authority for maintenance of the system:**

5 USC 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Civilian Personnel Office - To determine whether individual is a suitable aspirant for Professionalization and whether revisions and/or updates are necessary. National Security Agency - To determine whether the PQR shows that the individual meets all the necessary requirements for Professionalization.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Filed alphabetically by last name of individual aspirant

**Safeguards:**

Building employs security guards. Access to Civilian Personnel Office limited to personnel with proper clearances. Files kept in combination safe.

**Retention and disposal:**

Records are permanent. The authority provides a continuing requirement for the records.

**System manager(s) and address:**

Commander, Naval Security Group Command, 3801 Nebraska Avenue, N.W., Washington, D.C. 20390

**Notification procedure:**

Send request to SYSMANAGER. Request should include full name, DPOB, military status, SSAN (if you voluntarily include it) or service number. Visits for the purpose of obtaining information must be submitted in writing to Command, Naval Security Group Command, 3801 Nebraska Avenue, N.W., Washington, D.C. 20390, who will advise of time/date/place for viewing records or will advise whether system contains records pertaining to the requester. Scheduled visitors must be prepared to present adequate proof of identification - i.e. - combination of full name, DPOB, parent(s) name, drivers license, medicare card, military I.D. card if applicable.

**Record access procedures:**

The agency's rules for access to records may be obtained from the SYSMANAGER

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

**Record source categories:**

Information is provided by individual aspirant. PQR may include transcripts provided to individual by educational institutions.

**Systems exempted from certain provisions of the act:**

NONE

## N00069NSGHG11PAC01

**System name:**

NAVAL RESERVE SECURITY GROUP PERSONNEL RECORDS

**System location:**

Commander, Naval Security Group Command Naval Security Group Headquarters 3801 Nebraska Avenue, NW, Washington D.C. 20390

**Categories of individuals covered by the system:**

Naval Reserve Security Group Personnel

**Categories of records in the system:**

System comprises records reflecting information pertaining to reservist's ACDUTRA (Active Duty for Training); miscellaneous personnel actions, i.e., in-training status for change of rank/ designator/ rate; clearance certificate; congratulatory letters to officers upon promotion; history of past ACDUTRA performed; correspondance courses completed; old data cards and clearance eligibility letters

**Authority for maintenance of the system:**

5 USC 301 DEPARTMENTAL REGULATIONS

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Reserve Personnel Support Branch - to verify: past active duty and ACDUTRA performed; currency of clearance status; mobilization assignment; civilian skills acquired

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper-records in file folders

**Retrievability:**

Filed alphabetically by last name of reservist

**Safeguards:**

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel who are properly screened, cleared and trained

**Retention and disposal:**

Records are retained in active file until reservist has fulfilled drilling obligation or upon discharge or transfer to stand-by reserve

**System manager(s) and address:**

Commander, Naval Security Group Command Naval Security Group Headquarters 3801 Nebraska Avenue, NW, Washington D.C. 20390

**Notification procedure:**

a. Send request to SYSMANAGER

b. Full name, DPOB, military status, SSAN (if you will voluntarily include it) or service number

c. Visits for the purpose of obtaining information must be submitted in writing to Commander, Naval Security Group Command, 3801 Nebraska Avenue, NW, Washington D.C., 20390, who will advise of time/date/place for viewing records or will advise whether system contains records pertaining to the requestor

d. Scheduled visitors must be prepared to present adequate proof of identification - i.e., combination of full name, DPOB, parent(s) name, driver's license, medicare card, military I.D. card, if applicable

**Record access procedures:**

The Agency's rules for access to records may be obtained from the System Manager

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager

**Record source categories:**

District Officers for Naval Reserve Security Group Commanding Officers of Naval Reserve Security Group Divisions Commanding Officer, Naval Technical Training Center, Pensacola, FL

**Systems exempted from certain provisions of the act:**

NONE

## N00069NSGHG12PAC01

**System name:**

Naval Security Group Personnel Security/Access Files

**System location:**

The central record system is located at:
Commander, Naval Security Group Command
3801 Nebraska Ave., N.W.,
Washington, D.C. 20390

Duplicates of portions of records may be held by other Naval and Marine Corps activities served by a Naval Security Group Special Security Officer. Records pertaining to Naval and Marine Corps military personnel who were considered but not selected for assignment to the Naval Security Group while undergoing recruit training are located at one of the following locations:

Resident in Charge
Naval Security Group Field Office
Bldg 848
Marine Corp Recruit Depot
Parris Island, South Carolina 29905

Resident in Charge
Naval Security Group Field Office
Naval Administrative Command
Naval Training Center, Bldg 1411, Room 112
Great Lakes, Illinois 60088

Resident in Charge
Naval Security Group Field Office
U.S. Naval Training Center
San Diego, California 92133

Resident in Charge
Naval Security Group Field Office
Naval Training Center

Orlando, Florida 32813

Categories of individuals covered by the system:

Naval and Marine Corps military and civilian personnel assigned to or employed by the Naval Security Group, including the Reserve components thereof, or who have been considered for such assignment or employment.

Categories of records in the system:

The file may contain personal history information, investigative reports, security suitability reports, incident reports, and other data pertinent to determination of eligibility for access to Special Intelligence (SI) information, including the decisions made in each case. The file also contains records of authorized access to classified information.

Authority for maintenance of the system:

E.O. 10450 Eisenhower Security Program

E.O. 11652 Classification and Declassification of National Security Information and Material

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is collected and used by SI security personnel for the purposes of determining the individual's eligibility for access to SI information, of maintaining a record of the degree(s) to which access to SI has been authorized, and of determining the extent, if any, to which controls must be exercised to prevent the compromise of SI through hostile foreign intelligence activity. Information may be disseminated outside the Department of the Navy to the National Security Agency, Defense Intelligence Agency, Army Security Agency, Air Force Security Service, Central Intelligence Agency, White House Communications Agency and/or the Defense Industrial Security Clearance Office for the purpose of determining the individual's eligibility for access to classified information under the user Agency's cognizance. Information may be disseminated to the Defense Investigative Service and Naval Investigative Service for the purpose of conducting investigations on which to base SI eligibility decisions. The access record portion of the system may be made available to the Director of Central Intelligence to maintain an index of personnel who have been granted access to certain sensitive intelligence programs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders and magnetic tape.

Retrievability:

By name and date/place of birth.

Safeguards:

Approved security areas with alarms and guards. Access is limited to assigned personnel who have been found eligible for access to SI and received specific instruction in the handling, security, and dissemination policy of information in the files.

Retention and disposal:

Central record system retained for thirty years after last action. Records held at Naval Security Group Field Offices forwarded to central system after two years. Records retained in central record system and destroyed by burning, shredding, degaussing or chemical destruction at end of retention period.

System manager(s) and address:

Commander, Naval Security Group Command 3801 Nebraska Ave., N.W. Washington, D.C. 20390

Notification procedure:

a. Send request to SYSMANAGER

b. Full name, date and place of birth, military status, social security number (if voluntarily included) or service number.

c. Visits for the purpose of obtaining information must be submitted in writing to Commander, Naval Security Group Command, 3801 Nebraska Ave., N.W., Washington, D.C. 20390 who will advise of time/date/place for viewing records or will advise whether system contains records pertaining to the requester.

d. Scheduled visitors must be prepared to present adequate proof of identification-i.e.-combination of full name, date and place of birth, parent(s) name, drivers license, medicare card, military identification card if applicable.

Record access procedures:

The Agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

In addition to information furnished by the individual himself, files contain information furnished by federal investigative agencies, other SI security organizations, and reports submitted by Naval Security Group Special Security Officer. Files also include administrative correspondence among associated personnel and security offices of the executive branch.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N00069NSGHG13PAC01

System name:

Personnel Resources Information System for Management (PRISM)

System location:

Commander, Naval Security Group Command Naval Security Group Headquarters 3801 Nebraska Avenue, NW, Washington, D. C. 20390

Categories of individuals covered by the system:

Active duty Navy and Marine Corps personnel and Naval and Marine Corps Reserve personnel affiliated with the Naval Security Group. Also civilian personnel holding a NAVSECGRU clearance.

Categories of records in the system:

System comprises automated records reflecting information pertaining to the pesonnel identification, location, current duties, professional qualifications and experiences, education, rotation data, personal information (marital status, dependents, home of record) and career information (dates of expiration of enlistment, release from active duty and security clearance data)

Authority for maintenance of the system:

5 USC 301 DEPARTMENTAL REGULATIONS

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Military and civilian personnel of the Naval Security Group Headquarters in the performance of their official duties relating to the planning and management of NAVSECGRU personnel resources. Regularly produced management reports are used to determine: adequacy of the personnel manning posture (quantitatively and qualitatively) at NAVSECGRU field activities; trends concerning levels of various NAVSECGRU personnel skills; trends in enlistments, reenlistments, training quotas, retirements; also, data base is often queried for one-time, non-routine information to satisfy priority requirements. Personnel of the Bureau of Naval Personnel use the system regularly to assist in meeting authorized NSG personnel requirements and identification of NSG training requirements. Civilian and Military officials of the National Security Agency use overall NAVSECGRU population distribution to assess adequacy of personnel levels and skills in meeting national cryptologic requirements. NAVSECGRU Area Directors in Atlantic, Pacific and European Commands in order to determine manning and skill posture within their respective theaters. Officials of NAVSECGRU field stations world-wide in order to determine numbers and skills of personnel ordered to report for duty. Officials of Naval Technical Center Pensacola Florida for purpose of mailing advancement examinations and other training materials.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored on magnetic tapes, discs, punched cards, microfiche and computer paper printouts.

Retrievability:

Records are retrieved by name, social security number, skill codes, duty stations, career information (dates of enlistment, expected release), education, rating and paygrade.

Safeguards:

The computer facility and terminal are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained. Records and computer printouts are available only to authorized personnel having a need to know.

Retention and disposal:

Computer magnetic tapes are erased three months after they are created. Punched cards are converted to magnetic tape and de-

stroyed. Microfiche and paper printouts are retained 3 years or until superseded.

System manager(s) and address:

Commander, Naval Security Group Command Naval Security Group Headquarters 3801 Nebraska Avenue, NW, Washington, D.C. 20390

Notification procedure:

Send request to SYSMANAGER. Full name, DPOB, military status, SSAN (if you will voluntarily include it) or service number. Visits for the purpose of obtaining information must be submitted in writing to Commander, Naval Security Group Command, 3801 Nebraska Avenue, NW, Washington, D.C. 20390, who will advise of time/date/place for viewing records or will advise whether system contains records pertaining to the requestor. Scheduled visitors must be prepared to present adequate proof of identification - i.e., combination of full name, DPOB, parent(s) name, driver's license, medicare card, military I.D. card, if applicable.

Record access procedures:

The Agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The Agency's rules for contesting content and appealing initial determination by the individual concerned may be obtained from the System Manager.

Record source categories:

Chief of Naval Personnel MAPMIS (Manpower Management Information System) ADP file; Naval Security Group field sites; Naval Security Group Field Office Representatives.

Systems exempted from certain provisions of the act:

None

N00159 D-3/01

System name:

Seismic survey list of companies involved in outer continental shelf.

System location:

Commandant, THIRD Naval District Flushing and Washington Aves. Brooklyn, NY 11251

Categories of individuals covered by the system:

Contact personnel of each company for information on survey or drilling activity.

Categories of records in the system:

Correspondence file

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Contact with individual companies for scheduling and coordination.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders

Retrievability:

Name

Safeguards:

Safes

Retention and disposal:

Maintained as long as activity is going on, then burned.

System manager(s) and address:

Air Operations/Oceanographic Officer

Notification procedure:

Refer to sysmanager

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Department of Interior files.

Systems exempted from certain provisions of the act:

None

N00164 01

System name:

Employee Explosives Certification Program

System location:

Organization elements of the Department of the Navy as listed in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

All personnel involved in the process or evolutions of explosives operations

Categories of records in the system:

Individual certifying document and combined register of all employees certified

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To record the names of all employees and their qualifications to work in certain categories of explosives operations

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folder, punched cards

Retrievability:

SSN, Name

Safeguards:

Personnel escort required

Retention and disposal:

Permanent, unless employee terminates or is no longer involved in explosives processes. Document returned to employee's department for routine disposal after deletion from program

System manager(s) and address:

Commanding officer or head of the organization in question. See directory of Department of Navy mailing addresses.

Notification procedure:

Individuals may inspect personnel certifying documents at local activity to which individual assigned. Requesters must be escorted and provide identification for inspection of their personnel records.

Record access procedures:

The agency rules for access to records may be obtained from the System Manager

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager

Record source categories:

Personnel files, previous supervisors

Systems exempted from certain provisions of the act:

None

N00173 DEC10-ADPBUD

System name:

ADP Budget

System location:

Director Naval Research Laboratory Washington, D.C. 20375

Categories of individuals covered by the system:

Employees and former employees of the Naval Research Laboratory who by the definitions contained in SECNAVINST 5238.1A of 15 Feb 1973 are reportable for purposes of Resource Accounting in Data Processing related activities.

Categories of records in the system:

Contains name, pay number, grade, step, salary related data, man-years of effort (either actual or projected), salary related data and changes in pay status (either actual or projected) which would affect salary costs.

Authority for maintenance of the system:

5USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Data is used by managers of computer oriented organizations to formulate Budgets for inclusion in the Automatic Data Processing Program Reporting System - Resource Accounting (Dept. of the Navy).

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File Folders and magnetic disc

Retrievability:

Pay number.

Safeguards:

Locked cabinets, personnel screening, (need to know) visitor controls, computer systems software including password protection.

Retention and disposal:

Routinely discarded after three years.

System manager(s) and address:

ADP Coordinator, Code 4014 Director, Naval Research Laboratory, Washington, D. C. 20375

Notification procedure:

A written request to the SYSMANAGER at the above address providing the individual's full name, current address and telephone numbers, dates of employment, organization code(s) and pertinent occupational series code. Determination of record may be made in the Research Program Office, Computation Center, or Office of Comptroller. A drivers license or other recognized form of identification bearing the individuals signature and current address will be required of visitors.

Record access procedures:

The Agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Personnel records

Systems exempted from certain provisions of the act:

None

N00173 1200-5

System name:

Listing of Personnel - Sensitive Compartmented Information

System location:

Director, Naval Research Laboratory, Washington, D. C. 20375

Categories of individuals covered by the system:

Individuals indoctrinated for access to compartmented information.

Categories of records in the system:

Name, affiliation, billet description, clearances authorized, clearances held, rank, Social Security Number, Background Investigation date, date of birth, place of birth, date of marriage, place of marriage.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to determine authorization for access to compartmented information. Internal users are Branch Heads, Division Superintendents, Director and Associate Directors of Research and Special Security Office.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic Tape

Retrievability:

Name, Social Security Number, affiliation, assigned billet number

Safeguards:

Three combination security container and/or vault.

Retention and disposal:

Records maintained as long as individual authorized access; changed as changes occur.

Magnetic tape erased as required.

System manager(s) and address:

Special Security Officer, Naval Research Laboratory, Washington, D. C. 20375

Notification procedure:

Letter to System Manager at above address giving full name, Social Security Number, and affiliation, or visit to NRL Special Security Office with NRL pass as identification

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

All information obtained from individuals and indoctrination documents.

Systems exempted from certain provisions of the act:

None

N00173 265

System name:

Sight Conservation Program

System location:

Director, Naval Research Laboratory, Washington, D.C. 20375

Categories of individuals covered by the system:

Employees wearing glasses whose work requires the use of safety glasses.

Categories of records in the system:

Eyewear prescriptions and pertinent information on special fitting requirements.

Authority for maintenance of the system:

5 USC 301, Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records of eyewear prescriptions used by contract optometrist in connection with periodic examinations and by Safety Office personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Name.

Safeguards:

Office door locked at night.

Retention and disposal:

Retained as long as employee is on program. When he leaves NRL or changes job and does not qualify for program, his file is destroyed by tearing it up.

System manager(s) and address:

Head, Safety Office, Naval Research Laboratory, Building 222, Room 188.

Notification procedure:

Verbal request to system manager, with some proof of identity, such as driver's license or ID card.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Optometrist's measurements.

Systems exempted from certain provisions of the act:

None.

N00175 03004

System name:

Staff Judge Advocate's Memorandum File

System location:

Commandant, FOURTH Naval District

Naval Base
Philadelphia, Pa. 19112

**Categories of individuals covered by the system:**

Any Naval or Marine Corps personnel facing disciplinary or administrative action requiring the personal attention of Commandant, FOURTH Naval District.

**Categories of records in the system:**

Memoranda of Staff Judge Advocate, FOURTH Naval District

**Authority for maintenance of the system:**

5 USC 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

(1) To provide Commandant, FOURTH Naval District with legal opinions of Staff Judge Advocate on disciplinary and administrative matters.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Filing folders

**Retrievability:**

Name and date of advice

**Safeguards:**

During working hours under custody of Legalman. During non-working hours, building secured by Base Police.

**Retention and disposal:**

Indefinite

**System manager(s) and address:**

Staff Judge Advocate, FOURTH Naval District
Naval Base
Philadelphia, Pa. 19112

**Notification procedure:**

Write letter to Systems Manager at above address which includes (1) name and address of requestor, (2) military status of requestor, (3) social security number of requestor, (4) subject matter of request. In case of personal visit, the requestor must provide (1) military identification card, or (2) social security card. The office is located at Room 103, Building 6, Naval Base, Philadelphia, Pa.

**Record access procedures:**

The Agency's rules for access to records may be obtained from Systems Manager.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the Systems Manager.

**Record source categories:**

Staff Judge Advocate's opinions

**Systems exempted from certain provisions of the act:**

None

## N00250 CHK/DEBT-LIST

**System name:**

Bad Checks and Indebtedness Lists

**System location:**

Commanding Officer, Navy Resale System Office, 3rd Ave. and 29th St., Brooklyn, NY 11232 (for all Navy Exchanges) Commissary Store operations as listed in the directory of Department of the Navy mailing addresses.

**Categories of individuals covered by the system:**

Patrons of Navy exchanges and Commissary Stores who have passed checks which have proven bad; recruits who have open accounts wth Navy exchanges; patrons who have made C.O.D. mail order transactions and those patrons who make authorized charge or credit purchases where their accounts are maintained on the basis of an identifying particular such as name, social security number or service number.

**Categories of records in the system:**

Bad Check System (including: Returned Check Ledger; Returned Check Report; copies of returned checks; bank advice relative to the returned check or checks; correspondence relative to attempt by the Navy exchange or Commissary Store to locate the patron and/or obtain payment; a printed report of names of those persons who have not made full restitution promptly, or who have had two or more checks returned through their own fault or negligence) Accounts Receivable Ledger, detailed by patron; COD Sales Ledger;

**Authority for maintenance of the system:**

5 USC 301 and 10 USC 5031

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The bad check system is used to record receipt of bad checks from patrons; to monitor and avoid undue losses because of continued passing of bad checks. This system also contains information regarding the correspondence issued in an effort to recover losses. A bad check list is locally and centrally. This information is issued to all cashiers, exchange and commissary officers. The Accounts Receivable ledgers are used to properly record credit sales and the payment of these accounts.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

The media in which these records are maintained vary, but include: magnetic tape; printed reports; file folders; file cards;

**Retrievability:**

Name and social security number

**Safeguards:**

Locked file cabinets; supervised office spaces; supervised computer tape library which is accessable only through the computer center (entry to the computer center is controlled by a combination lock known by authorized personnel only).

**Retention and disposal:**

Navy exchange records retention standards are contained in the Disposal of Navy and Marine Corps Records, Part II, chapters 4 and 5 and/or the Navy Exchange Manual.

**System manager(s) and address:**

Policy Official
Commanding Officer
Navy Resale System Office
3rd Ave. and 29th St.
Brooklyn, NY 11232

Record Holder
Director, Controller Division (FM)
Navy Resale System Office
3rd Ave. and 29th St.
Brooklyn, NY 11232

**Notification procedure:**

Written contact may be made by addressing inquiries to:
Director, Controller Division (FM)
Navy Resale System Office
3rd Ave. and 29th St.
Brooklyn, NY 11232

In the initial inquiry the requester must provide full name, social security number, activity where they had their dealings. A list of other offices the requester may visit will be provided after initial contact is made at the office listed above. At the time of a personal visit, requesters must provide the following proof of identity: Name, date of birth, place of birth, father's first name, mother's maiden name.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

The individual; the bank involved and the activity sales records.

**Systems exempted from certain provisions of the act:**

None

## N00250 FIDELITY BOND

**System name:**

Commercial Fidelity Bond Insurance Records

**System location:**

Commanding Officer, Navy Resale System Office, 3rd Ave. & 29th St. Brooklyn, NY 11232 (for all Navy Exchanges).

**Categories of individuals covered by the system:**

Civilian and military personnel assigned to Navy exchanges, who the duly constituted authority (usually a Board of Investigation appointed by the base Commanding Officer) has established to be guilty of a dishonest act which has resulted in a loss of money, securities or

other property, real or personal, for which the exchange is legally liable.

Categories of records in the system:

Equipment Loss Reports, Cash and/or Merchandise Loss Reports from Navy exchanges, including correspondence relating to losses.

Authority for maintenance of the system:

5USC 301 and 10 USC 5031

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide information, as required, to the insurance carrier (Fidelity Bond Underwriter) for appropriate coverage, as well as to render appropriate assistance in processing insurance claims.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The media in which these records are maintained varies but includes file folders and ledgers.

Retrievability:

Name, payroll number, service number, activity.

Safeguards:

Locked file cabinets; locked offices which when open are supervised by appropriate personnel; security guards.

Retention and disposal:

Navy exchange records retention standards are contained in the 'Disposal of Navy and Marine Corps Records,' Part II, chapters 4 and 5 and/or the Navy Exchange Manual.

System manager(s) and address:

Commanding Officer, Navy Resale System Office, 3rd Ave. and 29th St., Brooklyn, NY 11232

Notification procedure:

Written contact may be made by addressing inquiries to:
Director, Controller Division (FM)
Navy Resale System Office
3rd Ave. and 29th St.
Brooklyn, NY 11232

In the initial inquiry the requestor must provide full name, payroll or military service number and activity where they had their dealings. A list of other offices the requestor may visit will be provided after initial contact is made at the office listed above. At the time of a personal visit, requestors must provide the following proof of identity: Name, date of birth, place of birth, father's first name, mother's maiden name.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

The individual; the insurance underwriter; audit reports; investigatory reports and/or activity loss records.

Systems exempted from certain provisions of the act:

None

## N00250 IR-PERS-RECORD

System name:

Industrial Relations Personnel Records

System location:

Commanding Officer, Navy Resale System Office, 3rd Avenue and 29th Street, Brooklyn, NY 11232 (for all Navy Exchanges) Commissary Stores operations as listed in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Civilian Employees, former civilian employees and applicants for employment with the Navy Resale System Office and Navy exchanges located worldwide.

Categories of records in the system:

Personnel jackets (including: Personnel Information Questionnaire; Personnel Action; Certificate of Medical Examination; Indoctrination Checklist; Designation of beneficiary; death benefit; completed leave records; report of accident; cash register overage/shortage records; notice of excessive absence and tardiness, and warnings; report of hearings and recommendations relative to employee grievances; report of all disciplinary action; Certified record of court attendance; Certified copy of completed military orders for any annual duty tours with recognized reserve organizations; Employee job description; Examination papers and tests, if any; Evidence of date of birth, where required; Security Investigation Data, where required; Official work performance rating; Official letters of recommendations; Designation of Beneficiary for Unpaid Compensation; Reference check records; applicant files; tuition assistance records; grievance/appeal records; employee profiles; personnel security information (including: National Agency Checks and Naval Investigative Service reports); Travel requests, travel allowance and claims record; Transportation Agreements; employee affidavit; Priviledge Card Application and listing;

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Retention of forms necessary to properly record the employment history of each employee, reflecting performance of employees which may be used by selecting officials in choosing employees for promotion or transfer; for verification of employment; to provide a record of travel performed and verification that the employee received proper remuneration for the travel performeded; to insure employees receive timely consideration in the processing of work appraisals and salary increases;

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The media in which these records are maintained vary, but include: file folders; magnetic tapes; punch cards; rolodex files; cardex files; ledgers; and printed reports.

Retrievability:

Name and/or social security number; employee job number; employee payroll number.

Safeguards:

Locked file cabinets; safes; locked offices which are supervised by appropriate personnel, when open; supervised computer tape library which is accessible only through the Computer Center (entry to computer center is controlled by a combination lock known by authorized personnel only); security guards.

Retention and disposal:

Current employee records remain on file at the appropriate personnel offices; records on former employees are retained for one year and then forwarded to the Federal Records Center, St. Louis, Mo. for retention of permanent papers and destruction of temporary papers, applicant files are retained for one year, except that applications from those over 40 years old are retained for two years. Navy exchange records retention standards are contained in the 'Disposal of Navy and Marine Corps Records, Part II, Chapters 4 and 5.' and for the Navy Exchange Manual.

System manager(s) and address:

Policy Official
Commanding Officer
Navy Resale System Office
3rd Avenue and 29th Street
Brooklyn, NY 11232
Record Holder
Manager, Recruitment and Employment (R3)
Navy Resale System Office
3rd Avenue and 29th Street
Brooklyn, NY 11232

Individual record holders within the central system may be contacted through the central system record holder.

Notification procedure:

Written contact may be made by addressing inquiries to:
Manager, Recruitment and Employment (IR3)
Navy Resale System Office
3rd Avenue and 29th Street
Brooklyn, NY 11232

In initial inquiry, the requester must provide full name, social security number, activity where last employed or where last application for employment was filed. A list of other offices the requester may visit will be provided after initial contact is made at the office listed above. At the time of a personal visit, requester must provide the following proof of identity: Name, date of birth, place of birth, father's first name and mother's maiden name.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

The employee; former employers; educational institutions; supevisors of employees; applicants; applicants previous employers; Naval Investigative Service; Federal Bureau of Investigation.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

## N00250 LAYAWAYS

**System name:**

Layaway Sales Records

**System location:**

Commanding Officer, Navy Resale System Office, 3rd Avenue and 29th Street, Brooklyn, NY 11232 (for all Navy exchanges)

**Categories of individuals covered by the system:**

Patrons of Navy exchanges who buy goods on a layaway

**Categories of records in the system:**

Layaway Tickets and layaway patron lists

**Authority for maintenance of the system:**

5USC301 and 10USC5031

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To record the selection of layaway merchandise, record payments, verify merchandise pick-up and perform sales audit.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

The media in which these records are maintained vary, but include: Layaway tickets and layaway patron lists

**Retrievability:**

Name, address, service number or exchange permit number

**Safeguards:**

Locked file cabinets, supervised records space

**Retention and disposal:**

Destroyed after two years per Navy Exchange Manual

**System manager(s) and address:**

Policy Official
Commanding Officer
Navy Resale System Office
3rd Avenue and 29th Street
Brooklyn, NY 11232

Record Holder
Director, Controller Division (FM)
Navy Resale System Office
3rd Avenue and 29th Street
Brooklyn, NY 11232

Individual record holders within the central system may be contacted through the central system record holder.

**Notification procedure:**

Written contact may be made by addressing inquiries to:
Director, Controller Division (FM)
Navy Resale System Office
3rd Avenue and 29th Street
Brooklyn, NY 11232

In the initial inquiry, the requester must provide full name, social security number, activity where layaway sales were transacted. A list of other offices the requester may visit will be provided after initial contact at the office listed above. All the time of a personal visit, requesters must provide the following proof of identity: Name, date of birth, place of birth, father's first name, mother's maiden name.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

The individual

**Systems exempted from certain provisions of the act:**

None

## N00250 MILITARY-MISYS

**System name:**

Resale System Military Management Information System

**System location:**

Commanding Officer Navy Resale System Office 3rd Avenue and 29th Street Brooklyn, NY 11232

**Categories of individuals covered by the system:**

Present and past military officer and key enlisted personnel assigned to the Navy Resale System.

**Categories of records in the system:**

Management Information System (including: Name; rank or rate; social security number; designation date of rank; date reported; rotation date; educational level; lineal number; dependency status) Card file on officers assigned (including: dates in Navy Resale System; promotion status; location of assignments) Correspondence folder with Officer and senior enlisted personnel (containing: preference of assignment; biographical information; and orders)

**Authority for maintenance of the system:**

5USC301 and 10USC5031

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To determine recommended replacements for Key Military personnel; to recommend actions to the Officer, Personnel Division, Navy Systems Command; to keep a record of orders and pertinent correspondence with individual personnel.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

The media in which these records are maintained vary, but include: Magnetic tape; printed reports; card files and file folders.

**Retrievability:**

Name; service number; social security number

**Safeguards:**

Locked file cabinets; locked archives; supervised office spaces and supervised computer tape library which is accessable only through the computer center (entry to computer center is controlled by a combination lock known by authorized personnel only).

**Retention and disposal:**

Navy exchange records retention standards are contained in the 'Disposal of Navy and Marine Corps Records, Part II Chapters 4 and 5 and/or the Navy Exchange Manual.

**System manager(s) and address:**

Policy Official
Commanding Officer
Navy Resale System Office
3rd Avenue and 29th Street
Brooklyn, NY 11232

Record Holder
Director, Military Personnel (MP)
Navy Resale System Office
3rd Avenue and 29th Street
Brooklyn, NY 11232

**Notification procedure:**

Written contact may be made by addressing inquiries to:
Director, Military Personnel (MP)
Navy Resale System Office
3rd Avenue and 29th Street
Brooklyn, NY 11232

In the initial inquiry, the requester must provide full name, social security number or service number. At the time of a personal visit, the requester must provide the following proof of identity: Name; date of birth; place of birth; father's full name and mother's maiden name.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contestng contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

U.S. Navy Manpower Information System; the Bureau of Personnel Navy); the individual; the individual's superior officer.

Systems exempted from certain provisions of the act:

None

N00250 PAY&BENEFITS

System name:

Payroll and Employee Benefits Records

System location:

Commanding Officer, Navy Resale System Office, 3rd Ave. and 29th St., Brooklyn, NY 11232 (for all Navy Exchanges) Commissory Store Operations as listed in the directory of Department of the Navy mailing addresses.

Categories of individuals covered by the system:

Civilian employees and former civilian employees with the Navy Resale System Office and Navy exchanges located world-wide. (payroll and benefits information) Civilian employees and former civilian employees of Coast Guard exchanges, clubs and messes and US Navy civilian employees and former civilian employees of Special Services and BUPERS clubs and messes. (Benefits information only).

Categories of records in the system:

Distribution reports; tax reports; leave accrual reports; earnings records cards, payroll registers; insurance records and reports regarding property damage, personal injury or death, group life, disability, medical and retirement plan; payroll savings authorization; record of payroll savings; overtime authorization; Treasury Department tax withholding exemption certificate.

Authority for maintenance of the system:

5 USC 301 and 10 USC 5031

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To calculate pay; prepare checks for distribution; prepare deduction registers; leave records; to submit federal and state tax reports; to record contributions to benefit plans; to process all insurance claims; to provide information as required to the insurance carriers and U.S. Department of Labor, Bureau of Employees Compensation; to calculate retirement benefits upon request of employees;

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The media in which these records are maintained vary, but include: Magnetic tape files; card files; file folders; ledgers; and printed reports.

Retrievability:

Name and/or social security number; employee job number; employee payroll number.

Safeguards:

Locked file cabinets; safes; locked offices which are supervised by appropriate personnel, when open; security guards; supervised computer tape library which is accessable only through the computer center (entry to computer center is controlled by a combination lock known by authorized personnel only).

Retention and disposal:

Navy exchange records retention standards are contained in the 'Disposal of Navy and Marine Corps Records, Part II, Chapters 4 and 5.' and/or the Navy Exchange Manual.

System manager(s) and address:

Policy Official
Commanding Officer
Navy Resale System Office
3rd Ave. and 29th St.
Brooklyn, NY 11232

Record Holder
Manager, Recruitment and Employment
Navy Resale System Office
3rd Ave and 29th St
Brooklyn, NY 11232

Individual record holders within the central system may be contacted through the central system record holder.

Notification procedure:

Written contact may be made by addressing inquiries to:
Manager, Recruitment and Employment (IR3)
Navy Resale System Office
3rd Ave. and 29th St.
Brooklyn, NY 11232

In the initial inquiry the requester must provide full name, social security number, activity where last employed. A list of other offices the requester may visit will be provided after initial contact is made at the office listed above. At the time of a personal visit, requesters must provide the following proof of identity: Name, date of birth, place of birth, father's first name and mother's maiden name.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

The employee of former employee; payroll department; the employee's supervisor and the employee's physician or insurance carrier's physician.

Systems exempted from certain provisions of the act:

NONE

N00250NAVLODGE RECORD

System name:

Navy Lodge Records

System location:

Commanding Officer, Navy Resale System Office, 3rd Ave. and 29th St., Brooklyn, NY 11232 (for all Navy Exchanges)

Categories of individuals covered by the system:

Patrons and guests authorized lodging at a Navy exchange Navy Lodge.

Categories of records in the system:

Reservation Request; Guest Registration Card; Navy Lodge Guest Folio; Equipment Rental Lists

Authority for maintenance of the system:

5 USC 301 and 10 USC 5031

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

A record of reservations to insure orderly room assignment and avoid improper booking; record registration and payment of account; verify proper usage by eligible patrons; cash control; gathering of occupancy data; determine occupancy breakdown; rental and furnishings accountability.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The media in which these records are maintained vary, but include: folio card; ledger; Guest Registration Cards; and local copies and reports of central system reports.

Retrievability:

Name; service number; social security number

Safeguards:

Supervised offices; locked files

Retention and disposal:

Navy exchange records retention standards are contained in the 'Disposal of Navy and Marine Corps Records, Part II, chapters 4 and 5. and the Navy Exchange Manual. Local reservation request forms are destroyed 1 month after the actual date of check-in.

System manager(s) and address:

Policy Official
Commanding Officer
Navy Resale System Office
3rd Ave. and 29th St.
Brooklyn, NY 11232

Record Holder
Manager, Personalized Services (SM6)
Navy Resale System Office
3rd Ave. and 29th St.
Brooklyn, NY 11232

Individual record holders within the central system may be contacted through the central system record holder.

Notification procedure:

Written contact may be made by addressing inquiries to:
Manager, Personalized Services (SM6)
Navy Resale System Office
3rd Ave. and 29th St.
Brooklyn, NY 11232

In the initial inquiry the requester must provide full name, social security number, service number and location of the last Navy Lodge where they had dealings. A list of other offices the requester may visit will be provided after initial contact is made with the office listed above. At the time of a personal visit, requesters must provide the following proof of identity: Name; date of birth; place of birth; father's first name and mother's maiden name.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

The individual patron and the charges he or she incurred during a visit at the Navy Lodge.

**Systems exempted from certain provisions of the act:**

None

N00251 007

**System name:**

Legal Office Litigation/Correspondence Files

**System location:**

Commander, Puget Sound Naval Shipyard, Bremerton, WA 98314

**Categories of individuals covered by the system:**

Criminal and civil plaintiffs/defendants involved in litigation against or involving Puget Sound Naval Shipyard

**Categories of records in the system:**

Statements, affidavits, correspondence, briefs, petitions, court records involving litigation and related matters

**Authority for maintenance of the system:**

Title 28, USC; Executive Order 10561; 5 USC 301; 10 USC 801-940

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Preparation of correspondence, litigation material

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File cabinets

**Retrievability:**

Case citation, name of individual

**Safeguards:**

Locked in executive spaces

**Retention and disposal:**

Most are retained permanently, others disposed of in accordance with Defense Disposal Manual

**System manager(s) and address:**

Commander, Puget Sound Naval Shipyard, Bremerton, WA 98314, or Legal Officer (Code 107), Puget Sound Naval Shipyard

**Notification procedure:**

Direct inquiry to SYSMANAGER, providing name, rank/rate/shop or badge number and social security number

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager

**Record source categories:**

Court records, personal interviews and statements, departmental records, State and Federal records, police reports and complaints, general correspondence

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N00251 080

**System name:**

Puget Sound Naval Shipyard, Navy Exchange Tobacco Sales

**System location:**

Commander, Puget Sound Naval Shipyard, Bremerton, WA 98314

**Categories of individuals covered by the system:**

Authorized patrons of facility

**Categories of records in the system:**

Purchaser's name, serial number, duty station or home address, date, item and quantity of purchase

**Authority for maintenance of the system:**

5 USC 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Review for possibility of resale

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Batch files by date

**Retrievability:**

Name

**Safeguards:**

File cabinet in locked office

**Retention and disposal:**

4 Months - disposed through commercial disposal facilities

**System manager(s) and address:**

Commander, Puget Sound Naval Shipyard, Bremerton, WA 98314 and Navy Exchange Officer

**Notification procedure:**

Direct inquiry to SYSMANAGER, providing name and approximate date of purchase

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the system manager.

**Record source categories:**

Information provided by the individual.

**Systems exempted from certain provisions of the act:**

None

N00344 BP 714003

**System name:**

Youth Activities Association Membership Record

**System location:**

Commanding Officer Naval Air Station FPO San Francisco, CA 96611

**Categories of individuals covered by the system:**

All eligible applicants for membership in non-appropriated fund recreational activities for youths

**Categories of records in the system:**

Membership cards (5 in. x 7 in.) recording personal data provided by individual applicants

**Authority for maintenance of the system:**

5 USC 301, Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information used exclusively by Military Services Department to record membership status in th youth association, to verify the youth's eligibility for participation in youth activities, to identify and aid in the location of a youth's sponsor in the event of emergencies, and to verify sponsor's agreement to provide volunteer assistance in furtherance of youth activities

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Card file

**Retrievability:**

By sponsor's name

**Safeguards:**

Card file is in Military Services Office, marked for official use only, office is locked after normal working hours

Retention and disposal:

Kept until membership status terminates and then destroyed

System manager(s) and address:

Military Services Officer Naval Air Station FPO San Francisco, CA 96611

Notification procedure:

Individual inquiries to be made in person at SYSMANAGER address above. Requstor to provide full name and military status; proof of identity to be made by presentation of military identification card or valid driver's license.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Individual applicants provide all information

Systems exempted from certain provisions of the act:

None

N00600-1NAVTIS

System name:

Navscols/Tis, USMC Aviation Training Supsys

System location:

Schools and other training activities or similar organizational elements of the Department of the Navy and Marine Corps as listed in the directory of Department of Navy activities.

Categories of individuals covered by the system:

Records of present, former, and prospective students at Navy and Marine Corps schools and other training activities or associated educational institution of Navy sponsored programs; instructors, staff and support personnel; participants associated with activities of the Naval Education and Training Command, including the Navy Campus for Achievement and other training programs; tutorial and tutorial volunteer programs; dependents' schooling.

Categories of records in the system:

Schools and personnel training programs administration and evaluation records. Such records as basic identification records i.e., social security number, name, sex, date of birth, personnel records i.e., rank/rate/grade, branch of service, billet, expiration of active obligated service, professional records i.e., Navy enlisted classification, military occupational specialty for Marines, subspecialty codes, test scores, basic test battery scores, and Navy advancement test scores. Educational records i.e., education levels, service and civilian schools attended, degrees, majors, personnel assignment data, course achievement data, class grades, class standing, and attrition categories. Academic/training records, manual and mechanized, and other records of educational and professional accomplishment.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Schools and training programs administration and evaluation. Student performance, progression and prediction; instructors performance; organizational and administrative control. Internal Navy users are Chief of Naval Personnel, Naval Education and Training Command Activities Staff Personnel and the Commandant of the Marine Corps and his designated officials in the performance of their duties relating to aviation training/assignments. Type commanders; Health/Science Education Training Center; Cheif, Bureau of Medicine and Surgery; Commander Naval Recruiting Command, and to other Department of the Navy officials in the performance of personnel training functions. Information may be used to determine course and training demands, requirement, and achievements; analyze student groups or courses; provide academic and performance evaluation in response to official inquiries; guidance and counseling of students; preparation of required reports, and for other training administration and planning purposes. Internal users are staff and faculty. Information is provided to officials of the Department of Defense on 'need-to-know' basis in the performance of their official duties; and for reporting to other government agencies, such as HEW. It may be provided to such civilian contractors and their employees as are or may be operating in accordance with an approved official contract with the U.S. Government.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in microform or in file folders, card files, file drawers, cabinets, or other filing equipment. Automated records may be stored on magnetic tape, discs, punched cards, etc.

Retrievability:

Social security number and name

Safeguards:

Access is provided on a 'need-to-know' basis and to authorized personnel only. Records are maintained in controlled access rooms or areas. Data is limited to personnel training associated information. Computer terminal access is controlled by terminal identification and the password or similar system. Terminal identification is positive and maintained by control points. Physical access to terminals is restricted to specifically authorized individuals. Password authorization, assignment and monitoring are the responsibility of the functional managers. Information provided via batch processing is of a predetermined and rigidly formatted nature. Output is controlled by the functional managers who also control the distribution of output.

Retention and disposal:

Records disposal manual.

System manager(s) and address:

The commanding officer of the activity in question. See the directory of Navy and Marine Corps activities mailing addresses.

Notification procedure:

Apply to system manager. Requestor should provide his full name, social security number, military or civilian duty status, if applicable, and other data when appropriate, such as graduation date. Visitors should present drivers license, military or Navy civilian employment identification card, or other similar identification.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Individuals, schools and educational institutions, Chief of Naval Personnel, staff of Naval Education and Training Command and other activities and the Commandant of the Marine corps; instructor personnel; and commander, Naval Recruiting Command.

Systems exempted from certain provisions of the act:

None

N0529A NAVJAG 5813-1

System name:

Court-Martial Case Report

System location:

Chief, Navy-Marine Corps Trial Judiciary, Washington Navy Yard, Washington, D.C. 20374

Categories of individuals covered by the system:

All individuals having appeared before a special or general court-martial within the preceding two fiscal years.

Categories of records in the system:

The recording of the Article violation of the UCMJ, the plea, the finding, the sentence and other related information concerning the trial.

Authority for maintenance of the system:

5 USC 301, Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to formulate status reports provided to JAG when directed by him to do so.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Stored in file folders by circuit and fiscal year

Retrievability:

By name or case number

Safeguards:

Personnel screening, visitor control

**Retention and disposal:**

Two fiscal years. They are not moved to Record Centers but are disposed of after two fiscal years in the same manner as all other unclassified material, i.e., general destruction.

**System manager(s) and address:**

Circuit Military Judge
ATLANTIC Judicial Circuit
Navy-Marine Corps Trial Judiciary
Washington Navy Yard
Washington, D.C. 20374

**Notification procedure:**

Write to address listed under SYSMANAGER. Provide full name, branch of service, military status, where stationed when tried, and when tried

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager

**Record source categories:**

Military Judge of respective individual's court-martial

**Systems exempted from certain provisions of the act:**

NONE

## N09191 POW DEBRIEFS

**System name:**

Summary debriefs of former Prisoners of War.

**System location:**

Fleet Aviation Specialized Operational Training Group, Pacific Fleet, Naval Air Station, North Island, San Diego, California 92135

**Categories of individuals covered by the system:**

Former Prisoners of War in Southeast Asia.

**Categories of records in the system:**

Synopsis of captivity experiences as summarized by debriefers.

**Authority for maintenance of the system:**

5 USC 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Background information on captivity experiences, resistance techniques, and survival aspects including indoctrination, interrogation, PW organization, communications, medical/isolation conditions and facilities for use in training program. Users are school instructors/managers.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders.

**Retrievability:**

Name.

**Safeguards:**

Need to know certification, locked room, limited access building with visitor control, GSA Approved Security Container.

**Retention and disposal:**

Held indefinitely in support of training.

**System manager(s) and address:**

Commander, Naval Intelligence Command, Naval Intelligence Command Headquarters, 2461 Eisenhower Avenue, Alexandria, Virginia 22331.

**Notification procedure:**

Commanding Officer of military personnel submit visit request (OPNAV Form 5521-27) to Commanding Officer, Fleet Aviation Specialized Operational Training Group, Pacific Fleet, Naval Air Station, North Island, San Diego, California 92135. Civilian personnel submit request to System Manager.

**Record access procedures:**

The Agency's rules for access to records may be obtained from the System Manager.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the System Manager.

**Record source categories:**

Debriefing sessions with individual concerned.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

## N09520 CMIS

**System name:**

Court-Martial Index and Summary

**System location:**

Commander Light Attack Wing, U. S. Pacific Fleet, Naval Air Station, Lemoore, California 93245

**Categories of individuals covered by the system:**

Every accused tried by court-martial convened by a subordinate command

**Categories of records in the system:**

A card which summarizes the pertinent information from a record of trial such as name, rate, charges, pleas, findings, sentence, convening and supervisory authorities actions.

**Authority for maintenance of the system:**

5 USC 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Summarise records of trial for reviewing officers and provide an alphabetical index for locating filed records.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

5' X 7' index cards

**Retrievability:**

Name

**Safeguards:**

Maintained in manned room which is locked during non-working hours.

**Retention and disposal:**

Maintained for five years. Destroyed by burning.

**System manager(s) and address:**

Staff Judge Advocate, Commander Light Attack Wing, U. S. Pacific Fleet, Naval Air Station, Lemoore, California 93245

**Notification procedure:**

Information can be obtained by writing SYSMANAGER or visiting his office and providing full name, Social Security Account Number and year of court-martial. Military ID card or driver's license will be sufficient for visitors.

**Record access procedures:**

The Agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Record

**Systems exempted from certain provisions of the act:**

None

## N30460(STUDENT)

**System name:**

Legal Diary

**System location:**

Naval Air Technical Training Center, Lakehurst, New Jersey 08733

**Categories of individuals covered by the system:**

The Legal Diary contains chronological summaries of events/dispositions of individuals, both staff and student, which cause other than routine actions to be taken by the Legal Division of the Administrative Department, Naval Air Technical Training Center, Lakehurst, New Jersey.

**Categories of records in the system:**

The Legal Diary is composed of 8 1/2' X 11 1/2' pages on which the following information is recorded: rate, name of individual, branch of service, social security number, and summarized chain of

events and dispositions in the case of the individual related to discipline and/or legal assistance.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Legal Diary is utilized to document legal actions, current and past, and aids in briefing the Commanding Officer, NATTCL with a view toward proper disposition of current cases. Past (closed) cases retained on file are utilized for providing precedence for current cases, and answering higher authority with regard to inquiry of past cases handled.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File Folders

Retrievability:

Chronological

Safeguards:

Locked room

Retention and disposal:

Two years

System manager(s) and address:

Legal Assistance Referral Officer, NATTCL

Notification procedure:

Apply to System Manager.

Record access procedures:

The Agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Police Department/Court records, military security records, credit organizations, service record entries, military/civilian hospitals.

Systems exempted from certain provisions of the act:

None

N30571 STAEMP/FININ

System name:

Statements of Employment and Financial Interest

System location:

Organizational elements of the Department of the Navy as listed in the directory of Department of the Navy activities.

Categories of individuals covered by the system:

Persons filing DD 1555 or DD 1555-1

Categories of records in the system:

DD 1555 or DD 1555-1 and supplemental lists or reports.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations and E.O. 11222.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For supervisors and counselors to determine whether the employee has or may have a conflict of interest. For law enforcement and investigatory agencies, such as the Naval Investigative Service, Federal Bureau of Investigation, and Department of Justice, to handle violations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders and card files.

Retrievability:

Name.

Safeguards:

Safe or locked file cabinet accessible to authorized personnel only.

Retention and disposal:

Per SECNAV Records Disposal Manual.

System manager(s) and address:

Commanding Officer or head of the organization in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concerned, his supervisor, and the counselor.

Systems exempted from certain provisions of the act:

None

N30640 NATTCL 1080/1

System name:

Students Awaiting Legal, Medical Action Account

System location:

Naval Air Technical Training Center, Lakehurst, New Jersey 08733

Categories of individuals covered by the system:

a. The student locator card file contains specific data on all student personnel assigned to NATTCL, whether or not they successfully completed training. A dead file is maintained after the student is transferred.

b. The 'Others' File is a list of all students on board that are not enrolled in class. Categories include: disciplinary, medical, and administrative (awaiting orders, port calls, passports, humanitarian requests, administrative discharge).

Categories of records in the system:

a. The student locator card file is composed of 4" X 6" cards on which the following is recorded: Name, previous command, rate, branch of service, date of transfer, new duty station and command, estimated date of arrival, standard transfer order number, and rate upon departure.

b. The following information is included on students listed in the 'Others' file: date of hold, type of hold, estimated period of hold, work assignment, parent command notification, date re-enrolled, availability submission (used to notify Chief of Naval Personnel of member's availability for transfer), date orders or discharge authorization received, date transferred, and remarks.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

a. The file is used routinely to verify date of departure; to determine, in conjunction with the next duty station, if member is an unauthorized absentee; to verify attendance and/or completion of training; to answer requests by parents who do not know the school or class which member is attending; for forwarding official correspondence.

b. This file is utilized to maintain accountability of all students not enrolled in class to ensure the appropriate administrative actions are completed in a timely manner ensuring minimum delay in the training pipeline. The file is utilized daily by the Student Control Office and is routed periodically to the Commanding Officer via the Personnel Officer, Administrative Officer, and Executive Officer.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

a. Index card drawer
b. File Folders

Retrievability:

a. Name
b. Name, Rate, Social Security Number

Safeguards:

a. Locked room
b. Maintained in locked room - accessibility is limited to the Student Control Office personnel, Personnel Officer, Administrative Officer, Legal Officer, Executive Officer, and Commanding Officer.

Retention and disposal:

a. Two years
b. Two years

System manager(s) and address:

a. Personnel Office Supervisor

b. Personnel Office Supervisor

**Notification procedure:**

a. The file is available to members upon proper identification.

b. The file does not contain information beneficial to the individual; however, with proper identification any student can review the form pertaining to himself. This may be accomplished by presentation of military I.D. Card to a responsible petty officer in the Student Control Office.

**Record access procedures:**

The Agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

a. Official documents such as orders, assignment directives, and service records.

b. Sources of information are: NATTCL Schools, Medical Authorities, Legal Officer, Transfer Section of Personnel Office, Drug Exemption Officer, NATTCL Duty Office.

**Systems exempted from certain provisions of the act:**

None

## N31698.WHSP

**System name:**

White House Support Program

**System location:**

White House Liaison Office, Office of the Secretary of the Navy, Department of the Navy, Washington, DC 20350.

**Categories of individuals covered by the system:**

All Navy and Marine Corps military and civilian personnel and contractor employees who have been nominated by their employing activities for assignment to Presidential support duties.

**Categories of records in the system:**

Personnel records, correspondence, and other documents and records in both automated and nonautomated form concerning classification, security clearances, assignment, training, and other qualifications relating to suitability for Presidential support duties.

**Authority for maintenance of the system:**

5 U.S.C. 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy, other components of the Department of Defense, and Executive Office of the President in the performance of their official duties related to personnel administration and the evaluation and nomination of individuals for assignment to Presidential support duties; officials and employees of other federal agencies and offices, upon request, in the performance of their official duties related to the provision of Presidential support and protection; the Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. General use and purpose: To insure that only those individuals most suitably qualified are assigned to duty in Presidential support activities.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Automated records may be stored on magnetic tapes, disc drums, and on punched cards. Manual records may be stored in file folders, or microform.

**Retrievability:**

Manual Records: By name if individual has been nominated and not yet approved. By OSD approval date if individual has been approved, and by employing activity removal date if an individual is removed from assignment for cause. Automated records may be retrieved by name, social security number, and control number.

**Safeguards:**

Records are afforded appropriate protection at all times, stored in locked rooms and locked file cabinets, and are accessible only to authorized personnel who have a definite need to know and who are properly screened, cleared, and trained.

**Retention and disposal:**

Records are retained or disposed of in accordance with SECNAVINST P5212.5B, subj: Disposal of Navy and Marine Corps records.

**System manager(s) and address:**

Administrative Aide to the Secretary of the Navy, Navy Department, Washington, D.C. 20350

**Notification procedure:**

Requests from individuals by correspondence should be addressed to the Office of the Administrative Aide to the Secretary of the Navy, Navy Department, Washington, D.C. 20350. Visits are limited to the Office of the Administrative Aide to the Secretary of the Navy. Written requests should contain the full name of the individual and his social security number. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, etc.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Officials and employees of the Department of the Navy and other Department of Defense components; federal, state, and local court documents; civilian and military investigative reports; general correspondence concerning the individual; and federal and state agency records.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552a (k)(1), (2), (3) and (5), as applicable. For additional information, contact the System Manager.

## N31708NC&PB

**System name:**

Naval Clemency and Parole Board files

**System location:**

Naval Clemency and Parole Board, Room 729, Ballston Tower 2, 801 North Randolph Street, Arlington, Va. 22203

**Categories of individuals covered by the system:**

Members or former members of the Navy or Marine Corps whose cases have been or are being considered by the Naval Clemency and Parole Board.

**Categories of records in the system:**

The file contains individual applications for clemency or parole, reports and recommendations thereon indicating progress in confinement or while awaiting completion of appellate review if not confined, or on parole; correspondence between the individual or his counsel and the Naval Clemency and Parole Board or other Navy offices; other correspondence concerning the case; the court-martial order and staff Judge Advocate's review; and a summarized record of the proceedings of the Board.

**Authority for maintenance of the system:**

10 U.S.C. 874(a), 952-954

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The file is used in conjunction with periodic review of the member's or former member's case to determine whether or not clemency or parole is warranted. The file is referred to in answering inquiries from the member or former member or their counsels. The file is referred to by the Navy Discharge Review Board and the Board for Correction of Naval Records in conjunction with their subsequent review of applications from members or former members. The file is also used by counsel in connection with representation of members or former members before the Naval Clemency and Parole Board.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Folders are filed by name and social security number or service number.

**Safeguards:**

Files are kept within the Naval Clemency and Parole Board administrative office. Access during business hours is controlled by Board personnel. The office is locked at the close of business; the building in which the office is located employs security guards.

Retention and disposal:

Files are permanent. They are retained in the Naval Clemency and Parole Board's administrative office until all portions of the sentence have been completed and the discharge has been executed. After that the folders are sent to Washington National Records Center, 4025 Suitland Road, Suitland, MD. 20023

System manager(s) and address:

Director, Navy Council of Personnel Boards, Department of the Navy, 801 North Randolph Street, Arlington, Va. 22203

Notification procedure:

Information may be obtained from the Naval Clemency and Parole Board, Room 905, 801 North Randolph Street, Arlington Va. 22203, Telephone 202/692-4592

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information contained in the file is obtained from the member or former member or from those acting in their behalf, from confinement facilities, from military commands and offices, from personnel service records and medical records, and from civilian law enforcement agencies or individuals.

Systems exempted from certain provisions of the act:

Portions of this system may be exempt under 5 U.S.C. 552a(j) or (k), as applicable. For additional information contact the system manager.

N31708NDRB

System name:

Navy Discharge Review Board Proceedings.

System location:

Navy Discharge Review Board, Room 910, Ballston Tower 2, 801 North Randolph Street, Arlington, Va. 22203

Categories of individuals covered by the system:

Former Navy and Marine Corps personnel who have submitted applications for review of discharge or dismissal pursuant to 10 USC 1553, or whose discharge or dismissal has been or is being reviewed by the Navy Discharge Review Board, on its own motion, or pursuant to an application by a deceased former member's next of kin.

Categories of records in the system:

The file contains the former member's application for review of discharge or separation, any supporting documents submitted therewith, copies of correspondence between the former member or his counsel and the Navy Discharge Review Board and other correspondence concerning the case, and a summarized record of proceedings before the Board.

Authority for maintenance of the system:

10 USC 1553

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The file is used in conjunction with the consideration of the former member's application for review of discharge or dismissal and any subsequent application by the member. The file is referred to in answering inquiries from the former member or counsel regarding the action taken in the former member's case. The file is referred to by the Board for Correction of Naval Records in conjunction with its review of any subsequent application by the former member for a correction of records relative to the former member's discharge or dismissal. The file is used by counsel for the former member, and by accredited representatives of veterans' organizations recognized by the Administrator of Veterans' Affairs under 38 U.S.C. 3402 and duly designated by the former member as his or her representative before the Navy Discharge Review Board.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; plastic recording disks and recording cassettes.

Retrievability:

The records are filed by name, by social security number, and by service number.

Safeguards:

Files are kept within the Navy Discharge Review Board's administrative office. Access during business hours is controlled by Board personnel. The office is locked at the close of business; the building in which the office is located employs security guards.

Retention and disposal:

Files are permanent. They are retained in the Navy Discharge Review Board's administrative office for two years. After that time, they are sent to the Federal Records Center, Suitland, Maryland

System manager(s) and address:

Director, Navy Council of Personnel Boards, Department of the Navy, 801 North Randolph Street, Arlington, Va. 22203

Notification procedure:

Information may be obtained from The Navy Discharge Review Board, Room 905, 801 North Randolph Street, Arlington, Va. 22203. Telephone 202/692-4991

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information contained in the files is obtained from the former member or those acting on the former member's behalf, from military personnel and medical records, and from records of law enforcement investigations.

Systems exempted from certain provisions of the act:

NONE

N57043 NAVMAR4065

System name:

Commissary Control Program

System location:

Commander in Chief Pacific Representative, Guam and the Trust Territory of the Pacific Islands, FPO San Francisco 96630

Categories of individuals covered by the system:

All authorized commissary patrons on Guam

Categories of records in the system:

Automated master tape, purchase amounts, abuser notification letters

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Quarterly review by authorized personnel to identify potential abusers

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Master tape, punched cards, readout lists, file folders on purchase entries and abuser letters

Retrievability:

Social security account number

Safeguards:

Maintained in file cabinet in locked office spaces

Retention and disposal:

Names maintained on master tape and deleted three months after last purchase

System manager(s) and address:

Commander in Chief Pacific Representative, Guam and the Trust Territory of the Pacific Islands

Notification procedure:

Apply to the system manager.

Record access procedures:

The agency rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Individual to whom records pertain.

Systems exempted from certain provisions of the act:

None

N60258 002

System name:

Welfare and Recreation Ticket Selection Program

System location:

Commander, Long Beach Naval Shipyard, Long Beach, CA 90801

Categories of individuals covered by the system:

All On-Board Employees of the Command

Categories of records in the system:

Name, Shop, Badge, Date won, Signature

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To award tickets to employees on a random basis.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer print-outs

Retrievability:

By random sequence number indexed to Name, Shop and Badge No.

Safeguards:

Stored in a locked cabinet in the Industrial Relations Department

Retention and disposal:

Until every employee has been awarded tickets.

System manager(s) and address:

Commander, Long Beach Naval Shipyard, Long Beach, CA 90801

Notification procedure:

Direct inquiry to the SYSMANAGER, providing Shop, Badge and Name

Record access procedures:

The Agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Payroll Master File.

Systems exempted from certain provisions of the act:

None

N60530 1

System name:

BIBLIOGRAPHY

System location:

Naval Weapons Center; China Lake, Ca. 93555

Categories of individuals covered by the system:

Employees of the NWC who have authored local or open literature publications or who have been granted patents or a notice of allowability for a patent.

Categories of records in the system:

Publications and patents of activity employees with a summary of its content.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Primary use is as a technical reference document for scientific and engineering literature published by the Naval Weapons Center. Users are headquarters officers, other DOD laboratories in all three services, and private industry scientific research and development organizations.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Official, bound publication

Retrievability:

Name of author or inventor, subject of publication or patent, or number of publication or patent.

Safeguards:

Document is kept in locked, secured area. Individuals allowed access based on showing of need to know and proper security clearance.

Retention and disposal:

Indefinitely.

System manager(s) and address:

Head, Informatin Department, Naval Weapons Center, China Lake, California 93555.

Notification procedure:

Individuals can determine whether the system contains records pertaining to them by contacting the system manager or visiting that office. Activity security badge will constitute proof of identity.

Record access procedures:

The Agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

The authors listed and the departments in which they are employed.

Systems exempted from certain provisions of the act:

None

N61339 WA1144

System name:

Design of Training Systems Data Base - Instructor File

System location:

Commanding Officer Fleet Training Center Norfolk, VA 23511

Categories of individuals covered by the system:

The system contains records on each instructor assigned to the Fleet Training Center, Norfolk, Virginia.

Categories of records in the system:

The Instructor File contains the following information: Instructor Number, Name, Initials, Rate/Rating, Assigned Department, Reporting Date, Month/ Year Rotation Date, Contact Hours Available.

Authority for maintenance of the system:

5 USC 301, Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information contained in the instructor file is used in a Research and Development effort to determine the feasibility of the application of mathematical models at the Fleet Training Center, Norfolk, Virginia for the management and control of instructor resources. The internal users of this system are the Fleet Training Center, Norfolk, VA, and the Training Analysis and Evaluation Group, Orlando, Florida. The system was developed under contract by the International Business Machines Corporation, 7900 N. Astronaut Boulevard, Cape Canaveral, Florida.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic Disc

Retrievability:

Instructor Number

Safeguards:

Sign-on procedures on computer terminal with guarded password to prevent unauthorized access.

Retention and disposal:

The instructor records are maintained to support a feasibility study under a research and development contract. The contract ends in September 1975 with maintenance of the files continued until 1976. If the results of the study prove the feasibility of the approach the system would be appropriately modified and become operational. Otherwise, the system records would be effectively destroyed. Records have been effectively maintained from February 1975.

System manager(s) and address:

Policy Official

Director
Training Analysis and Evaluation Group
Orlando, Florida 32813
Record Holder
Commanding Officer
Fleet Training Center
Norfolk, Virginia

Notification procedure:

Individuals can determine whether the system contains records pertaining to them by writing the SYSMANAGER indicated, giving full name, instructor number, and service time attached to the Fleet Training Center, Norfolk, VA as an instructor. Personal visits to the SYSMANAGER require the same information.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Officer Master File System, Enlisted Master File System, Navy Intergrated Training and Resources Administration System.

Systems exempted from certain provisions of the act:

None

## N61581 LOGISTICS

System name:

Otsu Prision health and comfort items

System location:

Commander Fleet Activities, FPO Seattle 98762

Categories of individuals covered by the system:

Individuals who have been imprisoned under Japanese Law and Jurisdiction for various offenses.

Categories of records in the system:

Record of requests for, receipt of, and issues to of individuals imprisoned in Otsu Prison located in Yokosuka, Japan.

Authority for maintenance of the system:

5 USC 301, Departmental Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used for billing armed services, other than Navy and Marine Corps for items of health and comfort issued to their personnel imprisoned. Billing is prepared in accordance with existing interservice support agreements (ISSAS). Additionally, file used to answer complaints in instances where prisoners contend they are not supported properly.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folder.

Retrievability:

Alphabetically by surname. New individual files instituted with arrival of individual in prison. Previous files retrieved to semi-active for one year and thereafter destroyed without report.

Safeguards:

Files maintained in locked file cabinet in locked office.

Retention and disposal:

Destroyed without report after two years.

System manager(s) and address:

Commander Fleet Activities, FPO Seattle 98762

Notification procedure:

Requests from individuals should be addressed to the SYSMANAGER listed above and provide, as a minimum, the following information: rank/ rate, full name, branch of service, social security number. Files maintained in logistics within command and requestors may visit this office for review of their files during normal working hours. Proof of identification limited to Armed Forces Identification Cards or Passports.

Record access procedures:

The agency's rule for access to record may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Prison Officials.

Systems exempted from certain provisions of the act:

None.

## N62585 RATION PERMITS

System name:

Ration Card, Luxury Permit Record Cards.

System location:

Commander, U.S. Naval Activities, United Kingdom, Box 60, FPO NY 09510

Categories of individuals covered by the system:

Officer, Enlisted and civilian component personnel

Categories of records in the system:

Ration Card/Luxury Permit holders are entered on a 5"X8" color coded cards, which are contained in boxes and maintained alphabetically. Ration Cards/Luxury Permit are registered in log, showing name of individual and number of Ration Card/Luxury Permit issued.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purposes of the maintenance of records are (1) to establish strict control over persons entitled to acquire tax-free ration items; (2) to ensure entitled personnel do not obtain more than one ration card/luxury permit, and (3) for the purposes of inspection by officers of Her Majesty's Commissioners of Customs and Excise, United Kingdom, with whom Ration Card and Luxury Permits program was originally negotiated by the U.S. military authorities. Access to records is available to accredited members of the Naval Investigative Service Office upon request.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

All Ration Card/Luxury Permit records maintained on 5"X8" cards filed and listed in numerical order in logs.

Retrievability:

Name

Safeguards:

Records held in file cabinets in space maintained by Enlisted Personnel Office during working hours and locked after working hours.

Retention and disposal:

All records maintained for duration of tour of personnel concerned. Thereafter destroyed when ration card/luxury card destroyed.

System manager(s) and address:

Commander, U.S. Naval Activities, United Kingdom, Box 60, FPO NY 09510

Notification procedure:

Personnel presenting a valid military identification card or Department of Defense identification card at this office, can obtain viewing of all records pertaining to themselves. No procedures exist for providing this type of information by mail, nor is it normally required by individuals.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Not applicable

Systems exempted from certain provisions of the act:

NONE

## N62585POV/GAS RECORDS

System name:

Privately-owned Tax-free Vehicle Record Cards. Tax-free Gasoline Record Cards.

System location:

Commander, U. S. Naval Activities, UK, FPO NEW YORK 09510

Categories of individuals covered by the system:

Officers, enlisted and civilian component personnel.

Categories of records in the system:

Privately-owned tax/free vehicles and owners are entered on typewritten 8' x 5' white cards, which are contained in boxes and maintained alphabetically. Gasoline coupon records are maintained on individually-completed green 8' x 5' cards (3AF FORM 43) AND FILED ALPHABETICALLY. i.d. windscreen stickers registered in log, showing name of individual and sticker number allocated.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purposes of the maintenance of records are (1) to establish strict control over persons entitled to acquire tax-free vehicles; (2) to ensure entitled personnel do not obtain gasoline coupons in excess of their entitlement, and (3) for purposes of inspection by officers of Her Majesty's Commissioners of Customs and Excise, United Kingdon, with whom the tax free vehicle and gasoline program was originally negotiated by the U. S. military authorities. Access to records is available to accredited members of the Naval Investigative Services Office upon request.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

All vehicle and gasoline records maintained on 8' by 5' cards. I. D. Stickers listed numerically in register.

Retrievability:

Name.

Safeguards:

Records held in file cabinets in space maintained by Law Center personnel when unsecured and locked when not so monitored.

Retention and disposal:

All records maintained for duration of tour of personnel concerned. Thereafter destroyed when vehicle shipped out of the country or scrapped. Gas coupon records destroyed upon turn-in of unused coupons on departure of personnel.

System manager(s) and address:

Commander, U. S. Naval Activities, UK (Staff Judge Advocate)

Notification procedure:

Individuals presenting a valid military identification card or Department of Defense identification at the Office of the Staff Judge Advocate, U. S. Naval Activities, U. K., can obtain viewing of all records pertaining to themselves. No procedures exist for providing this type of information by mail, nor is it normally required by individuals.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Application by member.

Systems exempted from certain provisions of the act:

NONE

N62695-01

System name:

Naval Audit Personnel Development System

System location:

Naval Audit Service Headquarters, P.O. Box 1206, Falls Church, Virginia, 22041

Categories of individuals covered by the system:

All personnel employed by the Naval Audit Service.

Categories of records in the system:

Employee audit experience and historical career development data.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Audit task assignment and future career development; forecasting talent requirements.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape

Retrievability:

Name, SSN

Safeguards:

Computer System Software; code word access.

Retention and disposal:

Records retained until employee retires, is deceased, or leaves Audit Service for other employment; record is then destroyed.

System manager(s) and address:

Director, Naval Audit Service is overall policy official; Director, Education and Training Division has direct control; Naval Audit Service HQ, Falls Church, Va 22041

Notification procedure:

Apply to System Manager

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual concerned. Standard civilian personnel files.

Systems exempted from certain provisions of the act:

None

N62769-02

System name:

Individual Merchandise Control Record

System location: Merchandise Control Offices:

U. S.Naval Station, Subic Bay, RP
U. S.Naval Air Station, Cubi Point, RP
U. S.Naval Communications Station Philippines, San Miguel, RP

Categories of individuals covered by the system:

Individual records are maintained on each person issued a ration card for purchasing purposes at the various bases in the Philippines.

Categories of records in the system:

Purchases of individuals while attached for duty and authorized to buy items during their tenure in the Philippines.

Authority for maintenance of the system:

Military Bases Agreement and subsequent exchange of notes between the Governments of the United States of America and the Republic of the Philippines.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Monitoring the purchases of individuals to insure they are not over expending their purchase limitations or abusing their tax-free privileges afforded them, plus, identify any possible blackmarketeering.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders

Retrievability:

Name

Safeguards:

Only authorized employees allowed access to files, locked cabinets.

Retention and disposal:

If no violations during tour - destroyed immediately upon detachment; if minor violations - destroyed after three months of detachment; if permanent revocation of privileges invoked - record kept indefinitely.

System manager(s) and address:

Merchandise Control Officers, U.S.Naval Station, Subic Bay; U.S.Naval Air Station, Cubi Point; U.S.Naval Communications Station Phil, San Miguel, RP.

Notification procedure:

Individual must fill out merchandise control information form upon requesting a ration card be issued. Info provided merchandise control officers. Requester must provide merchandise control officer with his name, rank/rate/GS rating, marital status, number of dependents, age of dependents, name of parent command attached to in the Phillipines, social security number, name of dependents; individual can visit merchandise control office applicable to their command for record maintenance. Military ID card required.

Record access procedures:

The Agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Personal data of individual and dependents

Systems exempted from certain provisions of the act:

None

N6276903

System name:

International Legal Hold Files

System location:

U.S. Naval Legal Offices in a foreign country.

Categories of individuals covered by the system:

Military personnel, members of civilian component and their dependents who have had criminal charges lodged against them in a foreign country.

Categories of records in the system:

Case and card files containing copies of legal documents received and filed relative to the case, statements, affidavits, handwritten notes, and other miscellaneous data about the particular case.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by foreign civilian attorneys in representing the accused, by the military legal advisor of the accused and by supervisory personnel monitoring the legal hold status of personnel abroad. Information may be release to other officials in the Department of Defense for required reports.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders and file cards.

Retrievability:

Files are retrieved by name.

Safeguards:

Only personnel in international law department are authorized access. Building is kept locked when not occupied.

Retention and disposal:

Per SECNAV Records Disposal Manual

System manager(s) and address:

Commanding Officer or head of the organization in question. See directory of Department of the Navy mailing addresses.

Notification procedure:

Requester can write to the system manager giving name, rate and service number. Military ID or any standard ID showing applicant's photo shall be sufficient for personal visits.

Record access procedures:

The Agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Foreign judicial system, accused, attorneys representing accused, military legal advisor, Provost Marshal's office, subject's commanding officer, witnesses, and the complainant.

Systems exempted from certain provisions of the act:

None

N62932 COMSYSTOSHOPRE

System name:

Commissary store monetary allowance records

System location:

Officer in Charge
Commissary Store Region, Taipei
Box 23 APO San Francisco 96263

Categories of individuals covered by the system:

Active and selected retired members of the armed forces and their dependents stationed in or visiting Taiwan. DOD or State Department sponsored civilians and their dependents working in or visiting Taiwan. Retired members of the armed forces and their dependents residing in Taiwan when specifically authorized by the governments of the Republic of China and the United States, as stipulated in the status of forces agreement.

Categories of records in the system:

Temporary monetary allowance card, permanent monetary allowance card, armed forces and dependents identification cards, commissary and Navy exchange privilege cards.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To monitor actual purchases by individual patrons and comparison with their monetary purchase limitations. On occasion and with proper request from the Headquarters Support Activity Provost Marshal Office or the Naval Investigative Service, reproduction of these records are made and turned over to the agents of the aforementioned agencies personally.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

8 x 10 cards

Retrievability:

Local commissary/navy exchange privilege card number

Safeguards:

During business hours a continous watch is posted on the files with a minimum number of military and local national employees authorized access. During non-working hours the area is locked and sealed. However, the desk drawer holding the files is an "open top" type and does not have locking capability.

Retention and disposal:

Six months after members' detachment, cancellation, completion or expiration of privilege cards.

System manager(s) and address:

Commander, U.S. Taiwan Defense Command, FPO San Francisco 96263

Notification procedure:

These monetary allowance cards contain the following information: name, total monthly purchase limitations, actual monthly purchases and commissary/ navy exchange privilege card numbers. They are handed to patrons upon presentation of proper credentials (e.g. identification card and commissary store/navy exchange privilege card). The patron surrenders his monetary allowance card to the cash register operator when shopping is completed and he is paying for purchases. The cash register operator then enters the total monetary amount of purchase made at that time.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Monetary allowance cards are issued by the Area Coordinating Officer, Taipei (Commanding Officer, Headquarters Support Activity, Republic of China, Box 25 APO San Francisco 96263).

Systems exempted from certain provisions of the act:

None

N63110 ATJ

System name:

Aviation Training Jacket

System location:

The Aviation Training Jacket accompanies the individual student to each Naval Air Command as he progresses in the training program. Upon completion or termination of training, the Aviation Training Jacket is forwarded to the following command:

Chief of Naval Air Training
Naval Air Station
Corpus Christi, TX, 78419

Categories of individuals covered by the system:

All naval aviators, naval flight officers, naval flight surgeons, aviation warrant officers, and precommissioning training for aviation maintenance duty and aviation intelligence officers. This includes records in the above categories for individuals who do not complete prescribed training.

Categories of records in the system:

Aviation flight training, practical and academic grade scores, including pre-training aviation test battery scores.

Authority for maintenance of the system:

5 USC 301, DEPARTMENTAL REGULATIONS

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Evaluation of individual training progress and evaluation of training systems including studies and statistical analysis of training matters within the Naval Air Training Command. Summaries of training provided to other Naval commands where further training is required. Academic transcripts provided to educational institutions upon individual request.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders in metal filing cabinets.

Retrievability:

Name and date of designation, completion or termination of training.

Safeguards:

Access is restricted to the individual or those who maintain training records and those who are directly involved with the individual's training or evaluation. The file cabinets containing the jackets are in command areas under normal military 24 hour security measures.

Retention and disposal:

Retained at the Chief of Naval Air Training headquarters for six months, then transferred to the Federal Records Center, East Point, GA. Retained for 75 years (SECNAVINST 5212.5B).

System manager(s) and address:

Chief of Naval Air Training, Naval Air Station, Corpus Christi, TX 78419

Notification procedure:

The individual is informed that the Aviation Training Jacket is being maintained and has ready access to it during training. After training, he can submit written request to the system manager listed above and must provide name, social security number or officer file number, and date of completion or termination of training. Personal vistors can provide proof of identity by military identification card, active or retired, or driver's license and some record of naval service.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Prior educational experience, flight grades, academic grades supporting flight training, physical fitness/survival/swimming proficiency, aviation physiology training and qualifications, and birth certificate.

Systems exempted from certain provisions of the act:

None

## N63110 FIST

System name:

Flight Instruction Standardization and Training (FIST) Jacket

System location:

The FIST jacket is located at the various Naval Air Training Commands where the individual may be assigned. The following command can be contacted to determine the location of any specific command. Chief of Naval Air Training Naval Air Station Corpus Christi, TX 78419

Categories of individuals covered by the system:

All naval aviators and naval flight officers assigned to duty as instructors within the Naval Air Training Command.

Categories of records in the system:

A record of flight instruction standardization and training required of naval aviators and naval flight officers assigned duty as instructors.

Authority for maintenance of the system:

5 USC 301, Departmental regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Scheduling of training flights. Qualification and designation as a flight instructor. Initial qualification and re-designation in type aircraft to instruct. Used by Commanding Officers and training personnel of the command to which the individual is assigned. Administration of the FIST Program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders in metal file cabinets.

Retrievability:

Name, rank, and social security number.

Safeguards:

Access is restricted to the individual, his commanding officer, or those involved in maintaining training records. The file cabinets containing the jackets are in command areas under normal military 24 hour security measures.

Retention and disposal:

Jackets are retained in the individual's command until detachment, at which time it is given to the individual.

System manager(s) and address:

Chief of Naval Air Training, Naval Air Station, Corpus Christi, TX 78419

Notification procedure:

The individual is informed that the FIST jacket is being maintained, participates in its development and, additionally, is required to review the jacket with his instructor periodically.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting content and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Academic tests Flight performance evaluation Check flight evaluation Instructor's evaluation Command determinations Personal input

Systems exempted from certain provisions of the act:

None

## N63116 MASTER FILE

System name:

Naval Health Research Center Date File

System location:

Naval Health Research Center, San Diego, California 92152

Categories of individuals covered by the system:

Navy and Marine personnel on active duty since 1960 to date. Civilians taking part in Operation Deep Freeze, 1964 to date.

Categories of records in the system:

Extracts of information from official medical and personnel records as well as information dealing with biographical, attitudes, and questions relating to health patterns during active service.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Users are military and civilian research personnel of this command. Inquiries are answered from the Bureau of Medicine and Surgery and

The Naval Medical Research and Development Command, as well as other medical research activities in the Department of Navy relative to the types and frequency of illnesses in Navy and Marine Corps personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Prinicpal medium is magnetic tape with file and punch card back-up as required.

Retrievability:

Retrievability is by Social Security number or service number as appropriate for military and former military personnel. Civilians are by name only.

Safeguards:

Access to Information on magnetic tape is restricted to authorized personnel only by means of a password.

Retention and disposal:

Since the information in this file is used to study longitudinal health patterns, and as a basis for comparison of changes in health patterns over long periods of time, they are most carefully maintained. As information is transferred from research forms to magnetic tape, those forms and the punch cards resulting from them are destroyed as the need for maintenance of a back-up capability no longer exists. The spaces occupied by this command are in military compounds with limited access and established security patrols.

System manager(s) and address:

Head, Programming Branch, Naval Health Research Center, San Diego, California 92152.

Notification procedure:

Navy and Marine Corps personnel and former serving members must provide a social security number or service number as appropriate, give the branch of service, and years of active duty. Civilians in Operation Deep Freeze must identify themselves by full name and the year in which they wintered over.

Record access procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information is derived from (a) Medical Treatment Record Systems, including medical, dental, health records, inpatient treatment records and outpatient treatment records, (b) Personnel Records System and Personnel Rehabilitation Support System, (c) Enlisted Master File, (d) information provided by the members themselves on a volunteer basis in response to specific research questionnairs and forms, and (e) information provided by the members' peers and superiors.

Systems exempted from certain provisions of the act:

None.

## N63116 POW/MIA FILE

System name:

pow/mia captivity studies

System location:

Naval Health Research Center, Center for Prisoner of War Studies, San Diego, California 92152

Categories of individuals covered by the system:

Files are maintained by Code on all military and civilian returned prisoners of war, and on the families of military POW/MIAs, civilian POWs and military KIAs.

Categories of records in the system:

Files consist of intelligence debriefing material, microfilm and microfiche copies of medical records, X-rays, dental and somatotype photographs, newspaper clippings, individual and family research questionnaires.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Files are converted to group statistics and are used for research into the effects of the captivity experience on the man and his family and for recommending changes in training and improved health care delivery services, as well as for professional publications.

Professional Staff, Center for Prisoner of War Studies; Research Staff, Naval Aerospace Medical Institute, Pensacola, Florida; Research Staff, Brooke Army Medical Center, San Antonio, Texas.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Files consist of file folders, magnetic and video tapes, key-punched IBM cards, computer tapes, microfiche and microfilm.

Retrievability:

Files are retrieved by code number.

Safeguards:

Files are maintained by code in locked file cabinets within a vault with 24-hour sensor security. There is personal screening of all visitors, and building is in a classified area. Only professional research personnel with security clearance are given access to file codes.

Retention and disposal:

The files will be maintained as long as there is an ongoing program of captivity research; with destruction of codes when files are closed.

System manager(s) and address:

Head, Environment Stress Branch, CPWS

Notification procedure:

Write: Director, Center for Prisoner of War Studies, Naval Health Research Center, San Diego, Ca. 92152, providing full name, military or civilian status, POW status, security clearance, and service affiliation.

Record access procedures:

The Agency's rules for access to records may be obtained from the System's manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

All information contained in files was obtained through personal interviews with returned POWs, families of POW/MIA/KIA/civilian POWs, through intelligence debriefings at time of repatriation, newspapers and periodicals, and from materials supplied by the Department of the Army (Office of the Surgeon General and Army Intelligence); Department of the Navy (Bureau of Medicine and Surgery and Naval Intelligence); and Marine Corps Headquarters.

Systems exempted from certain provisions of the act:

None.

## N63285 ADMIN

System name:

Administrative Files System

System location:

Naval Investigative Service (NIS) Headquarters 2461 Eisenhower Avenue, Alexandria, Va. 22331

Decentralized Segments - Naval Investigative Service Offices (NISOs) retain duplicate copies of certain segments of the administrative files. Addresses of these offices are included in the directory of Department of the Navy mailing list.

Categories of individuals covered by the system:

Past and present civilian, military and foreign national personnel assigned world-wide NIS.

Categories of records in the system:

Personnel Management System - an automated management information and statistical system containing all needed items of personnel information.

Special Agent Career Development Files - a compendium of Civil Service Performance Evaluation and Ratings and all correspondence unique to the NIS Special Agent, including annual physical examinations, which has a bearing on world-wide assignability, promotion and general career assessment.

Weapons Inventory File - an automated file containing the credential number, badge, weapons and handcuffs assigned to each NIS criminal investigator.

Personnel Security Clearance File - an automated file containing the classified material access level and date of last security clearance for assigned civilian and military personnel of NIS.

Personnel Utilization Data File - an automated file designed to provide statistical information regarding the manner by which available NIS manhours are expended in the execution of its assigned

investigative and counterintelligence mission. The file is formed by the submission (monthly) of individual manhour diaries. All assigned personnel input to this system; their manhours are categorized by function.

Freedom of Information and Privacy Requests File. Records relating to requests for information pursuant to the Freedom of Information Act and the Privacy Act of 1974, and responses thereto. Duplicate copies are also retained by the Naval Intelligence Command, 2461 Eisenhower Avenue, Alexandria, Va. 22331.

Authority for maintenance of the system:

5 U.S.C. 301; Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The Personnel Management System is used in preparation of virtually all personnel documents and personnel statistical studies. It provides such information as the average grade, the total number and composition of personnel at each NIS component and the past assignments of personnel. It is used on a daily basis by personnel technicians and management level personnel in the formation and execution of staffing actions for the various NIS components, informal verification of employee's tenure and the compilation of necessary statistical studies.

Special Agent Career Development Files - The information in these files is used for within-agency decisions regarding reassignment, promotion, career training and long-range development. They form within-agency repository for both adverse and favorable documents regarding Special Agents. The files have a long-range fuction - that of forming the basis for law enforcement retirement service certification. Though part of the file is duplicated in the Official File maintained by the Civilian Personnel Office, the Special Agent Career Development file is considered priviledged information and its contents are not released outside NIS. Within NIS, the files are maintained and controlled exclusively within the Career Services Division, NIS Headquarters and by assigned personnel to that Division. The files are released for review only to senior management personnel of NIS.

Weapons Inventory File - used to identify and inventory credentials, weapons, badges and handcuffs issued to authorized NIS personnel.

Personnel Security Clearnace File - used to informally verify and authenticate security clearances issued to NIS personnel. The file has a daily working purpose of acting as a check sheet for the updating of security clearances. It further is the file referred to when the director, NIS, is required to certify th access level of certain assigned NIS personnel to other Navy commands as well as civilian contractors.

Personnel Utilization Data File - a statistical file from which an indepth analyses of manhour expenditures are surveyed. The file is highly automated and used exclusively within NIS. The various analyses drawn from the file are used to modify the staffing levels at various NIS components based on actual work level. It further provides a tool to NIS management to gauge the efficiency of all components by comparing their workload with the amount of manhours available.

The records in this system are referred, as appropriate to authorized governmental units, such as Office of Civilian Manpower Management and Civil Service Commission, making various personnel determinations, e.g., retirement, awards, disciplinary action; to law enforcement personnel conducting criminal or suitability investigations; to DoD components, other agencies or industrial firms requiring confirmation of security clearance level; to higher authority for statistical purposes; limited response to credit queries; and medical records to personal physicians.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The Personnel Management System, Weapons Inventory File, Personnel Security Clearance File and the Personnel Utilization Data File are stored on magnetic tape in an automated system. The Personnel Management System is composed of visible file cards and computer paper printouts; the Personnel Security Clearance File is composed of computer paper printouts and associated Department of Defense security certification documents, the latter being filed in individual file folders; the Weapons Inventory File and the Personnel Utilization Data File are composed of computer paper printouts only.

The Special Agent Career Development files are composed exclusively of paper records in file folders.

Retrievability:

Information is accessed and retrieved by name only in the Special Agent Career Development File. The Weapons Inventory File is queried by either name only or by item number (i.e., badge, credential, weapon, handcuff serial number).

The Personnel Management System is accessed by name and SSAN; retrieval is by individual data characteristic such as GS-grade level, duty-station, special qualifications, language qualifications or it my be retrieved by name only or in conjuction with the SSAN.

The Personnel Utilization Data File is normally accessed and retrieved by location and functional category of employment (i.e., Special Agent, clerical, etc.). The capability exists, however, to retrieve by SSAN. The Personnel Security Classificaton File is a subordinate file to the Personnel Management System. Accession is by name and SSAN. Retrieval is accomplished by computer paper printout in both alphabetical and duty-station format.

Safeguards:

All files in this system are protected by limited, controlled access, safes, and locked cabinets and doors. Futher, visitor control and secure computer software measures (where applicable) are utilized.

Retention and disposal:

Personnel indexed in the Personnel Management System and the Personnel Security Clearance File are deleted from the magnetic tape data storage upon termination of employment. Residual paper records are retained from two to five years.

Personnel indexed in the Weapons Inventory File are deleted at such time as assigned equipment is returned and accounted for. Residual paper printouts are destroyed at least semi-annually.

The Special Agent Career Development Files are semi-permanent and are retained, at least in essential skeletal format, indefinitely.

System manager(s) and address:

Director, Naval Investigative Service, 2461 Eisenhower Avenue, Alexandria, Va. 22331.

Notification procedure:

Requests from individuals should be addressed to the System Manager, above. Individuals submitting requests should provide their full name, date of birth, SSAN and dates of employment or assignment with NIS.

In the case of personal visits, individuals requesting access to files in this system will be required to present reasonable proof of identity to minimally include a drivers' license or similar document at least one of which must bear a current photograph and be able to provide (orally) some element of unique identifying data such as name of spouse or a past duty-station with NIS.

Record access procedures:

Access to files in this system may be gained by written notification or personal visit to the Naval Investigative Service Headquarters at the location specified above. Requests should be directed to the Information and Privacy Coordinator.

Contesting record procedures: The agency's rule for access to records and for contesting contents and appealing initial determinations by the inividual concerned may be obtained from the system manager.

Record source categories:

In the case of Personnel Management System and the Personnel Utilization Data System, the individual employee is the prime source of information both for initial access to the files as well as periodic update. The Personnel Security Clearance File information is obtained as a sub-file to the Personnel Management System. The information for the Weapons Inventory File is obtained from personnel charged with the issuance of various items inventoried therein (with verification by the personnel to whom the items are issued.)

Information for the Special Agent Career Development File is recieved from the individuals supervisors, from various Naval Commands and other Federal and State agencies with whom the Special Agent has had professional contact and from the individual himself. Also, this file contains copies of each physical examination required annually of assigned civilian Special Agents.

Systems exempted from certain provisions of the act:

None.

N63285 01

System name:

NIS Investigative Files System

System location:

Primary System-NIS Records Management Division Administration Department, NIS Headquarters, Hoffman Building, 2461 Eisenhower Ave., Alexadria, Va. 22331.

Decentralized Segments - Naval Investigative Service Offices (NISOs) retain copies of certain segments of the investigative files, and related documentation for up to one year. Addresses of these

offices are included in the directory of Department of the Navy mailing addresses. Naval Investigative Service Resident Agencies retain copies of investigative reports during pendency and for 90 days thereafter. They also retain evidence custody cards on persons from whom evidence was seized. The number and location of these Resident Agencies are subject to change in order to meet the requirements of the Department of the Navy. Current location may be obtained from Naval Investigative Service Headquarters.

Categories of individuals covered by the system:

Persons in the following categories who require access to classified defense information prior to August 1972: Active and inactive members of the naval service, civilian personnel employed by the Department of the Navy (DoN), industrial and contractor personnel, civilian personnel being considered for sensitive positions, boards, conferences, etc., civilian personnel who worked or resided overseas, Red Cross personnel. Civilian and military personnel accused, suspected or victims of felonious type offenses, or lesser offenses impacting on the good order, discipline, morale or security of the DoN. Civilian personnel seeking access to or seeking to conduct or operate any business or other function aboard a DoN installation, facility or ship. Civilian or military personnel involved in the loss, compromise or unauthorized disclosure of classified material/information. Civilian and military personnel who were of counterintelligence interest to the DoN.

Categories of records in the system:

Categories of records in the system: Official Reports of Investigation (ROI) prepared by NIS or other military, federal, state, local or foreign law enforcement or investigative body on either hard copy or microfilm. NIS Information reports (NIRs). NIRs document information received by NIS which is of interest to the naval services or other law enforcement or investigative bodies. The information may be of criminal, counterintelligence or general investigative interest.

General Administration Reports (GEN). The investigative purpose of the GEN is to report the results of pre-employment inquiries on applicants for positions as Special Agents with NIS.

Investigative summaries, memoranda for the files and correspondence relating to specific cases and contained in the individual dossier.

Polygraph Data. A listing of persons who submitted to polygraph examination by NIS examiners. The data includes the examinee's name, location and results of the examination and the identity of the examiner.

Case Control and Management documents which serve as the basis for controlling and guiding the investigative activity.

Records identifying confidential sources and contacts with them.

Index to persons reported by 'Name Only'.

Wiretap Data Records. Automated listing of persons who were subjects of wiretapping or eavesdropping operations.

Case Control and Narcotics Data Records. Automated records used only for statistical purposes in accounting for productivity, manhours expenditures; various statistical data concerning narcotics usage and used solely for statistical purposes.

Modus Operandi Files.

Screening Board Reports. These reports set forth the results of oral examination of applicants for a position as a Special Agent with the NIS.

Authority for maintenance of the system:

5 U.S.C. 301
44 U.S.C. 3101
47 U.S.C. 605

Executive Memorandum of 26 June 1939; Investigations of espionage, counterespionage and sabotage matters.

Executive Order 10450; Security Requirements for Government employees.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information in this system is (was) collected to meet the investigative, counterintelligence and security responsibilites of the DoN. This includes personnel security, internal security, criminal and other law enforcement matters all of which are essential to the effective operation of the department.

The records in this system are used to make determinations of; suitability for access or continued access to classified information, suitability for employment or assignment, suitability for access to military installations or industrial firms engaged in government projects/contracts, suitability for awards or similar benefits; referral to other law enforcement or investigatory authorities for law enforcement purposes; use in current law enforcement investigation of any type including applicants; use in judicial or adjudicative proceedings including litigation or in accordance with a court order; insurance claims including workmens compensation; provide protective services under the DoD Distinguished Visitor Protection Program and to assist the U.S. Secret Service in meeting its responsibilities; Congressional interest including the General Accounting Office; respond to the Freedom of Information and Privacy Acts; use for public affairs or publicity purposes such as wanted persons, etc.; referral of matters under their cognizance to federal, state or local law enforcement authorities including criminal prosecution, civil court action or regulatory order; disclosure to federal intelligence/counterintelligence agencies of matters under their purview disclosure to foreign government organizations of criminal and counterintelligence information necessary for the prosecution of justice, or for mutual security and protection; advising higher authorities and naval commands of important developments impacting on security, good order or discipline; reporting of statistical data to naval commands and higher authority; disclosure to the National Archives; use by other investigative unit (federal, state or local) for whom the investigation was conducted; release to defense counsel, disclosure in course of acquiring the information, input into the Defense Central Index of Investigations; disclosure to victims of crimes to the extent necessary to pursue civil and criminal remedies.

Users of the records in this system include employees of the NIS who require access for operational, administrative or supervisory purposes; DoD criminal investigative, investigative and intelligence units; federal, state and local units engaged in criminal investigative, investigative and intelligence activities; federal regulatory agencies with investigative units, DOD components making suitability determinations; federal, state or local judicial or adjudicative bodies; Congressional bodies, including the General Accounting Office who require access within the scope of their jurisdiction for those authorized purposes enumerated above to the extent that those purposes are within the scope of their authority. Commercial insurance companies in those instances in which they have a legitimate interest in the results of the investigation, but only to that extent and provided an invasion of privacy is not involved.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, on cards and on microfilm. Automated records on magnetic tape.

Retrievability:

NIS permanent files are filed by terminal digit number. In order to locate the file it is necessary to query the Defense Central Index of Investigations (DCII) computer using the name of the subject and at least one other personnel identifier such as date of birth, place of birth, social security number or military service number. Files may also be retrieved by a case control number assigned at the time the investigation is initiated. Copies of the files in the NISOs and Resident Agencies are retrieved by name.

Safeguards:

NIS investigative files (permanent and temporary) are maintained and stored in open shelves and filing cabinets located in secured areas accessible only to authorized personnel. Dated files are retired to the Washington National Records Center where retrieval is restricted to NIS authorized personnel.

Retention and disposal:

Retention of completed NIS Investigative files on Personnel Security Investigations (PSI's) is authorized for 15 years unless adverse information is developed, in which case they may be retained for 25 years. PSI files on persons considered for affiliation with DOD will be destroyed within one year if the affiliation is not consummated. Special Agent applicant records are retained for one year if the applicant declines offer of employment and five years if the applicant is rejected for employment. Criminal files are retained for 25 years. Major investigations of a counterintelligence/security nature, of espionage or sabotage, may be retained permanently. Certain of the above records, when found to have possible historical value, may be offered to the National Archives for continued retention. Counterintelligence records on persons not affiliated with DOD must be destroyed within 90 days or one year under criteria set forth in DOD Directive 5200.27, unless retention is required by law or specifically approved by the Secretary of the Navy. Files retained in the NISO's and resident agencies are temporary and are destroyed after 90 days or one year, as appropriate.

System manager(s) and address:

The Director, Naval Investigative Service has ultimate responsibility for all NIS file holdings. Management of NIS permanent files is the direct responsibility of the Assistant Director for Administration. NISO Commanding Officers are responsible for files retained in their NISO subordinate Resident Agencies.

Notification procedure:

All requests relative to the retention and/or releasability of NIS investigative files should be addressed to the Director, Naval Investigative Service, 2461 Eisenhower Avenue, Alexandria, Va. 22331. Requests must contain the full name of the individual and at least one additional personal identifier such as date and place of birth, social security number or military service number. Personal visits by requesters should be confined to the Naval Investigative Service headquarters at the above address. It should be borne in mind that the vagaries of the automated indexing system might preclude a same day response. Persons submitting written requests must properly establish their identity to the satisfaction of the NIS. Where a question exists a signed, notarized statement or other certified form of identification will be required. Individuals appearing in person may present proof of identification in the form of military ID card, valid driver's license, or other suitable form of identification bearing a photograph and signature. Attorneys or other persons acting on behalf of a subject of a record must provide a notarized authorization from the subject of the record.

**Record access procedures:**

Individuals may make inquiries relative to NIS records maintained on them thru the NIS Information and Privacy Coordinator Naval Investigative Service Headquarters, at the address specified in the previous paragraph.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

See EXEMPTION.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552 a (j)(2) and (k)(1) through (6), as applicable. For additional information, contact the System Manager.

N63285 03

**System name:**

Defense Central Index of Investigations (DCII)

**System location:**

Central Facility:
Defense Investigative Service (DIS)
Data Handling Services Division, D0930
Fort Holabird
Baltimore, Maryland 21203

Remote Terminal Locations: (This is a co-owned index system shared by DIS and the military service investigative agencies).
Crime Records Directorate
US Army Criminal Investigations Command
2301 Chesapeake Avenue
Baltimore, Maryland 21222

Remote Terminal Location:
Air Force Office of Special Investigations/SUD
Forrestal Building
Washington, D.C. 20314

Remote Terminal Location:
Naval Investigative Service Headquarters
Hoffman Building 1
2461 Eisenhower Avenue
Attn: Code 30
Alexandria, Virginia 22331 (NIS)

Remote Terminal Location:
Defense Industrial Security Clearance Office
P.O. Box 2499
Columbus, Ohio 43216 (DISCO)

Remote Terminal Location:
US Army Investigative Records Repository
Building 4452
Fort Meade, Maryland 20755

Remote Terminal Location:
DIS Special Investigations Center
Forrestal Building
Washington, D.C. 20314

Remote Terminal Location:
DIS National Agency Check Center, D0700
Fort Holabird
Baltimore, Maryland 21203

Remote Terminal Location:
DIS Personnel Investigations Control Center, D0600
Fort Holabird
Baltimore, Maryland 20203

Remote Terminal Location:
DIS Investigative Files Division, D0960
Fort Holabird
Baltimore, Maryland 21203

**Categories of individuals covered by the system:**

Any person described as a subject, a victim, or a cross-reference in an investigation completed by or for a DoD investigative element when that investigation is retained by the element and the name is submitted for central indexing.

**Categories of records in the system:**

Composed of locator references to investigations conducted by or for DoD investigative elements and retained by them. Index records contain the name and other personal identifying information on individuals who were indexed.

Reference to an investigation maintained by one of the investigative records repositories. It identifies the individual by name and personal identifiers, the custodian of the file, the year indexed and the number used by the repository to locate the file.

A record input by either Army investigative activities or DIS reflecting the existence of an investigation in progress. It identifies the subject individual by name and personal identifiers, the location of the open investigation, the year indexed and the number used to locate the investigative file.

Record of a National Agency Check (NAC) investigation in progress. It identifies the subject individual by name, personal identifiers, the case number, the category of the requester of the NAC, and the type of NAC being run.

A record of completed favorable national agency checks (e.g., no records). It identifies the individual by name and personal identifiers, the date the NAC was completed and the agencies that were checked.

Composed of names of persons referenced in files who are not fully identified, but about whom sufficient information exists that meets retrieval criteria. It identifies the individuals by name, custodian agency of the file, year of the index, and the number used by the repository to locate the file. Positive identification is impossible from the index and may well be impossible from the case file itself.

**Authority for maintenance of the system:**

5 U.S.C. 301 Departmental Regulations
44 U.S.C. 3101 Records Management

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

File tracing information is collected and maintained in the indices so that authorized users may determine the existence and location of DoD investigative records.

NAC history information is maintained for authorized users in granting clearances or access to defense installation, entry into military service or employment in sensitive civilian positions.

Activities listed under the LOCATION caption are the principal users and (with the exception of DISCO) the file custodians. Listed terminal holders (with the exception of DISCO) may release general DCII information to:

Other DoD investigative elements, DoD agencies and elements of the Military Departments designated by the departments.

Accredited representatives of the Secretary of Defense and the Joint Chiefs of Staff.

Accredited Federal criminal and civil law enforcement agencies including those responsible for conducting their own investigations as to the suitability for employment or access of current or potential employees formerly affiliated with the DoD.

State and local criminal law enforcement agencies.

Other accredited Federal agencies serviced by the Civil Service Commission but with a need to evaluate the suitability of potential employees formerly affiliated with the DoD.

Congress, including the Government Accounting Office.

The AUTODIN system which transmits formatted data over telecommunications circuits facilitates the collection of transactions from contributors to update the index and to disseminate index information to the requesters.

The Defense Case Control System (DCCS) and the National Agency Check Control System (NCCS) which are described separately in this notice.

It should be noted that information contained in the system is regarded as the property of the submitting activities. DIS can neither monitor, nor assume responsibility for the propriety or accuracy of all the data in the system.

Transfer of information from this records system to other DoD components is regarded as a routine intra-agency use under the provisions of 5 U.S.C. 552a3(b)(1). The use of the DCII to refer inquiries to other DoD elements, where there is no release of DCII information itself is not deemed to require an accounting.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Master Index data is maintained in direct access storage devices, disk and data cell. It is also contained on magnetic tape for continuity of operations purposes to permit processing at alternate locations in the event of computer failure.

Name Only Index data is maintained on magnetic tape and microfiche. Each contributor is provided his portion on a quarterly basis.

Retrievability:

Master Index records are accessed through name and at least one personal identifier (PID). Personal identifiers are: date of birth, place of birth, social security number and the last four (4) digits of military service number. Inquiries may enter the system in card form or by being keyed in at remote terminals. A non-standard retrieval capability also exists which permits retrieval without PID, or on parts of a name, and produces references to all individuals by that name. It should be noted that in many cases, the subject's SSAN is necessary to make a positive identification.

Name Only Index records are accessed through the name or some portion thereof. Records are retrieved based on an exact match with the name submitted. Inquiries may enter the system only in card form.

Safeguards:

Generalized validation is provided in batch retrieval through program edits to prevent unauthorized access.

User terminals with access to the Master Index are located in controlled access areas. Access to the system is limited to specified time of the day. Terminals are connected via dedicated data circuits which prevent access from standard dial-up telephones.

Activities must be a part of DoD and accredited on the basis of authorized requirements before a new terminal is established or before batch requests will be honored and processed. Terminal holders and activities authorized to batch process requests are responsible for the authority and need to know of individuals and agencies on behalf of which they search the index.

The computer room is located within a building controlled by security personnel at all times. Identification badges are required for entrance. Access to the computer room is controlled by a combination lock on the entrance. Critical backup files are stored in locked fireproof data safes.

Retention and disposal:

Retained for as long as files are retained. When the record repository disposes of the file, they are responsible for deleting all index tracings pertaining thereto, in accordance with established procedures. Processing of a deletion transaction flags the computer record which precludes it being given out thereafter. Such flagged records are eliminated from the system during periodic file restructuring procedures.

Open Case Tracings. Retained for as long as the investigation is open. When the investigation is completed, the contributor replaces the open case tracing with a file tracing as described above.

NAC History Tracings. Retained for a period of four (4) years from the date of completion and then automatically deleted unless specific action is taken sooner to delete the record. Should a subsequent favorable NAC be completed, the entering of a new history record will delete the first history record.

NAC Pending Tracings. Retained until completion of the NAC at which time they are replaced by a NAC History or file tracing, unless deleted sooner by the originator.

System manager(s) and address:

Director, Defense Investigative Service, Washington, D.C. 20314

Notification procedure:

Identity of Official:

Assistant for Information
Defense Investigative Service (D0020)
Washington, D.C. 20314.

Information Required: Full name and all maiden and alias names under which files may be maintained and personal identifiers listed under RETRIEVABILITY. Note, Social Security Account Numbers may be necessary for positive identification of certain records.

Office Which May be Visited:

DIS Information Office
1000 Independence Avenue
Washington, D.C. 20314.

Proof of Identity: Check of personal documents.

Record access procedures:

Access may be obtained through the Information Office at the address previously listed.

Contesting record procedures:

The agency's rules for access to records, contesting contents and appealing initial determinations by the subject individual may be obtained from the Assistant for Information, at the above address.

Record source categories:

DoD investigative elements identical with those listed under the LOCATION caption excluding DISCO, and additionally:

Defense Supply Agency
ATTN: DSAH-T Cameron Station
Alexandria, Virginia 22310

Director of Security, National Security Agency, ATTN: M-552 Fort Meade, Maryland 20775

Assistant Chief of Staff of Intelligence, Department of the Army, ATTN: Counterintelligence Division, Washington, D.C. 20315 (ACSI)

Systems exempted from certain provisions of the act:

None

N63393 F0013BA013

System name:

Aviation Medical Officer's Report

System location:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA 23511 Subordinate/Type Commands/Levels

Categories of individuals covered by the system:

Military personnel involved in, contributing to or injured in a Navy or Marine aircraft mishap.

Categories of records in the system:

Reports of Naval aircraft mishaps submitted by the reporting custodian. Findings and conclusions of the Aircraft Accident Board. Medical Officer's Report. Search and Rescue Report. Life Change Questionnaire. Naval Safety Center investigative reports. JAG manual investigations.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Aviation Medical Officer's Report records are selected and reviewed by Naval Safety Center analysts to identify problem areas and determine, whenever possible, mechanical systems/malfunctions or human errors that may have caused or contributed to a particular mishap in order that appropriate measures can be effected to prevent recurrence. Records and summary data are provided only to those echelons within the Navy which are directly involved in flight safety and the study of trends associated therewith. In those mishap cases where the type aircraft is common to other military services, applicable trend analyses and summary data is usually provided to the respective service. Similarly, if the type aircraft involved in a mishap is common to civil aviation, summary information is provided to appropriate government agencies. Whenever and to whomever released, the information is given with the explicit understanding that it will be used exclusively in the furtherance of improved safety in aircraft and accident prevention efforts.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape. (Central location) Cardex File. (Subordinate Commands)

Retrievability:

Any of the data elements such as model aircraft, damage, date, accident type, cause factors, degree of injury, ejection results or pilot's social security number are used to retrieve individual records.

Safeguards:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information received from activities or for purposes not directly related to flight safety must be approved by the Commander, Naval Safety Center or his designated representative.

Retention and disposal:

Magnetic tape files contains all available records and are never purged. Reports are not transferred to a record center.

System manager(s) and address:

Director of Aviation Safety, Naval Safety Center, NAS, Norfolk, VA 23511

Notification procedure:

Apply to System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Aircraft reporting custodians, chain of command, Judge Advocate General, commanding officer, squadron personnel, relatives, acquaintances and Naval Safety Center analysts.

Systems exempted from certain provisions of the act:

None.

N63393 F0015BA054

System name:

Aircraft Mishap

System location:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA 23511 Subordinate/Type Commands/Levels

Categories of individuals covered by the system:

Designated Naval aviators, Naval flight officers, crew members and maintenance personnel involved in or contributing to a Navy or Marine aircraft accident, incident or ground accident.

Categories of records in the system:

Reports of Naval aircraft mishaps submitted by the reporting custodian. Findings and conclusions of the Aircraft Accident Board. Naval Safety Center investigative reports. JAG manual investigations.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Aviation mishap records are selected and reviewed by Naval Safety Center analysts to identify problem areas and determine, whenever possible, mechanical systems/malfunctions or human errors that may have caused or contributed to a particular mishap in order that appropriate measures can be effected to prevent recurrence. Records and summary data are provided only to those echelons within the Navy which are directly involved in flight safety and the study of trends associated therewith. In those mishap cases where the type aircraft is common to other military services applicable trend analyses and summary data is usually provided to the respective service. Similarly, if the type aircraft involved in a mishap is common to civil aviation, summary information is provided to appropriate government agencies. Whenever and to whomever released, the information is given with the explicit understanding that it will be used exclusively in the furtherance of improved safety in aircraft and accident prevention efforts.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape. (Central Location) Cardex File. (Subordinate Commands)

Retrievability:

Any of the data elements such as command, model aircraft, damage, date, location, accident type, cause factors or pilot's social security number are used to retrieve individual records.

Safeguards:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information received from activities or for purposes not directly related to flight safety must be approved by the Commander, Naval Safety Center or his designated representative.

Retention and disposal:

Magnetic tape files contain all available records and are never purged. Reports are not transferred to a record center.

System manager(s) and address:

Director of Aviation Safety, Naval Safety Center, NAS, Norfolk, VA 23511

Notification procedure:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Aircraft reporting custodian, aircraft accident boards, chain of command, Judge Advocate General and Naval Safety Center analysts.

Systems exempted from certain provisions of the act:

None.

N63393 F0024CA171

System name:

Diving Log

System location:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA 23511

Categories of individuals covered by the system:

All Navy military and civilian employees of the Navy involved in diving or exposed to a hyperbaric environment.

Categories of records in the system:

Diving Log Report.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Reports summarizing diving activity are furnished to the commanding officer for individuals attached to the unit and are used to monitor experience levels associated with types of dives, equipment usage and requalification requirements. Individual records are also used to evaluate the diving program at specific activities and to determine if manning level, experience and operational requirements are consistent with an effective safety program. Pertinent individual records or statistical summaries prepared by Naval Safety Center analysts are also provided to all echelons within the Navy having a responsibility for the diving program and to Chief of Naval Personnel, Comptroller of the Navy, General Accounting Office, Naval Audit Service or other activities having responsibility for the administration or control of personnel assignments and hazardous duty payments.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape.

Retrievability:

Records may be selected based on any of the data elements contained in the file such as diver's social security number, organization unit, type of dive and equipment used.

Safeguards:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information received from activities or for purposes not directly related to the diving program must be approved by the Commander, Naval Safety Center or his designated representative.

Retention and disposal:

Magnetic tape files contain all available records and are never purged. Reports are not transferred to a record center.

System manager(s) and address:

Director of Submarine Safety Programs, Naval Safety Center, NAS, Norfolk, VA 23511

Notification procedure:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Commanding Officer of naval units conducting diving or hyperbaric exposure incident to diving.

Systems exempted from certain provisions of the act:

None.

N63393 F0024CA174

System name:

Diving Accidents and Injuries

System location:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA. 23511

Categories of individuals covered by the system:

All Navy military and civilian employees of the Navy involved in an accident or who are injured while engaged in diving or exposed to a hyperbaric environment.

Categories of records in the system:

Diving Accident/Injury Report. Personnel Casualty Report. JAG manual investigation.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records of diving accidents and injuries are evaluated by Naval Safety Center analysts to determine existence of problem areas and to detect trends. The records are correlated with the diving log reports and used as a basis for recommending changes in operating procedure, equipment, decompression schedules and training requirements. Individual reports and compilations of accidents and injuries are routinely furnished to activities within the Navy having responsibility for diving safety. Reports are also furnished to Government or private research institutions engaged in studies relating to the prevention or treatment of diving injuries or the design and usage of underwater equipment.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape.

Retrievability:

Any of the data elements such as diver's social security number, type of accident, depth and purpose of dive, degree of injury and treatment provided are used to retrieve individual records.

Safeguards:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information received from activities or for purposes not directly related to diving safety must be approved by the Commander, Naval Safety Center or his designated representative.

Retention and disposal:

Magnetic tape files contain all available records and are never purged. Reports are not transferred to a record center.

System manager(s) and address:

Director of Submarine Safety, Naval Safety Center, NAS, Norfolk, Va. 23511

Notification procedure:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Commanding Officer of naval units conducting diving or hyperbaric exposure incident to diving. Office of the Judge Advocate General. Chief, Bureau of Medicine and Surgery.

Systems exempted from certain provisions of the act:

NONE

N63393 F0025AA041

System name:

Occupational Injury and Illness

System location:

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA 23511 (Central) Subordinate Type Commands/Ship/Naval Units

Categories of individuals covered by the system:

Navy military personnel who sustain an injury or occupational illness and Navy civilian personnel who sustain an occupational illness or injury resulting in one or more days of lost time.

Categories of records in the system:

Accidental Injury/Death Reports. Personnel Casualty Reports. Hospital Admission Reports. JAG manual investigations.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Accidental injury records are used to compile a variety of statistical reports which are routinely published or prepared at the request of Navy forces afloat and shore activities. Individual injury reports are selected and reviewed by Naval Safety Center analysts in order to detect problem areas relating to operating procedure, training and equipment usage and malfunction. Results of these studies which may include individual injury reports are provided to commanding officers and to all echelons within the Navy having responsibility for the allocation of resources or the implementation of the Safety Program. Individual injury records are correlated with data contained in other personnel files in order to detect unfavorable trends within an activity and to recommend appropriate corrective measures. Individual records and statistical summaries are provided on request to all Government activities having a legitimate need for such information. Individual records and summary data are provided to contractors and research activities in connection with projects either funded by or deemed potentially valuable to the Department of the Navy.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape. (Central location) File Folders/cardex (subordinate commands)

Retrievability:

Any of the data elements such as social security number, command or unit identification code, degree of injury, location, equipment malfunction and cause factors are used to select individual records.

Safeguards:

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information received from activities or for purposes not within the routine usage criteria must be approved by the Commander, Naval Safety Center or his designated representative.

Retention and disposal:

Magnetic tape files contain all available records and are never purged. Reports are not transferred to a record center.

System manager(s) and address:

Director of Occupational Safety, Health and Support Programs, Naval Safety Center, NAS, Norfolk, VA 23511

Notification procedure:

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

**Record source categories:**

Commanding officers of Forces Afloat and Shore activities, Judge Advocate General and Chief, Bureau of Medicine and Surgery.

**Systems exempted from certain provisions of the act:**

None.

**N63393 F0026EA033**

**System name:**

Motor Vehicle Accidents and Injuries

**System location:**

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA 23511 Subordinate/Type Commands/Levels

**Categories of individuals covered by the system:**

Navy military personnel regardless of duty status who are injured as a result of a motor vehicle accident or are the operator of one of the vehicles involved in such an accident. Navy military and civilian personnel who are involved in a Government motor vehicle accident or a private motor vehicle accident on Navy property. Navy civilian employees who are injured in a motor vehicle accident during the course of their official duties.

**Categories of records in the system:**

Motor Vehicle Accident Report. Personnel Casualty and Death Report, Hospital Admission Reports and JAG manual investigations.

**Authority for maintenance of the system:**

5 USC 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Motor vehicle accident records are used to compile statistics which are given wide dissemination within the Navy. Compilations of motor vehicle accident records for particular commands, activities and units are furnished on request to assist in the development of an effective safety program at all levels within the Navy. Accident records of individuals assigned to specific units or records of individuals involved in multiple accidents are provided to commanding officers. Motor vehicle accident records are correlated with data contained in other accident/injury or training files. The significance of this data is evaluated by Naval Safety Center analysts and summary information, specific individual records or composite records provided to all echelons within the Navy having a responsibility for motor vehicle safety. Individual records and statistical summaries are provided on request to all Government activities having a legitimate need for such information.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic tape. (Central location) File folders/cardex (subordinate commands)

**Retrievability:**

Any of the data elements such as individual social security number, activity or unit identification, cause factors and degree of injury are used to retrieve individual records.

**Safeguards:**

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information which are not included in the routine usage criteria must be approved by the Commander, Naval Safety Center or his designated representative.

**Retention and disposal:**

Magnetic tape files contain all available records and are never purged. Original documents are destroyed when no longer required. Reports are not transferred to a record center.

**System manager(s) and address:**

Director of Occupational Safety, Health, and Support Programs, Naval Safety Center, NAS, Norfolk, VA 23511

**Notification procedure:**

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

**Record access procedures:**

The agency's rules for access to records may be obtained from the System Manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

**Record source categories:**

Commanding officers of Forces Afloat and Shore activities, Judge Advocate General and Chief, Bureau of Medicine and Surgery.

**Systems exempted from certain provisions of the act:**

None.

**N63393 F0048BA111**

**System name:**

Individual Flight Activity Report

**System location:**

Commander, Naval Safety Center, Naval Air Station, Norfolk, VA 23511

**Categories of individuals covered by the system:**

All aeronautically designated commissioned Navy and Marine Officers assigned as crew members in the operation of an aircraft in accordance with the direction of competent authority.

**Categories of records in the system:**

Reports of each flight submitted by the custodian of the aircraft. Total flight activity survey reports and annual flight activity reports.

**Authority for maintenance of the system:**

5 USC 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Flight activity data for specific individuals or categories of aviators is correlated with aircraft mishap data. This information is analyzed in order to determine the relationship between various categories and combinations of flight experience and accident involvement. Results of these studies are provided to all echelons within the Navy and Marine Corps having responsibility for flight operations, pilot training and allocation of resources to and within the aviation program. An annual summary of flight activity by model aircraft is provided to each reporting individual for his verification and personnel records. Upon request, a detailed by flight report for a specified time frame is also provided. Records are also provided to Chief of Naval Personnel for promotional screening, detailing and compliance with minimum standards. Summaries of flight activity for Marine Corps personnel are provided to the Commandant of the Marine Corps. Records of specific pilots or categories of pilots are provided to contractors, if required, for projects either funded by or deemed potentially valuable to the Department of the Navy. When requested, records are provided to the General Accounting Office, to the Naval Audit Service and to offices or committees authorized by Congress to investigate certain phases of the Naval Aviation Program.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic tape.

**Retrievability:**

Any of the data elements such as pilot's social security number, model aircraft, squadron and specific flight experience may be used to retrieve individual records.

**Safeguards:**

A limited number of data processing personnel have access to the computer facility and to the magnetic tape files and computer programs. All requests for information which are not included in the routine usage criteria must be approved by the Commander, Naval Safety Center or his designated representative.

**Retention and disposal:**

Magnetic tape files contain all available records and are never purged. Reports are not transferred to a record center.

**System manager(s) and address:**

Director of Aviation Safety Programs, Naval Safety Center, NAS, Norfolk, VA 23511

**Notification procedure:**

Individuals may write the System Manager giving full name, address, military status and social security number in order to determine if the system contains any records pertaining to them. Personal visitors will be required to produce military or comparable civilian identification cards.

**Record access procedures:**

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Aircraft reporting custodian, Navy and Marine Corps pilots.

Systems exempted from certain provisions of the act:

None.

N63395 10140.IF

System name:

USAREUR/USAFE Ration Card

System location:

U.S. Naval Radio Station, FPO New York 09516.

Categories of individuals covered by the system:

USN personnel and their dependent wives and children over 18 years of age, who are stationed at U.S. Naval Radio Station, FPO New York 09516.

Categories of records in the system:

File sheet with members name, rate, serial no., and organization assigned. Also if member is single or married.

Authority for maintenance of the system:

5 USC 301, Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Reference as to who is holding a ration card.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Name.

Safeguards:

Locked safe in Admin Office and a 24 hour security watch.

Retention and disposal:

Records are maintained as long as member retains ration card. After transfer records are burned.

System manager(s) and address:

Commanding Officer, U.S. Naval Radio Station, FPO New York 09516 is overall policy official with the Administrative Officer, U.S. Naval Radio Station, FPO New York 09516 as the subordinate holder.

Notification procedure:

Inquiries sould be addressed to U.S. Naval Radio Station, FPO New York 09516, giving full name and social security number, and personal visitors must have valid military I.D. or, if no longer in the military, have other valid identification such as a driver's license. Visitors may come to the Administrative Office at the address given under SYSMANAGER.

Record access procedures:

The Agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Applicable U.S. Serviceman.

Systems exempted from certain provisions of the act:

None.

N63395 11240.3E

System name:

File of Records of Acquisition, Transfer and Disposal of Privately Owned Vehicles

System location:

U.S. Naval Radio Station, FPO New York 09516

Categories of individuals covered by the system:

United States Navy personnel stationed at U.S. Naval Radio Station, FPO New York 09516 who own a concession vehicle in the United Kingdom.

Categories of records in the system:

Request for delivery of a motor vehicle without payment of duty, value added tax and car tax.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For information on type of car, engine no., license no., year of car, make of car, base assigned, organization, soc. sec. no., and paygrade.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders

Retrievability:

Name

Safeguards:

Locked safe in Admin Office with a 24 hour security watch.

Retention and disposal:

Records are maintaned as long as a person owns a concession vehicle in the United Kingdom. Records are burned as soon as vehicle is either shipped out of the U.K. or destroyed.

System manager(s) and address:

Commanding Officer, U.S. Naval Radio Station, FPO New York 09516 is overall policy official with the Administrative Officer, U.S. Naval Radio Station, FPO New York 09516 as the subordinate holder.

Notification procedure:

Inquiries should be addressed to U.S. Naval Radio Station, FPO New York 09516, giving full name and social security number. Visitors may come to the Administrative Office at the address given under SYSMANAGER and must have valid military I.D. or, if no longer in the military, have other valid identification such as a driver's license.

Record access procedures:

The Agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by theindividual concernd may be obtained from th system manager.

Record source categories:

Applicable U.S. Serviceman

Systems exempted from certain provisions of the act:

None

N63425 SHELTER LIST

System name:

Military and Civilian Employee Dependents Hurricane Shelter Assignment List

System location:

Commanding Officer Naval Communication Station Key West Key West Florida 33040

Categories of individuals covered by the system:

Military personnel and civilian employees and their dependents who apply for assignment to naval communication station shelter

Categories of records in the system:

Record lists names, addresses, and phone numbers of military/civilian station personnel applying for shelter assignments for their families, together with names of dependent spouses, names and ages of dependent children, and whether or not requirement exists for station transportation to shelter.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by Disaster Preparedness Officer in determining shelter logistics requirements and by Shelter Officer in mustering assigned dependents in shelter in case of hurricane.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folder

Retrievability:

Name

Safeguards:

File maintained in locked cabinet by Disaster Preparedness Officer.

Retention and disposal:

Maintained from May through April each year, disposed of by burning.

System manager(s) and address:

Disaster Preparedness Officer Naval Communication Station Key West Key West Florida 33040

Notification procedure:

Individual record entries are filled out by hand by station military/civilian sponsors desiring to register their families in command hurricane shelter. System contains no info other than entries provided by sponsors. Certified station sponsors may review/remove entry by phoning/visiting the Disaster Preparedness Officer, Naval Communications Station Key West.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

All entries to file are hand written forms filled in by military/civilian command sponsors requesting hurricane shelter for their families.

Systems exempted from certain provisions of the act:

None

## N63427 AUTOIMPEXPREC

System name:

Record of Import and Export of Foreign Made Auto Vehicles into and out of Australia

System location:

U.S. Naval Communication Station FPO San Francisco 96680

Categories of individuals covered by the system:

Importers/exporters and purchasers of foreign made automobiles imported into Australia by U.S. personnel.

Categories of records in the system:

Copies of shipping and customs documents for automobiles imported into and exported from Australia.

Authority for maintenance of the system:

5 USC 301, Agreement between Australia and the United States of America concerning the status of United States forces in Australia and protocol to that agreement.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Supply Officer: to determine shipping and wharf handling requirements. Legal Officer: to monitor sale and/or export of foreign made vehicles imported into Australia by the U.S. personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folder.

Retrievability:

Name.

Safeguards:

File cabinet, Entry by legal/personal property office personnel only.

Retention and disposal:

Duration of customs to duty bond. Destruction through burning.

System manager(s) and address:

Legal officer and personal propety supervisor.

Notification procedure:

Individual initates record and may request information. Legal Officer, Personal Property Supervisor, U.S. Naval Communication Station. Information requested must provide: full name, official title, purpose of inquiry. Offices to be visited: Legal Office and Personal Property Office, U.S. Naval Communication Station. Proof of identity: visual recognition or identification card.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information supplied by individual, copy of purchase documents.

Systems exempted from certain provisions of the act:

None.

## N63427 COMWEALTHPASS

System name:

Commonwealth Pass Application Form

System location:

U.S. Naval Communciation Station FPO San Francisco 96680

Categories of individuals covered by the system:

All personnel requiring access to the Commonwealth property on which the Naval Communication Station is located.

Categories of records in the system:

Completed application forms for Commonwealth passes. Contains name, rank, organization, height, color of hair, color of eyes, date of birth and place of birth.

Authority for maintenance of the system:

5 USC 301 Arrangements for the use and occupation by the United States Navy of Commonwealth land and for associated matters.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Issuance of passes for entry to Naval Communication Station.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders.

Retrievability:

Name.

Safeguards:

Locked cabinet - limited access.

Retention and disposal:

Duration of individual's stay in area. Destruction by burning.

System manager(s) and address:

Security Officer, U.S. Naval Communication Station.

Notification procedure:

Individual initiates record and may request information. Security Officer, U.S. Naval Communicaton Station, information requester must provide: full name, official title, purpose of inquiry. Office to be visted: Security Office, U.S. Naval Communication Station. Proof of identity: visual recognition or identification card.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information supplied by individual.

Systems exempted from certain provisions of the act:

None.

## N63427 NEXSALESSLIP

System name:

Large purchases in Navy Exchange.

System location:

U.S. Naval Communication Station FPO San Francisco 96680

Categories of individuals covered by the system:

All authorized patrons of the Navy Exchange at this station.

Categories of records in the system:

Record copies of all receipts for articles valued at over ten U.S. dollars. lists purchaser, base pass number, noun name of article, value and intended use.

Authority for maintenance of the system:

5 USC 301, Technical Arrangement between United States Dept of the Navy and the Commonwealth of Australia Dept of Defence

relating to commissaries at Northwest Cape in the State of Western Australia.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Legal Officer - control of disposal of articles purchased in station Navy Exchange. Security Officer - investigation into possible violation of govt to govt arrangements relating to commissaries in Australia. Criminal investigation in cases of wrongful appropriation and larceny.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folder.

Retrievability:

Name.

Safeguards:

Locked cabinet - limited access.

Retention and disposal:

For duration of member's tour at this station. Destruction through shredding and burning.

System manager(s) and address:

Security Officer, U.S. Naval Communication Station

Notification procedure:

Printed information on form - copy retained by individual. Security Officer, U.S. Naval Communication Station. Information requester must present: full name, official title and purpose of inquiry. Office to be visited: Security Office, U.S. Naval communication Station. Proof of idenity: visual recognition.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Information supplied by purchaser and Navy Exchange.

Systems exempted from certain provisions of the act:

None.

N64168 NUC

System name:

Nuclear Program Interview and Screening

System location:

Naval Sea System Command (Code 08), Washington, D.C. 20362

Categories of individuals covered by the system:

Personnel interviewed or considered for assignment or retention in the Naval Nuclear Power Program

Categories of records in the system:

Interview appropriation folder, interview chronology, interview index card, Navy Enlisted Nuclear Program Technical Screening Sheets, Nuclear Propulsion Officer Candidate Records

Authority for maintenance of the system:

5 U.S.C. 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Determine eligibility for Naval Nuclear Power Program, maintaining statistical and accounting records, and other administrative uses.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders, loose leaf binders, and index card box

Retrievability:

Name, chronological, Navy rate (if applicable), Social Security Number, approximate date of screen

Safeguards:

Located in restricted area

Retention and disposal:

Indefinitely

System manager(s) and address:

Naval Sea Systems Command (Code 08), Washington, D.C. 20362

Notification procedure:

Contact System Manager; provide full name, Navy rate (if applicable), Social Security Number, Nuclear Power School Class or dates at attendance (if applicable) and proof thereof, dates of service or screening and proof thereof.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Individual; Bureau of Naval Personnel; U.S. Naval Academy; current and/or previous commands; Director, Division of Naval Reactors

Systems exempted from certain provisions of the act:

None

N64168 RADINJCLRDS

System name:

NAVSEA RADIATION INJURY CLAIM RECORDS

System location:

Naval Sea Systems Command Code 08 Washington, D.C. 20362

Categories of individuals covered by the system:

Individuals employed by the Navy and Navy contractors who have alleged radiation injury from radiation exposure associated with Naval Nuclear Propulsion plants.

Categories of records in the system:

Excerpts from personnel medical records, Navy field organization and Navy contractor work histories and Navy and Labor Department correspondence.

Authority for maintenance of the system:

5 USC 301, Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Technical evaluation of radiation injury compensation claims by NAVSEA RADIOLOGICAL CONTROL MANAGERS.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File Folders

Retrievability:

Alphabetical by name

Safeguards:

Locked in safe and specific permission of custodian

Retention and disposal:

Indefinitely

System manager(s) and address:

Naval Sea Systems Command Code 08 Washington, D.C. 20362

Notification procedure:

Contact System Manager; Provide name, organization where employed at time of alleged injury and supporting evidence.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Personnel medical records and Navy and contractor work histories.

Systems exempted from certain provisions of the act:

None

N64168 SEA TRIAL

System name:

Next of Kin Information for Sea Trial Riders

System location:

Naval Sea Systems Command Code 08 Washington, D.C. 20362

Categories of individuals covered by the system:

Individuals attending nuclear propulsion plant sea trials of Navy ships

Categories of records in the system:

Names and addresses of next of kin; name, Social Security Number and security clearance of individual

Authority for maintenance of the system:

5 USC 301, Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To maintain information necessary for individuals to attend nuclear propulsion plant sea trials; Associate Director for Surface Ships and staff

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

3 x 5 index cards

Retrievability:

Alphabeticly by name

Safeguards:

Locked in 3-way combination safe in a restricted area

Retention and disposal:

Indefinitely

System manager(s) and address:

Naval Sea Systems Command Code 08 Washington, D.C. 20362

Notification procedure:

Contact System Manager; Provide name and social security number and identify sea trials attended

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

From the individual

Systems exempted from certain provisions of the act:

None

## N64223 NMRI

System name:

Kidney transplant histocompatibility study

System location:

Division of Biometry, Naval Medical Research Institute, National Naval Medical Center 20014

Categories of individuals covered by the system:

All individuals receiving kidney transplants between January 1, 1974 and December 31, 1976 from participating hospitals, except for certain hospitals with different dates of participation. A list of hospitals participating in the study may be obtained from the system manager.

Categories of records in the system:

Records of patients, past medical history, transplant operation and follow-up. Limited social information as required to evaluate rehabilitation.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Summary reports and data not identifying patients by name are made available to National Institute of Arthritis and Infectious Diseases, the funding agency, and to participating hospitals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are kept in file folders and on magnetic tape.

Retrievability:

Routine retrieval is by patient code number or hospital codes.

Safeguards:

Manual files are kept in locked spaces. Routinely used computer files contain no patient names. Access through the computer to names is limited to persons possessing appropriate access code words.

Retention and disposal:

Records will be maintained for statistical analysis so long as NIAID, the funding agency, desires.

System manager(s) and address:

Head, Division of Biometry

Notification procedure:

Patients may establish their inclusion in this study by asking the physician who performed the transplant.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents, and appealing initial determination by the individual concerned may be obtained from the system manager.

Record source categories:

Hospitals performing transplants and patient's physician.

Systems exempted from certain provisions of the act:

None

## N64648-EARB

System name:

Employee Grievances, Complaints, and Adverse Action Appeals.

System location:

Chairman Department of the Navy Employee Appeals Review Board Washington, D. C. 20360

Categories of individuals covered by the system:

Former and present civilian employees of the Department of the Navy, and applicants for employment with the Department of the Navy.

Categories of records in the system:

The case files contain background material on the act or situation complained of; the results of any investigation including affidavits and depositions; records of personnel actions involved; Official Personnel Folders; transcripts of hearings held; Examiners' reports of findings and recommended actions; advisory memoranda from OCMM, NAVCOMPT, CNO, BUPERS, CSC, DOD, SYSCOMS; SECNAV decisions; reports of actions taken by local activities; comments by EARB or local activities on appeals made to CSC; CSC decisions, Court decisions, Comptroller General decisions. Brief summaries of case files are maintained on index cards

Authority for maintenance of the system:

5 U.S.C. Sections 1301, 3301, 3302, 7151-7154, 7301, and 7701

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This information is used by the EARB to adjudicate cases. SYSCOMS, OCMM, CAPSO-N and ROCMM-S are internal users for informational/implementational purposes. CSC is the other Government agency using this information. Pursuant to s 552a(b)(9) of Public Law 93-579, committees or subcommittees of either House of Congress are furnished the above information upon request. Individual members acting on behalf of the individual involved are supplied with copies of decisions and other appropriate background material. Grievants and appellants are furnished SECNAV decisions, with copies to their representatives. EEO complainants are furnished SECNAV decisions, with copies of the hearing transcripts and Examiners' reports; complainants' representatives are provided copies of SECNAV decisions. Activities involved are provided with copies of SECNAV decisions on grievances and appeals. Activities involved in EEO complaints are provided copies of SECNAV decisions, hearing transcripts, and Examiners' reports.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders and index cards.

Retrievability:

Name

Safeguards:

Official Personnel Folders and classified material kept in locked safe. Other materials are kept in file cabinets in a secured building.

Retention and disposal:

Case files maintained for one year and sent to the GSA Federal Records Center and maintained for four years. Official Personnel Folders returned to activities after disposition of cases. CSC decisions and index cards are retained indefinitely.

System manager(s) and address:

Chairman, Department of the Navy Employee Appeals Review Board

Notification procedure:

Department of the Navy Employee Appeals Review Board, Washington, D. C. 20360. Must provide full name, employing office, and appropriate indentification card.

Record access procedures:

The Agency's rules for access to records may be obtained from System Manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Employing activities, Civil Service Commission, OCMM.

Systems exempted from certain provisions of the act:

NONE

N64980 CONCESSION VEH

System name:

Duty Free Vehicle Log

System location:

Commanding Officer, U.S. Naval Aviation Weapons Facility, FPO New York 09515

Customs Officer, HMS Customs and Excise, Campbeltown, Argyll, Scotland

Categories of individuals covered by the system:

Individuals stationed aboard NAVAVNWPNSFAC Machrihanish who own vehicles purchased or imported into the United Kingdom duty free.

Categories of records in the system:

Single line entry on loose leafe pages listing: Name and rank/rate of individual; make, year and registration of vehicle; status (bought new in UK or imported) of vehicle; and date of purchase or importing.

Authority for maintenance of the system:

5USC301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To assist local customs officials to protect against the illegal transfer of duty-free vehicles to UK citizens.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folder

Retrievability:

Name

Safeguards:

The records are maintained in an office that is locked when not manned.

Retention and disposal:

Pen and ink changes are made to records until complete page must be retyped. Old pages are then destroyed by shredding or burning. Retention period dependent upon number of changes occuring. Method of disposal by local customs official unknown.

System manager(s) and address:

Commanding Officer, U.S. Naval Aviation Weapons Facility, FPO New York 09515

Notification procedure:

Individuals wishing to learn if records concerning them are still retained may contact the System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information is obtained from documents provided by the individual.

Systems exempted from certain provisions of the act:

None.

N64980GAS RATION FILE

System name:

Gasoline Ration System

System location:

Commanding Officer, U.S. Naval Aviation Weapons Facility, FPO New York 09515

Categories of individuals covered by the system:

All personnel stationed aboard NAVAVNWPNSFAC Machrihanish who own private vehicles and wish to purchase Navy Exchange Gasoline.

Categories of records in the system:

Record on each individual contains information on: vehicle description; dates of vehicle insurance, inspection and tax; United Kingdom address of individual and amount of gasoline allowed.

Authority for maintenance of the system:

5USC301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used by Transportation Officer to allocate ration coupons to authorized pesonnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Index cards in holder.

Retrievability:

Name

Safeguards:

Locked in combination safe in an office which is locked when unmanned. Only Transportation Officer knows combination to safe.

Retention and disposal:

Records are destroyed by shredding or burning approximately one year after transfer of individual.

System manager(s) and address:

Commanding Officer, U.S. Naval Aviation Weapons Facility, FPO New York 09515

Notification procedure:

Individuals wishing to ascertain if records concerning them are still retained may contact the System Manager.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information concerning vehicles, insurance, inspection and tax is copied from the appropriate document as provided by the individual. Other information is received from the individual directly.

Systems exempted from certain provisions of the act:

None.

N64980RATION PRMT LOG

System name:

Application for U.S. Navy Ration Permit

System location:

Commanding Officer, U.S. Naval Aviation Weapons Facility, FPO New York 09515

Categories of individuals covered by the system:

All personnel stationed at NAVAVNWPNSFAC Machrihanish desiring to utilize U.S. Navy Exchanges in the United Kingdom.

Categories of records in the system:

Record includes: Name, rank/rate, SSN, date of birth (if under 18), and marital status of serviceman; location, name, relationship, date of birth (if under 18) and ID card number of dependents.

Authority for maintenance of the system:

5USC301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used to prepare ration cards used in U.S. Military Exchanges in the U.K. and to maintain a record in case of loss of those cards.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Index cards in file box.

Retrievability:

Name

Safeguards:

Maintained in an office that is locked when unmanned.

Retention and disposal:

Cards are destroyed by shredding or burning upon transfer of serviceman.

System manager(s) and address:

Commanding Officer, U.S. Naval Aviation Weapons Facility, FPO New York 09515

Notification procedure:

Records are held only on persnnel currently stationed at NAVAVNWPNSFAC Machrihanish who can enquire at the Administrative Office concerning the records.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

The information is provided by the serviceman.

Systems exempted from certain provisions of the act:

None

## N65196 DODCI.01

System name:

DODCI Student Record System.

System location:

Department of Defense Computer Institute, Washington Navy Yard, Washington, D.C. 20374.

Categories of individuals covered by the system:

All students who have completed a course of instruction presented by the Department of Defense Computer Institute: primarily DOD military and civilian personnel as regular students; personnel from other federal, state and local government agencies who have attended courses on a space available basis; military and civilian personnel from foreign governments who requested and were granted authority to attend courses; and personnel from private industry who are under direct contract to a DOD activity who sponsor their attendance.

Categories of records in the system:

Alphabetized card file of students who have attended DODCI courses. Record consists of name, military rank or rate, civilian grade, branch of service, DOD agency or activity and title of course attended. Also associated file of consolidated listing of students for each course offering arranged by DOD agency or activity and name.

Authority for maintenance of the system:

5 USC 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records maintained by DODCI Registrar to respond to individuals requesting official verification of attendance to a specific course or response to students agency or activity requesting official record of training completed. Used to compile statistical data of student throughput, e.g., attendance by course, attendance by branch of service, composition of students by rank/rate/grade, branch of service, agency or activity. Statistical data is not compiled by name.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Alphabetic card file and file folders in file cabinet.

Retrievability:

Name and Course Title.

Safeguards:

Maintained in Administrative Office which is locked after normal working hours, accessable only to authorized office staff and Director or delegate on demand.

Retention and disposal:

Individual cards by student name and consolidated listing of students are retained indefinitely.

System manager(s) and address:

Registrar, DOD Computer Institute, Building 175, Washington Navy Yard, Washington, D.C. 20374.

Notification procedure:

By individual request upon presentation of letter or identification. Must provide course title and year of attendance.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Enrollment and Registration Request for DOD Management Education and Training Program Courses (DD form 1556), and Course Listing of Students reviewed by Course Manager and Individual Students.

Systems exempted from certain provisions of the act:

None.

## N65196 DODCI.02

System name:

DODCI Student/Faculty/Senior Staff Biography System

System location:

Department of Defense Computer Institute, Washington Navy Yard, Washington, D.C. 20374.

Categories of individuals covered by the system:

All faculty members, senior staff members, and guest lecturers currently instructing or managing at the DODCI. All students who are attending or who have completed a course of instructions presented by the Department of Defense Computer Institute: primarily DOD military and civilian personnel as regular students; personnel from other federal, state and local government agencies who have attended courses on a space available basis; military and civilian personnel from foreign governments who requested and were granted authority to attend courses; and personnel from private industry who are under direct contract to a DOD activity who sponsor their attendance.

Categories of records in the system:

Biographic summary forms individually submitted upon request by each DODCI faculty member, senior staff member, guest lecturer, or student. Students record consists of name, rank or rate, civilian grade, organization and division, office phone number, current and previous job titles and positions, number of months with present job title, major duties of present job, formal education completed, objectives for attending DODCI course, computer-related and other technical training and experience, information on usage of computers in present position, influence and authority student has over design of computer-based systems including security and privacy aspects, extent involved in planning and design of teleprocessing systems. Faculty/senior staff record consists of name, rank or rate, current and previous job titles and positions, former major duties, formal education completed, computer-related and other technical training and experience.

Authority for maintenance of the system:

5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information contained in the student biographical summaries is restricted to internal use within DODCI. Used by Course Managers and functional Department Head to evaluate education level, computer related work experience, and general computer background of DODCI students. Establishes student qualifications to attend a requested course and if course objectives have satisfied personal objectives of students for attending course. Statistical summarization of information contained therein provides basis for modification and revision to course content. Also serves as vehicle to place student into appropriate laboratory and seminar group in courses requiring such a breakout.

Information on faculty/senior staff members contained in the biographical summaries is provided to students as an attachment to their student notebooks. Records are used to identify faculty and senior staff members, areas of data processing and information management

expertise for consultationpurposes and as an expertise peamble to the next scheduled lecturer.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders in file cabinet.

Retrievability:

By name for faculty/senior staff members. Course title and name for studets.

Safeguards:

Maintained in scheduling office (for students) and in the Reproduction Shop (for faculty/ members) which is locked after normal working hours, access controlled by systems manager and accessable only to authorized faculty members, Director of Administration, and Director or delegate on demand.

Retention and disposal:

All completed individual student biographical summaries attending a specific course are retained in a file folder marked by Course Title and Course Date. Individual student biographical summaries are retained by course for two fiscal years preceeding the fiscal year in progress. All individual faculty and senior staff biographical summaries are retained in a master file folder until no longer providing services to DODCI. Master file is reviewed periodically to maintain currency. Students receiving a course notebook can retain the included biographical records as well as the notebook.

System manager(s) and address:

Scheduling Officer, DOD Computer Institute, Building 175, Washington Navy Yard, Washington, D.C. 20374.

Notification procedure:

Students by individual request upon presentation of letter of identification. Must provide course title and year of attendance.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Student Biography Forms are of DODCI origin and completed by each individual student. Forms are completed either the first day of the course or, in the case of certain specific courses, are mailed to the prospective student requesting return prior to commencement of the course.

Biographies are authorized by each faculty and senior staff member soon after arrival at DODCI. Guest lecturers are requested to voluntarily submit biographies for use in course notebooks. content is never changed, but in some cases selectively reduced in length so as not to exceed one page. Format and content are generated solely by DODCI member and are subjected only to editorial review.

Systems exempted from certain provisions of the act:

None.

N65196 DODCI.03

System name:

DODCI Course Evaluation System

System location:

Department of Defense Computer Institute, Washington Navy Yard, Washington, D.C. 20374.

Categories of individuals covered by the system:

All students who have completed a course of instruction presented by the Department of Defense Computer Institute: primarily DOD military and civilian personnel as regular students; personnel from other federal, state and local government agencies who have attended courses on a space available basis; military and civilian personnel from foreign governments who requested and were granted authority to attend courses; and personnel from private industry who are under direct contract to a DOD activity who sponsor their attendance.

Categories of records in the system:

Individual student evaluation of entire course and random sampling of specific lecture presentations. Includes objectives for attending course; statement concerning realization of personal objectives, numerical or qualitative rating of overall course, lab sessions and/or specific lectures; list of strengths and weaknesses of course; list of lecture subjects of particular benefit or of little use to student; list of lecture subjects which should be expanded or reduced in coverage; and list of topics not covered in course but should be included. Comments concerning course content, sequence, lecture presentation, teaching techniques, audio visual aids, physical facilities and administrative support are solicited and recorded. Categories are posed as questions with ample space to encourage written response of student opinion in a structured but non-restrictive format. These Course Evaluation Forms also contain hard core factual information, i.e., course title, course dates, student name, rank/rate/grade, branch of service, duty station or agency, and present job title.

Authority for maintenance of the system:

5 USC 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Use of the student evaluation forms and the information contained therein is restricted to internal use within DODCI. Used to evaluate course, lecture, teaching techniques and individual instructor effectiveness. Provides basis for modification and revision to course content and sequence and lecture content. Provides input to long range plan for course update, additions and revisions. Copy is provided to unit education offices upon request. Student evaluations of all attendees to a particular course are reviewed as a composite group by DODCI faculty members to determine problem areas, trends, and provides a continuous evaluation of course effectiveness.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders in file cabinet.

Retrievability:

Course Title and Student Name.

Safeguards:

Maintained in Scheduling Office which is locked after normal working hours, access controlled by Systems Manager and accessible only to authorized faculty members. Director of Administration, and Director or delegate on demand.

Retention and disposal:

All completed individual evaluations of students attending a specific course are retained in a file folder marked by Course Title and Course Date. Individual student evaluation forms are retained by course for two fiscal years preceeding the fiscal year in progress.

System manager(s) and address:

Scheduling Officer, DOD Computer Institute, Building 175, Washington Navy Yard, Washington, D.C. 20374.

Notification procedure:

By individual request upon presentation of letter or identification. Must provide course title and year of attendance.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Student Course Evaluation Forms are of DODCI origin and distributed in class and completed by each individual student.

Systems exempted from certain provisions of the act:

None.

N65196 DODCI.04

System name:

DODCI Lecture-Instructor Inventory System.

System location:

Department of Defense Computer Institute, Building 175, Washington Navy Yard, Washington, D.C. 20374.

Categories of individuals covered by the system:

Current DODCI instructors.

Categories of records in the system:

Two disk files comprise the system of records. First master file contains instructor's name, functional group assignment code, projected date of departure; list of lectures instructor gives. Second master file contains lecture I.D., title, lecture primary, instructors giving the lecture.

Authority for maintenance of the system:

5 U.S.C. 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Provides the ability for functional managers to generate a list of instructors along with the associated lectures in which they are proficient or to specify a lecture title and determine which instructors are capable of presentation. This provides assistance in assigning instructors to course schedules, teams for on-site course presentations, determining lectures which are critical in flexibility of assignment, planning instructor assignments in the order of lecture priority.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Maintained on magnetic disks in a computer data base.

Retrievability:

Instructor's last name, lecture ID number, or functional group code.

Safeguards:

This system of records is maintained on magnetic disks in the computer operations center which is kept locked. Only the manager and assistant manager of the Computer Support office have access to the center during normal working hours and the security watch has access after hours. The mode of access to the computer-based system is via remote terminal and special passwords are required. Appropriate data base language commands (available only to authorized DODCI staff members) must be invoked to gain access to information in the system. Portions of the system can only be accessed by functional managers via controlled key work commands. An accounting log is maintained of all accesses to the system which contains identification of the user, log-on and off, station number, and date/time of last access.

Retention and disposal:

The system data base is retained indefinitely. Revisions are in continuous process, e.g., instructors' names being added upon arrival and deleted on departure, lecture titles added or deleted as they are developed or discontinued, lecture presentation capability expanded or deleted as appropriate.

System manager(s) and address:

Manager, Computer Support Office, DOD Computer Institute, Building 175, Washington, D.C. 20374.

Notification procedure:

DODCI faculty members are informed of existence and purpose of system. Individual instructors can request printout of information in system which pertains to them.

Record access procedures:

The Institutes rules for access to records may be obtained from the Systems Manager.

Contesting record procedures:

The Institute's rules for contesting contents and appealing initial determinations by the individual concerned can be obtained from the Systems Manager.

Record source categories:

DODCI functional managers maintain system and periodically revise data base by entering new data and deleting discontinued information. Additionally, the Systems Manager can enter information affecting printout format and contents.

Systems exempted from certain provisions of the act:

None.

N65872SA14102

System name:

Project Analysis and Control System (PAC)

System location:

Naval Material Command Support Activity, Data Processing Group, Washington, D. C. 20360

Categories of individuals covered by the system:

Civilian employees in the activity who work in the Computer Systems Analyst, Computer Specialist, Computer Programmer, and Computer Technician career Fields.

Categories of records in the system:

System comprises information required to provide status of NMCSA-DPG development projects and analysis to determine capability to meet target dates. Provides inventory of NMCSA, DPG Analysts, Programmers and Branch and Division workload status.

Authority for maintenance of the system:

Title 5, U.S.C., section 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Automatic Data Processing Development Workload Resources Planning and Control.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tape and magnetic discs. Input transcripts are filed for 30 days and destroyed.

Retrievability:

Automated records are entered, retrived and analyzed by Social Security Number. Manual Records are filed for 30 days and then destroyed.

Safeguards:

The computer facility is a secure area and only authorized personnel are allowed entry. Input records are filed in same area.

Retention and disposal:

This is a management system used for planning and controlling development resources. History file is maintained as long as desired. Active file is purged and updated weekly.

System manager(s) and address:

Data Processing Group Deputy Director for Systems, Naval Material Command Support Activity, Department of the Navy, Washington, D.C. 20360

Notification procedure:

Records in this system are all employees of the Data Processing Group Director. These employees are aware of the records in this system.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Resources Control Branch, individual input.

Systems exempted from certain provisions of the act:

None

N65872SA53105

System name:

VGA Personnel and Manpower Information System (PERMIS).

System location:

Central Computer Facility - Naval Material Command Support Activity, Department of the Navy, Washington, D.C. 20360; Program Director - Civilian Personnel Group, Code SA-53B; ADP - Data Processing Group, Code SA-14.

Input-Ooutput Terminals - Naval Material Command, Washington, D.C. 20360; Naval Material Command Support Activity, Washington, D.C. 20360; Naval Air Systems Command, Washington, D.C. 20360; Naval Sea Systems Command, Washington, D.C. 20360; Naval Facilities Engineering Command, Arlington, Va. 22332; Naval Supply Systems Command, Washington, D.C. 20376; Naval Electronics Systems Command, Washington, D.C. 20360; Naval Ship Engineering Center, Hyattsville, MD 20782.

Categories of individuals covered by the system:

All civilian employees of the activity or activities provided personnel service by the Civilian Personnel Office of a Naval Activity with a PERMIS terminal;

All military personnel on active duty stationed at or assigned to an activity provided personnel service by the Civilian Personnel Office of a Naval Activity with a PERMIS terminal.

Categories of records in the system:

Individual military assignment-related automated records containing that data which is also used to produce the Officer Distribution Control Report (ODCR);

Individual civilian employee automated records, including personal job-related, military status, education, training, and related data; Computer outputs displaying information from PERMIS automated records; Microfiche of computer outputs displaying information from PERMIS automated records.

Punched cards containing PERMIS data; Optical scanning sheets containing leave data.

Authority for maintenance of the system:

Title 5, U.S.C., section 302, 'Delegation of authority to subordinate officials of head of agency for employment, direction, and general administration of personnel';

Title 5, U.S.C., section 301, (records and reports-custody, use and preservation);

Executive Order 9397, 'Numbering System for Federal Accounts Relating to Individual Persons';

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

For the purposes of increased effectiveness and efficiency by automating certain processes within the operating civilian personnel offices and providing management information: Officials and employees of activities serviced by the Civilian Personnel Office in the performance of their official duties related to management and administration of civilian personnel programs; the providing of staff support in the area of management, manpower, budget, administrative services, military manpower, Equal Employment Opportunity, and any other staff and line operations requiring the management of civilian personnel; the design, development, maintenance, and operation of the (manual and) automated system of records; and administration of grievances, appeals, and litigation involving the disclosure of records of the PERMIS system. Officials and employees of other Naval activities in their request for pre-employment data, or in the processes involved in the transfer of an employee from a PERMIS-covered activity to one of those other activities; their performance of studies and tasks relative to leave held or taken by civilian employees; and their usage of data to manage Navy civilian manpower programs, and to provide civilian manpower reports and statistical data to the United States Civil Service Commission, Office of Management and Budget, etc.

Officials and employees of any component of the Department of Defense-Performance of their official duties.

Representatives of the Civil Service Commission - Matters relating to the inspection, survey, audit or evaluation of Navy civilian personnel management programs, or pesonnel actions, or such other matters under the jurisdiction of the Commission. The Comptroller General or any of his authorized representatives - Performance of duties of the General Accounting Office relating to the Navy's civilian manpower management programs.

The Attorney General of the United States or his authorized representatives - Litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice, or carried out as the legal representative of the Executive Branch agencies. Officials and employees of other departments and agencies of the Executive branch of government - upon request, in the performance of their official duties.

Hearing Examiner or Arbitrator (duly appointed employee of another federal agency) - conduct a hearing in connection with an employee's appeal involving disclosure of records of the PERMIS system.

Arbitrator given a contract pursuant to a negotiated labor agreement - hear an employee's grievance involving disclosure of the records of the PERMIS system.

Senate or House of Representatives of the U.S. or any committee or sub-committee thereof, any joint committee of congress or subcommittee of joint connittee - matters within their jurisdiction requiring disclosure of files or records of the PERMIS system.

Law enforcement or investigatory authorities - investigation and possible criminal prosecution, civil court action or regulatory order.

Marine Corps - produce microfiche from documents.

Department of the Army - optical scanning of documents and recording of data on magnetic tape.

DESCOMP INC (a contractor) and its employees - punch cards and key-to-disc recording of data from documents.

Chesapeake and Potomac Telephone Co (a contractor) and its employees - Telecommunication transmission of data between the central computer facility and the remote terminals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic discs; computer magnetic tapes; computer magnetic cards; punched cards; computer paper printouts; microfiche; optical scanning sheets.

Retrievability:

Automated records are accessed and retrieved by social security account number, position number, military billet number, or by a combination of characteristics such as occupation code, grade, year of birth, and level of education.

Computerized indices are required to retrieve individual records from the automated system;

Microfiche are filed alphabetically by last name of employee; computer paper printouts are filed at random. Information can be retrieved from them by name, social security account number, or organization code.

Punched cards and optical scanning sheets are accessible by social security account number and name.

Safeguards:

The computer facility is located in a restricted area accessible only to authorized persons that are properly screened, cleared and trained.

Computer fail-safe systems software is employed to insure that only authorized personnel are able to obtain data via the terminals.

Computer printouts, microfiche, punched cards, and optical scanning sheets are available only to authorized personnel having a need to know.

Retention and disposal:

The records on punched paper cards, magnetic cards, and magnetic tapes are transferred to the magnetic discs, where they are maintained permanently;

The microfiche will be maintained as long as they provide useful information and will then be destroyed by mechanical or related means;

The computer paper printout and paper card output are maintained for relatively short periods of time, generally ranging from one day to three months, and are then recycled.

System manager(s) and address:

Commanding Officer, Naval Material Command Support Activity. Department of the Navy, Washington, D.C. 20360; and Civilian Personnel Offices.

Notification procedure:

Request from individuals should be addressed to the above system manager (SYSMANAGER); written request for information should contain the full name, address, and signature of the individual; the individual requester may visit the civilian personnel office of one of the activities listed under LOCATION. The street address for the Naval Material Command Support Activity is 4040 N. Fairfax Drive, Arlington, Virginia (note that this is an address for personal visits only; it is not acceptable as a mailing address); for personal visits, the individual must present as proof of identity his or her Department of Defense or Navy building pass or identification badge, or driver's license or other type of identification bearing a picture or signature, or other data sufficient to insure that the individual is the subject of the inquiry.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contestng contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Navy Civilian Personnel Offices; automated system interface (Navy military personnel); Navy manpower offices, Navy military personnel offices; supervisors, schools, and colleges.

Systems exempted from certain provisions of the act:

NONE

## N66001 TECHAUTHIND

System name:

Technical Paper/Author Cross Index System

System location:

Commander, Naval Undersea Center, San Diego, California 92132

Categories of individuals covered by the system:

NUC personnel, past and present, who have authored unclassified technical papers.

Categories of records in the system:

Author's name, title of paper and administrative control number for the paper.

Authority for maintenance of the system:

5 USC 301, Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To quickly locate a technical paper for a requestor if author is known and title is unknown. Requestors include Center technical and management personnel, and Center's technical writing/editing group.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Index card file

Retrievability:

Name

Safeguards:

Considered as normally accessible office record.

Retention and disposal:

Permanent

System manager(s) and address:

Public Affairs Officer, Naval Undersea Center, San Diego, California 92132

Notification procedure:

Individuals may visit or call office or system manager, identify themselves by giving their name, and obtain information concerning their records.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Information obtained from technical papers when submitted to this office for public release.

Systems exempted from certain provisions of the act:

None

## N66123 PRIVATE RELIEF

System name:

Private Relief Legislation

System location:

Office of Legislative Affairs
Department of the Navy
Pentagon, Room 5C831
Washington, D.C. 20350

Categories of individuals covered by the system:

Individuals concerning whom private legislation is introduced in the U.S. Congress.

Categories of records in the system:

Letters to Congressional Committees, expressing the views of the department concerning the legislation and records necessary to prepare the letters.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

File maintained to prepare for Congress the position of the department concerning the legislation. Routine disclosures are made to Congress; interested Navy, Marine Corps and DOD Components; OMB; and other interested executive agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File folders

Retrievability:

Name

Safeguards:

Access generally limited to personnel of the Office of Legislative Affairs. Stored in a locked office.

Retention and disposal:

Retained for at least 6 years or as long as the legislation is active if more than 6 years and then moved to Federal Records Center, GSA Accession Section, Washington, D.C. 20409

System manager(s) and address:

Chief of Legislative Affairs
Department of the Navy
Pentagon, Room 5C831
Washington, D.C. 20350

Notification procedure:

System Manager; Full name, term and session of Congress when bill introduced, bill number, sponsor of bill (if available); Office of Legislative Affairs, Department of the Navy, Pentagon, Washington, D.C. Driver's license or similar substitute.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Member of Congress; individual about whom file is maintained and individuals from whom he solicits information; other Navy, Marine Corps, and DOD components; OMB; and other interested executive agencies.

Systems exempted from certain provisions of the act:

None

## N66715.1RLPS

System name:

NAME/LEAD Processing System

System location:

Primary System, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

Categories of individuals covered by the system:

Individuals who have responded to Navy advertising, requested their names not be used in future Navy advertising, students throughout the country who may be qualified for enlistment, first-term enlistees on active duty in the U. S. Navy, veterans, enlisted discharged personnel.

Categories of records in the system:

Automated and non-automated form containing personal records and correspondence on both education, service, and Navy program information on potential Navy applicants.

Authority for maintenance of the system:

10 USC 5531; Section 133, 503, 504, 508, 510; 5 USC Sections 301, 302; 44 USC Sections 3101, 3702

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Navy recruiting officials and employees in the performance of their official duties in managing the recruitment of men and women for officer and enlisted programs in the regular and reserve components of the Navy.

The Comptroller General or any of his authorized representatives, upon request, in the course of performance of the duties of the general accounting office.

Officials and employees of the Department of Defense in the performance of their official duties.

Civilian contractors and their employees who manage automated and

Officials and employees of the Department of Transportation in the performance of their official duties. manual categories of records in accordance with an approved, official contract with the U. S. Government.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are maintained on disks, magnetic tape or on punched cards in a limited access area.

Computer print outs are stored in locked filing cabinets or file folders

Retrievability:

Information can be accessed by name, program and social security account number.

Safeguards:

Lists and files are handled with maximum security during processing and storage, and are accessible to routine users only and then only through a selected group of individuals charged with security of the lists. Files are stored in a limited access area and coded so that only several persons have both knowledge of the code and access to the files.

Retention and disposal:

A record is maintained of all outgoing automated responses, and disposed of in accordance with Departmental Regulations.

Compiled lists and commercial purchased lists are maintained for certain period of time depending on the usefulness and currentness of the information, and disposed of in accordance with Departmental Regulations.

System manager(s) and address:

Director, Recruiting Adverstising Department, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

Notification procedure:

Requests should be addressed to: Director, Recruiting Advertising Department, Navy Recruiting Command, 4015 Wildon Boulevard, Arlington, Virginia 22203.

Requester is required to provide a full name, address, and signature.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER

Record source categories:

Parents, influentials, friends and associates of the subject of the records and officials and employees of the Department of the Navy, Department of Defense, and the Veterans Administration in the performance of their official duties and as specified by current Instructions and regulations promulgated by competent authority.

Systems exempted from certain provisions of the act:

None

N66715.20SAS

System name:

Officer Selection and Appointment System

System location:

Primary System - Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203 Decentralized segments - Headquarters, Navy Recruiting Activities and subsidiary offices; Armed Forces Entrance and examining Centers; Bureau of Naval Personnel; Bureau of Medicine and Surgery; National Personnel Records Centers; Naval Reserve Units; Naval Education and Training Activities; NROTC Units; Naval Sea Systems Command Headquarters; Naval Intelligence Command and subsidiary activities; Department of Defense Medical Examination Review Board.

Categories of individuals covered by the system:

Individuals who have made application for direct appointment to commissioned grade in the Regualr Navy or Naval Reserve, applied for officer candidate program leading to commissioned status in the U.S. Naval Reserve, applied for a Navy/Marine Corps sponsored NROTC scholarship program or preparatory school program, applied for interservice transfer to Regular Navy or Naval Reserve.

Categories of records in the system:

Records and correspondence in both automated and non-automated form concerning any applicant's personal history, education, professional qualifications, physical qualifications; mental aptitude, character and interview appraisals, National Agency Checks and certifications of background investigations.

Authority for maintenance of the system:

Title 10, United States Code, Sections governing authority to appoint officers. 10 USC Sections 591, 600, 716, 2107, 2122, 5579, 5600. Merchant Marine Act of 1939 (as amended); Executive Orders 9397, 10450, 11652; 5 USC 301 Departmental Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in the performance of their duties in managing and contributing to the recruitment of qualified men and women for officer programs in the regular and reserve components of the Navy.

Officials and employees of the Department of Defense in the performance of their official duties.

Officials and employees of the Department of Transportation in the performance of their official duties.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the management of quality military recruitment.

The Attorney General of the United States or his authorized representatives in connection with litigation, fraudulent enlistment or other matters under the jurisdiction of such agencies. Officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment.

Officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

The Senate or the House of Representatives of the United States or any committee or subcommittee on matters within their jurisdiction requiring disclosure of files or records of personnel covered by this system.

Such civilian contractors and their employees as are or may be operating in accordance with an approved official contract with the U.S. Government.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tape; paper records are stored in file folders.

Retrievability:

Name and social security number applicant

Safeguards:

Records kept in file cabinets and offices locked after working hours. Based on requirements of user activity, some buildings have 24-hour security guards.

Retention and disposal:

Application records maintained six months; after six months, summary sheets maintained for 5 years at National Record Storage Center. NROTC application records kept for current year only. Correspondence files maintained for two years.

System manager(s) and address:

Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

Notification procedure:

Requests by correspondence should be addressed to: Commander Naval Recruiting Command (Attn: Privacy Act Coordinator), 4015 Wilson Boulevard, Arlington, Va. 22203; or, Chief of Naval Reserve (Code 111C), New Orleans, Louisiana, 70146, or, to applicable Naval Recruiting District as listed under U.S. Government in white pages of telephone book. Letter should contain full name, address, social security account number and signature.

The individual may visit Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Va. 22203. Proof of identification will consist of picture-bearing or other official identification.

Record access procedures:

The agency's rules for access to records may be obtained from System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Navy Recruiting personnel and employees processing application; Medical personnel conducting physical examination and private physicians providing consultations or patient history; character and employer references named by applicants; educational institutions, staff and faculty members; Selective Service Commission local state, and Federal law enforcement agencies; prior to current military service record; members of Congress; Commanding Officer of Naval Unit, if active duty; Department of Navy offices charged with personnel security clearance functions. Other officials and employees of the Department of the Navy, Department of Defense, and components thereof, in the performance of their official duties and as specified by current instructions and regulations promulgated by competent authority.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552 a (k)(1), (5), (6) and (7), as applicable. For additional information, contact the System Manager.

N66715.3RESS

System name:

Recruiting Enlisted Selection System

System location:

Primary System - Commander Navy Recruiting Command Decentralized Segments - Navy Recruiting Area Commanders, Navy Recruiting District Headquarters, Navy Recruiting 'A' Stations, Navy Recruiting Branch Stations, AFEES.

Categories of individuals covered by the system:

Records and corespondence pertaining to prospective applicants, applicants for regular and reserve enlisted programs, and any other individuals who have initiated correspondence pertaining to enlistment in the United States Navy.

**Categories of records in the system:**

Records and correspondence in both automated and non-automated form concerning personal history, education, professional qualifications, mental aptitude, physical qualifications, character and interview appraisals, National Agency Checks and certifications, service performance and congressional or special interests.

**Authority for maintenance of the system:**

10 USC Sections 133, 275, 503, 504, 508, 510, 672, 1071 - 1087, 1168, 1169, 1475 - 1480, 1553, 5031; 5 USC 301 Departmental Regulations.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy in the performance of their duties in managing and contributing to the recruitment of qualified men and women for enlistment in the regular and reserve components of the Navy. The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the management of quality military recruitment.

Officials and employees of the Department of Defense in the performance of official duties.

Officials and employees of the Department of Transportation in carrying out their official duties.

The Attorney General of the United States or his authorized representatives in connection with litigation, fraudulent enlistment or other matters under the jurisdiction of such agencies. Officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment.

Officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

The senate or the House of Representatives of the United States or any committee or subcommittee on matters within their jurisdiction requiring disclosure of files or records of personnel covered by this system.

Such civilian contractors and their employees as are or may be operating in accordance with an approved official contract with the U.S. Government.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Automated records are stored on magnetic tape; paper records are stored in file folders.

**Retrievability:**

Filed alphabetically by last name of subject

**Safeguards:**

Records are accesible only to authorized Navy recruiting personnel within and are handled with security procedures appropriate for documents classified 'For Offical Use Only'

**Retention and disposal:**

Records are normally maintained for two years and then destroyed.

**System manager(s) and address:**

Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

**Notification procedure:**

Requests by correspondence should be addressed to: Commander Naval Recruiting Command (Attn: Privacy Act Coordinator), 4015 Wilson Boulevard, Arlington, VA 22203; or, Chief of Naval Reserve (Code 111C), New Orleans, Louisiana, 70146, or, to applicable Naval Recruiting District as listed under U.S. Government in white pages of telephone book. Letter should contain full name, address, social security account number and signature.

The individual may visit Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, VA 22203. Proof of identification will consist of picture-bearing or other official identification.

**Record access procedures:**

The agency's rules for access to records may be obtained from System Manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

**Record source categories:**

Navy Recruiting personnel and Administrative Staff; Medical Personnel conducting physical examinations and/or Private Physicians providing consultations or patient history; Character and Employer references; Educational institutions, Staff and Faculty members; Selective Service Commission; Local, State, and Federal Law enforcement agencies; prior or current military service records; Members of Congress.

Other officials and employees of the Department of the Navy, Department of Defense and components thereof, in the performance of their official duties and as specified by current instructions and regulations promulgated by competent authority.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

## N66715.4RATS.

**System name:**

Navy Recruiting Command Attrition Tracking System

**System location:**

Primary System - Recruiting Data Systems, Commander, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

**Categories of individuals covered by the system:**

Navy Enlisted Personnel who attrite during Basic Recruit Training

**Categories of records in the system:**

File consists of records and correspondence pertaining to individuals discharged at Navy Recruit Training Centers. Records include personal and service information, education, physical and mental qualifications and circumstances surrounding discharge.

**Authority for maintenance of the system:**

10 USC Sections 133, 275, 503, 504, 508, 510, 5031; 5 USC 301 Departmental Regulations.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy in the performance of their duties in managing and contributing to the components of the Navy.

Officials and employees of the Department of Defense in carrying out their official duties.

Officials and employees of the Department of Transportation in carrying out their official duties. carrying out their official duties.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the management of quality military recruitment.

The Attorney General of the United States or his authorized representatives in connection with litigation, fraudulent enlistment or other matters under the jurisdiction of such agencies. Officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment.

Officials and employees of the Veterans Administration and Selective Service Administration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

The Senate or the House of Representatives of the United States or any committee or subcommittee on matters within their jurisdiction requiring disclosure of files or records of personnel covered by this system.

Such civilian contractors and their employees as are or may be operating in accordance with an approved official contract with the U. S. Government.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Manual Records stored in file cabinets in a secure government building. Automated records are maintained on magnetic tape.

**Retrievability:**

Info can be retrieved by Social Security Account Number, Navy Recruiting Area or District Recruit Training Center, Age, Education, Discharge Reason or Date of Discharge.

**Safeguards:**

Only authorized routine users are permitted access to the records. The Headquarters building in which the records are located has a 24-hour guard which prevents unauthorized access to the building.

**Retention and disposal:**

Records are maintained at Headquarters, Navy Recruiting Command for five years, and then destroyed. Records at Area and District Headquarters are retained for one year before being destroyed.

System manager(s) and address:

Director, Recruiting Data Systems, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203 Telephone: 202-692-4089

Written requests for information should contain the full name, social security account number and location where individual was recruited, and signature.

Notification procedure:

Apply to System Manager.

Record access procedures:

The Agency's for access to records may be obtained from System Manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Discharge Sections at Navy Recruit Training Commands Other officials and employees of the Department of the Navy, Department of Defense and components thereof, in the performance of their official duties and as specified by current instructions and regulations promulgated by competent authority.

Systems exempted from certain provisions of the act:

None

N66715.5RCSS

System name:

Navy Recruiting Support System

System location:

Headquarters, Navy Recruiting Command, 4015 Wilson Boulevard, Aarlington, Virginia 22203

Decentralized Segments-Navy Recruiting Areas; Navy Recruiting Districts; Navy Recruiting 'A' Stations; Navy Recruiting Branch Stations.

Categories of individuals covered by the system:

Students who have taken the Armed Forces Vocational Aptitude Battery; Naval Reserve officers nominated by District Commanding Officers for a collateral duty assignment as Recruiting District Assistance Council Chairmen (RDAC); Enlisted Personnel selected by local Navy Recruiter for participation in local Navy Recruiting effort; Community leaders and individuals who provide assistance to Navy Recruiters.

Categories of records in the system:

Name; Social Security Number; Address; Pertinent family information; Pertinent military information; Professional and education affiliations and experience.

Authority for maintenance of the system:

10 USC Sections 133, 503, 504, 508, 510, 5031; 5 USC 301 Departmental Regulations; 44 USC Sections 3101, 3702.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide field recruiters with various vehicles of recruiting support; to familiarize Navy Recruiters with community leaders; to provide a thorough interface between the Navy and the community; to promote the Navy among the members of the civilian community; to provide educators with a measure of the vocational aptitude of their students through administration of the Armed Services Vocational Aptitude Battery; cultivate community awareness; to assign inactive Reserve officers to Recruiting support functions as Recruiting District Assistance Council Chairmen; to facilitate liaison with various business and social and education cultures in the community; obtain media support for the Navy Recruiting Command; Assist the local recruiter in anyway the recruiter feels necessary; to generate prospective applicants for the United States Navy. Enlisted/Officer Navy Recruiters; Navy Recruiting District Commanding Officers; Navy Recruiting Area Commanders; Navy Recruiting Headquarters staff personnel; Naval Reserve Officers filling official recruiting support functions.

Officials and employees of the Department of the Navy in the performance of their duties in managing and contributing to the recruitment of qualified men and women for officer programs in the regular and reserve components of the Navy.

Officials and employees of the Department of Defense in carrying out their official duties.

Officials and employees of the Department of Transportation in carrying out their official duties.

The Comptroller General or any of his authorized representatives, upon request, in the course of the performance of duties of the General Accounting Office relating to the management of quality military recruitment.

The Attorney General of the United States or his authorized representatives in connection with litigation, fraudulent enlistment or other matters under the jurisdiction of such agencies. Officials and employees of other Departments and agencies of the Executive Branch of government, upon request, in the performance of their official duties related to the management of quality military recruitment.

Officials and employees of the Veterans Administration and Selective Service Adminitration in the performance of their official duties related to enlistment and reenlistment eligibility and related benefits.

The Senate or the House of Representatives of the United States or any committee or subcommittee thereof on matters within their jurisdiction requiring disclosure of files or records of personnel covered by this system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

File cabinets and magnetic tape

Retrievability:

Information can be accessed by name and social security number

Safeguards:

Lists and files are handled with discretion and accessible only to those personnel having a need to know.

Retention and disposal:

Records are retained for the tenure of the individual involved or in the case of high school Armed Services Vocational Aptitude Battery lists for a maximum two-year period or until information is no longer useful for recruiting support.

Magnetic tapes are demagnetized; other manual files are shredded or burned when discarded.

System manager(s) and address:

Director, Recruiting Support Department, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203

Notification procedure:

Information may be obtained from: Director, Recruiting Support Department, Navy Recruiting Command, 4015 Wilson Boulevard, Arlington, Virginia 22203 Telephone: 202/692-4795

Requester is required to supply full name, rank/rate (if applicable), address and social security number.

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

Subject of the information; Field Recruiters; Area Commanders/District Commanding Officers; Chief of Naval Personnel; Chief of Naval Reserve; District Commandants; Chief of Naval Education and Training; Vocational Testing Group; Recruit Training Commands; Service Schools Commands and other officials and employees in the Department of the Navy and other components of the Department of Defense in the performance of their officials duties and as specified by current instructions and regulations promulgated by competent authority.

Systems exempted from certain provisions of the act:

None

N68056 005

System name:

Legal Records System

System location:

Commanding Officer
Naval Regional Medical Center
San Diego, CA 92134

Categories of individuals covered by the system:

Patients, visitors, staff and employees of Naval Regional Medical Center, San Diego, CA 92134.

Categories of records in the system:

Incident reports and in-house investigations; records of Commanding Officer's Nonjudicial Punishment and appeals thereof; files of litigation and potential litigation.

**Authority for maintenance of the system:**

5 U.S.C. 301, Departmental Regulations; Federal Tort Claims Act; Medical Care Recovery Act; Article 15, UCMJ.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Some are protected by attorney-client relationship, and thus are not released without consent of client or used in any way other than original purpose. Incident reports used for internal administration of Medical Center (to correct errors and improve procedures) and to notify attorney of incidents having a potential for legal action. In-house investigations used to prepare for litigation. Records of NJP used in administering Article 15, UCMJ, punishment and for referral to Military Personnel System (for performance evaluation, administrative separation, etc.).

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders, forms, letters.

**Retrievability:**

Name.

**Safeguards:**

Available to staff of Staff Judge Advocate (three persons) on a 'need to know' basis only. Otherwise, maintained in locked cabinets and/or in locked rooms.

**Retention and disposal:**

Retained as required; destroyed or moved to National Personnel Records Center, St. Louis, MO, as directed by Department Regulations.

**System manager(s) and address:**

Staff Judge Advocate
Naval Regional Medical Center
San Diego, CA 92134

**Notification procedure:**

Individuals can determine whether the system contains records pertaining to them by writing or visiting the System Manager and supplying full name, SSN, military status, approximate date of contact with system (if known).

**Record access procedures:**

The agency's rules for access to records may be obtained from the System Manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the System Manager.

**Record source categories:**

Investigative reports (as from JAG Manual investigations, Office of Naval Intelligence reports, Security System, etc.), Military Personnel System, medical records, personal interviews, personal observation, reported by persons witnessing or knowing of incidents.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

## N68142MHAS

**System name:**

Manhour Accounting System

**System location:**

Naval Education and Training Information Systems Activity Naval Air Station Pensacola, FL 32508

**Categories of individuals covered by the system:**

Active military and civilian personnel assigned to maintenance activities in the Naval Education Training Command

**Categories of records in the system:**

One type record which contains the following: Assigned organization code Work center code Name Grade code Pay rate Social Security Number NEC/MOS Labor Code Type Transaction Labor Code Hours assigned

**Authority for maintenance of the system:**

5 USC 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Master roster listing Work center labor code Work center labor utilization Grade code utilization Internal Navy Users are Naval Education Training Command Activities

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Punched cards, magnetic tape and flat paper

**Retrievability:**

Organization code Social Security number Work Center

**Safeguards:**

Files are stored in a limited access area. Information provided via batch processing is of a predetermined and strictly formatted nature.

**Retention and disposal:**

Individual personal data are retained only for that period of time that an individual is assigned to or is supporting a training evolution or activity. Upon departure of an individual, personal data are deleted from the records and history records are not maintained.

**System manager(s) and address:**

Chief of Naval Air Training Building 1 Naval Air Station Corpus Christi, TX 78319

Records Holder:
Commanding Officer
Naval Education and Training
Information Systems Activity
Naval Air Station
Pensacola, FL 32508

**Notification procedure:**

Individuals desiring information whether the system contains records pertaining to them should request that determination from the Records Holder listed under SYSMANAGER. The requester should provide his social security number and full name. The office of the Records Holder listed under SYSMANAGER may be visited for this determination but the requester must present his social security card and military identification card.

**Record access procedures:**

The Agency's rules for access to records may be obtained from the systems manager.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the systems manager.

**Record source categories:**

Naval Air Training Command Activities and organizations

**Systems exempted from certain provisions of the act:**

None

## N68142PDBA/SIPM

**System name:**

Personnal Data Base Application/Student Instructor Performance Module

**System location:**

Naval Education and Training Information Systems Activity Naval Air Station Pensacola, FL 32508

**Categories of individuals covered by the system:**

Students under instruction at Naval Air Training Command Activities Instructors at Naval Air Training Command Activities Staff and Base Support Personnel at Naval Air Training Command and Naval Air Training Command Activities

**Categories of records in the system:**

Basic Identification Records i.e., social security number, name, sex, date of birth. Personnel records i.e., rank/rate/grade, Branch of Service, Billet, Expiration of Active Obligated Service. Professional records i.e., Navy Enlisted Classification, Subspecialty Code, Test Scores. Educational Records i.e., Education Levels, Service and Civilian Schools attended, Degrees, majors. Location Records i.e., Duty Stations, Home addresses.

**Authority for maintenance of the system:**

5 USC 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Student performance, progression and prediction Instructors Performance Organizational and Administrative Control Internal Navy Uses are Chief of Naval Personnel, Naval Air Training Command staff personnel, and NAVAIRTRACOM Activities staff personnel

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Punched cards, magnetic tape, direct access storage devices and flat paper.

Retrievability:

Social Security Number, Name

Safeguards:

Data on file is protected as follows. On-line access is controlled by terminal identification and a password system. Terminal Identification is positive and maintained by a single control point. Physical access to terminals is restricted to specifically authorized individuals. Password authorization, assignment and monitoring are the responsibility of the functional managers. Information provided via batch processing is of a predetermined and rigidly formatted nature. Any output is controlled by the functional managers who also control the distribution of output.

Retention and disposal:

Individual personal data is retained only for that period of time that an individual is assigned to or is supporting a training evolution or activity. Upon departure of an individual, personal data is deleted from the records. History records are not maintained.

System manager(s) and address:

Chief of Naval Air Training Building 1 Naval Air Station Corpus Christi, TX 78319

Records Holder:
Commanding Officer
Naval Education and Training
Information Systems Activity
Naval Air Station
Pensacola, FL 32508

Notification procedure:

Individuals desiring information whether the system contains records pertaining to them should request that determination from the Records Holder listed under SYSMANAGER. The requester should provide his social security number, full name and present status, i.e., Military or Civilian. The office of the Records Holder listed under SYSMANAGER may be visited for this determination but the requester must present his social security card and military or Civilian identification card.

Record access procedures:

The Agency's rules for access to records may be obtained from the systems manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the systems manager.

Record source categories:

Chief of Naval Personnel, Naval Air Training Command Activities staff and Instructors personnel, Educational Institutions, Individuals

Systems exempted from certain provisions of the act:

None

N68221 PERSRESCHSYSTM

System name:

Personnel Management and Training Research Statistical Data System

System location:

Commanding Officer
U. S. Navy Personnel Research and Development Center
San Diego, California 92152

Categories of individuals covered by the system:

U. S. Navy and Marine Corps Personnel and applicants thereto: Active duty, reserve, prior service, dependents, retired, and Department of the Navy civilians from 1951 to present. (Only samples of data from each category are on file, depending on research study.)

Categories of records in the system:

Performance, attitudinal, biographical, aptitude, vocational interest, demographic, physiological. Data in any file are limited, depending on purpose of the research study.

Authority for maintenance of the system:

5 USC 301 Departmental Regulations

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The data are used solely by Navy Personnel Research and Development Center researchers who analyze them statistically to arrive at recommendations to management on such topics as: Comparison of different training methods, selection tests, equipment designs, or policies relating to improving race relations and decreasing drug abuse. In no case are the data used for other than statistical purposes; that is, the data are not used in making decisions affecting specific individuals as individuals.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes, magnetic disk, punched cards, and coding

Retrievability:

Records are retrievable by name, social security number, or service/file numbers, but such identifying information is used only to permit collation of data for statistical analysis, and is not used for retrieval of individual records.

Safeguards:

Unauthorized access to records is controlled by: Security clearances for all Research Center and contractor personnel; physical security including a badge system for entry to the Center and a 24-hour guard maintained on a fenced compound; control of visitors; data bank users having special access codes; and, access limited to only designated personnel.

Retention and disposal:

Records are destroyed five years after termination of a research project. They are maintained within the confines of the Research Center. Destruction is accomplished by degaussing magnetic tapes and disks, and punched cards are recycled.

System manager(s) and address:

Director of Programs (Code 03PA)
U. S. Navy Personnel Research and Development Center
San Diego, California 92152

Notification procedure:

Research Center files are organized by research study. To determine if Center files contain information concerning himself, an individual would have to specify time and place of participation in the research, unit to which attached at the time, and descriptive information about the study so that appropriate data may be located. For further information, contact the System Manager.

Office to visit: Contact System Manager
Visitor Identification: System Manager will specify

Record access procedures:

The agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the System Manager.

Record source categories:

The source depends on purpose and nature of study: From the subjects themselves, educational institutions, supervisors, peers, instructors, spouses, and job sample tests.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5U.S.C. 552 a (j) or (k), as applicable. For additional information, contact the System Manager.

N96021 - 263

System name:

Tests and Examinations Record Systems

System location:

Office of Civilian Manpower Management (OCMM), Regional Offices of Civilian Manpower Management (ROCMM's), Capital Area Personnel Services Office-Navy (CAPSO-N); and Navy Staff, headquarters, and field activities employing civilians. Mailing addresses are provided in the Department of the Navy Directory published in the Federal Register.

Categories of individuals covered by the system:

All Navy civilian employees, or applicants for civilian employment paid from appropriated funds, serving under career, career-conditional and excepted appointment and occupying competitive excepted service positions.

Categories of records in the system:

System consists of non-automated records reflecting information pertaining to the employee's scores on a written or performance test.

Automated records of employees test scores are kept by some activities. Manual records of the test scores are maintained by the designated Test Control Officers in activities providing testing services.

**Authority for maintenance of the system:**

Title 5, USC 3304a ' Noncompetitive Examinations '

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy in the performance of their official duties for merit promotion selection purposes, for placement, training and employee development purposes. Representatives of the United Sstates Civil Service Commission on matters relating to inspection, survey, audit or evaluation of Navy civilian personnel test and measurement programs, personnel actions, or such other matters under the jurisdiction of the Commission. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Navy's civilian personnel records. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. A duly appointed Hearing Examiner for the purpose of conducting a hearing in connection with an employee's grievance or complaint involving the disclosure of the records pertaining to performance on the tests. The Senate or the House of Representatives of the United States or any Committee or subcommittee therof, any joint committee of Congress or subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of test and examinations. Officials and employees of other Components of the Department of Defense in the Performance of their Official duties related to the selection of candidates for vacant positions. Officials and employees of other departments and agencies of the Executive Branch of government upon request in the performance of their official duties related to the selection of candidates for vacant positions.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Manual records of test scores are retained in paper files folders. Automated records are on magnetic tapes, disks, or punched cards.

**Retrievability:**

Manual and automated records retrieved by the last name or social security number.

**Safeguards:**

Manual and automated records are available only to authorized personnel having a need to know.

**Retention and disposal:**

Manual and automated records of employee's test scores are retained for at least two years from the date of the test administration.

**System manager(s) and address:**

The Director of Civilian Manpower Management, and the heads of Navy Staff, Headquarters and field activities employing civilians.

**Notification procedure:**

Request by correspondence should be addressed to the Director of Civilian Manpower Management or the head of Navy Staff, Headquarters and field activities employing Civilians. The letter should contain the full name and social security account number of the requester and his signature. The individual may visit the SYSMANAGER at the address which is provided in the Department of the Navy Directory published in the Federal Register. Proff of identification will consist of a Department of Defense (DOD) or Navy building pass, or identification badge or drivers license, or by other types of identification bearing picture or signature, or by providing verbal information that could be verified with the individual's record.

**Record access procedures:**

The agench's rules for access to records may be obtained from SYSMANAGER

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Employee's performance on officially approved Navy or the U.S. Civil Service Commission written or performance tests.

**Systems exempted from certain provisions of the act:**

None

## N96021-LQA

**System name:**

Living Quarters and Lodging Allowance

**System location:**

Overseas organizational elements of the Department of the Navy as indicated in the directory of Department of the Navy mailing addresses.

**Categories of individuals covered by the system:**

Appropriated and non-appropriated fund U.S. civilian employees eligible for allowance.

**Categories of records in the system:**

Employee's name, grade, address, rent and utility expenses, living quarters and lodging allowance, and name of family and/or members.

**Authority for maintenance of the system:**

Executive order number 10903 of 9 January 1961, executive order number 10970 of 27 October 1961, executive order number 10853 of 27 November 1959, and executive order number 10982 of 25 December 1961, as implemented by State Department regulation.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by civilian personnel office to record employee's living quarters or temporary lodging allowance entitlement. Other users include Naval Supply Depot Payroll Office, the employing office, disbursing office; Commander, Fleet Activities FPO Seattle 98762; and the U.S. Department of State.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

File folders.

**Retrievability:**

File folders maintained by surname.

**Safeguards:**

Personnel screening and visitor control.

**Retention and disposal:**

Files retained for a period of two years and then destroyed.

**System manager(s) and address:**

Overseas commanding officer of the activity in question. See directory of Department of the Navy mailing addresses.

**Notification procedure:**

A copy of living quarters allowance is provided to each employee.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Official personnel files.

**Systems exempted from certain provisions of the act:**

None.

## N96021-02

**System name:**

Supervisors Report of Potential to Perform and Reference Check Records System

**System location:**

Office of Civilian Manpower Management (OCMM), Regional Offices of Civilian Manpower Management (ROCMM's), Capital Area Personnel Services Office-Navy (CAPSO-N); and Navy Staff, headquarters, and field activities employing civilians. Mailing addresses are provided in the Department of the Navy Directory published in the Federal Register.

**Categories of individuals covered by the system:**

Navy civilian employees, paid from appropriated funds serving under career, career-conditional, or excepted appointments who have applied for vacant positions under the Recruitment, Employment and Internal Placement Record System or who are registered in the Navy Civilian Career Management Inventory and Referral System, or who may submit nominations and applications for training programs under the Training and Employee Development Record System.

**Categories of records in the system:**

System comprises manual records reflecting information pertaining to the supervisor's judgement as to employee's potential to perform work in other positions and the responses to inquiries constituting reference checks in merit promotion, career management, employment and other actions. This information is used for screening and selection of candidates for employment, referral in career programs, training programs, or placement programs. Manual files, maintained in paper folders, contain the employee's appraisal of potential forms and/or reference checks.

Authority for maintenance of the system:

Title 5, US Code 301, "Departmental Regulations'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in he performance of their official duties related to the screening and selection of candidates for training programs, career programs, or placement programs; and administration of grievances, appeals and litigation involving the disclosure of records of potential and reference checks. Representatives of United States Civil Service Commission on matters relating to the inspection, survey, audit or evaluation of Navy civilian personnel management programs, or personnel actions, or such other matters under the jurisdiction of the Commission. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Navy's civilian manpower management programs. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. A duly appointed Hearing Examiner or Arbitrator (an employee of another Federal Agency) for the purpose of conducting a hearing in connection with an employee's grievance involving the disclosure of the records of the career porgram, training program or employment or placement program. An arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving the disclosure of the records of the supervisor's report of potential to perform and the responses to reference checks. The Senate or the House of Representatives of the United States or any Committee or sub-committee thereof, any joint committee of Congress or subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the supervisor's report of potential to perform and the responses to reference checks.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual records are stored in paper file folders.

Retrievability:

Manual records are filed by name.

Safeguards:

Manual records are available only to authorized personnel having a need to know.

Retention and disposal:

Potential and reference check records are destroyed after two years.

System manager(s) and address:

The Director of Civilian Manpower Management, and the heads of Navy Staff, Headquarters and field activities employing civilians.

See EXEMPTION.

Notification procedure:

See EXEMPTION.

Record access procedures:

See EXEMPTION.

Contesting record procedures:

See EXEMPTION.

Record source categories:

See EXEMPTION.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N96021-06

System name:

Navy Automated Civilian Manpower Information System (NACMIS)

System location:

Office of Civilian Manpower Management (OCMM), Department of the Navy and designated contractors; field divisions of Civilian Manpower Management; Capital Area Personnel Services Office - Navy (CAPSO-N); and Navy staff, headquarters and field activities employing civilians, and the Navy Command Systems Support Activity and its designated contractors. The addresses of the activities are furnished in the Department of the Navy directory published in the Federal Register.

Categories of individuals covered by the system:

Department of the Navy civilian employees paid from appropriated funds and Navy military personnel included in the automated training record segment of NACMIS.

Categories of records in the system:

The system comprises automated and non-automated records describing and identifying the employee (e.g., name, social security account number, sex, birth date, minority designator, citizenship, physical handicap code); the position occupied and the employee's qualifications; salary and salary basis; employee's status in relation to the position occupied and the organization to which assigned; tickler dates for impending changes in status; education and training records; previous military status; functional code; previous employment record; performance appraisal and other data needed for screening and selection of an employee; referral records; professional licenses and publications; and reason for position change or other action affecting the employee. The records are those found in the five modules of NACMIS which are: Training and Employee Development Record System/Training Requirements and Information Management System (TRIM); Personnel Automated Data System (PADS); Navy Civilian Career Management Inventory and Referral System; and local automated personnel Information System (LAPIS).

Authority for maintenance of the system:

5 USC 2951, Reports; 5 USC 301, Departmental Regulations; 5 USC 4103, Establishment of Training Programs; 5 USC 4118, Training; 5 USC 4115, Collection of Training Information; Executive Order 9397, Numbering System for Federal Accounts Relating to Individual Persons; Public Law 92-261, The Equal Employment Opportunity Act of 1972.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in performance of their official duties related to the management and administration of the Department's civilian personnel and civilian manpower planning programs and in the design, development, maintenance and operation of the automated system of records; employees and officials of the Department of Defense where there exists a need-to-know in the performance of their official duties; employees and officials of the Civil Service Commission in the performance of their official duties. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of Executive Branch agencies. Officials and employees of other departments and agencies of the Executive Branch of government upon request in the performance of their official duties related to the screening and selection of candidates for vacant positions. Representatives of the United States Department of Labor on matters relating to the inspection, survey, audit or evaluation of the Navy's apprentice training programs or on other such matters under the jurisdiction of the Labor Department. Representatives of the Veterans Administration on matters relating to the inspection, survey, audit or evaluation of the Navy's apprentice and on-the-job training program. The Computer Systems Group Contractor (or other such contractor) and its employees for the purpose of card punch recording of data from employee personnel actions and training documents, or data collection forms and other documents. Employees and officials of the Naval Command Systems Support Activity and their designated contractors for the purpose of systems support. A duly appointed hearing examiner or arbitrator (an employee of another Federal agency) for the purpose of conducting a hearing in connection with an employee's grievance. An arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving the disclosure of records. The Senate or the House of Representatives of the United States or any committee or sub-committee thereof, any joint committee of Congress or sub-committee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of the Department's civilian personnel and manpower management program. An appointed complaints examiner for the purpose of conducting a hearing in connection with an employee's formal Equal Employment Opportunity

(EEO) complaint. Officials and employees of schools and other institutions engaged to provide training. Employee unions when unions are authorized to canvas employees or at the time of a union election. Designated contractors of the Department of the Navy in performance of their duties with respect to equipment and system design, development, test and maintenance.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Automated records are stored on magnetic tape, disc, drum and punched cards and computer printouts. Manual records are stored in paper file folders.

**Retrievability:**

Information is retrieved by Social Security Account Number (SSAN), name, or by specific employee characteristics such as date of birth, grade, occupation, employing organization, tickler dates; a combination of data elements contained in the Training Requirements Information Management (TRIM) subsystem, on apprentice program master files; academic specialty or education level. Specific subgroups of employees may be identified through the use of computerized indices. Manual records are retrieved by name.

**Safeguards:**

The computer facility and terminal are accessible only to authorized persons that have been properly screened, cleared and trained. Manual and automated records and computer printouts are available only to authorized personnel having a need-to-know. In the case of EEO data, output from the central Office of Civilian Manpower Management file is authorized only by the Department of the Navy Director of Equal Employment Opportunity or his Deputy. Output from the activity minority census files must be authorized in writing by either the head of the activity or the activity's deputy EEO officer.

**Retention and disposal:**

For TRIM and the apprentice programs the computer magnetic tapes are permanent. Manual records are maintained on a fiscal year basis and are retained for varying periods from 1 to 5 fiscal years. For the Department of the Navy's centrally-administered programs, files on selected candidates are maintained for 5 years (from date selection process is completed). Records of non-selected candidates are retained only for that period of time sufficient to permit appropriate review (usually less than 60 days). For PADS, computer magnetic tapes are retained permanently. Magnetic discs are erased after use. Computer printouts are destroyed after 3 months. Input documents (NAVSO12280/11) are destroyed after data is converted to machine readable form. Input punch cards are retained for 2 weeks. For career-management computer magnetic tapes and discs are erased 5 years after they are created; manual records are destroyed 2 years after the employee has been dropped from the career inventory. Manual records are destroyed upon separation of the employee from the activity. For LAPIS, records are maintained in an active status until a separation action on an employee is completed. Historical records for LAPIS are maintained for a maximum of 5 years.

**System manager(s) and address:**

Director of Civilian Manpower Management, Office of Civilian Manpower Management, Department of the Navy and the commanding officers of the employee's activity.

**Notification procedure:**

Requests from individuals should be addressed to the SYSMANAGER or to the civilian personnel officer under his cognizance. Requests must be accompanied by the individual's full name, social security number and name of employing activity. Requesters may visit the civilian personnel office of the naval activity covered by the system to obtain information. In such case proof of identity will consist of full name, social security account number and a third positive identification such as driver's license, Navy building pass or identification badge, birth certificate, Medicare card, etc. Address of the activity is furnished in the Department of the Navy directory of mailing addresses published in the Federal Register.

**Record access procedures:**

The Agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Categories of sources of records in the system are: the civilian personnel office of the employing activity; the payroll office; the security office of the employing activity; line managers, other designated officials and supervisors; the employee and persons named by the employee as references.

**Systems exempted from certain provisions of the act:**

None

N96021-07

**System name:**

Area Coordinator Information and Operation Files

**System location:**

Office of Civilian Manpower Management (OCMM), Regional Offices of Civilian Manpower Management (ROCMM's), Capital Area Personnel Services Office-Navy (CAPSO-N); and Navy Staff, headquarters, and field activities employing civilians. Mailing addresses are provided in the Department of the Navy Directory published in the Federal Register.

**Categories of individuals covered by the system:**

Civilian employees, paid from appropriated and non-appropriated funds, military personnel or private citizens affected by or involved in action of area coordination significance, and speakers, specialists and other interested participants.

**Categories of records in the system:**

System is composed of but not limited to records compiled in accordance with regulations, correspondence regarding status of EEO investigations, index file of program administration and interested participants including ad hocs, summaries compiled for budget administration, biographies of speakers or of key officials obtained from individual.

**Authority for maintenance of the system:**

Title 5, U.S.C. 301, Departmental Regulations.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy in the performance of their official duties related to the management of civilian employees or of special programs. Representatives of the United States Civil Service Commission on matters relating to the inspection, survey, audit or evaluation of Navy civilian pesonnel management programs, or personnel actions, or such other matters under the jurisdiction of the Commission. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Navy's civilian manpower management programs. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management of special programs or subject. Officials and employees of other Departments and agencies of the Executive Branch of government upon request in the performance of their official duties related to the special programs or subject. A duly appointed Hearing Examiner or Arbitrator (an employee of another Federal agency) for the purpose of conducting a hearing in connection with an employee's grievance. An arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance. The Senate or the House of Representatives of the United States or any member, Committee or sub-committee thereof, any joint committee to Congress or subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files or records.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored in paper file folders, list finders, index cards, or logs or other indexing systems.

**Retrievability:**

Records are retrieved by subject matter, or by name.

**Safeguards:**

Records are available only to authorized personnel having a need to know.

**Retention and disposal:**

Records are retained for varying lengths of time as required by local regulations; some records may be maintained indefinitely.

**System manager(s) and address:**

The Director of Civilian Manpower Management, and the heads of Navy Staff, Headquarters, and field activities employing civilians.

Addresses are provided in the Department of the Navy directory published in the Federal Register.

Notification procedure:

Requests by correspondence or in person should be made to the Director of Civilian Manpower Management, or to the head of the nearest Navy activity or to the Navy activity with which the individual is employed or serves as a contact point or participates with in matters relating to the program of his interest. Correspondence should contain the full name, social security number and signature of the requestor. For personal visits, proof of identification will consist of a Department of Defense or Navy building pass or identification badge or drivers license or other types of identification bearing his signature or picture or by providing information which may be verified against the record. Addresses of these activities are in the directory of Department of the Navy mailing addresses.

Record access procedures:

The Agency's rules for access to records may be obtained from the System Manager.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the System Manager.

Record source categories:

Navy Civilian Personnel Offices and their representatives.

Systems exempted from certain provisions of the act:

NONE

N96021-21

System name:

Navy Civilian Career Management Inventory and Referral System

System location:

Office of Civilian Manpower Management (OCMM), Regional Offices of Civilian Manpower Management (ROCMM's), Capital Area Personnel Services Office-Navy (CAPSO-N); and Navy Staff, headquarters, and field activities employing civilians. Mailing addresses are provided in the Department of the Navy Directory published in the Federal Register.

Categories of individuals covered by the system:

Navy civilian employees, paid from appropriated funds serving under career or career-conditional appointments and occupying competitive service positions, who are registered in the career inventory system

Categories of records in the system:

System comprises automated and non-automated records reflecting information pertaining to the employee's identification, education, qualifications, training, abilities, current and previous employment, professional licenses, authored publications, and the appraisal of the employee's performance and potential by supervisors and by associates named by the employee, and other data needed for screening and selection of candidates for referral for vacant positions. The manual files, maintained in paper folders, contain the employee's registration document, appraisal forms, responses to reference inquiries, and a record of referrals.

Authority for maintenance of the system:

Title 5, USC 4103, 'Establishment of Training Programs' and Executive Order 9397, 'Numbering System for Federal Accounts Relating to Individual Persons'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in the performance of their official duties related to the management of civilian employee career programs; the design, development, maintenance, and operation of the manual and automated system of records; the screening and selection of candidates for vacant positions in the occupations and specialties covered by the inventories; and administration of grievance, appeals, and litigation involving the disclosure of records of the career management system. Representatives of the United States Civil Service Commission on matters relating to the inspection, survey, audit or evaluation of Navy civilian personnel management programs, or personnel actions, or such other matters under the jurisdiction of the Commission. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Navy's civilian manpower management programs. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. Officials and employees of other components of the Department of Defense in the performance of their official duties related to the screening and selection of candidates for vacant positions in the occupations and specialties covered by the inventories; or in the management of Department of Defensewide career programs. Officials and employees of other Departments and agencies of the Executive Branch of government upon request in the performance of their official duties related to the screening and selection of candidates for vacant positions in the occupations and specialties covered by the inventories. The Computer Systems Group Corporation (a contractor) and its employees for the purpose of card punch recording of data from employee registration forms and other documents. A duly appointed Hearing Examiner or Arbitrator (an employee of another Federal Agency) for the purpose of conducting a hearing in connection with an employee's grievance involving the disclosure of the records of the career management and referral system. An arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving the disclosure of the records of the career management inventory and referral system. the Senate or the House of Representatives of the United States or any member, Committee or sub-committee thereof, any joint committee to Congress or sub-committee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of the career management system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tapes and discs and on punched cards. Manual records are stored in paper file folders.

Retrievability:

Automated records are retrieved by social security number and name, or by one, or a combination, of characteristics such as education level or academic speciality. Manual records are by last name.

Safeguards:

The computer facility and terminal are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained. Manual records and computer printouts are available only to authorized personnel having a need to know.

Retention and disposal:

Computer magnetic tapes and discs are erased 5 years after they are created. Manual records are destroyed 2 years after the employee has been dropped from the career inventory.

System manager(s) and address:

The Director of Civilian Manpower Management, and the heads of Navy Staff, Headquarters and field activities employing civilians.

Notification procedure:

Request by correspondence should be addressed to the Director of Civilian Manpower Management (Attn. Code 21) Department of the Navy, Washington, D.C. 20390. The letter should contain the full name and social security account number of the requester and his signature. The individual may visit the Navy Civilian Career Management Center (CCMC), Room 820, Crystal Plaza Building Number 5, 2211 Jefferson Davis Highway, Arlington, Virginia, or the Civilian Personnel Office of the Navy activity at which he is currently employed, or of the nearest Navy activity, which office will contact the CCMC by telephone, 202-692-1270, if no record is locally available. Proof of identification will consist of a Department of Defense (DOD) or Navy building pass, or identification badge or drivers license, or by other types of identification bearing picture or signature, or by providing verbal information that could be verified with his career inventory record.

Record access procedures:

The agencies rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Navy civilian personnel offices; current and previous supervisors of the employee; current and previous associates of the employee named by the employee as references.

Systems exempted from certain provisions of the act:

NONE

N96021-26

System name:

Recruitment, Employment and Internal Placement

**System location:**

Office of Civilian Manpower Management (OCMM), Regional Offices of Civilian Manpower Management (ROCMM's), Capital Area Personnel Services Offices-Navy (CAPSO-N), and Navy Staff, headquarters, and field activities employing civilians. Mailing addresses are provided in the Department of the Navy Directory published in the Federal Register.

**Categories of individuals covered by the system:**

Current and former civilian employees of the Department of the Navy and individuals who may have applied for civilian positions with the Department of the Navy.

**Categories of records in the system:**

System comprised of automated and non-automated records, including correspondence, reflecting information pertaining to individual's identification, current and previous employment, related background information provided by the individual, education and training, appraisal of individual's performance (and records of potential obtained after September 27, 1975) by supervisors and by other associates, and other data needed for screening and selection, rating and ranking, of candidates for positions of merit promotion and continued employment with the Department of the Navy.

**Authority for maintenance of the system:**

Title 5, USC, Book I, Vol. B, Chapter 31 'Authority for Appointment', Chapter 33 'Examination, Selection and Placement', and Chapter 35 'Retention Preference, Restoration and Reemployment'. Executive Orders 10577 'Career Conditional Appointment System', 10774 'International Organizations', 10973 'Foreign Assistance', 11103 'Peace Corps Volunteers; employment of former', 11222 'Conduct of Employees and Conflicts of Interest', 11315 'Executive Assignment System', 11478 'Equal Employment Opportunity', 11521 'Transitional and Veterans Readjustment Appointments', 11552 'International Organizations', 11589 'Intergovernmental Personnel Act', 11695 'Stabilization of the Economy', 11701 'Employment of Veterans', 11813 'Cooperative Education'.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy in the performance of their official duties related to the recruitment, employment, merit promotion and internal placement, and non-disciplinary separation of civilian employees. Representatives of the United States Civil Service Commission on matters relating to the inspection, survey, audit or evaluation of Navy civilian personnel management programs, or personnel actions, or such other matters under the jurisdicition of the Commission. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of General Accounting Office relating to the Navy's civilian manpower management programs. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. Officials and employees of other components of the Department of Defense in the performance of their official duties related to recruitment, employment, internal placement, and non-disciplinary separations of civilian employees. Officials and employees of other Departments and agencies of the Executive Branch of government upon request in the performance of their official duties related to recruitment, employment, internal placement, and non-disciplinary separations of civilian employees. A duly appointed Hearing Examiner or Arbitrator (an employee of another Fereral agency) for the purpose of conducting a hearing in connection with an employee's grievance related to recruitment, employment, merit promotion, internal placement, and non-disciplinary separations. An arbitrator who is given a contract pursuant to the negotiated labor agreement to hear an employee's grievance involving the disclosure of records of employment, recruitment, merit promotion, internal placement, or non-disciplinary separation. The Senate or the House of Representatives of the United States or any member, Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of recruitment, employment, internal placement or non-disciplinary separations.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Automated records are stored on magnetic tapes and discs and on punched cards. Manual records are stored in paper file folders.

**Retrievability:**

Automated records are retrieved by Social Security number and name, or by one, or a combination, of characteristics such as education level, of academic speciality. Manual records are by last name

**Safeguards:**

Automated and manual records are available only to authorized personnel having a need to know.

**Retention and disposal:**

Records are maintained from a minimum period of one year to, in some cases, permanent retention.

**System manager(s) and address:**

The Director of Civilian Manpower Management, and the heads of Navy Staff, Headquarters and field activities employing civilians

**Notification procedure:**

Request by correspondence should be addressed to the Director of Civilian Manpower Management or the head of Navy Staff, Headquarters and field activities at which the individual is or was employed or to which he has submitted an application for employment The letter should contain the full name and Social Security account number of the requester and his signature. The induvidual may visit the SYSMANAGER at the address which is provided in the Department of the Navy Directory published in the Federal Register. Proof of identification will consist of a Department of Defense (DOD) or Navy building pass, or identification badge or drivers license, or by other types of identification bearing picture or signature, or by providing verbal information that could be verfied with the individual's records

**Record access procedures:**

The agency's rules for access to records may be obtained from SYSMANAGER.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Navy civilain personnel offices; Navy recruiters; current and previous supervisors of the employee; current and previous associates of the employee named by employee as references; educational institutions; automated interface systems.

**Systems exempted from certain provisions of the act:**

NONE

**N96021-261**

**System name:**

Appraisals of Performance Record System

**System location:**

Office of Civilian Manpower Management (OCMM), Regional Offices of Civilian Manpower Management (ROCMM's), Capital Area Personnel Services Office-Navy (CAPSO-N); and Navy Staff, headquarters, and field activities employing civilians. Mailing addresses are provided in the Department of the Navy Directory published in the Federal Register.

**Categories of individuals covered by the system:**

Navy civilian employees, paid from appropriated funds, serving under career, career-conditional, and excepted appointments; except those employees exempt by the Civil Service Commission and OCMM.

**Categories of records in the system:**

System comprised of automated and non-automated records reflecting information pertaining to the employee's performance. Manual records of evaluations and ratings are maintained in the official personnel folder and other files and may be retained by the supervisor. Other files are maintained on appeals of ratings, correspondence on inquiries, warning letters, and supportive documentation on unsatisfactory and outstanding ratings.

**Authority for maintenance of the system:**

Title 5, USC 4302. 'Performance Rating Plans; Establishment of.'

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy in the performance of their official duties involving the membership in performance rating panels or rating and ranking panels for merit promotion purposes, for merit promotion selection purposes, for award purposes, adverse action purposes, or for appeals purposes, or for career program assignment purposes. Representatives of the United States Civil Service Commission acting as Chairman of the Statutory Review Board on appeals of performance ratings for pur-

poses of reviewing case files, conducting hearings and rendering decisions. Representatives of the United States Civil Service Commission on matters relating to the inspection, survey, audit or evaluation of Navy civilian personnel management programs or such other matters under the jurisdiction of the Commission. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Navy's civilian personnel records. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. Computer System Contractors and their employees for purposes of automatic listings of performance ratings. A duly appointed Hearing Examiner for the purpose of conducting a hearing in connection with an employee's grievance involving the disclosure of the records pertaining to performance evaluation and rating. The Senate or the House of Representatives of the United States or any member, Committee or subcommittee thereof, any joint committee of Congress or subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of the Appraisals fo Performance Record Systems. Officials and employees of other Components of the Department of Defense in the performance of their official duties related to the screening and selection of candidates for vacant positions. Officials and employees of other departments and agencies of the Executive Branch of government upon request in the performance of their official duties related to the screening and selection of candidates for vacant positions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tapes and discs. Manual records and computer print-outs are retained in paper file folders.

Retrievability:

Manual records retained by name. Computer records are retrieved by Social Security number, payroll number, name, or other identifier.

Safeguards:

Manual and automated records are available only to authorized personnel having a need to know.

Retention and disposal:

Computer tapes and discs are erased after 5 years. Old computer print-outs are destroyed when the new print-outs are processed at the end of the performance rating period, which is on an annual basis. Manual records of satisfactory are retained for up to three years or longer when used for career management purposes. Outstanding and unsatisfactory ratings and supporting documents are retained permanently in the official personnel file or for a shorter period in other files.

System manager(s) and address:

The Director of Civilian Manpower Management, and the heads of Navy Staff, Headquarters, and field activities employing civilians.

Notification procedure:

Request by correspondence should be addressed to the Director of Civilian Manpower Management or the head of Navy Staff, Headquarters and field activities at which the individual is or was employed or to which he has submitted an application for employment. The letter should contain the full name and social security account number of the requester and his signature. The individual may visit the SYSMANAGER at the address which is provided in the Department of the Navy Directory published in the Federal Register. Proof of identification will consist of a Department of Defence (DOD) or Navy building pass, or identification badge or drivers license, or by other types of identification bearing picture or signature, or by providing verbal information that could be verified with the individual's record.

Record access procedures:

The agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Navy civilian personnel offices; Navy recruiters; current and previous supervisors of the employee; current and previous associates of the employee named by the employee as references.

Systems exempted from certain provisions of the act:

NONE

N96021-41

System name:

Labor Management Relations Records System

System location:

Office of Civilian Manpower Management, Regional Offices of Civilian Manpower Management, Capital Area Personnel Services Office, Navy, and Navy Staff, Headquarters and Field Activities employing civilians. Mailing addresses are provided in the Department of the Navy Directory, published in the Federal Register.

Categories of individuals covered by the system:

Navy civilian employees paid from appropriated and non-appropriated funds, who are involved in a grievance which has been referred to an arbitrator for resolution; Navy civilian employees involved in the filing of an Unfair Labor Practice complaint which has been referred to the Assistant Secretary of Labor-Management Relations; union officials; union stewards; and representatives.

Categories of records in the system:

Records comprise: Manual files, maintained in paper folders, manually filed by type of case and case number (not individual). Folder contains all information pertaining to a specific arbitration case or specific Unfair Labor Practice with whom Navy has dealings; field activities maintain manual roster of local union officials and union stewards.

Authority for maintenance of the system:

Executive Order 11491, as amended 'Labor-Management Relations in the Federal Service.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in the performance of their official duties related to the Labor-Management Relations Program, e.g.: Administration/implementation of arbitration awards; interpretation of the Executive Order through 3rd party case decisions; National Consultation and other dealings with recognized unions. Representatives of the U. S. Civil Service Commission on matters relating to the inspection, survey, audit, or evaluation of Navy Civilian Personnel Management Programs. The Comptroller General or any of his authorized representatives, in the course of the peformace of duties of the General Accounting Office relating to the Navy's Labor Management Relations Program. Officials and employees of other components of the Department of Defense in the performance of their official duties related to the administration of the Labor- Management Relations Program. A duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance. An arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual records are stored in paper folders.

Retrievability:

Manual records are retrieved by case subject, case number, and/or individual employee names.

Safeguards:

All manual files are accessible only to authorized personnel having a need to know.

Retention and disposal:

Case files are permanently maintained. Union official rosters are normally destroyed after a new roster has been established.

System manager(s) and address:

The Director of Civilian Manpower Management, Department of the Navy, Washington, D. C. 20390.

Notification procedure:

Request by correspondence should be addressed to the Director of Civilian Manpower Management (Attn: Code 04), Department of the Navy, Washington, D. C. 20390; field activities.

Record access procedures:

The agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appeaing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Navy civilian personnel offices; arbitrator's office; office of the Assistant Secretary of Labor for Labor-Management Relations; union headquarters offices.

**Systems exempted from certain provisions of the act:**

None

N96021-431

**System name:**

Employee Relations Including Discipline, Employee Grievances, Complaints, etc.

**System location:**

Office of Civilian Manpower Management, Regional Offices of Civilian Manpower Management, Capital Area Personnel Services Office, Navy, and Navy Staff, Headquarters and Field Activities employing civilians. Mailing addresses are provided in the Department of the Navy Directory, published in the Federal Register.

**Categories of individuals covered by the system:**

Navy civilian employees, paid from appropriated funds serving under career, career-conditional, temporary and excepted service appointments on whom discipline, grievances, and complaints records exist. Discrimination complaints of Navy civilian employees, paid from appropriated and non-appropriated funds, applicants for employment and former employees in appropriated and non-appropriated positions. Appeals of Navy civilian employees paid frm appropriated funds. Filipino employee appeal case files ('Filipinos who are lawfully admitted residents.') Cases reviewed by CINCPAC under Filipino Employment Policy Instructions. Management Operation Record System consisting of manual file maintained by immediate supervisors and high level managers concerning employee performance, capability, informal discipline, attendance, leave and tardiness, work assignments, and similar work related employee records.

**Categories of records in the system:**

Manual files, maintained in paper folders, contain copies of documents and information pertaining to discipline, grievances, complaints, and appeals.

**Authority for maintenance of the system:**

Executive Order 9830, Amending the Civil Service Rules and Providing for Federal Personnel Administration; 4 U.S.C. 1302, 3301, 3302; Executive Order 10577, Amending the Civil Service Rules and Authorizing a New Appointment System for the Competitive System. P.L. 92-261, The Equal Employment Opportunity Act of 1972; P.L. 93-259, extension of Age Discrimination in Employment Act of 1967. 5 U.S.C. 7512; Executive Order 11491, Labor-Management Relations in the Federal Service.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials of the Department of the Navy in the performance of their official duties related to the management of civilian employees in the processing, administration, and adjudication of discipline, grievances, complaints, appeals, litigation, and program evaluation. Representatives of the United States Civil Service Commission on matters relating to the inspection, survey, audit or evaluation of Navy civilian personnel management programs or personnel actions, or such other matters under the jurisdiction of the Commission. Appeals officers and complaints examiners of the Federal Employee Appeals Authority for the purpose of conducting hearings in connection with employees appeals from adverse actions and formal discrimination complaints. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Navy's civilian manpower management programs. The Attorney General of the United States or his authorized representatves in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. The Senate or the House of Representatives of the United States or any member, committee or subcommittee of joint committees on matters within their jurisdiction relating to the above programs.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Manual records are stored in paper folders.

**Retrievability:**

Manual records are filed by last name.

**Safeguards:**

All records are stored under strict control, and are available only to authorized personnel having a need to know.

**Retention and disposal:**

Manual records are destroyed upon separation of the employee from the activity, or in accordance with appropriate record disposal schedule.

**System manager(s) and address:**

The Director of Civilian Manpower Management, Department of the Navy, Washington, D.C. 20390.

**Notification procedure:**

Request by correspondence should be addressed to the Director of Civilian Manpower Management, Department of the Navy, Washington, D.C. 20390, Commanding Officers or Heads of Navy Staff Headquarters and Field Activities. The letter should contain the full name, social security number, and signature of the requester. The individual may visit the Director of Civilian Manpower Management, Department of the Navy, Washington, D.C. or the Navy activity at which he or she is employed. The addresses of these activities are provided in the Department of the Navy Directory, published in the Federal Register.

**Record access procedures:**

The agency's rules for access to records may be obtained from SYSMANAGER.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from SYSMANAGER.

**Record source categories:**

Supervisors or other appointed officials designated for this purpose.

**Systems exempted from certain provisions of the act:**

NONE

N96021-433

**System name:**

Employee Assistance Program Case Record System

**System location:**

Office of Ciilian Manpower Management, Regional Offices of Civilian Manpower Management, Capital Area Personnel Services Office, Navy, and Navy Staff, Headquarters and Field Activities employing civilians. Mailing addresses are provided in the Department of the Navy Directory, published in the Federal Register.

**Categories of individuals covered by the system:**

All civilian employees in appropriated and non-appropriated fund activities who are referred by management for, or voluntarily request, counseling assistance.

**Categories of records in the system:**

System is comprised of case records on employees who are patients (counselees) which are maintained by individual counselors and consist of information on condition, current status, and progress of employees or dependents who have alcohol, drug, emotional, or other personal problems.

**Authority for maintenance of the system:**

Drug Abuse Office and Treatment Act of 1972, as amended by Public Law 93-282 (21 U.S.C. 1175); Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended by Public Law 93-282 (42 U.S.C. 4582); Subchapter A of Chapter I, Title 42, Code of Federal Regulations.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Used by the Navy counselor in the execution of his counseling function as it applies to the individual patient (counselee). With specific, written authority of the patient, selected information may be provided to and used by other counselors or medical personnel, research personnel, employers, patient representatives such as legal counsel, and to other agencies or individuals when disclosure is to the patient's benefit, such as for processing retirement applications.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Case records are stored in paper file folders.

**Retrievability:**

By employee name or by locally assigned identifying number.

**Safeguards:**

All records are stored under strict control. They are maintained in spaces normally accessible only to authorized persons, normally in locked cabinets.

**Retention and disposal:**

Records are purged of patient identifying information within five years after termination of counseling.

System manager(s) and address:

The Director of Civilian Manpower Management and Employee Assistance Program Administrators at Department of the Navy Staff, headquarters and field activity levels.

Notification procedure:

Request by correspondence should be addressed to the Director of Civilian Manpower Management or to the appropriate Employee Assistance Program Administrator. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

Record access procedures:

The agency's rules for access to records may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Counselors; other officials, individuals or practitioners; and other agencies both in and outside of Government.

Systems exempted from certain provisions of the act:

NONE

N96021-434

System name:

Suggestions and Awards Record System

System location:

Office of Civilian Manpower Management (OCMM), Regional Office of Civilian Manpower Management (ROCMM), Capital Area Personnel Services Office, Navy (CAPSO-N), and Navy Staff, headquarters and field activities. Addresses are provided in the Department of the Navy Directory published in the Federal Register.

Categories of individuals covered by the system:

Navy civilian employees paid from appropriated funds, military personnel on active duty, and private citizens who have received or have been nominated for Department of Navy, Department of Defense or Presidential awards.

Categories of records in the system:

Automated records contain data relating to Quality (Salary) Increases. Manual records contain information relating to Superior Performance, Special Achievements, Beneficial Suggestions, Inventions, Scientific Achievements, Navy honorary awards, such as Distinguished Civilian Service Award, non-Navy awards; e.g., Rockefeller Public Service Award and Civil Service League Awards. Records of awards to private citizens for contributions benefitting the Navy are also maintained.

Authority for maintenance of the system:

Section 4503 of Title 5, U.S. Code (Civilian cash awards), 10 USC 1124, P.L. 89-198 (Cash Awards for Suggestions, Inventions, and Scientific Achievements for Military Personnel).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in the performance of their official duties related to recognition of accomplishments and contributions by Navy Department personnel and related statistics. Representatives of the U.S. Civil Service Commission on matters relating to inspection, survey, audit or evaluation of Navy Incentive Awards Programs. The Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Navy Incentive Awards Program. The Attorney General of the United States or his authorized representatives with respect to litigation or other matters under the jurisdiction of the Department of Justice or carried out as the legal representative of Executive Branch agencies. Officials and employees of the other components of the Department of Defense in performance of their official duties relating to matters of mutual concern with respect to the DOD Incentive Awards Programs. Officials and employees of other Departments and agencies of the Executive Branch of the Government in the performance of their official duties relating to matters of mutual concern regarding Incentive Systems Programs of the U.S. Government. A duly appointed Hearing Examiner or Arbitrator for the purpose of conducting a hearing in connection with an employee's grievance or complaints involving disclosure of the status or disposition of award claim or nominations. Any member or official representative of the Legislative Branch of U.S. Government on matters within their jurisdiction or in behalf of constituents involving disclosure of records of the Navy Incentive Awards Program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tapes, discs, and/or on punched cards. Manual records are stored in paper file folders.

Retrievability:

Automated records are retrived by social security number and name, or by one, or a combination of characteristics, academic speciality. Manual records are by last name.

Safeguards:

The computer facility and terminal are located in restricted areas accessible only to authorized persons who are properly screened, cleared and trained. Manual records and computer printouts are available only to authorized personnel having a need to know.

Retention and disposal:

Computer tapes and discs are erased five years after they are created. Most manual records of Beneficial Suggestions are destroyed two years after the cases are closed. Others are retired in accordance with the appropriate activity records disposal schedule. Most honorary awards records are retained two to five years and sent to the Records Center or destroyed. Records of awards conferred by the Secretary of the Navy are retained indefinitely in OCMM for availability of information often requested by authorized sources.

System manager(s) and address:

The Director of Civilian Manpower Management, and the heads of Navy staff, headquarters and field activities. Addresses are provided in the Department of Navy Directory published in the Federal Register.

Notification procedure:

Request by correspondence should be addressed to the Director of Civilian Manpower Management or to the Head of Navy Staff, headquarters or field activity where the individual is or was employed. The letter should contain the full name and social security account number of the requester and his signature. The individual may visit OCMM, the Civilian Personnel Office of the Navy activity at which he is or was previously employed, or of the nearest Navy activity, which office will contact the Office of Civilian Manpower Management, if no record is locally available. Proof of identification will consist of a Department of Defense (DOD) or Navy building pass, or identification badge or driver's license, or by other types of identification bearing picture or signature, or by providing verbal information that could be verified.

Record access procedures:

The agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The Department of the Navy's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Navy civilian personnel offices and current and previous supervisors of the employee.

Systems exempted from certain provisions of the act:

None

N96021-44A

System name:

Navy Central Clearance Group (NCCG) Records

System location:

Office of Civilian Manpower Management (Code 44), Department of the Navy, Washington, DC 20390

Categories of individuals covered by the system:

Incumbent and former civilian employees in and applicants for sensitive and nonsensitive postions at Department of the Navy appropriated fund activities.

Categories of records in the system:

The records are comprised of (1) reports and other investigative material and information developed by investigations conducted by Federal investigative agencies pursuant to statute and executive order; (2) reports of arrest, criminal activity and theirdisposition, (3) results of the review of the reports by the NCCG, including the security or suitability determination made on the case; (4) copies of

correspondence regarding the case and/or reflecting the determination made by the NCCG; and (5) an index file card on each case.

**Authority for maintenance of the system:**

(1) Executive Order 10450 (as amended), 'Security Requirements for Government Employment'. (2) 5 USC 7532, 'Suspension and Removal'.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The records are maintained (1) to meet the statutory requirements of 5 USC 7532 and E.O. 10450 which require the establishment and maintenance of an effective program to insure that the employment and retention in employment of any civilian officer or employee within the Department is clearly consistent with the interest of the national security and which require adjudication and readjudication of the information as appropriate, and (2) to have the material furnished by the Civil Service Commission readily available for return to the Commission upon request. Upon receipt of investigative reports and security information on civilian employees and applicants, the NCCG reviews the material. The Office of Civilian Manpower Management (OCMM) Security Branch then transmits the material to the employing activity with a letter or stamped endorsement apprising the command of the security determination made by the NCCG. During the period that the reports and documents are at an activity, the material is under the custody of the activity's Security Manager. Following the review of the material by the activity's commanding officer or his designee, the material is (1) returned to the source from which received, if required, (2) retained until the employee is separated, or (3) destroyed if it is of no further value. If the employing activity determines that an adverse action aganst the employee is warranted based on information in the report, appropriate action in accordance with Civil Service Commission suitability procedures is initiated by the activity. In some cases the NCCG will make a suitability determination. Other users of the records may include members of Security Hearing Boards and officials and employees of the Department of the Navy in performance of their official duties related to the Department of the Navy Civilian Personnel Security Program.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored in file folders and on file cards

**Retrievability:**

Name (last, first, middle) and date of birth.

**Safeguards:**

Records maintained in GSA approved security containers accessible only to authorized employees of OCMM Security Branch who are properly screened and trained and who have proper security clearance.

**Retention and disposal:**

Records with the exception of the index file card are retained in active file until end of third calendar year following last entry and then retired to the Federal Records Center, Suitland, MD. Index cards are retained in active file until destroyed. Records are destroyed in accordance with GSA General Schedule 18.

**System manager(s) and address:**

The Director of Civilian Manpower Management, Department of the Navy, Washington, DC 20390.

**Notification procedure:**

Request should be by correspondence addressed to the Director of Civilian Manpower Management (Attn: Code 44), Department of the Navy, Washington, DC 20390. The letter should contain the full name, date and place of birth, and social security number of the requester and his signature.

**Record access procedures:**

The agency's rules for access to records may be obtained from SYSMANAGER.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from SYSMANAGER.

**Record source categories:**

Investigation results and information provided by appropriate investigative agencies of the Federal Government.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

**N96021-44B**

**System name:**

Civilian Personnel Security Files

**System location:**

Department of the Navy Staff, Headquarters and Field Activities employing civilians in sensitive and nonsensitive positions. Official mailing addresses are provided in the Department of the Navy Directory published in the Federal Register.

**Categories of individuals covered by the system:**

Civilian employee, nonappropriated fund employees, contractor employees and visitors requiring base or activity access, and applicants under consideration for employment within the employing activity.

**Categories of records in the system:**

Files contain records and information appropriate to the activities civilian employee security program and may include certificates of personnel security clearances and source documents which identify the appropriate investigative basis for clearance eligibility, security access information, copies of requests for investigation, personal history and qualifications statements and other information provided by the employee, signed security briefing and debriefing statements, exception documents, copies of letters of reprimand or suspension, memorandums between the personnel officer or other officers and the security manager, final and interim reports of investigations completed, correspondence concerning personnel security matters, records of security orientation, education and training provided employees, internal security information, records of security violations, and information from law enforcement agencies, former employers and supervisors, references and schools attended.

**Authority for maintenance of the system:**

Executive Order 10450 (as amended), 'Security Requirements for Government employment'. Internal Security Act 1950, 18 USC 1382, and Title 18 U.S. code.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To provide an effective program to insure that the employment and retention in employment of any civilian officer or employee within the activity is clearly consistent with the interests of national security. To determine the investigative requirements for appointment and retention of civilian officers and employees. To provide information concerning the security clearance and degree of access granted each employee. To provide a basis by which an applicant or employee may be determined suitable for employment or retention in employment in sensitive or nonsensitive positions within the Federal civilain service. To provide a record of favorable security and suitability determinations made by the Navy Central Clearance Group, of favorable and unfavorable determinations made by the Secretary of the Navy and of suitability determinations made by the Civil Service Commission and the activity. Users include officials and employees of the Department of the Navy in the performance of their official duties related to the Department of the Navy Civilian Personnel Security Program.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and on file cards.

**Retrievability:**

Name (last, first, middle), date of birth, and social security number.

**Safeguards:**

Safekeeping and storage in accordance with the Department of the Navy Information Security Program Regulation, OPNAV 5510.1E, Chapter V.

**Retention and disposal:**

Records are retained during the employment of the employee at the activity, and during period applicants are being considered for employment, but may be disposed of at any time after serving their purpose. The records are disposed of upon separation (retirement, transfer, resignation, termination, etc.) of the employee. Disposal may be made by (1) return to the source from which received, if required, (2) forwarding to the Department of Defence activity to which an employee is transferred, or (3) destruction.

**System manager(s) and address:**

Commanding officers of Heads of Department of the Navy Staff, Headquarters and field activities employing civilians.

Notification procedure:

Request should be by correspondence addressed to the SYSMANAGER. The letter should contain the full name, date and place of birth, and social security number of the requester and his signature. Official mailing addresses are provided in the Department of the Navy Directory, published in the Federal Register. The employee may visit the Security Manger's Office of the activity at which she or he is employed.

Record access procedures:

The agency's rules for access may be obtained from SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from SYSMANAGER.

Record source categories:

Investigation results and information provided by appropriate investigative agencies and the Office of Civilian Manpower Management.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under 5 U.S.C. 552 a (j) or (k), as applicable. For additional information contact the System Manager.

N96021-51

System name:

Job Evaluation, Position Classification, Job Grading, Position Management, etc.

System location:

Office of Civilian Manpower Management, Department of the Navy; Regional Offices of Civilain Manpower Management; Capital Area Personnel Servicing Office-Navy; and Navy Staff, Headquarters, and Field Activities employing civilians. Mailing addresses are provided in the Department of the Navy directory published in the Federal Register.

Categories of individuals covered by the system:

Civilain employees paid from appropriated and non-appropriated funds, serving in jobs and positions covered by Title 5, United States Code.

Categories of records in the system:

System is comprised of descriptions of duties and responsibilities constituting jobs and positions to which individual employees are assigned, evaluation statements regarding those jobs and positions, audit notes related to those jobs and positions, appeal decisions regarding those jobs and positions, and other miscellaneous information which relates to those jobs and positions. Files are maintained in loose leaf binders or paper folders which are filed by organizational location, occupational title, occupational code, and/or employee's name.

Authority for maintenance of the system:

Title 5, United States Code Sections 5101, 5106, 5107, 5108, 5110, 5112, 5113, 5346 Classification, Pay Rates and Systems

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy, the Department of Defense, and the Civil Service Commission in the performance of their duties related to recruitment, selection, retention, training, and promotion of employees, classification of positions and grading of jobs, adjudication of employee appeals, management of resources, determination of pay rates for employees, determination of benefits for employees, and other management related functions which involve the categorization of jobs, positions, or employees by the types of duties and responsibilities assigned and/or performed. Labor organization members and/or representatives involved in representation of employees in grievance and appeal cases. The Comptroller General of the United States or his representatives in the performance of duties related to the management of government operations. The Attorney General of the United States or his representatives in cases involving litigation, law enforcement, or other official matters. Hearing examiners and/or arbitrators during hearings regarding employee grievances. Members or committees of the Congress of the United States in cases wherein civilian employment matters are under study or investigation.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are stored in loose leaf binders or paer file folders.

Retrievability:

Records are retrieved by job or position title, job or position number, organizational location, job or position occupational code, and/or by employee name directly or through cross reference files maintained by other entities.

Safeguards:

Files are maintained in standard file cabinets or bookcases. Files are located in buildings or spaces which are locked to the public during non-working hours. Files are issued only on the basis of a demonstrated need to know.

Retention and disposal:

Files are maintained during the period of their currency and must be maintained for 2 years after positions or jobs are abolished or superseded.

System manager(s) and address:

The Director of Civilian Manpower Management and the heads of Navy Staff, Headquarters, and Field Activities employing civilians. Addresses are provided in the Department of the Navy directory published in the Federal Register.

Notification procedure:

Request by correspondence should be addressed to the Director of Civilian Manpower Management, Department of Navy, Washington, D.C. 20390, or the head of the concerned Navy Staff, Headquarters, or Field Activity of current or former employment. Mailing addresses for the concerned activities are provided in the Department of the Navy directory published in the Federal Register. Corresponcence should contain the requester's name, job or position title, series and grade, organizational assignment, employing activity name and address, and official signature or witnessed mark. The individual requester may visit the Office of Civilian Manpower Management, 1735 North Lynn Street, Arlington Virginia, the various Regional Offices of Civilian Manpower Management, Navy Staff or Headquarters offices, or the Personnel Office of the Navy activity at which currently or formerly employed or of the nearest Navy activity to request information. The office contacted will contact the cognizant office by telephone if no record is locally available and the cognizant office can be identified. Addresses of activities and offices are provided in the Department of the Navy directory published in the Federal Register. Proof of identification will consist of a Department of Defense (DOD) or Navy building pass or identification badge, driver's license, or other type of identification bearing a photograph or signature or both, or by providing verbal information that can be verified by reference to the file information requested.

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

Navy Civilain Personnel Offices and their representatives, current and previous supervisors and/or associates of the employee, employees' representatives, and other miscellaneous sources having knowledge of the employees' assigned duties and responsibilities, past and present.

Systems exempted from certain provisions of the act:

NONE

N96021-53

System name:

Health Programs, Insurance and Annuties

System location:

Office of Civilian Manpower Management, Heads of Navy Staff, Headquarters and Field Activities employing civilians. Mailing addresses are provided in the Department of the Navy directory published in the Federal Register.

Categories of individuals covered by the system:

Navy civilian employees who are injured while in the performance of duty.

Categories of records in the system:

Files consist of non-automated records concerning information pertaining to the employee's identification, address, injury or occupational disease, and attending physician's report.

**Authority for maintenance of the system:**

Title 5, U.S. Code 8120, Report of injury and 8121, Claim

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy and the Department of Labor in the performance of their official duties related to the processing of injury compensation claims. The Comptroller General, or any of his authorized representatives, in the performance of duties of the General Accounting Office with regard to claims arising from on-the-job injuries. The Justice Department in the event of litigation, insuring agencies, the Civil Service Commission, and beneficiaries, or their legal representatives, in connection with injury, health benefits, or life insurance claims.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored in paper file folders

**Retrievability:**

Records are retrieved by employee name directly.

**Safeguards:**

Records are available only to authorized personnel having a need to know.

**Retention and disposal:**

Manual records are kept indefinitely

**System manager(s) and address:**

The Director of Civilian Manpower Management, and the Heads of Navy Staff, Headquarters, and Field Activities employing civilians Addresses are provided in the Department of the Navy directory published in the Federal Register.

**Notification procedure:**

Request by correspondence should be addressed to the Director of Civilian Manpower Management, Department of the Navy, Washington, D.C. 20390, or the head of the concerned Navy Staff, Headquarters, of Field Activities. Mailing addresses for the concerned activities are provided in the Department of the Navy directory published in the Federal Register. Correspondence should contain the requestor's name, employing activity name and address, and official signature. The individual requestor may visit the Office of Civilian Manpower Management, 1735 North Lynn Street, Arlington, Virginia, Navy Staff or headquarters offices, or the Safety Office of the Navy activity at which currently or formerly employed.

**Record access procedures:**

The agency's rules for access to records may be obtained from the systems manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the systems manager.

**Record source categories:**

Navy safety offices.

**Systems exempted from certain provisions of the act:**

NONE

N96021-54

**System name:**

Travel Allowance Claims Record System

**System location:**

Office of Civilian Manpower Management, Department of the Navy; Regional Offices of Civilian Manpower Management; Capital Area Personnel Servicing Office-Navy; and Navy Staff, Headquarters, and Field Activities employing civilians. Mailing addresses are provided in the Department of the Navy directory published in the Federal Register.

**Categories of individuals covered by the system:**

Navy civilian employees, with or without compensation, or a new appointee to a position outside the continental United States, or to certain positions within the 50 States and the District of Columbia. When performing official travel at the expense of the Department of the Navy, employees of other Government departments and agencies.

**Categories of records in the system:** System comprises nonautomated records reflecting information pertaining to the employee's identification, travel authorizations including dates of travel, expense incurred, locations visited; movement of household goods including weight, method and cost of shipment; and number and identification of dependents.

**Authority for maintenance of the system:**

Chapter 57 of Title 5, United States Code, Travel, Transportation and Subsistence

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy in the performance of their official duties related to the authorization of official travel, reinbursement of expenses incurred by the travelers, and auditing of travel claims and payments made to travelers. The Comptroller General, or any of his authorized representatives, in the performance of duties of the General Accounting Officer relating to the review of supplemental travel claims and to other aspects of the Navy's civilian manpower management programs. The Department of Defense Per Diem, Travel and Transportation Allowance Committee in its review of requests for actual expense allowances. The Justice Department in the event of litigation.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Records are stored in paper file folders

**Retrievability:**

Records are retrieved by last name

**Safeguards:**

Records are maintained in file cabinets in buildings or spaces which are locked to the general public during non-working hours and are available only to authorized prsonnel having a need to know.

**Retention and disposal:**

Records are maintained indefinitely

**System manager(s) and address:**

The Director of Civilian Manpower Management and the heads of Navy Staff, Headquarters, and Field Activities employing civilians. Addresses are provided in the Department of the Navy directory published in the Federal Register.

**Notification procedure:**

Request by correspondence should be addressed to the civilian personnel office or comptroller department of the activity which issued the travel orders or processed the travel claim. The letter should contain the full name of the requester and his signature. The individual may visit the civilian personnel office of the Navy activity at which he is currently employed, or of the nearest Navy activity, which office will contact the appropriate civilian personnel office or comptroller department by telephone. Proof of identification will consist of a Department of Defense or Navy building pass or identification badge, or drivers license, or by other types of identification bearing picture or signature.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Travel orders prepared by a transportation officer, travel claims submitted by the employee, and supevisors requiring the travel in connection with official duties.

**Systems exempted from certain provisions of the act:**

NONE

N96021-62

**System name:**

Personnel Automated Data System (PADS)

**System location:**

Office of Civilian Manpower Management (OCMM), Capital Area Personnel Services Office-Navy (CAPSO-N), Regional Offices of Civilian Manpower Management, and Navy Staff, Headquarters and Field activities employing civilians. Mailing addresses are provided in the Dept. of the Navy directory published in the Federal Register.

**Categories of individuals covered by the system:**

Navy civilian employees paid from appropriated funds. Covers all United States citizen direct hire employees (full time, part time, and intermittent pay basis) and Non-citizens who are direct hire employees paid from appropriated funds.

**Categories of records in the system:**

System comprises automated records reflecting information pertaining to the employee's identification and other items pertaining to the employee such as: name, unit identification code, sex, birthdate, citizenship code, minority group identifier, veterans preference code, type of appointment code, tenure code, service computation date, physical handicap code, retirement status code, federal employees group life insurance code, pay plan, occupation/series/grade/step, functional code, pay base, salary, location code, position occupied code, state apportionment code, uniformed service designation code, date of retirement from uniform service, uniformed service pay grade, workschedule code, pay rate determinant code, special program identifier code, supervisory position code, position status code, excepted appointment code, strength accounting status code, overseas transportation agreement code. The manual files maintained in paper folders contain the Individual Employee Data Collection NAVSO Form 12280/11, Notification of Personnel Action, Standard Form 50 as modified by the Navy, Payroll Change Slip, Standard Form 1126 and computer printouts.

Authority for maintenance of the system:

Title 5 USC 301 'Departmental Regulations'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in the performance of their official duties related to the management of the Navy direct hire employees paid from appropriated funds; the design, development, maintenance and operation of the automated system of records. The United States Civil Service Commission, as systems proponent for the Federal-wide Central Personnel Data File because the Navy Personnel Automated Data System is the central Navy-wide source of data to that system, and on matters relating to the inspection, survey, audits or evaluation of Navy civilian personnel management programs, or personnel actions, or such other matters under the jurisdiction of the Commission. The Comptroller General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the Navy's civilian manpower management programs. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. Officials and employees of other components of the Department of Defense in the performance of their official duties related to the management of the Department of Defense civilian manpower management programs. Officials and employees of other Departments and agencies of the Executive Branch of government upon request in the performance of their official duties related to the management of civilian manpower management programs. The Computer Systems Group Corporation (a contractor) and its employees for the purpose of card punch recording of data from employee personnel action documents or data collection forms and other documents. The Senate or the House of Representatives of the United States or any member Committee or sub-committee therof, any joint committee of Congress or subcommittee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of the Navy's civilian manpower management program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tapes and discs and on punched cards and computer printouts. Manual records are stored in paper file folders.

Retrievability:

Automated records are retrieved by social security number, name, or by one, or a combination of data elements such as Submitting Office Number (SON), Unit Identification Code (UIC), Major Claimant Code, Occupational Series, Grade, etc.

Safeguards:

The computer facility and terminal are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained. Manual records and computer printouts are available only to authorized personnel having a need to know. Minority data outputs are authorized by the DON Director of EEO or his deputy.

Retention and disposal:

Computer magnetic tapes are retained permanently. Magnetic discs are erased after use. Computer printouts are destroyed after three months. Input documents (NAVSO 12280/11) are destroyed after data is converted to machine readable form. Input punch cards are retained for two weeks.

System manager(s) and address:

The Director of Civilian Manpower Management, and the Head of Navy Staff, Headquarters, and Field activities employing civilians.

Notification procedure:

Request by correspondence should be addressed to the Director of Civilian Manpower Management or the Head of Navy Staff, Headquarters or Navy Field activities where the individual is currently employed or was last employed. Mailing addresses are provided in the Department of the Navy directory, published in the Federal Register. The letter should contain the full name and social security account number of the requester and his signature. The individual may visit the Office of Civilian Manpower Management, Pomponio Plaza Building, 1735 N. Lynn Street, Arlington, VA, or the Civilian Personnel Office of the Navy activity at which he is currently employed; or of the nearest Navy activity, which office will contact the OCMM Code 62 by telephone 202-694-8535 if no record is locally available. Proof of identification will consist of a Department of Defense (DOD) or Navy building pass, or identification badge or drivers license, or by other types of identification bearing picture or signature, or by providing verbal information that could be verified with his career inventory record.

Record access procedures:

The agency's rules may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Navy Civilian personnel offices

Systems exempted from certain provisions of the act:

None

N96021-63

System name:

Local Automated Personnel Information System (LAPIS)—Prototype.

System location:

The Office of Civilian Manpower Management, Dept of the Navy and contractors under agreement with OCMM. The Civilian Personnel Offices located at activities employing civilians The following activity in performance of system design, development and maintenance, Naval Command Systems Support Activity (NAVCOSSACT) and contractors under agreement with NAVCOSSACT. The addresses of the above are furnished in the Department of the Navy directory published in the Federal Register

Categories of individuals covered by the system:

All Navy and Marine Corps civilian employees paid from appropriated fund

Categories of records in the system:

The system contains automated records containing information describing and identifying the employee (e.g. name, sex, birth date, minority designator, citizenship, physical handicap code); the position he/she occupies and his/her qualifications; salary and salary basis; his/her status in relation to the position occupied and the organization to which assigned; tickler dates for impending changes in status; educational background; previous military status; and reason for position change or other action affecting the employee.

Authority for maintenance of the system:

Title 5, USC,2951 Reports; and 5 USC 301 Departmental Regulations.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To support the production of all official records and reports pertaining to the employment of civilian appropriated fund employees employed by activities serviced by the participating civilian personnel offices. Users are: Employees and officials of the Department of the Navy and Department of Defense where there exists a need-to-know in the performance of their official duties; Employees and officials of the Civil Service Commission in the performance of their official duties; The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to Navy's civilian manpower management programs; The Attorney General of the United States or his authorized representatives in connection with the litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies; A duly appointed Hearing Examiner

or Arbitrator (an employee of another Federal Agency) for the purpose of conducting a hearing in connection with an employee's grievance; An arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance; Employee unions when unions are authorized to canvas employees or at the time of a union election;

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

The automated records are stored on magnetic tape, disc, drum and punched cards.

**Retrievability:**

Information is accessed by Social Security Account Number (SSAN), name, or by specific employee characteristics such as date of birth, grade, occupation, employing organization and tickler dates. specific sub-groups of employees may be identified through the use of computerized indices.

**Safeguards:**

The computer facility and terminals are accessible only to authorized persons that have been properly screened, cleared and trained. Manual and automated records and computer printouts are available only to authorized personnel having a need-to-know.

**Retention and disposal:**

Records are maintained in an active status until a separation action on an employee is completed. Historical records are maintained for a maximum of five years.

**System manager(s) and address:**

Director of Civilian Manpower Management. Commanding Officers of the activities listed under LOCATION.

**Notification procedure:**

Requests from individuals should be addressed to the SYSMANAGER or to the Civilian Personnel Officer under his cognizance. Requests must be accompanied by the individual's full name, social security number and name of employing activity. Requesters may visit the Civilian Personnel Office of the Naval activity covered by the system to obtain information. In such case proof of identity will consist of full name, social security account number and a third positive identification such as drivers license, Navy building pass or identification badge, birth certificate, Medicare card, etc. Address of the activity is furnished in the department of the Navy Directory published in the Federal Register.

**Record access procedures:**

The Agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Catagories of sources of records in the system are: the civilian personnel office; the payroll office; the security office of the employing activity; and the line managers and supervisors.

**Systems exempted from certain provisions of the act:**

NONE

## N96021-64A

**System name:**

Computer Assisted Manpower Analyses System (CAMAS)

**System location:**

Office of Civilian Manpower Management (OCMM) and Navy Department staff, headquarters, and field activities employing civilians; mailing addresses are provided in the Navy Department directory published in the Federal Register.

**Categories of individuals covered by the system:**

Navy civilian employees paid from appropriated funds.

**Categories of records in the system:**

Files contain records from the Personnel Automated Data System (PADS) which contain job related data including individual identification, location information, and salary.

**Authority for maintenance of the system:**

Title 5 U.S.C. 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy and contractor personnel in the performance of their official duties related to aggregate manpower planning, including calculating transition rates, forecasting number of retirements, and running models to determine the extent to which projected manpower requirements can be met.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer magnetic tape and drum.

**Retrievability:**

Accessed by social security number.

**Safeguards:**

Records are maintained in areas accessible only to authorized personnel.

**Retention and disposal:**

Records are permanent.

**System manager(s) and address:**

Director of Civilian Manpower Management, Department of the Navy, Washington, D.C. 20390.

**Notification procedure:**

Request by correspondence should be addressed to the Director of Civilian Manpower Management, Department of the Navy, Washington, D.C. 20390. Written requests for information must contain full name of the individual, current address and telephone number, and birth date and social security number. The individual may visit the OCMM at 1735 North Lynn Street, Arlington, Virginia. Proof of identification will consist of a Department of Defense (DOD) or Navy building pass, or identification badge or drivers license, or by other types of identification bearing picture or signature, or by providing verbal information that could be verified.

**Record access procedures:**

The agency's rules for access to records may be obtained from the system manager.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

**Record source categories:**

Personnel Automated Data System (PADS)

**Systems exempted from certain provisions of the act:**

None

## N96021-64B

**System name:**

Models for Organizational Design and Staffing (MODS)

**System location:**

Office of Civilian Manpower Management (OCMM) and Navy Department staff, Headquarters, and field activities employing civilians; also at contractor facilities; mailing addresses are provided in the Navy Department directory published in the Federal Register.

**Categories of individuals covered by the system:**

Navy civilian employees paid from appropriated funds.

**Categories of records in the system:**

Automated and manual files contain information on individual's proficiencies and knowledges as reported in self-evaluation questionnaires vouchered by the supervisor, as well as data on the requirements of specific jobs submitted by the supervisor.

**Authority for maintenance of the system:**

Title 5 U.S.C. 301 Departmental Regulations

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of the Navy in the performance of their official duties related to testing the operational usefulness of a multi-attribute assignment model in the areas of organizational design and staffing. Officials and employees of the Civil Service Commission in the performance of their official duties related to evaluation of civilian manpower programs. University of Texas faculty and students working under a contract relating to MODS to monitor progress of research study. Carnegie-Mellon University faculty and students working under Navy contract relating to MODS to assist in research project.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer magnetic tape and drum, and optical scanner forms and computer printouts.

Retrievability:

Accessed by social security number.

Safeguards:

Records are maintained in areas accessible only to authorized personnel.

Retention and disposal:

Records are retained so long as personnel continue to work at same activity.

System manager(s) and address:

Director of Civilian Manpower Management, Department of the Navy, Washington, D.C. 20390.

Notification procedure:

Request by correspondence should be addressed to the Director of Civilian Manpower Management, Department of the Navy, Washington, D.C. 20390 or to the head of the Navy activity at which the individual is or was employed. Written requests for information must contain full name of individual, current address and telephone number, and date of birth and social security number. The individual may visit the OCMM at 1735 North Lynn Street, Arlington, Virginia, or the field activity at which he is or was formerly employed. Proof of identification will consist of a Department of Defense (DOD) or Navy building pass, or identification badge or drivers license, or by other types of identification bearing picture or signature, or by providing verbal information that could be verified

Record access procedures:

The agency's rules for access to records may be obtained from the system manager.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the system manager.

Record source categories:

First-line supervisors and personnel automated data system (PADS).

Systems exempted from certain provisions of the act:

None

N96021/23

System name:

Training and Employee Development Record System

System location:

Office of Civilian Manpower Management (OCMM), Regional Offices of Civilian Manpower Management (ROCMM's), Capital Area Personnel Services Office - Navy (CAPSO-N), and Navy Staff, headquarters and field activities employing civilians. Mailing addresses are provided in the Department of Navy directory published in the Federal Register.

Categories of individuals covered by the system:

Navy civilian employees, full-time and part-time, U.S. citizens and foreign national direct hires receiving training supported by the Federal Government, paid from approprated funds. Navy military personnel may be included in the automated training information system, and non-approprated funded personnel may be included in some of the stations' manual records

Categories of records in the system:

Under the Departments' Training Requirements and Information Management System (TRIM), or other locally developed systems, automated and nonautomated records are maintained reflecting information pertaining to the employees' identification, social security number, occupational status (series, grade level, and supervisory status), course identification, course length, category and purpose of training received, date on which training was completed, associated costs, pre-post test results, et.al. input documents for the system include, but is not limited to completed NAVSO Forms 12410/19 and /19A, Training Report, Authorization and Record, keypunched cards. The manual files are maintained in paper folders containing employee's registration and/or record of training documents. Under the Navy's Apprentice, on-the-job Training Program, and similar trainee intake programs, manual and automated records are maintained, reflecting information pertaining to subject employee's identification, date of birth, entrance date to program, dates and nature of personnel actions which occurred during fiscal year, student progress, and statistical data which effects the numbers of apprentices in training as of a given date. At OCMM, nomination forms and documents (non-automated) for the Department of the Navy's centrally-administered education and training programs are maintained. The manual files contain the candidate's nomination documents, training request, enrollment and registration and other documents related to training. Manual files are maintained at OCMM, the ROCMM's, CAPSO-N, and the several naval installations regarding courses conducted on their premises, or for which they sponsor, listing such things as completion dates, and course participants. Additionally, manual files are typically found at the field activities containing information regarding an employee's supervisory status, an indication as to whether or not he/she has participated in supervisory training. Files are often maintained regarding an employee's certification/recertification or demonstrated proficiency in one or more of the Navy's skills areas; an activity-wide annual training plan should also be maintained, as well as individual training plans. Files are also maintained regarding professional licenses held by station personnel.

Authority for maintenance of the system:

Title 5, USC 4103, 'Establishment of Training Programs,' Title 5, USC 4118, 'Training,' Title 5, USC 4115, 'Collection of Training Information' Agreement between the Department of the Navy and the Department of Labor, Bureau of Apprenticeship and Training, 'Registration of the Navy Apprentice Program' - June 1968

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of the Navy in the performance of their official duties related to the management of the Department's civilian employee training programs, the design, development, maintenance and operation of the manual and automated system of record keeping and reporting; the screening and selection of candidates for centrally-administered programs; and administration of grievance, appeals, complaints, and litigation involving the disclosure of records of the training programs. Representatives of the United States Civil Service Commission on matters relating to the inspection, survey, audit or evaluation of Navy civilian training programs, or such other matters under the jurisdiction of the Commission. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Navy's civilian training programs. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. Officials and employees of other components of the Department of Defense in the performance of their official duties related to the screening and selection of candidates for the service schools. Officials and employees of other departments and agencies of the Executive Branch of government upon request in the performance of their official duties related to the screening and selection of candidates for programs sponsored by their organization. Representatives of the United States Department of Labor on matters relating to the inspection, survey, audit or evaluation of the Navy's apprentice training programs or on other such matters under the jurisdiction of the Labor Department. Representatives of the Veterans Administration on matters relating to the inspection, survey, audit or evaluation of the Navy's apprentice and on-the-job training programs. The Computer Systems Group Contractor (or other such contractor) and its employees for the purpose of card punch recording of data from employee training documents. Employees and officials of the Naval Command Systems Support Activity, Washington Navy Yard for the purpose of systems support. A duly appointed Hearing Examiner or Arbitrator (an employee of another Federal Agency) for the purpose of conducting a hearing in connection with an employee's grievance involving the disclosure of the records of the Department's Training program. An arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving the disclosure of the records of the Navy's Training and Employee Development Record system. The Senate or the House of Representatives of the United States or any member, Committee or subcommittee thereof, any joint committee of Congress or sub-committee of joint committees on matters within their jurisdiction requiring disclosure of the files or records of the Department's civilian training program. Colleges, schools, or other institutions engaged to provide training.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated records are stored on magnetic tapes, drums, computer printouts, and on punched cards. Manual records are stored in paper file folders.

Retrievability:

Automated records are retrieved by social security number and name, or by one, or a combination of data elements contained in the TRIM or apprentice program master files. Manual records are re-

trieved by employee last name, by course control information, or by training program title.

Safeguards:

The computer facility and terminal are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained. Manual records and computer printouts are available only to authorized personnel having a need to know.

Retention and disposal:

For TRIM and the apprentice programs the computer magnetics tapes are permanent. Manual records are maintained on a fiscal year basis and are retained for varying periods from one to five fiscal years. For the Department of the Navy's centrally-administered programs, files on selected candidates are maintained for five years (from date selection process is completed). Records of non-selected candidates are retained only for that period of time sufficient to permit appropriate review (usually less than 60 days). CAPSO-N, ROCMM, and activity records are maintained for varying periods.

System manager(s) and address:

The Director of Civilian Manpower Management, the Regional Offices of Civilian Manpower Management, Capital Area Personnel Services Office - Navy, and the heads of Navy staff, headquarters, and field activities employing civilian employees.

Notification procedure:

Request by correspondence should be addressed to the Director of Civilian Manpower Management, the Regional Offices of Civilian Manpower Management, the Capital Area Personnel Services Office - Navy, or Navy staffs, headquarters or field activities employing civilians. Mailing addresses are provided in the Department of the Navy directory published in the Federal Register. The letter should contain the full name and social security number of the requester and his signature. Proof of identification will consist of a Department of Defense (DOD) or Navy building pass, or identification badge, or driver's license, or by other types of identification bearing an employee picture and signature.

Record access procedures:

The agency's rules for access to records may be obtained from SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting the contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Navy civilian personnel offices; current and previous supervisors of employees (when appraisals of performance/potential are used).

Systems exempted from certain provisions of the act:

NONE

## DIRECTORY OF DEPARTMENT OF THE NAVY MAILING ADDRESSES

Assistance in obtaining any Navy mailing address not included in the following directory may be obtained from:

Chief of Naval Operations
(Op-09B1)
Navy Department
Washington DC 20350

Such assistance concerning any Marine Corps address may be obtained from:

Commandant of The Marine Corps
(Code M)
Washington DC 20380

### ALASKA

Officer in Charge
Naval Petroleum Reserve No4
Calais Office Center
3201 C Street
Anchorage AK 99503

Commanding Officer
Naval Arctic Research Laboratory
Barrow AK 99723

### ARIZONA

Commanding Officer
Marine Corps Air Station
Yuma Arizona 85364

### CALIFORNIA

Commanding Officer
Navy Space Systems Activity
PO Box 92960
Worldway Postal Center
Los Angeles CA 90009

Director
Navy Office of Information
Los Angeles Branch
11000 Wilshire Blvd Rm 10201
Los Angeles CA 90024

Commanding Officer
Marine Barracks
Naval Weapon Station
Seal Beach CA 90740

Commanding Officer
Naval Weapons Station
Seal Beach CA 90740

Supervisor of Shipbuilding
Conversion and Repair USN
Long Beach Naval Shipyard
Long Beach CA 90801

Commanding Officer
Naval Regional Medical Center
7500 Carson Street
Long Beach CA 90801

Officer in Charge
Naval Regional Procurement Office
Long Beach CA 90801

Officer in Charge
Navy Commissary Store Region
Long Beach CA 90801

Officer in Charge
Navy Finance Office
Naval Support Activity
Long Beach CA 90801

Military Sealift Command
Office Long Beach
Naval Support Activity
Long Beach CA 90801

Director Consolidated
Civilian Personnel Office
Naval Support Activity Los Angeles
Long Beach CA 90822

Commander
Long Beach Naval Shipyard
Long Beach CA 90822

Commanding Officer
Naval Regional Dental Center
Long Beach CA 90822

Commanding Officer
Naval Support Activity
Los Angeles-Long Beach
Long Beach CA 90822

Commanding Officer
Office of Naval Research
Branch Office
1030 East Green St
Pasadena CA 91101

Commanding Officer
Marine Barracks
Fallbrook Annex
Naval Weapons Station
Fallbrook CA 92028

Commanding Officer
Field Medical Service School
Marine Corps Base
Camp Pendleton CA 92055

Commanding General
I Marine Amphibious Force FMF
Camp Pendleton CA 92055

Commanding General

Marine Corps Base
Camp Pendleton CA 92055
Commanding Officer
Naval Regional Dental Center
Camp Pendleton CA 92055
Commanding Officer
Naval Regional Medical Center
Camp Pendleton CA 92055
Commanding General
1st Marine Division FMF
Camp Pendleton CA 92055
Commanding General
4th Marine Division FMF
US Marine Corps Reserve
Camp Pendleton CA 92055
Director Western Field Div
Office of Civilian Personnel
Western Field Division
Suite 1313 Charter Oil Bldg
San Diego CA 92101
Commanding Officer
Navy Submarine Support Facility
140 Sylvester Road
San Diego CA 92106
Director
Naval Audit Service
Western Region
1220 Pacific Highway
San Diego CA 92132
Commander
Naval Base
San Diego CA 92132
Commander
Naval Base San Francisco
Naval Base
San Diego CA 92132
Commanding Officer
Naval Education and
Trainig Support Center Pacific
Fleet Station Post Office Bldg
San Diego CA 92132
Commander
Naval Reserve Readiness Command
Region Nineteen
960 North Harbor Drive
San Diego CA 92132
Commanding Officer
Naval Supply Center
937 North Harbor Drive
San Diego CA 92132
Commanding Officer
Navy Manpower and Material
Analysis Center
Pacific
San Diego CA 92132
Commanding Officer
Navy Regional Finance Center
937 N Harbor Drive
San Diego CA 92132
Commanding Officer
U S Naval Communication
Station San Diego
937 N Harbor Drive
San Diego CA 92132
Commandant
11th Naval District
Naval Base
San Diego CA 92132
Commandant
12th Naval District
Naval Base
San Diego CA 92132
Commanding Officer
Human Resource Management Center,
San Diego
Naval Training Center
San Diego, CA 92133
Commanding Officer
Naval Administrative Command
Naval Training Center
San Diego CA 92133
Commander
Naval Training Center
San Diego CA 92133
Commanding Officer
Recruit Training Command
Naval Training Center
San Diego CA 92133
Commanding Officer
Service School Command
Naval Training Center
San Diego CA 92133
Commanding Officer
Naval Regional Medical Center
San Diego CA 92134
Commanding Officer
Naval School of Health Sciences
San Diego, CA 92134
Naval Air Systems
Command Representative
Pacific
Naval Air Station North Island
San Diego CA 92135
Commanding Officer
Enlisted Personnel
COMNAVAIRPAC/COMASWWINGPAC
Box 1300 NAS North Island
San Diego CA 92135
Officer in Charge
Fleet Aviation Accounting
Office Pacific
Naval Air Station North Island
San Diego CA 92135
Commanding Officer
Marine Barracks
Naval Air Station North Island
San Diego CA 92135
Commanding Officer
Naval Air Rework Facility
Naval Air Station North Island
San Diego CA 92135
Commanding Officer
Naval Air Station
North Island
San Diego CA 92135
Commanding Officer
Naval Weather Service Facility
Naval Air Station North Island
San Diego CA 92135
Commanding Officer
Pacific Fleet Data Processing
Service Center San Diego
Naval Air Station North Island
San Diego CA 92135
Commander Naval Air Force
US Pacific Fleet
Naval Air Station North Island
San Diego CA 92135
Director Consolidated
Civilian Personnel Office Code 12
PO Box 118 Naval Station
San Diego CA 92136
Supervisor of Shipbuilding
Conversion and Repair USN
Naval Station
Box 119
San Diego CA 92136
Commanding Officer
Fleet Training Center
Naval Station
San Diego CA 92136
Commanding Officer
Naval Alcohol Rehabilitation Center
Naval Station
San Diego CA 92136
Officer in Charge
Naval Construction Battalion
Unit-405
San Diego CA 92136
Commanding Officer
Naval Development & Training Center
Naval Station Box 106
San Diego CA 92136
Officer in Charge
Naval Legal Service Office
Naval Station

San Diego CA 92136
Commanding Officer
Naval Regional Dental Center
San Diego CA 92136
Commanding Officer
Naval Station
San Diego Calif 92136
Officer in Charge
Navy Commissary Store Region
San Diego CA 92136
Officer in Charge
Navy Environmental and Preventive
Medicine Unit No 5
Naval Station, Box 143
San Diego CA 92136
Officer in Charge
Navy Exchange Service Center
Naval Station
San Diego CA 92136
Director
Navy Public Affairs Center
San Diego
Box 125 Naval Station
San Diego CA 92136
Commanding Officer
Navy Public Works Center
Naval Base
San Diego CA 92136
Director
Navy Publications and Printing
Service Western Division
Bldg 154 Naval Station
San Diego CA 92136
Senior Member
Sub-Board of Inspection
and Survey Pacific
Building 116 Naval Station
San Diego CA 92136
Commanding Officer, Naval
Electronic Systems Engineering
Center, San Diego
PO Box 80337
San Diego CA 92138
Commanding Officer
Naval Investigative Service Office
San Diego
PO Box 80667
San Diego CA 92138
Commanding Officer
Naval Sea Support Center Pacific
PO Box 80548
San Diego CA 92138
Commanding General
Marine Corps Recruit Depot
San Diego CA 92140
Commanding Officer
Naval Air Station
Miramar
San Diego CA 92145
Commanding Officer
Naval Drug Rehabilitation Center
Naval Air Station, Miramar
San Diego CA 92145
Commanding Officer
Fleet Anti-Submarine Warfare
Training Center, Pacific
San Diego CA 92147
Commanding Officer
Fleet Combat Direction Systems
Support Activity San Diego
San Diego CA 92147
Commanding Officer
Fleet Combat Training Center
Pacific
San Diego CA 92147
Commanding Officer
Fleet Intelligence Training Center
Pacific
Bldg 5 Fleet ASW School
San Diego CA 92147
Director
Joint Tactical Air Control Systems/
Tactical Air Defense Systems
Interface Test Force
San Diego CA 92147
Commander Training Command.
US Pacific Fleet
San Diego CA 92147
Commanding Officer
Naval Health Research Center
San Diego, CA 92152
Commander
Naval Ocean Systems Center
San Diego CA 92152
Commanding Officer
Navy Personnel Research and
Development Center
San Diego CA 92152
Commander Amphibious Group
Eastern Pacific
Naval Amphibious Base Coronado
San Diego CA 92155
Commanding Officer
Naval Amphibious Base Coronado
San Diego CA 92155
Commanding Officer
Naval Amphibious School
Coronado
San Diego CA 92155
Commander
Naval Surface Force
US Pacific Fleet
San Diego CA 92155
Commanding Officer
National Parachute Test Range
El Centro CA 92243
Commanding General
Force Troops
Fleet Marine Force Pacific
Marine Corps Base
Twentynine Palms CA 92278
Commanding General
Marine Corps Base
Twentynine Palms CA 92278
Commanding Officer
Marine Corps Logistics Support Base
Pacific
Barstow CA 92311.
Commander
Marine Corps Air Bases Western Area
Marine Corps Air Station
El Toro, Santa Ana CA 92709
Commanding General
Marine Corps Air Station El Toro
Santa Ana CA 92709
Commanding General
3rd Marine Aircraft Wing
Marine Corps Air Station El Toro.
Santa Ana CA 92709
Commanding Officer
Marine Corps Air Station
(Helicopter)
Santa Ana CA 92710
Commanding Officer
Naval Air Station
Point Mugu CA 93042
Commanding Officer
Naval Facility
San Nicolas Island
Point Mugu CA 93042
Commanding Officer
Navy Astronautics Group
Box 30
Point Mugu CA 93042
Commander
Pacific Missile Test Center
Point Mugu CA 93042
Commanding Officer
Naval Construction
Battalion Center
Port Hueneme CA 93043
Commanding Officer
Naval Construction Training Center
Port Hueneme CA 93043
Commanding Officer
Naval Hospital

Port Hueneme CA 93043
Officer in Charge
Naval Nuclear Power Unit
Port Hueneme CA 93043
Commanding Officer
Naval School
Civil Engineer Corps Officers
Port Hueneme CA 93043
Commanding Officer
Naval Ship Weapon Systems
Engineering Station
Port Hueneme CA 93043
Officer in Charge
Navy Finance Office
Port Hueneme CA 93043
Officer in Charge
Det Lemoore Pacific Fleet Data
Processing Service Center Alameda
Naval Air Station
Lemoore CA 93245
Commanding Officer
Marine Barracks
Naval Air Station
Lemoore CA 93245
Commanding Officer
Naval Air Station
Lemoore CA 93245
Officer in Charge
Naval Construction Battalion
Unit 406
Naval Air Station
Lemoore CA 93245
Commanding Officer
Naval Hospital
Lemoore CA 93245
Officer in Charge
Naval Petroleum Reserves in
California
PO Box 11
Tupman CA 93276
Commander
Naval Weapons Center
China Lake CA 93555
Commanding Officer
Naval Facility
Point Sur
Big Sur CA 93920
Director
Defense Resources Management
Education Center
Naval Postgraduate School
Monterey, CA 93940
Commanding Officer
Fleet Numerical Weather Central
Monterey CA 93940
Director
Manpower Research and Data Analysis
Center
Naval Postgraduate School
Monterey, CA 93940
Commanding Officer
Naval Environmental Prediction
Research Facility
Monterey CA 93940
Superintendent
Naval Postgraduate School
Monterey CA 93940
Officer in Charge
Det Moffett Field Pacific Fleet
Data Processing Service Center
Naval Air Station
Moffett Field CA 94035
Commanding Officer
Naval Air Station
Moffett Field CA 94035
Officer in Charge of
Construction Naval Facilities
Engineering Command Contracts
Elk Hills
San Bruno CA 94066
Commanding Officer
Western Division
Naval Facilities Engineering
Command PO Box 727
San Bruno CA 94066
Officer in Charge
Fleet Post Office
390 Main Street
Room 304
San Francisco CA 94105
Director Consolidated
Civilian Personnel Office
Room 173 Bldg 7
Treasure Island
San Francisco CA 94130
Commanding Officer
Marine Barracks
Naval Support Activity
Treasure Island
San Francisco CA 94130
Commanding Officer
Naval Investigative Service Office
San Francisco
Bldg 7 Treasure Island
San Francisco CA 94130
Officer in Charge
Naval Legal Service Office
Naval Support Activity Treasure Is
Treasure Island
San Francisco CA 94130
Commanding Officer
Naval Regional Dental Center
San Francisco CA 94130
Commanding Officer
Naval Regional Medical Clinic
Treasure Island
San Francisco CA 94130
Commander
Naval Reserve Readiness Command
Region Twenty Bldg 1 NAVSUPPACT
Treasure Island
San Francisco CA 94130
Commanding Officer
Naval Support Activity
Treasure Island
San Francisco CA 94130
Commanding Officer
Naval Technical Training Center
Treasure Island
San Francisco CA 94130
Commander
Navy Recruiting Area Eight
Naval Support Activity
Bldg 1 Treasure Island
San Francisco CA 94130
Commanding Officer
Navy Regional Finance Center
Treasure Island
San Francisco CA 94130
Supervisor of Shipbuilding
Conversion and Repair USN
San Francisco CA 94135
Commanding Officer
Marine Barracks
Naval Air Station
Alameda CA 94501
Officer in Charge
Naval Air Logistic Control Office
Eastern Pacific
Naval Air Station
Alameda CA 94501
Commanding Officer
Naval Air Rework Facility
Naval Air Station
Alameda CA 94501
Commanding Offier
Naval Air Station
Alameda Calif 94501
Officer in Charge
Naval Construction Battalion
Unit 416
Naval Air Station
Alameda, CA 94501
Commanding Officer
Naval Weather Service Facility
Naval Air Station

Alameda CA 94501
Officer in Charge
Navy Disease Vector Ecology and Control Center
Naval Air Station
Alameda CA 94501
Commanding Officer
Pacific Fleet Data Processing Service Center Alameda
Naval Air Station
Alameda CA 94501
Commanding Officer
Marine Barracks
Naval Weapons Station
Concord CA 94520
Commanding Officer
Naval Weapons Station
Concord Calif 94520
Commanding Officer
Combat Systems Technical Schools Command
Mare Island
Vallejo CA 94592
Commanding Officer, Naval Electronic Systems Engineering Center, Vallejo
Vallejo, CA 94592
Officer in Charge
Engineering Duty Officer School
Mare Island
Vallejo CA 94592
Commander
Mare Island Naval Shipyard
Vallejo CA 94592
Commanding Officer
Marine Barracks
Mare Island
Vallejo CA 94592
Commanding Officer
Naval Support Activity Mare Island
Vallejo CA 94592
Officer in Charge
Navy Commissary Store Region
PO Box 24183 Main PO Station
Oakland CA 94623
Commanding Officer
Navy Public Works Center
San Francisco Bay
P.O. Box 24003
Oakland CA 94623
Commander
Military Sealift Command Pacific
Oakland CA 94625
Officer in Charge
Naval Biosciences Laboratory
Naval Supply Center
Oakland CA 94625
Commanding Officer
Naval School Transportation Management
Naval Supply Center
Oakland CA 94625
Commanding Officer
Naval Supply Center
Oakland CA 94625
Officer in Charge
Navy Regional Plant Equipment Office
Naval Supply Center
Oakland CA 94625
Officer in Charge
Navy Resale System Offie
West Coast Branch
Naval Supply Center
Oakland CA 94625
Commanding Officer
Naval Regional Medical Center
Oakland CA 94627
Commanding Officer
Naval Communication Station Stockton
Stockton CA 95203.
Commanding Officer
Naval Security Group Activity
Skaggs Island
Sonoma CA 95476
Commanding Officer
Naval Facility Centerville Beach
Ferndale CA 95536
Commanding Officer
Naval Air Training Unit
Mather AFB
Sacremento CA 95655

## COLORADO

Commanding Officer
Naval Unit
Lowry Air Force Base, CO 80230

## CONNECTICUT

Commanding Officer
Naval Nuclear Power Training Unit
Windsor CT 06095
Supervisor of Shipbuilding
Conversion and Repair USN
Groton CT 06340
Commanding Officer
Marine Barracks
Naval Submarine Base New London
Groton CT 06340
Officer in Charge
Naval Construction Battalion Unit-414
Naval Submarine Base, New London
Groton CT 06340
Commanding Officer
Naval Submarine Base New London
Box 00
Groton Conn 06340
Commanding Officer
Naval Submarine Medical Center
Naval Submarine Base New London
Groton CT 06340
Commanding Officer
Naval Submarine Medical Research Laboratory
Naval Submarine Base New London
Groton CT 06340
Commanding Officer
Naval Submarine School
Box 700
Groton CT 06340
Commanding Officer
Naval Submarine Support Facility
New London
Groton CT 06340
Officer in Charge
Navy Finance Office
Naval Submarine Base New London
Groton CT 06340

## DELAWARE

Commanding Officer
Naval Facility
Lewes DE 19958

## DISTRICT OF COLUMBIA

Director
Defense Printing Service
Room BD-831 Pentagon Building
Washington DC 20301
Asst SECNAV for
Financial Management
Marine Aide
Room 4E748 Pentagon
Washington DC 20301
Director
Navy Courier Service Headquarters

Forrestal Bldg
Washington DC 20314
Director
Department of the Navy Automatic
Data Processing Management
Navy Department
Washington DC 20350
Director
Department of the Navy Program
Information Center
Navy Department
Washington DC 20350
Director
Navy Broadcasting Service
Department of the Navy
Washington DC 20350
Comptroller of the Navy
Navy Department
Washington DC 20350
Chief of Information
Navy Department
Washington DC 20350
Secretary of the Navy
Navy Department
Washington DC 20350
Chief of Legislative Affairs
Navy Department
Washington DC 20350
Under Secretary of the Navy
Navy Department
Washington DC 20350
Officer in Charge
Navy Internal Relations Activity
Navy Department
Washington DC 20350
Director
Office of Program Appraisal
Navy Department
Washington DC 20350
Chief of Naval Operations
Department of the Navy
Washington DC 20350
Asst Secretary of the Navy
(Financial Management)
Navy Department
Washington DC 20350
Asst Secretary of the Navy
(Manpower & Reserve Affairs)
Navy Department
Washington DC 20350
Asst Secretary of the Navy
(Research and Development)
Navy Department
Washington DC 20350
Commander
Anti-Submarine Warfare Systems
Projects Office
Washington DC 20360
Commander
Naval Electronic Systems Command
Naval Electronic Systems Command
Headquarters
Washington DC 20360
Commanding Officer
Naval Material Command Support
Activity
Washington DC 20360
General Counsel
Navy Department
Washington DC 20360
Chief of Naval Material
Navy Department
Washington DC 20360
Director
Office of Naval Petroleum and Oil
Shale Reserves
Navy Department
Washington DC 20360
Asst Secretary of the Navy
(Installation and Logistics)
Navy Department
Washington DC 20360
Commander
Naval Air Systems Command
Naval Air Systems Command
Headquarters
Washington DC 20361
Commander
Naval Sea Systems Command
Naval Sea Systems Command
Headquarters
Washington DC 20362
Commander
Naval Ship Engineering Center
Washington DC 20362
Commander
Naval Supply Systems Command
Naval Supply Systems Command
Headquarters
Washington DC 20362
Recorder
Board for Corrections of Naval
Records
Navy Department
Washington DC 20370
Senior Member
Board of Decorations and Medals
Arlington Annex Room 3028
Navy Department
Washington DC 20370
President
Board of Inspection
and Survey
Navy Department
Washington DC 20370
Director
Naval Legal Service
Department of the Navy
Washington DC 20370
Commanding Officer
Naval Personnel Program
Support Activity
Room 1074 AA
Washington DC 20370
Judge Advocate General
Navy Department
Washington DC 20370
Chief of Naval Personnel
Navy Department
Washington DC 20370
Commanding Officer
Navy Regional Finance Center
Washington DC 20371
Chief
Bureau of Medicine and Surgery
Navy Department
Washington DC 20372
Commanding Officer
Fleet Weather Facility
Suitland
Navy Department
Washington, DC 20373
Commander
Naval Oceanographic Office
Washington, DC 20373
Commanding Officer
Chesapeake Division, Naval
Facilities Engineering Command
Washington Navy Yard
Washington, DC 20374
Director Consolidated
Civilian Personnel Office
Bldg 200 Washington Navy Yard
Washington DC 20374
Director
Department of Defense Computer
Institute
Washington Navy Yard
Washinton DC 20374
Director
Field Support Activity
Washington Navy Yard
Washington, DC 20374
Commanding Officer
Naval Administrative Unit
Bldg 146

Washington Navy Yard
Washington DC 20374
Commandant
Naval District Washington
Washington Navy Yard
Washington DC 20374
Director
Naval Historical Center
Washington Navy Yard
Washington DC 20374
Officer in Charge
Naval Legal Service Office
Washington Navy Yard
Washington DC 20374
Commanding Officer
Naval Photographic Center
Washington, DC 20374
Commander
Naval Reserve Readiness Command
Region Six
Washington Navy Yard
Washington DC 20374
Commanding Officer
Naval School Diving and
Salvage
Washington Navy Yard
Washington DC 20374
Director
Naval Weapons Engineering
Support Activity
Washington Navy Yard
Washington DC 20374
Officer in Charge
Navy Appellate Review Activity
Office of Judge Advocate General
Washington Navy Yard
Washington DC 20374
Officer in Charge
Navy Band
Washington Navy Yard
Washington DC 20374
Commanding Officer
Navy Food Service Systems Office
Washington Navy Yard
Washington DC 20374
Officer in Charge
Navy Recruiting Exhibit Center
Washington Navy Yard
Washington, DC 20374
Commanding Officer
Navy Regional Data Automation
Center Washington
Washington Navy Yard
Washington DC 20374
Officer in Charge
Navy Regional Procurement Office
Washington Navy Yard
Washington, DC 20374
Officer in Charge
Navy Tactical Doctrine Activity
Washington Navy Yard
Washington DC 20374
Chief
Navy-Marine Corps Trail Judicary
Washington Navy Yard
Washington DC 20374
Director, Navy Publication and
Printing Service
Management Office
Washington Navy Yard Bldg 157-3
Washington DC 20374
Commanding Officer
Naval Research Laboratory
Washington DC 20375
Commander
Navy Accounting and Finance Center
Navy Department
Washington DC 20376
Department of the Navy
Navy Automatic Data Processing
Selection Office
Washington DC 20376
Commandant of the Marine Corps
Navy Department
Washington DC 20380
Commanding Officer
Marine Barracks
8th and I Sts SE
Washington DC 20390
Commander
Military Sealift Command
Department of the Navy
Washington DC 20390
Commanding Officer
Naval Air Facility
Washington D C 20390
Commanding Officer
Naval Communication Unit Washington
Washington DC 20390
Commanding Officer
Naval Electronic Systems Security
Engineering Center
3801 Nebraska Ave N.W.
Washington DC 20390
Commanding Officer
Naval Intelligence Support Center
4301 Suitland Rd
Washington DC 20390
Superintendent
Naval Observatory
34th and Massachusetts Ave NW
Washington DC 20390
Director
Naval Observatory Flagstaff Station
Care of Superintendant
Naval Observatory
Washington DC 20390
Director
Naval Observatory Time Service
Substation Care of Superintendent
Naval Observatory
Washington DC 20390
Naval Security Group Command
Naval Security Group Headquarters
3801 Nebraska Ave NW
Washington DC 20390
Commanding Officer
Naval Security Station
3801 Nebraska Ave NW
Washington DC 20390
Commander
Naval Telecommunications Command
4401 Massachusetts Ave N W
Washington DC 20390
Director of Civilian Personnel
Navy Department
Washington D C 20390
Director
Seasparrow Project Support Office
Department of the Navy
Washington DC 20390
Officer in Charge
Naval Support Unit State Department
Washington DC 20520

## FLORIDA

Officer in Charge
Navy Fuel Depot
PO Box 9068
Jacksonville FL 32208
Commanding Officer
Naval Air Rework Facility
Naval Air Station
Jacksonville FL 32212
Commanding Officer
Naval Air Station
Jacksonville FL 32212
Commanding Officer
Naval Alcohol Rehabilitation Center
Naval Air Station
Jacksonville, FL 32212
Commander
Naval Base
Jacksonville FL 32212

Officer in Charge
Naval Construction Battalion
Unit-410
Naval Air Station
Jacksonville FL 32212
Officer in Charge
Naval Legal Service Office
Naval Air Station
Jacksonville FL 32212
Commanding Officer
Naval Regional Dental Center
Jacksonville, FL 32212
Commander
Naval Reserve Readiness Command
Region Eight
Bldg 90 Naval AR Station
Jacksonville FL 32212
Commanding Officer
Naval Weather Service Facility
P O Box 85
Naval Air Station
Jacksonville FL 32212
Officer in Charge
Navy Commissary Store Region
Jacksonville FL 32212
Officer in Charge
Navy Disease Vector Ecology and
Control Center
Naval Air Station
Jacksonville FL 32212
Officer in Charge
Navy Finance Office
Naval Air Station
Box 79
Jacksonville FL 32212
Commanding Officer
Naval Regional Medical Center
Jacksonville FL 32214
Officer in Charge
Fleet Air Intelligence Support
Center Cecil
Naval Air Station
Cecil Field FL 32215
Commanding Officer
Marine Barracks
Naval Air Station
Cecil Field FL 32215
Commanding Officer
Naval Air Station
Cecil Field FL 32215
Supervisor of Shipbuilding
Conversion and Repair USN
Drawer T
Mayport Naval Station
Jacksonville FL 32228
Commanding Officer
Fleet Training Center
Naval Station
Mayport FL 32228
Commanding Officer
Naval Station
Mayport FL 32228
Commanding Officer
Navy Experimental Diving Unit
Panama City FL 32401
Commanding Officer
Naval Coastal Systems Laboratory
Panama City FL 32407
Chief of Naval Education
and Training
Naval Air Station
Pensacola FL 32508
Commanding Officer
Helicopter Combat Support Squadron
Sixteen
Naval Air Station
Pensacola FL 32508
Commanding Officer
Naval Aerospace Medical
Research Laboratory
Naval Air Station
Pensacola FL 32508
Commanding Officer
Naval Aerospace Medical Institute
Naval Air Station
Pensacola FL 32508
Commanding Officer
Naval Air Rework Facility
Building 604
Naval Air Station
Pensacola FL 32508
Commanding Officer
Naval Air Station
Pensacola FL 32508
Director
Naval Aviation Museum
Naval Air Station
Pensacola FL 32508
Commanding Officer
Naval Aviation Schools Command
Bldg 633 Naval Air Station
Pensacola FL 32508
Officer in Charge
Naval Construction Battalion
Unit 402
Naval Air Station
Pensacola FL 32508
Commanding Officer
Naval Education and Training
Information Systems Activity
Naval Air Station
Pensacola, FL 32508
Officer in Charge
Naval Legal Service Office
Naval Air Station
Pensacola, FL 32508
Commanding Officer
Naval Regional Dental Center
Pensacola, FL 32508
Commanding Officer
Naval Weather Service Facility
Naval Air Station
Pensacola FL 32508
Officer in Charge
Navy Commissary Store Region
Pensacola FL 32508
Commanding Officer
Navy Flight Demonstration Squadron
(Blue Angels)
Naval Air Station
Pensacola, FL 32508
Commanding Officer
Navy Public Works Center
Naval Air Station
Pensacola FL 32508
Commander
Training Air Wing Six
Naval Air Station
Pensacola FL 32508
Commanding Officer
Training Squadron Eight-Six
Naval Air Station
Pensacola FL 32508
Commanding Officer
Training Squadron Four
Naval Air Station
Pensacola FL 32508
Commanding Officer
Training Squadron Ten
Naval Air Station
Pensacola FL 32508
Director
Defense Activity for Non-Tradition
Education Support
Pensacola FL 32509
Superintendent
Dependents Education Office
Atlantic
Ellyson, Building 995
Pensacola FL 32509
Commanding Officer
Naval Education and Training
Program Development Center
Ellyson
Pensacola FL 32509
Chief of Naval Education and

Training Support
Pensacola FL 32509
Commanding Officer
Naval Technical Training Center
Corry Station
Pensacola FL 32511
Commanding Officer
Naval Aerospace and Regional
Medical Center
Pensacola FL 32512
Commanding Officer
Helicopter Training Squadron Eight
Naval Air Station Whiting Field
Milton FL 32570
Commanding Officer
Helicopter Training Squadron 18
Naval Air Station Whiting Field
Milton FL 32570
Commanding Officer
Naval Air Station
Whiting Field
Milton FL 32570
Commander
Training Air Wing Five
Naval Air Station Whiting Field
Milton FL 32570
Commanding Officer
Training Squadron Six
Naval Air Station Whiting Field
Milton FL 32570
Commanding Officer
Training Squadron Three
Naval Air Station Whiting Field
Milton FL 32570
Commanding Officer
Training Squadron Two
Naval Air Station Whiting Field
Milton FL 32570
Commanding Officer
Naval Administrative Command
Naval Training Center
Orlando FL 32813
Commanding Officer
Naval Nuclear Power School
Naval Training Center
Orlando FL 32813
Commanding Officer
Naval Regional Dental Center
Orlando FL 32813
Commanding Officer
Naval Regional Medical Center
Orlando FL 32813
Commander
Naval Training Center
Orlando FL 32813
Commanding Officer
Naval Training Equipment Center
Orlando FL 32813
Officer in Charge
Navy Finance Office
Orlando FL 32813
Commanding Officer
Recruit Training Command
Orlando FL 32813
Commanding Officer
Service School Command
Naval Training Center
Orlando FL 32813
Commanding Officer
Naval Ordnance Test Unit
Patrick AFB FL 32925
Military Sealift Command
Office Port Canaveral
PO Box 4066
Patrick Air Force Base FL 32925
Commanding Officer
Naval Security Group Activity
Homestead FL 33039
Commanding Officer
Marine Barracks
Naval Air Station
Key West, FL 33040
Commanding Officer
Naval Air Station
Key West FL 33040
Commanding Officer
Naval Communication Unit
Key West FL 33040
Commanding Officer
Naval Hospital
Key West FL 33040
Officer in Charge
Navy Finance Office
Truman Annex
Naval Air Station
Key West FL 33040

## GEORGIA

Commanding Officer
Naval Air Station Atlanta
Marietta GA 30060
Director
Navy Office of Information
Atlanta Branch
1459 Peachtree St Suite 300
Atlanta GA 30309
Commanding Officer
Naval Supply Corps School
Athens, GA 30601
Commander
Navy Recruiting Area Three
PO Box 4887 451 College St
Macon GA 31208
Officer in Charge
Navy Autodin Switching Center
Albany Marine Corps Logistics
Support Base Atlantic
Albany GA 31704

## HAWAII

Commanding Officer
Pacific Missile Facility
Hawiian Area, Barking Sands
Kekaha, Kauai, HI 96752
Director Consolidated
Civilian Personnel Office
4300 Radford Drive
Honolulu HI 96818

## IDAHO

Officer in Charge
Naval Administration Unit
525 Second Street
Idaho Falls ID 83401
Commanding Officer
Naval Nuclear Power Training Unit
PO Box 2751
Idaho Falls ID 83401

## ILLINOIS

Commanding Officer
Naval Air Station
Glenview IL 60026
Commanding Officer
Naval Weather Service Facility
Glenview IL 60026
Director Consolidated
Civilian Personnel Office
Room 7 Bldg 3
Great Lakes IL 60088
Commanding Officer, Naval
Electronic Systems Engineering
Center, Great Lakes
Bldg 3209
Great Lakes IL 60088
Commanding Officer
Naval Administrative Command
Naval Training Center

Great Lakes IL 60088
Commander
Naval Base
Building 1
Great Lakes IL 60088
Officer in Charge
Naval Construction Battalion
Unit 401
Naval Training Center Bldg 3215
Great Lakes IL 60088
Commanding Officer
Naval Dental Research Institute
Naval Base
Great Lakes IL 60088
Commanding Officer
Naval Hospital Corps School
Great Lakes IL 60088
Officer in Charge
Naval Legal Service Office
Naval Training Center
Great Lakes IL 60088
Commanding Officer
Naval Regional Dental Center
Great Lakes IL 60088
Commanding Officer
Naval Regional Medical Center
Great Lakes IL 60088
Commander
Naval Reserve Readiness Command
Region Thirteen
Bldg 1 Naval Training Center
Great Lakes IL 60088
Commander
Naval Training Center
Great Lakes IL 60088
Officer in Charge
Navy Commissary Store Region
Great Lakes IL 60088
Commanding Officer
Navy Public Works Center
Bldg 1A
Great Lakes IL 60088
Commander
Navy Recruiting Area Five
Bldg 3
Great Lakes IL 60088
Commanding Officer
Navy Regional Finance Center
Bldg 122
Great Lakes IL 60088
Commanding Officer
Recruit Training Command
Naval Training Center
Great Lakes IL 60088
Commanding Officer
Service School Command
Bldg 520
Naval Training Center
Great Lakes IL 60088
Commanding Officer
Transient Personnel Unit
Naval Administrative Command
Naval Traning Center
Great Lakes IL 60088
Commandant
9th Naval District
Building 1
Great Lakes IL 60088
Director
Navy Office of Information
Chicago Branch
536 South Clark St Room 252
Chicago IL 60605
Commanding Officer
Office of Naval Research
Branch Office
536 S Clark St
Chicago IL 60605

## INDIANA

Commanding Officer
Naval Avionics Facility
21st and Arlington Avenue
Indianapolis IN 46218
Commanding Officer
Naval Weapons Support Center
Crane IN 47522

## KANSAS

Commander
Naval Reserve Readiness Command
Region Eighteen
301 Navy Drive
Industrial Airport KS 66031

## KENTUCKY

Commanding Officer
Naval Ordnance Station
Louisville KY 40214

## LOUISIANA

Director Consolidated
Civilian Personnel Office
Naval Support Activity
New Orleans LA 70146
Supervisor of Shipbuilding
Conversion and Repair USN
New Orleans LA 70146
Commanding Officer
Marine Air Reserve Training Command
Naval Support Activity
4400 Dauphine St
New Orleans, LA 70146
Commander
Military Sealift Command
Gulf Sub-Area
4400 Dauphine St
New Orleans LA 70146
Commanding Officer
Naval Air Station
New Orleans LA 70146
Commanding Officer
Naval Regional Medical Center
New Orleans LA 70146
Commander
Naval Reserve Readiness Command
Region Ten
Bldg 11 Naval Support Activity
New Orleans LA 70146
Commanding Officer
Naval Reserve Support Office
New Orleans LA 70146
Commanding Officer
Naval Support Activity
New Orleans LA 70146
Officer in Charge
Navy Finance Office
New Orleans LA 70146
Chief of Naval Reserve
New Orleans LA 70146
Commandant
8th Naval District
Chief of Naval Reserve Hdqtrs
New Orleans LA 70146
Commanding Officer
Naval Reserve Personnel Center
New Orleans LA 70149
Commanding Officer
Enlisted Personnel
Management Center
New Orleans LA 70159
Commanding Officer
Naval Investigative Service Office
New Orleans
PO Box 6438

New Orleans LA 70174

## MAINE

Commanding Officer
Marine Barracks
Naval Air Station
Brunswick ME 04011
Officer in Charge
Navy Commissary Store Region
Brunswick ME 04011
Commanding Officer
US Naval Air Station
Brunswick ME 04011
Supervisor of Shipbuilding
Conversion and Repair USN
574 Washington St
Bath ME 04530
Commanding Officer
Naval Communication Unit
Cutler East Machias ME 04630
Commanding Officer
Naval Security Group Activity
Winter Harbor ME 04693

## MARYLAND

Commanding Officer
National Naval Dental Center
Bethesda MD 20014
Commanding Officer
National Naval Medical Center
Bethesda MD 20014
Commanding Officer
Naval Health Sciences Education and Training Command
National Naval Medical Center
Bethesda, MD 20014
Commanding Officer
Naval Medical Data Service Center
National Naval Medical Center
Bethesda MD 20014
Commanding Officer
Naval Medical Research and Development Command
National Naval Medical Center
Bethesda, MD 20014
Commanding Officer
Naval Medical Research Institute
National Naval Medical Center
Bethesda MD 20014
Commanding Officer
Naval School of Health Care Administration
National Naval Medical Center
Bethesda MD 20014
Commander
David W. Taylor Naval Ship Research and Development Center
Bethesda, MD 20084
Commanding Officer
Naval Explosive Ordnance Disposal Facility
Indian Head MD 20640
Commanding Officer
Naval Ordnance Station
Indian Head MD 20640
Commanding Officer
Naval School
Explosive Ordnance Disposal
Naval Ordnance Station
Indian Head MD 20640
Commanding Officer
Naval Air Station
Patuxent River MD 20670
Commander
Naval Air Test Center
Patuxent River MD 20670
Commander
Naval Aviation Integrated Logistic Support Center
Patuxent River MD 20670
Commanding Officer
Naval Hospital
Patuxent River MD 20670
Officer in Charge
Navy Commissary Store Region
Patuxent River MD 20670
Officer in Charge
Navy Special Services
Administrative Activity
Patuxent River MD 20670
Commanding Officer
Marine Barracks
Fort Meade MD 20755
Commanding Officer
Naval Security Group Activity
Fort George G Meade MD 20755
Commanding Officer
Navy Field Operational Intelligence Office
Fort George G Meade MD 20755
Officer in Charge
Strategic Analysis Support Group
8621 Georgia Ave
Silver Spring MD 20910
Commanding Officer
Marine Barracks
Naval Station
Annapolis MD 21402
Superintendent
Naval Academy
Annapolis MD 21402
Officer in Charge
Naval Construction Battalion Unit 403 Naval Academy
Annapolis MD 21402
Commanding Officer
Naval Hospital
Annapolis MD 21402
Commanding Officer
Naval Station
Annapolis MD 21402
Officer in Charge
Navy Liaison Group
Alternate Joint Communications Center
Fort Ritchie MD 21719
Commanding Officer
Naval Support Facility
Box 277
Thurmont MD 21788

## MASSACHUSETTS

Officer in Charge
Navy Clothing and Textile Research Facility
21 Strathmore Road
Natick MA 01760
Officer in Charge
Naval Blood Research Laboratory
Talbot Bldg 82 East Concord St
Boston MA 02118
Director
Navy Office of Information
Boston Branch
575 Technology Square 8th Floor
Cambridge MA 02139
Commanding Officer
Naval Air Station
South Weymouth MA 02190
Supervisor of Shipbuilding
Conversion and Repair USN
Bldg 114 Section D
666 Summer St
Boston MA 02210
Commanding Officer
Office of Naval Research
Branch Office
495 Summer Street

Boston MA 02210

## MICHIGAN

Commanding Officer
Naval Air Facility Detroit
MT Clemens MI 48043

## MINNESOTA

Commander Naval Reserve
Readiness Command Region Sixteen
Bldg 715
Minn-St Paul International Airport
Minneapolis MN 55450

## MISSISSIPPI

Commanding Officer
Naval Air Station
Meridian MS 39301
Commanding Officer
Naval Technical Training Center
Meridian, MS 39301
Commander
Training Air Wing One
Naval Air Station
Meridian MS 39301
Commanding Officer
Training Squadron Nine
Naval Air Station
Meridian MS 39301
Commanding Officer
Training Squadron Nineteen
Naval Air Station
Meridian MS 39301
Commanding Officer
Training Squadron Seven
Naval Air Station
Meridian MS 39301
Commanding Officer
Naval Construction
Battalion Center
Gulfport MS 39501
Commanding Officer
Naval Construction Training Center
Gulfport MS 39501
Governor
Naval Home
01800 East Beach Blvd
Gulfport MS 39501
Commanding Officer
Naval Ocean Research and
Development Activity
National Space Technology Labs
Bay St Louis MS 39520
Director
Naval Oceanography and Meteorology
National Space Technology
Laboratories
Bay St Louis MS 39520
Supervisor of Shipbuilding
Conversion and Repair USN
Pascagoula MS 39567

## MISSOURI

Director
Marine Corps Automated
Services Center
1500 E Bannister Rd
Kansas City MO 64131
Director
Marine Corps Reserve Forces
Administrative Center
1500 East Bannister Road
Kansas City MO 64131
Commanding Officer
Marine Corps Finance Center
Kansas City MO 64197

## NEVADA

Commanding Officer
Naval Air Station
Fallon NV 89406
Commanding Officer
Marine Barracks
Naval Ammunition Depot
Hawthorne NV 89415
Commanding Officer
Naval Ammunition Depot
Hawthorne NV 89415

## NEW HAMPSHIRE

Commanding Officer
Marine Barracks
Portsmouth Naval Shipyard
Portsmouth, NH 03801
Commanding Officer
Naval Regional Medical Clinic
Portsmouth NH 03801
Commander
Portsmouth Naval Shipyard
Portsmouth NH 03801

## NEW JERSEY

Commander
Military Sealift Command Atlantic
Military Ocean Terminal Bldg 42
Bayonne NJ 07002
Commanding Officer
Navy International Logistics
Control Office
Bayonne NJ 07002
Commanding Officer
Marine Barracks
Naval Weapons Station, Earle
Colts Neck NJ 07722
Commanding Officer
Naval Weapons Station Earle
Colts Neck NJ 07722
Director
Naval Audit Service Northeast Regio
Central Camden Parkade Bldg 215
30 North 5th Street
Camden NJ 08102
Commanding Officer
Naval Air Propulsion Test Center
Trenton NJ 08628
Commanding Officer
Naval Air Engineering Center
Lakehurst NJ 08733
Commanding Officer
Naval Air Technical Training Center
Naval Air Station
Lakehurst NJ 08733
Officer in Charge
Navy Branch Aviation Supply Office
Catapult and Arresting Gear
Naval Air Station
Lakehurst NJ 08733

## NEW MEXICO

Commanding Officer
Naval Weapons Evaluation Facility
Kirkland Air Force Base
Albuquerque NM 87117
Commanding Officer
Naval Ordnance Missile
Test Facility
White Sands Missile

Range NM 88002

## NEW YORK

Director
Navy Office of Information
New York Branch
663 Fifth Ave 3rd Floor
New York NY 10022
Commanding Officer
Navy Resale System Office
3rd Ave and 29th St
Brooklyn NY 11232
Counsel New York Branch
Office of the General Counsel
Department of the Navy
3rd Ave and 29th St
Brooklyn NY 11232
Director Consolidated
Civilian Personnel Office
Washington & Flushing Aves
Brooklyn NY 11251
Supervisor of Shipbuilding
Conversion and Repair USN
Flushing and Washington Aves
Brooklyn NY 11251
Commanding Officer
Naval Investigative Service Office
New York
Flushing-Washington Aves
Brooklyn NY 11251
Commanding Officer
Naval Support Activity
Flushing and Washington Aves.
Brooklyn NY 11251
Officer in Charge
Navy Motion Picture Service
Bldg 311 Flushing Ave
Brooklyn NY 11251
Officer in Charge
Fleet Post Office New York
182- 150th Ave
Jamaica NY 11413
Commanding Officer
Naval Nuclear Power Training Unit
PO Box 300
Ballston Spa NY 12020
Officer in Charge
Naval Administrative Unit
Scotia NY 12302
Commander
Naval Reserve Readiness Command
Region Two Bldg 1
Scotia NY 12302
Commander
Navy Recruiting Area One
Scotia NY 12302

## NORTH CAROLINA

Commanding Officer
Naval Facility
Cape Hatteras
Buxton NC 27920
Commander
Joint Unconventional Warfare Task
Force Atlantic US Army JFK
Center for Special Warfare
Fort Braff NC 28307
Commander
Marine Corps Air Bases Eastern Area
Marine Corps Air Station
Cherry Point NC 28533
Commanding General
Marine Corps Air Station
Cherry Point NC 28533
Commanding Officer
Naval Air Rework Facility
Marine Corps Air Station
Cherry Point NC 28533
Commanding Officer
Naval Hospital
Cherry Point NC 28533
Commanding General
2nd Marine Aircraft Wing
Marine Corps Air Station
Cherry Point NC 28533
Commanding Officer
Marine Corps Air Station
(Helicopter)
New River
Jacksonville N C 28540
Commanding Officer
Field Medical Service School
Marine Corps Base
Camp Lejeune NC 28542
Commanding General
Force Troops Atlantic
2D Force Service Support Group FMF
Camp Lejeune NC 28542
Commanding General
Marine Corps Base
Camp Lejeune NC 28542
Commanding Officer
Naval Regional Dental Center
Camp Lejeune NC 28542
Commanding Officer
Naval Regional Medical Center
Camp Lejeune NC 28542
Commanding Gerneal
2nd Marine Division FMF
Camp Lejeune NC 28542

## OHIO

Commander
Navy Recruiting Area Four
Columbus Federal Bldg Room 409
200 North High St
Columbus OH 43215
Director
Navy Family Allowance Activity
Anthony J. Celebrezze Federal Bldg.
1240 East 9th Street
Cleveland OH 44199
Commanding Officer
Navy Finance Center
Anthony J Celebrezze Federal Bldg
Cleveland OH 44199
Commander
Naval Reserve Readiness Command
Region Five Bldg 1033 USAAP
Ravenna OH 44266
Commanding Officer
Navy Environmental Health Center
3333 Vine St
Cincinnati OH 45220

## OKLAHOMA

Commanding Officer
Marine Barracks
Naval Ammunition Depot
McAlester OK 74501
Commanding Officer
Naval Ammunition Depot
Mc Alester OK 74501

## OREGON

Commanding Officer
Naval Facility Coos Head
PO Box 5660
Charleston OR 97420

## PENNSYLVANIA

Commanding Officer
Navy Fleet Material Support Office
Mechanicsburg PA 17055

Commanding Officer
Ships Parts Control Center
Mechanicsburg PA 17055
Commander
Naval Air Development Center
Warminster PA 18974
Commanding Officer
Naval Air Facility
Warminster PA 18974
Commanding Officer
Naval Air Station
Willow Grove PA 19090
Commanding Officer
Naval Air Techanical
Services Facility
700 Robbins Avenue
Philadelphia Penna 19111
Commanding Officer
Navy Aviation Supply Office
700 Robbins Avenue
Philadelphia PA 19111
Director
Navy Publications and Printing
Service, Northern Division
Bldg 4 Section D 700 Robbins Ave
Philadelphia PA 19111
Director Consolidated
Civilian Personnel Office
Bldg 75 Naval Base
Philadelphia PA 19112
Commanding Officer, Naval
Electronic Systems Engineering
Center, Philadelphia
Philadelphia, PA 19112
Commanding Officer
Marine Barracks
Philadelphia PA 19112
Commanding Officer
Naval Aviation Engineering Service
Unit
Philadelphia PA 19112
Commander
Naval Base
Philadelphia PA 19112
Commander
Naval Base Boston
Fourth Naval District Headquarters
Philadelphia PA 19112
Commander
Naval Base New York
Fourth Naval District Headquarters
Philadelphia PA 19112
Commander
Naval Damage Control
Training Center
Philadelphia PA 19112
Officer in Charge
Naval Legal Service Office
Naval Base
Philadelphia PA 19112
Officer in Charge
Naval Material Industrial
Resources Office
Bldg 537 2nd FL Naval Base
Philadelphia PA 19112
Commanding Officer
Naval Regional Dental Center
Philadelphia, PA 19112
Officer in Charge
Naval Regional Procurement Office
Philadelphia PA 19112
Commander
Naval Reserve Readiness Command
Region Four Bldg 662 Naval Base
Philadelphia PA 19112
Commanding Officer
Naval Support Activity
Philadelphia PA 19112
Officer in Charge
Navy Finance Office
Bldg 76 Naval Base
Philadelphia PA 19112
Commanding Officer
Northern Division
Naval Facilities Engineering
Command
Philadelphia PA 19112
Director Northern Field Div
Office of Civilian Personnel
Northern Field Div
Bldg 4 Naval Base
Philadelphia PA 19112
Commander
Philadelphia Naval Shipyard
Philadelphia PA 19112
Commandant
1st Naval District
Fourth Naval District Headquarters
Philadelphia PA 19112
Commandant
3rd Naval District
Fourth Naval District Headquarters
Philadelphia PA 19112
Commandant
4th Naval District
Philadelphia PA 19112
Commanding Officer
Naval Publication and Forms Center
5801 Tabor Avenue
Philadelphia PA 19120
Commanding Officer
Naval Medical Material Support
Command
3500 South Broad St
Philadelphia PA 19145
Commanding Officer
Naval Regional Medical Center
17th St and Pattison Ave
Philadephia PA 19145

## PUERTO RICO AND VIRGIN ISLANDS

Commanding Officer
Camp Garcia
Fleet Marine Force Atlantic
Vieques PR 00765

## RHODE ISLAND

Commanding Officer
Marine Barracks
Naval Education & Training Center
Newport, RI 02840
Commander
Naval Education and Training Center
Newport RI 02840
Commanding Officer
Naval Justice School
Newport, RI 02840
Officer in Charge
Naval Legal Service Office
Naval Education and Training Center
Newport RI 02840
Commanding Officer
Naval Regional Dental Center
Newport RI 02840
Commanding Officer
Naval Regional Medical Center
Newport RI 02840
Commander
Naval Reserve Readiness Command
Region One Bldg 344
Naval Education and Training Center
Newport RI 02840
Commanding Officer
Naval Underwater Systems Center
Newport RI 02840
President
Naval War College
Newport RI 02840
Officer in Charge
Navy Commissary Store Region
Newport RI 02840
Officer in Charge

Navy Finance Office
Newport RI 02840
Commanding Officer
Surface Warfare Officers School
Command
Newport RI 02840
Commanding Officer
Naval Construction
Battalion Center
Davisville RI 02854

## SOUTH CAROLINA

Commanding Officer
Naval Electronic Systems
Engineering Center Room 512
Federal Bldg, 334 Meeting St
Charleston SC 29403
Commanding Officer
Atlantic Fleet Polaris Material
Office
Naval Base
Charleston SC 29408
Commander
Charleston Naval Shipyard
Naval Base
Charleston, SC 29408
Supervisor of Shipbuilding
Conversion and Repair USN
Naval Base
Charleston SC 29408
Commanding Officer
Fleet and Mine Warfare
Training Center
Naval Base
Charleston SC 29408
Commanding Officer
Marine Barracks
Naval Weapons Station
Charleston SC 29408
Commander
Mine Warfare Command
Charleston SC 29408
Commander
Naval Base
Charleston SC 29408
Officer in Charge
Naval Construction Battalion
Unit 412
Naval Station Naval Base
Charleston SC 29408
Commanding Officer
Naval Investigative Service Office
Charleston
Naval Base
Charleston SC 29408
Officer in Charge
Naval Legal Service Office
Naval Base
Charleston SC 29408
Commanding Officer
Naval Regional Dental Center
Charleston SC 29408
Commanding Officer
Naval Regional Medical Center
Charleston SC 29408
Commander
Naval Reserve Readiness Command
Region Seven
Naval Base
Charleston SC 29408
Commanding Officer
Naval Security Group Activity
Naval Base
Charleston SC 29408
Commanding Officer
Naval Station
Naval Base
Charleston SC 29408
Commanding Officer
Naval Weapons Station
Charleston SC 29408
Officer in Charge
Navy Commissary Store Region
Charleston SC 29408
Officer in Charge
Navy Finance Office
Naval Base
Charleston SC 29408
Commanding Officer
Navy Fleet Ballistic Missile
Submarine Training Center
Naval Base
Charleston SC 29408
Director
Navy Publications and Printing
Service Southeast Division
Naval Base, Bldg 35
Charleston SC 29408
Commanding Officer
Polaris Missile Facility
Atlantic
Charleston SC 29408
Commandant
6th Naval District
Naval Base
Charleston SC 29408
Commanding Officer
Naval Supply Center
Charleston SC 29411
Commanding Officer
Southern Division Naval Facilities
Engineering Command
PO Box 10068
Charleston SC 29411
Commanding Officer
Marine Corps Air Station
Beaufort SC 29902
Commanding Officer
Naval Hospital
Beaufort SC 29902
Commanding General
Marine Corps Recruit Depot
Parris Island SC 29905
Commanding Officer
Naval Regional Dental Center
Parris Island SC 29905

## TENNESSEE

Commander
Naval Reserve Readiness Command
Region Nine
Bldg E34 Naval Air Station Memphis
Millington TN 38045
Commanding Officer
Human Resource Management School
Naval Air Station Memphis
Millington TN 38054
Commanding Officer
Naval Air Maintenance Training
Group
Naval Air Station Memphis
Millington TN 38054
Commanding Officer
Naval Air Station Memphis
Millington TN 38054
Commanding Officer
Naval Air Technical Training
Center
NAS Memphis (85)
Millington TN 38054
Officer in Charge
Naval Construction Battalion
Unit 404
Naval Air Station Menphis
Millington TN 38054
Officer in Charge
Naval Legal Service Office
Naval Air Station Memphis
Millington TN 38054
Commanding Officer
Naval Regional Medical Center
Memphis

Millington TN 38054
Officer in Charge
Navy Commissary Store
Naval Air Station Memphis
Millington TN 38054
Chief of Naval
Technical Training
Naval Air Station
Memphis
Millington TN 38054

## TEXAS

Director
Navy Office of Information
Dallas Branch Main Tower Bldg
1200 Main St Suite 230
Dallas TX 75202
Commanding Officer
Naval Air Station
Dallas TX 75211
Commander
Naval Reserve Readiness Command
Region Eleven
Bldg 11 Naval Air Station
Dallas TX 75211
Commander
Navy Recruiting Area Seven
1499 Regal Row
Dallas TX 75247
Commanding Officer
Naval Air Station
Chase Field
Beeville TX 78102
Commander
Training Air Wing Three
Naval Air Station Chase Field
Beeville TX 78102
Commanding Officer
Training Squadron Twenty-Five
Naval Air Station Chase Field
Beeville TX 78103
Commanding Officer
Training Squadron Twenty-Four
Naval Air Station Chase Field
Beeville TX 78103
Commanding Officer
Training Squadron Twenty-Six
Naval Air Station Chase Field
Beeville TX 78103
Commanding Officer
Naval Air Station
Kingsville TX 78363
Commander
Training Air Wing Two
Naval Air Station
Kingsville TX 78363
Commanding Officer
Training Squadron Twenty-One
Naval Air Station
Kingsville TX 78363
Commanding Officer
Training Squadron Twenty-Three
Naval Air Station
Kingsville TX 78363
Commanding Officer
Training Squadron Twenty-Two
Naval Air Station
Kingsville TX 78363
Commanding Officer
Naval Air Station
Corpus Christi TX 78419
Chief of Naval Air Training
Naval Air Station
Corpus Christi TX 78419
Officer in Charge
Naval Construction Battalion
Unit 407
Naval Air Station
Corpus Christi TX 78419
Officer in Charge
Naval Legal Service Office
Naval Air Station
Corpus Christi TX 78419
Commanding Officer
Naval Regional Medical Center
Corpus Christi TX 78419
Officer in Charge
Navy Commissary Store Region
Corpus Christi TX 78419
Commander
Training Air Wing Four
Naval Air Station
Corpus Christi TX 78419
Commanding Officer
Training Squadron Thirty-One
Naval Air Station
Corpus Christi TX 78419
Commanding Officer
Training Squadron Twenty-Eight
Naval Air Station
Corpus Christi TX 78419
Commanding Officer
Training Squadron Twenty-Seven
Naval Air Station
Corpus Christi TX 78419

## VIRGINIA

Director
Naval Audit Service Capital Region
PO Box 1206
Falls Church VA 22041
Director
Naval Audit Service Headquarters
PO Box 1206
Falls Church VA 22041
Commanding General
Marine Corp Development
and Education Command
Quantico VA 22134
Commanding Officer
Marine Corps Air Facility
Quantico VA 22134
Commanding Officer
Naval Hospital
Quantico VA 22134
Commanding Officer
Human Resource Management Center
Washington
1000 North Glebe Road
Arlington VA 22201
Director
Capital Area Personnel Services
Office Navy Department of the Navy
801 North Randolph St
Arlington VA 22203
Commander
Navy Recruiting Command
4015 Wilson Boulevard
Arlington VA 22203
Officer in Charge
Headquarters Navy-Marine Corps
Mars Radio Station Navy Service Ctr
8th Street and South Courthouse Rd
Arlington VA 22204
Commanding Officer
Headquarters Battalion
Headquarters US Marine Corps
Henderson Hall
Arlington VA 22214
Commanding Officer
Marine Security Guard Battalion
Headquarters (State Department)
US Marine Corps Henderson Hall
Arlington VA 22214
Chief of Naval Research
800 North Quincy St
Arlington VA 22217
Commanding Officer
Naval Administrative Services
Command Room 901
4660 Kenmore Avenue
Alexandria VA 22304

Commanding Officer
Navy Petroleum Office
Cameron Station,
Alexandria VA 22314
Commander
Naval Intelligence Command
Naval Intelligence Command Hdqtrs
2461 Eisenhower Ave
Alexandria VA 22331
Commanding Officer
Naval Intelligence Processing
System Support Activity
2461 Eisenhower Ave
Alexandria VA 22331
Director Naval Investigative
Service/Commanding Officer Naval
Investigative Service Headquarters
2461 Eisenhower Ave
Alexandria VA 22331
Oceanographer of the Navy
Hoffman II
200 Stovall Street
Alexandria VA 22332
Commander
Naval Facilities Engineering
Command NAVFACENGCOM Hdqtrs
200 Stovall Street
Alexandria VA 22332
Officer in Charge
of Construction Naval Facilities
Engineering Command Contracts
Bethesda, 200 Stovall St.
Alexandria, VA 22332
Commanding Officer
Naval Space Surveillance System
Dahlgren VA 22448
Commander
Naval Surface Weapons Center
Dahlgren VA 22448
Officer in Charge
Cheatham Annex
Naval Supply Center Norfolk
Williamsburg VA 23185
Commanding Officer
Naval Security Group Activity
Northwest
Chesapeake VA 23322
Director
Naval Audit Service Southeast Regio
5701 Thurston Ave
Virginia Beach VA 23455
Officer in Charge
Fleet Air Intelligence Support
Center Oceana
Naval Air Station Oceana
Virginia Beach VA 23460
Commanding Officer
Naval Air Station
Oceana
Virginia Beach VA 23460
Officer in Charge
Naval Construction Battalion
Unit-415
Naval Air Station, Oceana
Virginia Beach, VA 23460
Officer in Charge
Central Test Site for Personnel and
Training Evaluation Program
Navy Guided Missiles School DamNeck
Virginia Beach VA 23461
Commanding Officer
Fleet Combat Direction Systems
Support Activity Dam Neck
Virginia Beach VA 23461
Commanding Officer
Fleet Combat Training Center
Atlantic
Dam Neck
Virginia Beach VA 23461
Commanding Officer
Naval Guided Missiles School
Dam Neck
Virginia Beach VA 23461
Commanding Officer
Human Resource Management Center,
Norfolk
5621-23 Tidewater Drive
Norfolk, VA 23509
Commanding Officer
Atlantic Command Operations Support
Facility
Naval Station
Norfolk VA 23511
Commander
Atlantic Division
Naval Facilities Engineering
Command
Norfolk VA 23511
Commanding Officer
Atlantic Fleet Data Processing
Service Center Norfolk
Norfolk VA 23511
Commanding Officer
Camp Elmore
Marine Corps
Norfolk VA 23511
Naval Air Systems
Command Representative
Atlantic
Naval Air Station
Norfolk VA 23511
Commanding Officer
Fleet Accounting and Disbursing
Center U S Atlantic Fleer
Building 132 Naval Station
Norfolk VA 23511
Commanding Officer
Fleet Anti-Submarine Warfare
Training Center, Atlantic
Naval Station
Norfolk, VA 23511
Director
Fleet Home Town News Center
Norfolk VA 23511
Commanding Officer
Fleet Intellience Center
Europe and Atlantic
Norfolk VA 23511
Commanding Officer
Fleet Intelligence Training Center
Atlantic
Bldg N25A, Naval Station
Norfolk VA 23511
Commanding General
Fleet Marine Force Atlantic/
Commanding General Fleet Marine
Force Europe (Designate)
Norfolk VA 23511
Commanding Officer
Fleet Training Center
Norfolk VA 23511
Commanding Officer
Fleet Weather Central
McAdie Building (U-117)
Naval Air Station
Norfolk VA 23511
Commanding Officer
Marine Barracks
Norfolk VA 23511
Commanding Officer
Naval Administrative Command
Armed Forces Staff College
Norfolk VA 23511
Commanding Officer
Naval Air Rework Facility
Naval Air Station
Norfolk VA 23511
Commanding Officer
Naval Air Station
Norfolk VA 23511
Commanding Officer
Naval Alcohol Rehabilitation Center
Building J-50
Naval Station
Norfolk VA 23511
Commander

Naval Base
Norfolk VA 23511
Commanding Officer
Naval Communication Area Master
Station Lant
Norfolk VA 23511
Officer in Charge
Naval Construction Battalion
Unit-411
Naval Station
Norfolk VA 23511
Commanding Officer
Naval Education and Training
Support Center, Atlantic
Bldg Z-86, Naval Station
Norfolk VA 23511
Commanding Officer
Naval Investigative Service Office
Norfolk
Norfolk VA 23511
Officer in Charge
Naval Legal Service Office
Naval Base
Norfolk VA 23511
Commanding Officer
Naval Regional Dental Center
Norfolk VA 23511
Commander
Naval Safety Center
Naval Air Station
Norfolk VA 23511
Commanding Officer
Naval Station
Norfolk VA 23511
Commander
Naval Surface Force
US Atlantic Fleet
Norfolk VA 23511
Officer in Charge
Navy Environmental and
Preventive Medicine Unit No 2
Norfolk VA 23511
Commanding Officer
Navy Manpower and Material
Analysis Center
Atlantic
Norfolk VA 23511
Commanding Officer
Navy Material Transportation Office
Bldg Z-133
Naval Station
Norfolk VA 23511
Director
Navy Public Affairs Center Norfolk
Naval Station
Norfolk VA 23511
Commanding Officer
Navy Public Works Center
Norfolk VA 23511
Commander
Oceanographic System Atlantic
Box 100
Norfolk VA 23511
Director Southern Field Div
Office of Civilian Personnel
Southern Field Division
Bldg A-67 Naval Station
Norfolk VA 23511
Commander
Submarine Force
US Atlantic Fleet
Norfolk VA 23511
Commander in Chief
US Atlantic Fleet
Norfolk VA 23511
Commander Naval Air Force
US Atlantic Fleet
Norfolk VA 23511
Commander Training Command
US Atlantic Fleet
Norfolk VA 23511
Commandant
5th Naval District
Norfolk VA 23511
Commanding Officer
Naval Supply Center
Norfolk VA 23512
Military Sealift Command
Office Norfolk Bldg Y100A
Naval Supply Center
Norfolk VA 23512
Senior Member
Sub-Board of Inspection
and Survey Atlantic
Naval Amphibious Base
Norfolk VA 23520
Commanding Officer
Naval Amphibious Base
Little Creek
Norfolk VA 23521
Commanding Officer
Naval Amphibious School
Little Creek
Naval Amphibious Base
Norfolk VA 23521
Officer in Charge
Navy Commissary Store Region
Norfolk VA 23521
Commanding Officer
School of Music
Naval Amphibious Base
Little Creek
Norfolk VA 23521
Supervisor of Shipbuilding
Conversion and Repair USN
Newport News Shipbuilding and
Drydock CO
Newport News VA 23607
Commanding Officer
Naval Ophthalmic Support and
Training Activity
Yorktown, VA 23690
Commanding Officer
Marine Barracks
Naval Weapons Station
Yorktown VA 23691
Officer in Charge
Naval Mine Engineering Facility
Yorktown VA 23691
Commanding Officer
Naval Weapons Station
Yorktown VA 23691
Commanding Officer
Naval Sea Support Center Atlantic
St Juliens Creek Annex
Portsmouth VA 23702
Supervisor of Shipbuilding
Conversion and Repair USN
PO Box 215
Portsmouth VA 23705
Commanding Officer, Naval
Electronic Systems Engineering
Center, Portsmouth
PO Box 55
Portsmouth VA 23705
Commanding Officer
Naval Regional Medical Center
Portsmouth VA 23708
Commanding Officer
Marine Barracks
Norfolk Naval Shipyard
Portsmouth, VA 23709
Commanding Officer
Naval Inactive Ship
Maintenance Facility
Norfolk Naval Shipyard
Portsmouth VA 23709
Commanding Officer
Naval School Cryogenics Class C
Norfolk Naval Shipyard
Portsmouth VA 23709
Commander
Norfolk Naval Shipyard

Portsmouth VA 23709

## WASHINGTON

Director Consolidated
Civilian Personnel Office
Naval Support Activity
7200 Sand Point Way
Seattle WA 98115
Supervisor of Shipbuilding
Conversion and Repair USN
Seattle WA 98115
Officer in Charge
Naval Legal Service Office
Seattle WA 98115
Commanding Officer
Naval Regional Medical Clinic
Naval Support Activity
Seattle WA 98115
Commander
Naval Reserve Readiness Command
Region Twenty-Two Bldg 9
Naval Support Activity
Seattle WA 98115
Commanding Officer
Naval Support Activity
Seattle WA 98115
Officer in Charge
Navy Commissary Store Region
Seattle WA 98115
Officer in Charge
Navy Finance Officer
Seattle WA 98115
Commandant
13th Naval District
Seattle Wash 98115
Military Sealift
Command Office Seattle
Pier 91
Seattle Wash 98119
Officer in Charge
Naval Radio Station T
Jim Creek
Oso WA 98223
Commanding Officer
Marine Barracks
Naval Air Station Whidbey Island
Oak Harbor WA 98277
Commanding Officer
Naval Air Station
Whidbey Island
Oak Harbor WA 98278
Officer in Charge
Naval Construction Battalion-417
Naval Air Station, Whidbey Island
Oak Harbor WA 98278
Commanding Officer
Naval Hospital
Whidbey Island
Oak Harbor WA 98278
Officer in Charge of Construct
Naval Facility Engineering Command
Trident 5610 Kitsap Way
PO Box UU Wycoff Station
Bremerton, WA 98310
Commanding Officer
Naval Inactive Ship
Maintenance Facility
Puget Sound Naval Shipyard
Bremerton WA 98314
Commanding Officer
Naval Regional Dental Center
Bremerton, WA 98314
Commanding Officer
Naval Regional Medical Center
Bremerton WA 98314
Commanding Officer
Naval Supply Center Puget Sound
Bremerton WA 98314
Officer in Charge
Pacific Fleet Polaris Material
Office
Puget Sound Naval Shipyard
Bremerton WA 98314
Commander
Puget Sound Naval Shipyard
Bremerton WA 98314
Commanding Officer
Marine Barracks
Naval Submarine Base Bangor
Bremerton WA 98315
Commanding Officer
Naval Submarine Base Bangor
Baremerton WA 98315
Commanding Officer
Trident Training Facility
Bangor
Bremerton WA 98315
Commanding Officer
US Naval Torpedo Station
Keyport WA 98345
Commanding Officer
Strategic Weapons Facility, Pacific
Silverdale, WA 98383
Commanding Officer
Naval Facility
Pacific Beach
Pacific Beach WA 98571

## WEST VIRGINIA

Commanding Officer
Naval Radio Station R
Sugar Grove WV 26815

## WISCONSIN

Supervisor of Shipbuilding
Conversion and Repair USN
PO Box 26
Sturgeon Bay WI 54235

## WYOMING

Officer in Charge Navy
Petroleum and Oil Shale Reserves
Colorado Utah and Wyoming
400 East First St Suite 311
Casper WY 82601

## APO/FPO ADDRESSES

Commander
Military Sealift Command Eastern
Atlantic and Mediterranean
APO New York 09069
Commanding Officer
US Naval Air Facility
APO New York 09127
Military Sealift
Command Office
APO New York 09159
Chief
Navy Technical Assistance Field
Team Box 2501
APO New York 09205
Commanding Officer
US Naval Security Group Activity
APO New York 09240
Officer in Charge
of Construction Naval
Facilities Engineering Command
Contracts Spain
APO New York 09285
Liaison Officer
US Navy Shipbuilding Liaison Office
Spain
APO New York 09285
Commanding Officer
TUSLOG Detachment 28
APO New York 09324

Commander
US Forces Azores
APO New York 09406
Commanding Officer
US Naval Air Facility
APO New York 09406
Commander
US Naval Forces Azores
APO New York 09406
Commanding Officer
US Naval Security Group Activity
APO New York 09406
Commanding Officer
US Naval Security Group Activity
APO New York 09458
Commander
Amphibious Group 2
FPO New York 09501
Commander
Antisubmarine Warfare Force
US Sixth Fleet
FPO New York 09501
Commander
Attack Carrier Striking Force
Sixth Fleet
FPO New York 09501
Commander
Middle East Force
FPO New York 09501
Commander
Second Fleet
FPO New York 09501
Commander
Sixth Fleet
FPO New York 09501
Commander
South Atlantic Force
US Atlantic Fleet
FPO New York 09501
Commander in Chief
US Naval Forces Europe
FPO New York 09501
Military Sealift
Command Office
Box 29
FPO New York 09510
US Commander
Eastern Atlantic
FPO New York 09510
Counsel
European Branch
Office of the General Counsel
Department of the Navy
FPO New York 09510
Commanding Officer
Fleet Operations Control Center
US Naval Forces Europe/US
Eastern Atlantic Box 12
FPO New York 09510
Commanding Officer
Human Resource Management Center
Box 23
FPO New York 09510
Commanding Officer
Marine Barracks
US Naval Activities
FPO New York 09510
Commanding Officer
Office of Naval Research
Branch Office Box 39
FPO New York 09510
Commander
US Naval Activities United Kingdom
FPO New York 09510
Commanding Officer
US Naval Communication Unit
FPO New York 09510
Commanding Officer
US Naval Investigative Service
Office
Box 11
FPO New York 09510
Officer in Charge
US Navy Commissary Store Region
United Kingdom
FPO New York 09510
Commanding Officer
US Naval Aviation
Weapons Facility
FPO New York 09511
Commanding Officer
US Communication Station
FPO New York 09512
Commanding Officer
U S Naval Communication Unit
FPO New York 09516
Commanding Officer
US Naval Security Group
Activity
FPO New York 09518
Commanding Officer
U S Naval Facility
FPO New York 09519
Commander
Area ASW Forces Sixth Fleet
U S Naval Support Activity
FPO New York 09521
Commander
Fleet Air Mediterranean
FPO New York 09521
Commanding Officer
Marine Barracks
FPO New York 09521
Commander
Military Sealift Command
Mediterranean Sub-Area
PO Box 23
FPO New York 09521
Commander Maritime
Surveillance and Reconnaissance
Forces U S Sixth Fleet
FPO New York 09521
Officer in Charge
US Naval Legal Service Office
US Naval Support Activity
FPO New York 09521
Commanding Officer
US Naval Regional Medical Center
PO Box 19
FPO New York 09521
Officer in Charge
US Naval Regional Procurement
Office
FPO New York 09521
Commanding Officer
US Naval Support Activity
FPO New York 09521
Officer in Charge
US Navy Commissary Store Region
FPO New York 09521
Officer in Charge
US Navy Environmental and
Preventive Medicine Unit No. 7
FPO New York 09521
Commanding Officer
U.S. Naval Regional Dental Center
FPO New York 09521
Officer in Charge
Detachment Sigonella
Commander Antisubmarine Warfare
Force US Sixth Fleet Box 288
FPO New York 09523
Commanding Officer
US Naval Air Facility
FPO New York 09523
Commanding Officer
U S Naval Communication Area Master
Station Med
FPO New York 09524
Director
US Navy Publications and Printing
Service European Division
Box 108
FPO New York 09524
Commanding Officer
U S Naval Communication

Station
FPO New York 09525
Commanding Officer
US Naval Medical Research Unit 3
FPO New York 09527
Commanding Officer
US Navy Support Office
FPO New York 09533
Officer in Charge
Detachment Rota
Commander Antisubmarine Warfare
Force US Sixth Fleet
FPO New York 09540
Commanding Officer
Fleet Weather Central
Box 31
FPO New York 09540
Commanding Officer
Marine Barracks
FPO New York 09540
Commander
US Naval Activities Spain
FPO New York 09540
Commanding Officer
US Naval Communication
Station
FPO New York 09540
Commanding Officer
US Naval Hospital
FPO New York 09540
Commanding Officer
US Naval Station
FPO New York 09540
Officer in Charge
US Navy Commissary Store
FPO New York 09540
Commanding Officer
U S Naval Communication
Station
FPO New York 09542
Commanding Officer
Marine Barracks
FPO New York 09544
Officer in Charge
Navy Commissary Store Region
FPO New York 09544
Officer in Charge
US Naval Radio Station T
FPO New York 09546
Commander
Antilles Defense Command
FPO New York 09551
Commanding Officer
Atlantic Fleet Weapons
Training Facility
FPO New York 09551
Commander
Fleet Air Caribbean
FPO New York 09551
Commanding Officer
Marine Barracks
FPO New York 09551
Officer in Charge
US Commissary Store Region
FPO New York 09551
Commander
US Naval Base
FPO New York 09551
Commander
US Naval Forces Caribbean
FPO New York 09551
Commanding Officer
US Naval Hospital
FPO New York 09551
Commanding Officer
US Naval Station
FPO New York 09551
Commanding Officer
U.S. Naval Regional Dental Center
FPO New York 09551
Commanding Officer
US Naval Facility
FPO New York 09552
Commanding Officer
US Naval Facility
FPO New York 09553
Commanding Officer
U S Naval Communication
Station
FPO New York 09554
Commanding Officer
US Naval Security Group Activity
FPO New York 09555
Commanding Officer
US Naval Facility
FPO New York 09556
Commanding Officer
US Naval Facility
FPO New York 09558
Commanding Officer
Marine Barracks
FPO New York 09560
Commanding Officer
US Naval Air Station
FPO New York 09560
Commanding Officer
US Naval Facility
FPO New York 09560
Officer in Charge
US Navy Commissary Store
FPO New York 09560
Commander
Fleet Air Keflavik
FPO New York 09571
Commander
Iceland Defense Force
Box 1
FPO New York 09571
Commanding Officer
Marine Barracks
FPO New York 09571
Commanding Officer
Naval Security Group Activity
FPO New York 09571
Commanding Officer
U S Naval Facility
Box 7
FPO New York 09571
Commanding Officer
US Naval Communication
Station Box
FPO New York 09571
Commander
US Naval Forces Iceland
FPO New York 09571
Commanding Officer
US Naval Station
FPO New York 09571
Officer in Charge
US Navy Commissary Store
FPO New York 09571
Military Sealift
Command Office
FPO New York 09580
Commanding Officer
US Naval Communication Station
FPO New York 09580
Commanding Officer
US Naval Security Group
Activity
Box 5028
FPO New York 09584
Commanding Officer
Marine Barracks
FPO New York 09585
Commanding Officer
U S Naval Station
FPO New York 09585
Commanding Officer
Marine Barracks
FPO New York 09593
Commanding Officer
U S Naval Station
FPO New York 09593
Commanding Officer
US Naval Air Station

FPO New York 09593
Commander
US Naval Base
Box 34
FPO New York 09593
Commanding Officer
US Naval Hospital
FPO New York 09593
Commanding Officer
US Naval Security Group Activity
US Naval Base Box 41
FPO New York 09593
Officer in Charge
US Navy Commissary Store
FPO New York 09593
Commanding Officer
U S Naval Facility
FPO New York 09597
Officer in Charge
US Navy Commissary Store
FPO New York 09597
Officer in Charge
US Sending State Office
for Italy
APO New York 09794
Commanding Officer
US Naval Security Group Activity
APO San Francisco 96210
Military Sealift
Command Office
APO San Francisco 96259
Military Sealift
Command Office
Box 25
APO San Francisco 96263
Commanding Officer
Headquarters Support Activity
Box 25
APO San Francisco 96263
Commanding Officer
US Naval Hospital
Box 4
APO San Francisco 96263
Commanding Officer
US Naval Medical Research Unit No 2
Box 14
APO San Francisco 96263
Officer in Charge
US Navy Commissary Store Region
APO San Francisco 96263
Commander
US Taiwan Defense Command
APO San Francisco 96263
Commanding Officer
U S Naval Security Group Activity
APO San Francisco 96274
Commander
U S Forces Korea
APO San Francisco 96301
Commander
US Naval Forces Korea
APO San Francisco 96301
Commander
US Forces Japan
APO San Francisco 96328
Commanding Officer
US Naval Security Group
Activity
Torii Station
APO San Francisco 96331
Officer in Charge
Naval Medical Admininistrative Unit
Tripler Army Medical Center
APO San Francisco 96438
Commanding Officer
US Naval Air Facility
APO San Francisco 96519
Officer in Charge
of Construction Naval Facilities
Engineering Command Contracts
Southwest Pacific
APO San Francisco 96528
Commander
Amphibious Group 1
FPO San Francisco 96601
Commander
Carrier Striking Force
Seventh Fleet
FPO San Francisco 96601
Commander
Cruiser Destroyer Force
Seventh Fleet
FPO San Francisco 96601
Commander
Seventh Fleet
FPO San Francisco 96601
Commander Amphibious Force
Seventh Fleet
FPO San Francisco 96601
Commander
US Naval Support Force Antarctica
FPO San Francisco 96601
Commanding General
III Marine Amphibious Force FMF
FPO San Francisco 96602
Commanding General
1st Marine Aircraft Wing
FPO San Francisco 96602
Commanding General
3D Marine Division FMF
FPO San Francisco 96602
Commanding Officer
Camp H M Smith US Marine Corps
FPO San Francisco CA 96610
Military Sealift
Command Office
Box 115
FPO San Francisco 96610
Supervisor of Shipbuilding
Conversion and Repair USN
Box 400
FPO San Francisco 96610
Commanding Officer
Fleet Intelligence Center
Pacific
FPO San Francisco 96610
Commanding General
Fleet Marine Force Pacific
FPO San Francisco 96610
Commanding Officer
Fleet Weather Central
Box 113
FPO San Francisco 96610
Commanding Officer
Human Resource Management Center
FPO San Francisco 96610
Commanding Officer
Marine Barracks Hawaii
FPO San Francisco 96610
Commander
Marine Corps Base Pacific
FPO San Francisco 96610
Officer in Charge
Naval Air Logistic Control Office
Pacific CINCPACFLT Box 3
FPO San Francisco 96610
Commander
Naval Base
Box 110
FPO San Francisco 96610
Officer in Charge
Naval Construction Battalion
Unit 413 Naval Station
FPO San Francisco 96610
Commanding Officer
Naval Investigative Service Office
Pacific Box 76
FPO San Francisco 96610
Officer in Charge
Naval Legal Service Office
Box 124
FPO San Francisco 96610
Commander
Naval Logistics Command
US Pacific Fleet
FPO San Francisco 96610

Commanding Officer
Naval Regional Dental Center
Box 111
FPO San Francisco 96610
Commanding Officer
Naval Regional Medical Clinic
Hawaii, Box 121
FPO San Francisco 96610
Commanding Officer
Naval Ship Systems Command
Management Office Western Pacific
Area, Box 400
FPO San Francisco 96610
Commanding Officer
Naval Shore Electronics Engineering
Activity Pacific
Box 130
FPO San Francisco 96610
Commanding Officer
Naval Station
FPO San Francisco 96610
Commanding Officer
Naval Submarine Base
FPO San Francisco 96610
Commanding Officer
Naval Submarine Training
Center Pacific
FPO San Francisco 96610
Commanding Officer
Naval Supply Center
Box 300
FPO San Francisco 96610
Officer in Charge
Navy Commissary Store Region
FPO San Francisco 96610
Officer in Charge
Navy Environmental and Preventive
Medicine Unit No 6 Box 112
FPO San Francisco 96610
Officer in Charge
Navy Finance Office
FPO San Francisco 96610
Commanding Officer
Navy Public Works Center
FPO San Francisco 96610
Director
Navy Publications and Printing
Service Pacific Division
Box 126
FPO San Francisco 96610
Commander
Oceanographic System Pacific
Box 1390
FPO San Francisco 96610
Officer in Charge
of Construction Naval Facilities
Engineering Command Contracts
Mid Pacific
FPO San Francisco 96610
Director Pacific Field Div
Office of Civilian Personnel
Pacific Field Divi Box 119
FPO San Francisco 96610
Commander
Pacific Division
Naval Facilities Engineering
Command
FPO San Francisco 96610
Commanding Officer
Pacific Fleet Data Processing
Service Center Pearl Harbor
FPO San Francisco 96610
Commander
Pearl Harbor Naval Shipyard
Box 400
FPO San Francisco 96610
Commander
Submarine Force
US Pacific Fleet
FPO San Francisco 96610
Commander
Third Fleet
FPO San Francisco 96610
Commander in Chief
US Pacific Fleet
FPO San Francisco 96610
Commandant
14th Naval District
Naval Base
Box 110
FPO San Francisco 96610
Commanding Officer
Naval Air Station
Barbers Point
FPO San Francisco 96611
Commanding Officer
Naval Facility
FPO San Francisco 96611
Commanding Officer
Naval Magazine
FPO San Francisco 96612
Commanding Officer
Naval Communication Area Master
Station EASTPAC
Honolulu
FPO San Francisco 96613
Commanding Officer
US Naval Facility
Box 100
FPO San Francisco 96614
Commanding Officer
US Naval Station
FPO San Francisco 96614
Commanding Officer
Marine Corps Air Station
FPO San Francisco 96615
Commanding Officer
Marine Barracks
FPO San Francisco 96630
Office in Charge
of Construction Naval Facilities
Engineering Command Contracts
FPO San Francisco 96630
Military Sealift Command
Office Naval Station
Box 198
FPO San Francisco 96630
Commanding Officer
U S Fleet Weather Central
Box 12
COMNAVMARIANAS
FPO San Francisco 96630
Commanding Officer
U S Naval Communication Area Master
Station WESTPAC
FPO San Francisco 96630
Commander
US Naval Base
FPO San Francisco 96630
Commanding Officer
US Naval Facility
FPO San Francisco 96630
Commander
US Naval Forces Marianas
FPO San Francisco 96630
Officer in Charge
US Naval Legal Service Office
COMNAVMARIANAS
FPO San Francisco 96630
Commanding Officer
US Naval Magazine
FPO San Francisco 96630
Commanding Officer
US Naval Regional Medical Center
FPO San Francisco 96630
Commanding Officer
US Naval Ship Repair Facility
FPO San Francisco 96630
Officer in Charge
US Naval Shore Electronics
Engineering Activity
Box 194
FPO San Francisco 96630
Commanding Officer
US Naval Station
FPO San Francisco 96630

Commanding Officer
US Naval Supply Depot
FPO San Francisco 96630
Officer in Charge
US Navy Commissary Store
PO Box 179 US Naval Station
FPO San Francisco 96630
Officer in Charge
US Navy Finance Office
FPO San Francisco 96630
Commanding Officer
US Navy Public Works Center
FPO San Francisco 96630
Commanding Officer
U.S. Naval Regional Dental Center
FPO San Francisco 96630
Commanding Officer
US Naval Air Station
FPO San Francisco 96637
Commanding Officer
Marine Barracks
FPO San Francisco 96651
Military Sealift Command
Office Philippines
Box 11
FPO San Francisco 96651
Commanding Officer
U S Naval Regional Medical Center
FPO San Francisco 96651
Commander
US Naval Base
FPO San Francisco 96651
Commander
US Naval Forces Philippines
Box 30
FPO San Francisco 96651
Commanding Officer
US Naval Investigative Service
Office Box 36
FPO San Francisco 96651
Officer in Charge
US Naval Legal Service Office
US Naval Base
FPO San Francisco 96651
Commanding Officer
US Naval Magazine
Box 68
FPO San Francisco 96651
Commanding Officer
US Naval Ship Repair Facility
FPO San Francisco 96651
Officer in Charge
US Naval Shore Electronics
Engineering Activity
Box 91
FPO San Francisco 96651
Commanding Officer
US Naval Station
FPO San Francisco 96651
Commanding Officer
US Naval Supply Depot
FPO San Francisco 96651
Officer in Charge
US Navy Commissary Store Region
Box 28
FPO San Francisco 96651
Commanding Officer
US Navy Public Works Center
FPO San Francisco 96651
Commanding Officer
U.S. Naval Regional Dental Center
FPO San Francisco 96651
Officer in Charge
Detachment Cubi Point
Commander Fleet Air Western Pacific
FPO San Francisco 96654
Commanding Officer
Fleet Air Intelligence Support
Center Western Pacific
Box 12
FPO San Francisco 96654
Commanding Officer
US Naval Air Station
FPO San Francisco 96654
Commanding Officer
US Naval Communication
Station
FPO San Francisco 96656
Commanding Officer
US Naval Communication
Station
FPO San Francisco 96680
Officer in Charge
US Navy Commissary Store
FPO San Francisco 96680
Commanding Officer
US Naval Communication Station
FPO San Francisco 96685
Officer in Charge
Detachment Delta
US Naval Support Force Antarctica
FPO San Francisco 96690
Officer in Charge
US Naval Communication Unit
FPO San Francisco 96690
Officer in Charge
Detachment Alfa
US Naval Support Force Antarctica
FPO San Francisco 96692
Officer in Charge
US Navy Office
FPO San Francisco 96699
Commanding Officer
Military Sealift Command Office
APO Seattle 98742
Commanding Officer
Naval Security Group Activity
APO Seattle 98742
Commander
Military Sealift Command Far East
FPO Seattle 98760
Commander
Fleet Activities
FPO Seattle 98762
Commanding Officer
Marine Barracks
FPO Seattle 98762
Commanding Officer
U S Naval Weather Service Facility
FPO Seattle 98762
Commanding Officer
US Naval Communication
Station Box 3
FPO Seattle 98762
Commander
US Naval Forces Japan
FPO Seattle 98762
Commanding Officer
US Naval Investigative Service
Office Box 76
FPO Seattle 98762
Officer in Charge
US Naval Legal Service Office
COMNAVFORJAPAN
FPO Seattle 98762
Commanding Officer
US Naval Ship Repair Facility
FPO Seattle 98762
Officer in Charge
US Naval Shore Electronics
Engineering Activity
Box 5
FPO Seattle 98762
Commanding Officer
US Naval Supply Depot
FPO Seattle 98762
Officer in Charge
US Navy Commissary Store Region
FPO Seattle 98762
Commanding Officer
US Navy Public Works Center
FPO Seattle 98762
Commanding Officer
Marine Corps Air Station
FPO Seattle 98764
Commanding Officer

US Naval Regional Dental Center
FPO Seattle 98765
Commanding Officer
US Naval Regional Medical Center
FPO Seattle 98765
Commanding Officer
US Naval Ordnance Facility
FPO Seattle 98766
Officer in Charge
Naval Air Logistic Control Office
Western Pacific
U S Naval Air Facility
FPO Seattle 98767
Commanding Officer
US Naval Air Facility
FPO Seattle 98767
Commander Fleet Air
Western Pacific
FPO Seattle 98767
Commander Patrol and
Reconnaissance Force Seventh Fleet
FPO Seattle 98768
Commander
US Taiwan Patrol Force
Pacific Fleet
FPO Seattle 98768
Officer in Charge
US Navy Commissary Store
FPO Seattle 98769
Military Sealift
Command Office
FPO Seattle 98770
Commander
Fleet Activities/US Naval Air
Facility
FPO Seattle 98770
Commanding Officer
US Marine Corps Air Station
(Helicopter)
FPO Seattle 98772
Commanding General
Marine Corps Base
Camp Smedley D Butler
FPO Seattle 98773
Commanding Officer
Naval Security Group Activity
FPO Seattle 98777
Commanding Officer
U S Naval Regional Medical Center
FPO Seattle 98778
Commanding Officer
Marine Barracks
Naval Station
FPO Seattle 98791
Commanding Officer
Naval Facility
Box 71
FPO Seattle 98791
Commanding Officer
USNaval Station
FPO Seattle 98791

Billing Code 3810.71F

# DEFENSE CONTRACT AUDIT AGENCY

## REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

## BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

## ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

## ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

## ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

## ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

## ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

## ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether

tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

## ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

## ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

## ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

### RDCAA 152.13

System name:

152.13 Notifications of Visits

System location:

Security Officer, Defense Contract Audit Agency (DCAA), Headquarters, DCAA, and, Security Control Officers of DCAA Regional and Field Audit Offices, whose addresses are in the DoD directory in the appendix to DCAA'S SYSTEMS notices.

Categories of individuals covered by the system:

All DCAA personnel with security clearance who are required to visit defense contractors or other Federal agencies on official business.

Categories of records in the system:

Correspondence or forms indicating security clearance information on DCAA employees and notifications of visits by DCAA personnel to Office of Secretary of Defense, DoD components, other Federal agencies, and DoD contractors either on a one-time or recurring basis. Correspondence may include employees social security number, date and place of birth, official title and other related data.

Authority for maintenance of the system:

44 USC 2904, 3102; 5 USC 7531 through 7533, Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 11652, 'Classification and Declassification of National Security Information and Material.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Security Officer, Headquarters, DCAA and Regional and Field Audit Office Security Control Officers - To advise security officers of defense contractors, Offices of the Secretary of Defense, DoD components, andother Federal agencies of the security clearance status of DCAA personnel who are assigned to or may be visiting their offices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed in numerical order based on file number, then by subject, then alphabetically by last name of individual at DCAA Regional and Field Audit Offices. Filed in numerical order based on file number, then by organizational activity (DCAA Headquarters or field activities), then alphabetically by last name of individual in Headquarters, DCAA. Official copies in official personnel folders are filed alphabetically by last name of employee.

Safeguards:

Records are accessible only to authorized personnel who are properly cleared and trained and who require access in connection with their official duties. Records are stored in locked filing cabinets after normal business hours and are stored only in buildings protected by guard force systems after normal business hours.

Retention and disposal:

Records are destroyed upon expiration of notification. Unexpired notifications are updated annually, and retained in current files; prior year notifications are destroyed.

System manager(s) and address:

Security Officer, Headquarters, DCAA and Security Control Officers of the Regional and Field Audit Offices, DCAA.

Notification procedure:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

Record access procedures:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to those offices (Headquarters and 6 regional offices) listed in the DoD directory in the appendix to DCAA's system notice.

For personal visits, the individual should be able to provide some acceptable identification, that is drivers license or employing offices' identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Record source categories:

Director of Personnel, Headquarters, DCAA; Chiefs of Personnel Divisions, DCAA Regional Offices; Regional Security Control Officers, DCAA Regional Offices; Heads of Field Audit Offices, DCAA, from application and security forms submitted by individuals prior to employment.

Systems exempted from certain provisions of the act:

NONE

### RDCAA 152.17

System name:

152.17 Security Status Master List

System location:

Security Officer, Defense Contract Audit Agency (DCAA), HQ, DCAA

Categories of individuals covered by the system:

All applicants for employment with DCAA; all DCAA U.S. citizen employees; all DCAA non-U.S. citizen employees assigned to sensitive positions; all military personnel assigned, detailed, or attached to DCAA who are assigned to sensitive positions; all persons hired on a contractual basis by, or serving in an advisory capacity to DCAA, who require access to classified information.

Categories of records in the system:

Record contains type of investigation, date completed, file number, agency which conducted investigation, security clearance data information, name, social security number, date and place of birth, organizational assignment, dates interim and final clearance issued, position sensitivity and related data.

Authority for maintenance of the system:

44USC 2904, 3102; 5 USC 7531 through 7533; Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 11652, 'Classification and Declassification of National Security Information and Material'.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Security Officer, DCAA-Serves as a ready reference on security clearance status of DCAA personnel, sensitivity of positions con-

cerned, and scope of investigations completed on individuals concerned.

Other uses include disclosure to DoD components, DoD contractors and other Federal agencies to furnish security clearance data on DCAA employees who may be assigned to or visiting a contractor facility or applying for employment with another Federal agency.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Card File

**Retrievability:**

Cards filed alphabetically by last name of individual concerned for all DCAA regional personnel. Separate file maintained alphabetically by last name of individual concerned for DCAA Headquarters elements.

**Safeguards:**

Cards are accessible only to those authorized personnel required to prepare, process, and type necessary documents; and answer authorized inquiries for information contained therein. Cards are stored in locked filing cabinets after normal business hours and are stored in a locked room and building which is protected by a guard force system after normal business hours.

**Retention and disposal:**

These cards are destroyed two years after an individual is separated from the Agency.

**System manager(s) and address:**

Security Officer, DCAA, Headquarters, DCAA, Cameron Station, Alexandria, VA 22314.

**Notification procedure:**

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

**Record access procedures:**

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to DCAA Security Office, Headquarters, DCAA, Cameron Station, Alexandria, VA 22314.

For personal visits, the individual should be able to provide acceptable identification, that is, driver's license or employing offices' identification card.

**Contesting record procedures:**

The Agency rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

**Record source categories:**

Security Officer, Headquarters, DCAA; Director of Personnel, Headquarters, DCAA; Chiefs of Personnel Divisions, DCAA regional offices; Regional Security Control Officers, DCAA Regional Offices; Chiefs of DCAA Field Audit Offices; and reports of investigation conducted by Federal investigative agencies.

**Systems exempted from certain provisions of the act:**

NONE

## RDCAA 152.2

**System name:**

152.2 Personnel Security Data Files

**System location:**

Primary System - Security Officer, Defense Contract Audit Agency (DCAA), Headquarters, DCAA.

Decentralized Segments - Director of Personnel, DCAA; Chiefs of Personnel Divisions, DCAA Regional Offices; Regional Security Control Officers, DCAA Regional Offices; Chiefs of DCAA Field Audit Offices, whose addresses are in the DoD directory in the appendix to DCAA's system notices.

**Categories of individuals covered by the system:**

All applicants for employment with DCAA; all DCAA U.S. citizen employees; all DCAA non-US citizen employees assigned to sensitive positions; all military personnel assigned, detailed, or attached to DCAA who are assigned to sensitive positions; all persons hired on a contractual basis by, or serving in an advisory capacity to DCAA, who require access to classified information.

**Categories of records in the system:**

File contains copies of individuals' employment applications, security investigative questionnaires; requests for and approvals or disapprovals of emergency appointment authority; requests for investigation or security clearance; interim and final security clearance certificates; security briefing and debriefing certificates; and orders assigning security control duties.

**Authority for maintenance of the system:**

44 USC 2904, 3102; 5 USC 7531 through 7533; Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Section 6, Executive Order 11652, 'Classification and Declassification of National Security Information and Material'.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Security Officer, DCAA-To provide a basis for requesting appropriate pre-appointment and post-appointment investigations concerning suitability, eligibility and qualifications for employment and retention in the Federal Service, employment and retention in sensitive positions, and access to classified information; to permit determinations to be made that employment or retention in sensitive positions is clearly consistent with the interests of national security; to authorize and record access by individuals to specific levels of classified information; to furnish notice of security clearance and access authorizations to appropriate DCAA activities, other Department of Defense (DoD) components, other Federal agencies, and DoD contractors requiring such information; to record the appropriate briefing and debriefing of persons prior to and after their access to various levels and categories of classified information; to record the assignment of specific security control duties to Agency personnel; and to provide a basis for the periodic updating of personnel security questionnaires, updating of personnel security investigations and readjudication for retention in sensitive positions.

Director of Personnel, DCAA and Chiefs of Personnel Division, DCAA regional offices-To coordinate and take appropriate personnel action on determinations concerning suitability for Federal employment and employment or retention in sensitive positions; to record such determinations, with related documents in official personnel folders; and to prepare and transmit requests for appropriate investigations.

Regional Security Control Officers, DCAA-To permit initial security review of applicants for sensitive positions; to prepare and transmit appropriate requests for investigations and requests for security clearances; to record, maintain and disseminate, as appropriate, notices of security clearances and access determinations.

Chiefs of DCAA field audit offices-To prepare and transmit requests for appropriate security investigations; to maintain a record of employee's security clearance and access authorizations; to maintain a record of the security briefing and debriefing of employees; to maintain a record of the assignment of security control duties to employees.

Other routine uses could include disclosure to officials of the Office of the Secretary of Defense, other DoD components, and other Federal agencies, for investigative purposes.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Folders are filed in numerical order based on file number, then by organizational element (DCAA Headquarters or DCAA field activities) and then alphabetically by last name of individual concerned.

**Safeguards:**

Records are accessible only to authorized personnel who are properly cleared and trained and who require access in connection with their official duties. Records are stored in locked filing cabinets after normal business hours and are stored only in buildings protected by guard force systems after normal business hours.

**Retention and disposal:**

Records pertaining to Federal employees, military personnel, and persons furnishing services to DCAA on a contract basis are destroyed upon separation of employees, transfer of military personnel from DCAA, and upon termination of the contracts of contractor personnel. Records pertaining to applicants are destroyed within one year of receipt of the application if an appointment to the Agency is not made.

**System manager(s) and address:**

Security Officer, DCAA, Headquarters, DCAA, Cameron Station, Alexandria, VA 22314.

Chiefs, Personnel Divisions, DCAA Regional Offices; DCAA Regional Security Control Officers, Chiefs of DCAA Field Audit Offices; and the Director of Personnel, DCAA, whose addresses are in the DoD Directory in the appendix to DCAA's systems notices.

Notification procedure:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria VA 22314
Telephone: Area Code 202/274-7285

Record access procedures:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to those offices (Headquarters and 6 regional offices) listed in the DoD Directory in the appendix to DCAA systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employing offices' identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Record source categories:

Security Officer, Headquarters, DCAA; Director of Personnel, Headquarters, DCAA; Chiefs of Personnel Divisions, DCAA Regional Offices; Regional Security Control Officers, DCAA Regional Offices; Chiefs of DCAA Field Audit Offices.

Systems exempted from certain provisions of the act:

NONE

## RDCAA 152.3

System name:

152.3 Reports of Personnel Security Investigations

System location:

Primary System-Security Officer, Defense Contract Audit Agency (DCAA), Headquarters, DCAA.

Decentralized Segments-Regional Security Control Officers of DCAA Regions whose addresses are in the DoD directory in the appendix to DCAA's systems notices.

Categories of individuals covered by the system:

All applicants for employment with DCAA; all DCAA U.S. citizen employees; all DCAA non-U.S. citizen employees assigned to sensitive positions; all military personnel assigned, detailed, or attached to DCAA who are assigned to sensitive positions; all persons hired on a contractual basis by, or serving in an advisory capacity to DCAA, who require access to classified information.

Categories of records in the system:

File contains non-record copies of classified or unclassified investigations or summaries or extracts of the results of investigations conducted to determine suitability, eligibility or qualifications for Federal civilian employment, military service, or access to classified information.

Authority for maintenance of the system:

44 USC 2904, 3102; 5 USC 7531 through 7533; Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 11652, 'Classification and Declassification of National Security Information and Material.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Security Officer, DCAA - To permit a final determination to be made that the subject of investigation is suitable, eligible, and qualified for Federal civilian employment, employment or retention in a sensitive position, or access to classified information.

Regional Security Control Officers, DCAA - To review the results of pre-employment National Agency Checks conducted by the Civil Service Commission, recommend appointment or non-appointment action on the basis of such Agency Checks, and transmit results of such Agency checks to the Security Officer, DCAA, for further investigations and clearance actions.

Routine uses may include disclosure to Agency management officials and employees who are required to take action on reports, disclosure to officials of the Office of the Secretary of Defense, disclosure to the security officials of other DoD components, disclosure to accredited representatives of law enforcement and investigative agencies for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records and microfiche in file folders.

Retrievability:

Folders are filed in numerical order based on file number, then by organizational element (DCAA Headquarters or DCAA field activities) and then alphabetically by name of individual concerned.

Safeguards:

When not in use, records are stored in combination lock file cabinets authorized for the storage of classified information, which are locked after normal business hours. Combinations are known only by authorized personnel. The offices housing these file cabinets are locked after normal business hours, and the buildings concerned are under security guard protective measures after normal business hours. During normal business hours the records are either under constant surveillance of security personnel or the containers housing them are kept locked. Access to the records is limited to personnel who are properly screened, cleared, trained and have an authenticated need for access to accomplish a routine use of the record. Classified records are protected in accordance with the provisions of Executive Order 11652 as implemented by DoD Regulation 5200.1-R.

Retention and disposal:

Record copies are maintained by the investigative agency which conducted the investigation and are retained in accordance with the retention standards of those agencies. Non-record copies furnished to DCAA are disposed of in accordance with instructions furnished by the investigative agency concerned. These instructions require that the records be returned to the investigative agency concerned or be destroyed upon separation of the subject of investigation, and permit earlier return or destruction when no longer needed for reference purposes. Records on applicants not appointed are destroyed within one year after declination of appointment or non-appointment determination.

System manager(s) and address:

Security Officer, Headquarters, DCAA, Cameron Station, Alexandria, VA 22314.

Notification procedure:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, Va 22314
Telephone: Area Code 202/274-7285

Record access procedures:

Action on requests from individuals for access is the responsibility of the investigating agency which prepared and which maintains the record copy of the report of investigation. Individuals who are aware of the identity of the investigative agency concerned may apply directly to that agency. Individuals not aware of the identity of the investigative agency concerned should address requests to the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, Va 22314, who will route the request to the appropriate investigative agency.

Written requests for information should contain the full name of the individual, current address and telephone number, and current business address. Visits are limited to those offices (headquarters and 6 regional offices) listed in the DoD directory in the appendix to DCAA systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is drivers's license or employing office's identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing inital determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, Va 22314.

Record source categories:

Investigative, intelligence, counter-intelligence, regulatory, and law enforcement agencies which provide reports pertaining to the suitability, eligibility, or qualifications of individuals for Federal employ-

ment, military service, assignment to sensitive positions, or access to classified information.

**Systems exempted from certain provisions of the act:**

None

**RDCAA 152.4**

**System name:**

152.4 Personnel Security Adjudication File

**System location:**

Security Officer, Defense Contract Audit Agency (DCAA), Headquarters, DCAA.

**Categories of individuals covered by the system:**

DCAA personnel and applicants for DCAA employment on whom appropriate investigations have been completed and concerning whom a formal security or suitability determination must be made in connection with their employment or their access to classified information.

**Categories of records in the system:**

File may contain classified or unclassified summaries or extracts of reports of investigation; internal Agency memorandums and correspondence furnishing analyses of results of investigation in so far as their relationship to the criteria contained in Executive Order 10450, in the Federal Personnel Manual, and in Department of Defense directives and DCAA regulations; comments and recommendations of the DCAA Central Clearance Group to the Director, DCAA; and determinations by the Director, DCAA.

**Authority for maintenance of the system:**

44 USC 2904, 3102; 5 USC 7531 through 7533; Executive Order 10450, 'Security Requirements for Government Employees,' as amended; and, Executive Order 11652, 'Classification and Declassification of National Security Information and Material'.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To furnish summaries of pertinent investigative data, analyses of the relationship between such data and security/suitability standards, and recommended determinations and courses of action to the DCAA Central Clearance Group and the Director, DCAA, for the purpose of adjudication of personnel security cases and reaching security/suitability determinations.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Filed in numerical order based on file number, then by organizational activity (DCAA Headquarters or field activities), then alphabetically by last name of individual.

**Safeguards:**

When not in use, records are stored in combination lock file cabinets authorized for the storage of classified information, which are locked after normal business hours. Combinations are known only by the Security Officer, DCAA, and personnel under his supervision. The office housing these file cabinets is locked after normal business hours, and the building concerned is under security guard protective measures after normal business hours. During normal business hours the records are either under constant surveillance of security personnel or the containers housing them are kept locked. Access to the records is limited to personnel who are properly screened, cleared, trained and have an authenticated need for access to accomplish a routine use of the record. Classified records are protected in accordance with the provisions of Executive Order 11652 as implemented by DoD Regulation 5200.1-R, 'Information Security Program Regulation'.

**Retention and disposal:**

Where no adverse action is taken, records are destroyed upon completion of final security and suitability determinations. Where adverse action is taken, records are destroyed two years after the individual concerned is separated from the Agency, or in the case of applicants, within one year after a non-appointment determination is made.

**System manager(s) and address:**

Security Officer, Headquarters, Defense Contract Audit Agency, Building 4, Cameron Station, Alexandria, VA 22314.

**Notification procedure:**

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

**Record access procedures:**

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency,
Cameron Station, Bldg. 4, Room 4A320, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to those offices (Headquarters and 6 regional offices) listed in the DoD Directory in the appendix to DCAA systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employing office's identification card.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314

**Record source categories:**

Reports of investigations conducted in connection with employment or access to classified information; advisory data prepared by members of DCAA Central Clearance Group.

**Systems exempted from certain provisions of the act:**

None

**RDCAA 152.5**

**System name:**

152.5 Notification of Security Determinations

**System location:**

Primary System-Security Officer, Defense Contract Audit Agency (DCAA), Headquarters, DCAA.

**Categories of individuals covered by the system:**

DCAA personnel and applicants for DCAA employment on whom specific security or suitability action must be taken.

**Categories of records in the system:**

Records may contain a summary of pertinent security or suitability information; the results of security determinations approved by the Director, DCAA; and directed or recommended actions to be taken at DCAA Regional Office or Field Audit Office level.

**Authority for maintenance of the system:**

44 USC 2904, 3102; 5 USC 7531 through 7533; Executive Order 10450, 'Security Requirements for Government Employees,' as amended and Executive Order 11652, 'Classification and Declassification of National Security Information and Material.'

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To permit required actions of a suitability or a security nature to be taken by appropriate Agency officials at DCAA Regional Office and Field Audit Office level, including regional managers, heads of field audit offices, security control officers, and chiefs of regional personnel divisions.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Folders are filed in numerical order based on file number, then by organizational element (DCAA Headquarters or DCAA field activities) and then alphabetically by name of individual concerned.

**Safeguards:**

Records are accessible only to authorized personnel who are properly cleared and trained and who require access in connection with their official duties. Records are stored in locked filing cabinets after normal business hours and are stored only in buildings protected by guard force systems after normal business hours.

**Retention and disposal:**

Destruction is directed individually in each case upon completion of final security or suitability actions or automatically upon non-appointment of applicants or separation of employees, whichever is earlier.

**System manager(s) and address:**

Security Officer, Headquarters, DCAA, Cameron Station, Alexandria, VA 22314.

Notification procedure:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

Record access procedures:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to those offices (Headquarters and 6 regional offices) listed in the DoD directory in the appendix to DCAA systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is driver's license or employing office's identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Record source categories:

Results of investigations received from Federal agencies and recommendations for action from appropriate DCAA Headquarters staff elements.

Systems exempted from certain provisions of the act:

None

RDCAA 152.6

System name:

152.6 Regional Security Clearance Request Files

System location:

Primary System-Security Control Officers of DCAA Regional and Field Audit Offices and Chiefs of Personnel Divisions, DCAA Regional Offices, whose addresses are in the DoD directory in the appendix to DCAA's system notices.

Decentralized Segment-Security Officer, Defense Contract Audit Agency, Headquarters, DCAA.

Categories of individuals covered by the system:

All applicants for employment with DCAA; all DCAA U.S. citizen employees; all DCAA non-U.S. citizen employees assigned to sensitive positions; all military personnel assigned, detailed, or attached to DCAA who are assigned to sensitive positions; all persons hired on a contractual basis by, or serving in an advisory capacity to DCAA, who require access to classified information.

Categories of records in the system:

Files contain personnel security data forms submitted by employees and applicants and required in the processing of security investigations; requests for various types of security clearance actions; requests for appointment of employees to security control duties; copies of notices of proposed appointments; and requests for and approvals/disapprovals of changes of sensitivity of positions.

Authority for maintenance of the system:

44 USC 2904, 3102; 5 USC 7531 through 7533, Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 11652, 'Classification and Declassification of National Security Information and Material.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Security Control Officers of DCAA Field Audit Offices - To obtain necessary data to process personnel security investigations from employees and applicants for forwarding to Chiefs of Regional Personnel Divisions or Regional Security Control Officers, as appropriate.

Chiefs of Personnel Divisions, DCAA Regional Offices and Director of Personnel, Headquarters, DCAA - To obtain and transmit necessary data required to process requests for personnel security investigations on applicants and employees for forwarding to Regional Security Control Officer and/or Security Officer, DCAA, as appropriate.

Regional Security Control Officers - To screen, review and process requirements for all personnel security actions and to transmit requests for investigations to the Security Officer, DCAA or appropriate Federal investigative agency as required.

Security Officer, Headquarters, DCAA - To review and request appropriate security investigation from Federal investigative agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of individual concerned in subject file.

Safeguards:

Records are accessible only to those authorized personnel required to prepare, review, process, and type necessary documents. Records are stored in locked filing cabinets after normal business hours and are stored in locked rooms and buildings or buildings that are protected by a guard force system after normal business hours.

Retention and disposal:

These are transitory files at DCAA Regional and Field Audit Office level and are maintained only during processing and pending final action on requests; upon receipt of final action taken on request, files are destroyed. Segments of the system held by the Security Officer, DCAA are destroyed upon separation of the employee or within one year after non-appointment of an applicant.

System manager(s) and address:

Security Officer, Headquarters, DCAA, Cameron Station, Alexandria, VA 22314.

Chiefs, Personnel Divisions, DCAA Regional Offices; DCAA Regional Security Control Offices; Chiefs of DCAA Field Audit Offices, whose addresses are in the DoD directory in the appendix to DCAA's system notices.

Notification procedure:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

Record access procedures:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number, and current business address. Visits are limited to those offices (Headquarters and 6 Regional Offices) listed in the DoD directory in the appendix to DCAA system notices.

In personal visits, the individual should be able to provide acceptable identification, that is driver's license or employing offices' identification card.

Contesting record procedures:

The Agency rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Record source categories:

Chiefs of Personnel Divisions, DCAA Regional Offices; Regional Security Control Officers, DCAA Regional Offices; Chiefs of DCAA field audit offices.

Systems exempted from certain provisions of the act:

NONE

RDCAA 152.7

System name:

152.7 Clearance Certification

System location:

Primary System-Security Officer, Defense Contract Audit Agency (DCAA), Headquarters, DCAA and Regional Security Control Officers of DCAA Regional Offices, whose addresses are in the DoD directory in the appendix to DCAA's system notices.

Decentralized Segments-Director of Personnel, Defense Contract Audit Agency (DCAA), Headquarters, DCAA; Chiefs of Personnel Divisions, DCAA Regional Offices; and Security Control Officers of DCAA Field Audit Offices, whose addresses are in the DoD directory in the appendix to DCAA's system notices.

Categories of individuals covered by the system:

All DCAA personnel who require access to classified information.

**Categories of records in the system:**

Files contain interim and final security clearance certificates attesting to type of investigation conducted and degree of access to classified information which is authorized.

**Authority for maintenance of the system:**

44 USC 2904, 3102; 5 USC 7531 through 7533, Executive Order 10450, 'Security Requirements for Government Employees,' as amended; Executive Order 11652, 'Classification and Declassification of National Security Information and Material.'

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Security Officer, DCAA, Security Control Officers of DCAA Regional and Field Audit Offices-To authorize DCAA employees in sensitive positions access to specific levels of classified information; and to furnish notice of security clearance and access authorizations to appropriate DCAA activities.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by last name of individual concerned within subject file.

**Safeguards:**

Records are accessible only to those authorized personnel required to act upon a request for access to classified defense information. Records are stored in locked filing cabinets after normal business hours and stored in locked rooms or buildings that are protected by a guard force system after normal business hours.

**Retention and disposal:**

Files pertaining to Federal employees, military personnel, and persons furnishing services to DCAA on a contract basis are destroyed upon separation of employees, transfer of military personnel from DCAA, and upon termination of contractor personnel. Files of individuals transferring within DCAA are transferred to security control office of gaining element for maintanence.

**System manager(s) and address:**

Security Officer, DCAA, Headquarters, DCAA, Cameron Station, Alexandria, VA 22314.

Regional Security Control Officers in DCAA Regional Offices whose addresses are in the DoD directory in the appendix to DCAA's system notice.

**Notification procedure:**

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

**Record access procedures:**

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number and current business address. Visits are limited to those offices (Headquarters and 6 regional offices) listed in the DoD directory in the appendix to DCAA's system notice.

For personal visits, the individual should be able to provide some acceptable identification, that is drivers's license or employing offices' identification card.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

**Record source categories:**

Security Officer, DCAA; Regional Security Control Officers, DCAA Regional Offices.

**Systems exempted from certain provisions of the act:**

NONE

## RDCAA 160.5

**System name:**

160.5 Travel Orders

**System location:**

All DCAA offices whose addresses are listed in the DoD directory in the appendix to DCAA's systems notices.

**Categories of individuals covered by the system:**

Any civilian employee of DCAA performing any official travel.

**Categories of records in the system:**

File contains individual's orders directing or authorizing any official travel to be performed including approval for transportation of automobiles, documents relating to dependents travel, bills of lading, vouchers, contracts, and other documents relating to the specific travel order.

**Authority for maintenance of the system:**

5 USC 301; 10 USC 133; 44 USC 2901, et.seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Office staff responsible for initiating, effecting or implementing government travel, servicing Accounting and Finance offices, and GAO.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice, or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

By fiscal year, by name, alphabetically
May be filed in numerical sequence, by travel order number.

**Safeguards:**

Under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

**Retention and disposal:**

Destroy after 4 years

**System manager(s) and address:**

Assistant Director, Resources, Headquarters, DCAA
Regional Managers, DCAA
Chiefs of Field Audit Offices, DCAA
Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

**Notification procedure:**

Information may be obtained from SYSMANAGER

**Record access procedures:**

Requests from individuals should be addressed to SYSMANAGER of office concerned.

Written requests should contain the full name, address, and telephone number of the individual. Visits are limited to those offices listed in the Department of Defense directory in the appendix to DCAA's systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employee identification card.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, Va 22314.

**Record source categories:**

Administrative offices; Personnel offices; servicing payroll offices; employee

**Systems exempted from certain provisions of the act:**

None

## RDCAA 240.1 2

**System name:**

240.1 Cross Reference Index to Legal Opinions

**System location:**

Office of Counsel, Headquarters, DCAA

**Categories of individuals covered by the system:**

Records which have been referred to the Counsel for review for legal sufficiency. Records may be filed by name of individual or subject matter.

**Categories of records in the system:**

Card index which identifies legal opinions and directs the staff to subject or name files of legal opinions.

Authority for maintenance of the system:

5 USC 301; 10 USC 133; 44 USC 2901, et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Office of Counsel as an index to the files of legal opinions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Three by five cards in file boxes

Retrievability:

Filed alphabetically by subject or name of individual or corporation

Safeguards:

Under legal staff supervision during duty hours; buildings are guarded by security guards during nonduty hours.

Retention and disposal:

Index cards are destroyed when obsolete, superseded or no longer needed.

System manager(s) and address:

Counsel, Headquarters, DCAA

Notification procedure:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202 274-7285

Record access procedures:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to the Records Administrator, Building 4, Room 4A320, Cameron Station, Alexandria, VA.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or some other form of identification.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Building 4, Room 4A320, Cameron Station, Alexandria, VA 22314.

Record source categories:

Documents contained in the legal opinion case files.

Systems exempted from certain provisions of the act:

NONE

## RDCAA 240.2

System name:

240.2 Statements of Employment and Financial Interest

System location:

Office of Counsel, Headquarters, DCAA

Supervisors of all DCAA auditor employees, GS-13 and above. Offices listed in DoD directory in appendix to DCAA's systems notices.

Categories of individuals covered by the system:

Information obtained from all DCAA auditor personnel in grades GS-13 and above.

Categories of records in the system:

Department of Defense Forms 1555 and 1555-1, Confidential Statement of Employment and Financial Interest

Authority for maintenance of the system:

Executive Order 11222 dated May 8, 1965.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Data is collected for purpose of assuring compliance with conflict of interest laws and regulations.

Irregularities may be divulged to other DoD components and Department of Justice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Alphabetically by last name of employee

Safeguards:

Stored in locked tumbler safe during nonduty hours; only the staff of the DCAA Counsel is permitted access during duty hours

Retention and disposal:

Counsel, DCAA-These records are destroyed two years after termination of employment with DCAA.

Supervisors-These files are destroyed upon transfer or separation of the employee

System manager(s) and address:

Counsel, Headquarters, DCAA

Notification procedure:

Information may be obtained from:
Counsel
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A175
Alexandria, VA 22314
Telephone: Area Code 202/274/7321

Record access procedures:

Requests from individuals should be addressed to Counsel, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to the Office of Counsel, Building 4, Room 4A175, Cameron Station, Alexandria, VA.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employment identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

NONE

Systems exempted from certain provisions of the act:

NONE

## RDCAA 240.3

System name:

240.3 Legal Opinions

System location:

Office of Counsel, Headquarters, DCAA

Categories of individuals covered by the system:

Any DCAA employee who files a complaint with regard to personnel problems that requires a legal opinion for resolution.

Categories of records in the system:

Fraud-Files contain interoffice memorandums, citations used in determining legal opinion, in some cases copies of investigations (FBI), copies of Agency determinations.

EEO-Files contain initial appeal, copies of interoffice memorandums, testimony at EEO hearings, copy of Agency determination. Citations used in determining legal opinions.

Adverse Actions-Files contain interoffice memorandums, citations used in determining legal opinion, Agency determination.

Grievances-Files contain correspondence relating to DCAA employees filing grievances regarding leave, removals, resignations, suspensions, disciplinary actions, travel, citations used in determining legal opinion, Agency determinations.

Awards-Files contain correspondence relating to DCAA employee awards, suggestion evaluations, citations used for legal determination, Agency determination.

Security Violations-Files contain interoffice correspondence relating to DCAA employee security violations, citations used in determinations, Agency determination.

Authority for maintenance of the system:

Federal Records Act 1950 (44 USC 2904, 3102, 3309), Records Disposal Act 44 USC 3301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Office of Counsel-Determine legal sufficiency.

Assistant Director, Resources-Legal opinion considered in final determinations.

Executive Officer-Legal opinion considered in final determination.

Other DoD components-Referral for investigations, determinations.

Department of Justice-Referral for possible criminal prosecution of fraud.

Disclosure to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Primary filing system is by subject; within subjects, files are alphabetical by subject, corporation, name of individual.

**Safeguards:**

Under staff supervision during duty hours; security guards are provided during nonduty hours.

**Retention and disposal:**

These files are for permanent retention. They are retained in active files for five years and retired to Washington National Records Center.

**System manager(s) and address:**

Counsel, Headquarters, DCAA, Cameron Station, Alexandria, VA. 22314.

**Notification procedure:**

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency, Cameron Station
Alexandria, VA 22314
Telephone: Area Code 202/274/7285

**Record access procedures:**

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests from individuals for information should contain the full name of the individual, current address and telephone number. Visits are limited to Records Administrator, Building 4, Room 4A320, Cameron Station, Alexandria, VA 22314.

For personal visits, the individual should be able to provide some acceptable identification that is, driver's license, employing office's identification card, and give some verbal information that could be verified with 'case' folder.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Building 4, Room 4A320, Cameron Station, Alexandria, VA 22314.

**Record source categories:**

Correspondence from individual's supervisor, DCAA employees, former employers, between DCAA staff members, and between DCAA and other Federal agencies.

**Systems exempted from certain provisions of the act:**

None

## RDCAA 240.5

**System name:**

240.5 Standards of Conduct, Conflict of Interest

**System location:**

Office of Counsel, Headquarters, DCAA.

**Categories of individuals covered by the system:**

Any DCAA employee who has accepted gratuities from contractors or who has business, professional or financial interests that would indicate a conflict between their private interests and those related to their duties and responsibilities as DCAA personnel. Any DCAA employee who is a member or officer of an organization that is incompatible with their official government position, using public office for private gain, or affecting adversely the confidence of the public in the integrity of the Government.

**Categories of records in the system:**

Office of Counsel-Files contain documents and background material on any apparent conflict of interest or acceptance of gratuities by DCAA personnel. Correspondence may involve interoffice memorandums, correspondence between former DCAA employees and Headquarters staff members, citations used in legal determinations and Agency determinations.

**Authority for maintenance of the system:**

Executive Order 11222 dated May 8, 1965.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Office of Counsel-Determine legal sufficiency.

Assistant Director, Resources-Legal opinion considered in final determination.

Other DoD components-Referral for investigation, determination.

Department of Justice-Referral for possible criminal prosecution or fraud.

Disclosure to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Primary filing system is by subject, within subject, files are alphabetical by subject, corporation, name of individual.

**Safeguards:**

Under staff supervision during duty hours; buildings have security guards during nonduty hours.

**Retention and disposal:**

These files are for permanent retention. They are retained in active files for five years and retired to Washington National Records Center.

**System manager(s) and address:**

Counsel, Headquarters, DCAA, Cameron Station, Alexandria, Va. 22314

**Notification procedure:**

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA. 22314
Telephone: Area Code 202/274-7285

**Record access procedures:**

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests from individuals for information should contain the full name of the individual, current address and telephone number. Visits are limited to Records Administrator, Room 4A320, Cameron Station, Alexandria, VA 22314.

For personal visits, the individual should be able to provide some acceptable identification that is, driver's license, employing office's identification card, and give some verbal information that could be verified with 'case' folder.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Room 4A320, Cameron Station, Alexandria, VA 22314

**Record source categories:**

Correspondence from individual's supervisor, DCAA employees, former employees, between DCAA staff members, and between DCAA and other Federal agencies.

**Systems exempted from certain provisions of the act:**

None

## RDCAA 260.4

**System name:**

260.4 White House Correspondence

**System location:**

Primary System-Executive Office, Headquarters, DCAA;

Decentralized Segments-DCAA Regional Offices and Field Audit Offices; Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

**Categories of individuals covered by the system:**

Any individual who has written to the President or a member of his staff about a matter under the purview of the Defense Contract Audit Agency if the letter was referred by the White House for information or reply.

**Categories of records in the system:**

Copies of correspondence from the individual, the referral letter from the White House, the reply made by DCAA either to the individual or to the White House, and any backup material developed in the process of preparing the reply.

Authority for maintenance of the system:

5 United States Code 301; 10 United States Code 133; 44 United States Code 2901, et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Office staff responsible for preparing the reply or for providing information on which to base a reply.

Other routine uses could include disclosure to other Department of Defense components, other Federal agencies, the Department of Justice or law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

These records are filed chronologically under the subject 'White House Correspondence,' and may be indexed by subject of the correspondence and name of writer.

Safeguards:

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

Retention and disposal:

Files maintained by the Executive Office are for permanent retention. They are retained in active files for five years and retired to Washington National Records Center.

Files maintained by other offices are retained in active files for one year, then retired to a Federal Records Center for destruction after four years.

System manager(s) and address:

Headquarters, DCAA, Executive Officer
Regional Managers, DCAA
Chiefs of Field Audit Offices

Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

Notification procedure:

Information may be obtained from:
Executive Officer
Defense Contract Audit Agency, Bldg. 4, Room 4C346
Alexandria, VA 22314
Telephone: Area Code 202/274-7319

Record access procedures:

Requests from individuals should be addressed to: Executive Officer, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, and the current address and telephone number. Visits are limited to the Executive Office, Cameron Station, Alexandria, VA 22314.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified in the file.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Correspondence originating in the White House, in the staff offices of the Defense Contract Audit Agency, and other Federal agencies; notes and documents collected in the process of formulating a reply.

Systems exempted from certain provisions of the act:

None

RDCAA 260.5

System name:

260.5 Congressional Committee Correspondence

System location:

Primary System-Executive Office, Headquarters, DCAA;

Decentralized Segments-DCAA Regional Offices and Field Audit Offices; Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

Categories of individuals covered by the system:

Any individual Member of a Congressional Committee or a staff member of the Committee who has written to DCAA about a matter under the purview of DCAA.

Categories of records in the system:

Copies of correspondence from the Committee member or staff member, the reply made by DCAA and any backup material developed in the process of preparing reply.

Authority for maintenance of the system:

5 United States Code 301; 10 United States Code 133; 44 United States Code 2901; et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Office staff responsible for preparing the reply or for providing information on which to base a reply.

Other routine uses could include disclosure to other Department of Defense components, other Federal agencies, the Department of Justice or law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

These records are filed chronologically under the subject 'Committee Correspondence' and may be indexed by subject of the correspondence and the name of the Committee or the individual.

Safeguards:

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

Retention and disposal:

Files maintained by the Executive Office are for permanent retention. They are retained in active files for five years and retired to the Washington National Records Center.

Files maintained by other offices are retained in active files for one year, then retired to a Federal Records Center for destruction after four years.

System manager(s) and address:

Headquarters, DCAA, Executive Officer
Regional Managers, DCAA
Chiefs of Field Audit Offices

Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

Notification procedure:

Information may be obtained from:
Executive Officer
Defense Contract Audit Agency, Bldg. 4, Room 4C346
Alexandria, VA 22314
Telephone: Area Code 202/274-7319

Record access procedures:

Requests from individuals should be addressed to: Executive Officer, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, and the current address and telephone number. Visits are limited to the Executive Office, Cameron Station, Alexandria, Va

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified in the file.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Correspondence originating in the Congressional Committee, in the staff offices of the Defense Contract Audit Agency, and other Federal agencies; notes and documents collected in the process of formulating a reply.

Systems exempted from certain provisions of the act:

None

RDCAA 260.6

System name:

260.6 Congressional Correspondence

System location:

Primary System-Executive Office, Headquarters, DCAA

Decentralized Segments-DCAA Regional Offices and Field Audit Offices. Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice.

Categories of individuals covered by the system:

Any individual who has written to a Member of Congress concerning employment information or assistance in obtaining employment that was referred to DCAA for reply by the Congressman.

Categories of records in the system:

Copies of the correspondence from the individual if forwarded by the Member, copies of the referral letter from the Member, the reply made by DCAA to either the individual or the Member, and any backup material developed in the process of preparing the reply.

Authority for maintenance of the system:

5 United States Code 301; 10 United States Code 133; 44 United States Code 2901; et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Office staff responsible for preparing the reply or for providing information on which to base a reply.

Other routine uses could include disclosure to other Department of Defense components or other Federal agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

These records are filed chronologically under the subject 'Congressional Correspondence,' and may be indexed by Congressman's name and include subject of letter and name of individual, if known.

Safeguards:

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

Retention and disposal:

These files are retained in current files for one year, then retired to a Federal Records Center for destruction after four years.

System manager(s) and address:

Headquarters, DCAA, Executive Officer
Regional Managers, DCAA
Chiefs of Field Audit Offices

Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notice.

Notification procedure:

Information may be obtained from:
Executive Officer
Defense Contract Audit Agency, Bldg. 4, Room 4C346
Alexandria, VA 22314
Telephone: Area Code 202/274-7319

Record access procedures:

Requests from individuals should be addressed to: Executive Officer, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, and the current address and telephone number. Visits are limited to the Executive Office, Cameron Station, Alexandria, VA 22314.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office's identification card, and give some verbal information that could be verified in the file.

Contesting record procedures:

The Department's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Correspondence originating in the Congress, in the staff offices of DCAA and other Federal agencies; notes and documents collected in the process of formulating a reply.

Systems exempted from certain provisions of the act:

NONE

## RDCAA 311.3

System name:

311.3 Applicant Supply File Index

System location:

Personnel Office of Headquarters, DCAA and each region maintaining an applicant supply file.

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice

Categories of individuals covered by the system:

Individuals who have applied for employment at the respective organizational elements at which the application is retained.

Categories of records in the system:

Card index showing location of applitions which are filed elsewhere by job category and date of receipt.

Authority for maintenance of the system:

5 USC 301; 10 USC 133; 44 USC 2901; Appendix A, Chapter 333, Federal Personnel Manual

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To identify and locate the applications on file

Used by the staff of the Personnel office to quickly locate applications in the applicant supply file; maintain inventory of applicant supply file.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The index is a card file maintained in a file box

Retrievability:

Filed by name, alphabetically

Safeguards:

Under control of Personnel office staff during duty hours; building or office area locked during nonduty hours.

Retention and disposal:

Destroyed when application to which it pertains is removed from applicant supply file.

System manager(s) and address:

Director of Personnel, Headquarters, DCAA; Personnel offices at regional headquarters; addresses in Agency directory.

Notification procedure:

Requests for information should be sent or made to the SYSMANAGER of the office to which the application was submitted.

Written requests must include the individuals' full name, current address, and telephone number.

Individual may visit office of the SYSMANAGER

For personal visits, individuals must be able to furnish positive identification.

Record access procedures:

Individuals may obtain information on access to records by communicating with the SYSMANAGER where application was submitted.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Record source categories:

Information comes from the application submitted by the individual. EXEMPTIONS NONE

Systems exempted from certain provisions of the act:

NONE

## RDCAA 311.4

System name:

311.4 Applicant correspondence

System location:

At those regions maintaining alphabetical file of correspondence with applicants.

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's system's notice.

Categories of individuals covered by the system:

Individuals who have made application for or inquiry concerning employment

Categories of records in the system:

Correspondence between the applicant or inquirier and the regional Personnel office.

Authority for maintenance of the system:

5USC 301; 10 USC 133; 44 USC 2901; Chapter 333, Federal Personnel Manual

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The record is used to provide continuity in corresponding with individuals regarding employment; to maintain complete package in conjunction with applicant supply file; for use in following up on applicants.

May be used by Personnel office staff for responding to correspondence or applications; for following up on applicants; as part of referral to management officials for consideration of the applicant.

Management officials who consider the applicants for employment.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper record in file folder

Retrievability:

Filed alphabetically by name

Safeguards:

Under control of Personnel office staff during duty hours; building locked during nonduty hours

Retention and disposal:

Destroyed when application to which it pertains is removed from applicant supply file

System manager(s) and address:

Personnel officer of regions maintaining such file

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's system's notice.

Notification procedure:

Information may be obtained from the SYSMANAGER of the region to which application or inquiry has been submitted.

Written requests must include the individuals' full name, current address, and telephone number

Individual may visit the Personnel office of the region to which application or inquiry was submitted.

For personal visits, individual must be able to furnish positive identification.

Record access procedures:

Individual may obtain information on access to records by communicating with the SYSMANAGER where application or inquiry was submitted.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Record source categories:

Correspondence from applicants and response thereto

Systems exempted from certain provisions of the act:

NONE

## RDCAA 315.10

System name:

315.10 Executive Development Program

System location:

Personnel Division, HQ DCAA; Personnel Office, Regions

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice

Categories of individuals covered by the system:

DCAA Auditor employees, GS-13 and above who have been approved as participants in the DCAA Executive Development Program.

Categories of records in the system:

Correspondence regarding nomination and selection for Executive Development Program; Assessment of Promotion Potential; Assessment for Specific Positions; Auditor Performance Evaluation; Availability Statement; SF-171; DCAAF 1435-1, DCAA Executive Development Program; Executive Development Plan.

Authority for maintenance of the system:

5 USC 301; 10 USC 133; 44 USC 2901; Fderal Personnel Manual, Chapter 412

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information collected to determine employee qualification for participation in EDP; consider for promotion, developmental or mission-requirement reassignment; monitor training and development; record stated availability.

Personnel staff members; members, Career Management Board, Executive Manpower Resources Board; involved management officials.

Personnel Staff: Receipt, filing; preparation of submission to Executive Manpower Resources Board; rating and ranking; surveys nomination for training; Career Management Board/Executive Manpower Resources Board: Consideration of individual for the program; promotion, reassignment; review of training plan; progress. Involved management officials: evaluating, assessing, nominating, considering for assignment, reassignment, promotion, recognition.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, Civil court action or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

By name, Alphabetically

Safeguards:

Files under surveillance of Personnel Office staff during duty hours; building secure and guarded during nonduty hours.

Retention and disposal:

Retained in Executive Development Program file during individuals retention in the Program. Transferred to Official Personnel Folder upon release from program. Destroyed upon separation from Agency.

System manager(s) and address:

Chairman, Executive Manpower Resources Board, HQ DCAA

Notification procedure:

Information may be obtained from SYSMANAGER

Written requests should contain individual's full name, current address, telephone number, and office of assignment.

Individuals may visit the office of the SYSMANAGER.

For personal visit, individual must furnish positive identification.

Record access procedures:

Individuals may obtain information on access to records by communicating with the SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314

Record source categories:

Individual
Regional Manager
Supervisor
EMRB, Chairman
Director

Systems exempted from certain provisions of the act:

NONE

## RDCAA 315.11

System name:

315.11 Career Files

System location:

Headquarters, DCAA, Personnel Division; Personnel Division, each regional headquarters.

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's system notice

Categories of individuals covered by the system:

Employees of DCAA:

At Headquarters, DCAA, GS-12 and above

At regional headquarters, all employees of the respective regions

Categories of records in the system:

File contains copies of Performance Evaluations, Assessments of Promotion Potential; SF 171, Employee Qualification Record; Individual Employee Inventory Record; Experience Resume; Records of

Training; copies of letters of commendation and appreciation; Official Performance Ratings; Report of Professional Activities; Auditor Progress Report; Auditors' Availability Statement.

**Authority for maintenance of the system:**

5 USC 301; 10 USC 133; 44 USC 2901; Federal Personnel Manual, Chapter 335

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

To provide the Executive Manpower Resources Board, Career Management Boards, and management officials with necessary career progression and development information to make decisions on personnel actions regarding the individual

Material in the Career Files is made available to members of the Executive Manpower Resources Board, Career Management Board, and management officials involved in making personnel action decisions regarding the individual employee.

The material is used in connection with developing training plans for employees, rating and ranking for promotion, determining career development reassignments; as a basis for recognition.

Other routine uses would include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Filed: At Headquarters, DCAA, by region, by grade, auditor, administrative, alphabetically; At regions: by grade, alphabetically; by FAO, by grade, auditor, administrative, alphabetically.

**Safeguards:**

Stored in file cabinets under constant surveillance of Personnel Office Staff during duty hours; cabinet locked during nonduty hours; buildings locked and guarded during nonduty hours.

**Retention and disposal:**

Files are retained during tenure of the employee concerned.

**System manager(s) and address:**

Director of Personnel, Headquarters, DCAA

Chief, Personnel Divisions, all regions, DCAA

Official mailing addresses are in the Department of Defense directory in the Appendix to DCAA's system's notice.

**Notification procedure:**

Information may be obtained from the SYSMANAGER of the respective region.

Written requests for information should contain individual's full name, current address, telephone number, General Service grade, and office of assignment.

For personal visits, individual must furnish positive identification.

Requestor may visit the servicing personnel office to determine whether the system contains information pertaining to him/her. Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's system's notice.

Individual may visit any DCAA personnel office which provides personnel services to the individual or to the personnel office, Headquarters, DCAA, if GS-12 or above.

**Record access procedures:**

Individuals may obtain information on access to records by communicating with the SYSMANAGER.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314

**Record source categories:**

Former and present supervisory personnel; individual concerned; personnel office; Defense Contract Audit Institute; Automatic Data Processing-Personnel Inventory Systems; persons writing commendations and favorable communications.

**Systems exempted from certain provisions of the act:**

NONE

## RDCAA 322.7

**System name:**

322.7 Students and Instructors

**System location:**

All DCAA offices. Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

**Categories of individuals covered by the system:**

Any individual who has been a student or instructor for any training courses sponsored by DCAA.

**Categories of records in the system:**

Documents relating to applications and selections of students and guest instructors for DCAA-sponsored training courses.

**Authority for maintenance of the system:**

5 USC 301; 10 USC 133; 44 USC 2901, et. seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Office staff providing the training, or offices involved in the review process of training sponsored by DCAA.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

These records are filed by course title, then by name of individual participants.

**Safeguards:**

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

**Retention and disposal:**

These files are destroyed after two years.

**System manager(s) and address:**

Assistant Director, Resources, Headquarters, DCAA

Assistant Director, Operations and Professional Development, Headquarters, DCAA

Regional Managers, DCAA

Chiefs, Field Audit Offices, DCAA

Manager, Defense Contract Audit Institute, Memphis, Tennessee

Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

**Notification procedure:**

Information may be obtained from SYSMANAGERS.

**Record access procedures:**

Requests from individuals should be addressed to SYSMANAGER of office concerned.

Written requests should contain the full name, address, and telephone number of the individual. Visits are limited to those offices listed in the Department of Defense directory in the appendix to DCAA's systems notices.

For personal visits, the individual should be able to provide some acceptable identification; that is, driver's license, employee identification card.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

**Record source categories:**

Correspondence originating in any DCAA office sponsoring training courses, from students and instructors of courses.

**Systems exempted from certain provisions of the act:**

None

## RDCAA 347.2

**System name:**

347.2 Labor Management Relations Case Files

**System location:**

Personnel Division, Headquarters, DCAA and regional Personnel Offices

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's system's notice.

**Categories of individuals covered by the system:**

Employees who are involved in grievances or other administrative proceedings and are represented by recognized unions having negotiated agreements with DCAA.

Employees involved in the filing of an Unfair Labor Practice (ULP) complaint which has been referred to the Assistant Secretary for Labor-Management Relations.

Designated union officials, stewards, and representatives.

Categories of records in the system:

Case files contain all information pertaining to a specific proceeding or ULP including correspondence, statements, exhibits, and decisions.

Personnel Division, Headquarters, DCAA and regional Personnel Offices maintain lists of local union officials, stewards, and representatives.

Authority for maintenance of the system:

E.O. 11491, as amended, 'Labor-Management Relations in the Federal Service.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Data is used by DCAA officials to whom authority has been delegated to direct, manage, and implement the provisions of E.O. 11491, as amended, 'Labor-Management Relations in the Federal Service.'

Other routine users could include officials of other DoD components, representatives of other Executive Branch Departments and Agencies, and duly appointed examiners or arbitrators who are charged with program responsibilities under E.O. 11491, as amended, 'Labor-Management Relations in the Federal Service.'

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records are stored in file folders or case jackets.

Retrievability:

Records are retrieved by case subject, case number, or individual employee name.

Safeguards:

Records are under the surveillance of Personnel Office staff during duty hours. During nonduty hours, records are secured in locked file cabinets or combination safes.

Retention and disposal:

Case files destroyed 5 years after supersession, obsolescence or final adjustment.

Lists of union officials, stewards, and representatives are normally destroyed after a new roster has been established.

System manager(s) and address:

Director of Personnel, HQ DCAA

Personnel Officer of each region

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

Notification procedure:

Requests for information should be made to the region in which the case originated.

Written requests should contain individual's full name, current address, telephone number and office of assignment.

Individuals may visit the personnel office of the region in which the case originated.

For personal visits, individual must furnish positive identification.

Information will be at the Personnel Office of the Region in which the case originated or HQ,DCAA.

Record access procedures:

Individuals may obtain information on access to records by communicating in writing or personally with the SYSMANAGER or Personnel Officer of the Region of record.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314

Record source categories:

DCAA Personnel Offices; Office of the Assistant Secretary of Labor for Labor-Management Relations; individual employees; union officials, stewards, and representatives.

Systems exempted from certain provisions of the act:

None

RDCAA 358.1

System name:

358.1 General EEO Files

System location:

Primary System-office of EEO Counselors throughout DCAA Official Mailing addresses are in the DoD Directory in the Appendice to the DCAA Systems Notices

Decentralized Segments-Office of EEO Officer, HQ, DCAA; Office of Counsel, HQ, DCAA; Regional EEO Officer in Region where complaint arose

Categories of individuals covered by the system:

Any civilian employee of DCAA who has contacted an EEO Counselor regarding any form of discrimination against them by any organizational level of DCAA

Categories of records in the system:

CSC Form 894, Complaint of Discrimination in the Federal Government; affivadits; EEO Counselor's Report; correspondence between Counselor and local offices of DCAA

Authority for maintenance of the system:

EEO Act of 1962 as implemented by CSC Federal Personnel Manual Chapter 713

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

EEO Counselor; Regional EEO Officer; EEO Officer, HQ, DCAA; Counsel, HQ, DCAA; may be disclosed to any component of DoD, Department of Justice and CSC

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed alphabetically by last name of complainant

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Destroy after 2 years.

System manager(s) and address:

EEO Counselor concerned; Regional EEO Officer; EEO Officer, HQ, DCAA

Notification procedure:

Information may be obtained from:

EEO Officer
HQ, DCAA
Room 4C346
Cameron Station
Alexandria, Virginia 22314
Telephone: 202-274-7319

Record access procedures:

Requests from individuals should be addressed to: EEO Officer, DCAA, Cameron Station, Alexandria, VA 22314

Written requests for information should contain the full name of the individual, current address and telephone number, present or former DCAA office.

Visits are limited to EEO Office, Headquarters, DCAA, Room 4C346, Cameron Station, Alexandria, VA 22314

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from EEO Officer, HQ, DCAA, Cameron Station, Alexandria, VA 22314

Record source categories:

Letters from complainant; affivadits of supervisors and others knowledgeable of circumstances surrounding complaint; other correspondence relative to complaint.

Systems exempted from certain provisions of the act:

NONE

RDCAA 358.21

System name:

358.21 EEO Complaints Resolved by DCAA

System location:

Primary System-Office of EEO Officer, HQ, DCAA Official Mailing addresses are in the DoD Directory in the Appendice to the DCAA Systems Notices.

Decentralized Segments-Office of Counsel, HQ, DCAA; Regional EEO Officer in Region where complaint arose

Categories of individuals covered by the system:

Any civilian employee of DCAA who has brought an EEO complaint against any organizational level of DCAA.

Categories of records in the system:

CSC Form 894, Complaint of Discrimination in the Federal Government; Affivadits; EEO Counselor's report; Investigator's Report; transcript and other documents relating to the hearing; correspondence between all echelons of DCAA concerning this complaint; inter and intra agency correspondence.

Authority for maintenance of the system:

EEO Act of 1962; US Civil Service Commission Federal Personnel Manual Chapter 713

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Director, DCAA; EEO Officer, HQ, DCAA; Counsel, HQ, DCAA; Dir. of personnel, HQ, DCAA, Regional Manager in Region of Complaint; may be disclosed to any component of DoD, Department of Justice, and Civil Service Commission.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of complainant.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Destroy 7 years after final adjustment. Records are retained in active file until end of calendar year in which complaint was settled, held one additional year in inactive file and subsequently retired to Washington National Records Center.

System manager(s) and address:

EEO Officer, HQ, DCAA; Cameron Station, Alexandria, VA. 22314

Notification procedure:

Information may be obtained from:
EEO Officer
HQ, DCAA
Room 4C346
Cameron Station
Alexandria, Virginia 22314
Telephone: 202-274-7319

Record access procedures:

Requests from individuals should be addressed to: EEO Officer, DCAA, Cameron Station, Alexandria, VA 22314

Written requests for information should contain the full name of the individual, current address and telephone number, present or former DCAA office.

Visits are limited to EEO Office, Headquarters, DCAA, Room 4C346, Cameron Station, Alexandria, VA 22314

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from EEO Officer, HQ, DCAA, Cameron Station, Alexandria, VA 22314

Record source categories:

Letters from complainant; affivadits of supervisors and others knowledgeable of circumstances surrounding complaint; correspondence between all echelons of DCAA concerning the complaint; interagency and intraagency correspondence.

Systems exempted from certain provisions of the act:

NONE

## RDCAA 358.22

System name:

358.22 EEO Cases resolved by CSC.

System location:

Primary System-Office of EEO Officer, HQ, DCAA Official Mailing addresses are in the DoD Directory in the Appendice to the DCAA Systems Notices

Decentralized Segments-Office of Counsel, HQ, DCAA; Regional EEO Officer in Region where complaint arose

Categories of individuals covered by the system:

Any civilian employee of DCAA who has brought an EEO complaint against any organizational level of DCAA.

Categories of records in the system:

CSC Form 894, Complaint of Discrimination in the Federal Government; Affivadits; EEO Counselor's report; Investigator's Report; transcript and other documents relating to the hearing; correspondence between all echelons of DCAA concerning this complaint; inter and intra agency correspondence.

Authority for maintenance of the system:

EEO Act of 1962; US Civil Service Commission Federal Personnel Manual Chapter 713

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Director, DCAA; EEO Officer, HQ, DCAA; Counsel, HQ, DCAA; Dir. of Personnel, HQ, DCAA, Regional Manager in Region of Complaint; may be disclosed to any component of DoD, Department of Justice, and Civil Service Commission.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of complainant.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

According to USCSC records schedule

System manager(s) and address:

EEO Officer, HQ, DCAA; Cameron Station, Alexandria, VA. 22314

Notification procedure:

Information may be obtained from:
EEO Officer
HQ, DCAA
Room 4C346
Cameron Station
Alexandria, Virginia 22314
Telephone: 202-274-7319

Record access procedures:

Requests from individuals should be addressed to: EEO Officer, DCAA, Cameron Station, Alexandria, VA 22314

Written requests for information should contain the full name of the individual, current address and telephone number, present or former DCAA office.

Visits are limited to EEO Office, Headquarters, DCAA, Room 4C346, Cameron Station, Alexandria, VA 22314

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from EEO Officer, HQ, DCAA, Cameron Station, Alexandria, VA 22314.

Record source categories:

Letters from complainant; affivadits of supervisors and others knowledgeable of circumstances surrounding complaint; correspondence between all echelons of DCAA concerning the complaint; interagency and intraagency correspondence.

Systems exempted from certain provisions of the act:

NONE

## RDCAA 358.23

System name:

358.23 Other copies of EEO Complaint Case files

System location:

Primary System-Office of EEO Officer, HQ, DCAA Official Mailing addresses are in the DoD Directory in the Appendice to the DCAA Systems Notices

Decentralized Segments-Office of Counsel, HQ, DCAA; Regional EEO Officer in Region where complaint arose

Categories of individuals covered by the system:

Any civilian employee of DCAA who has brought an EEO complaint against any organizational level of DCAA.

Categories of records in the system:

CSC Form 894, Complaint of Discrimination in the Federal Government; Affivadits; EEO Counselor's report; Investigator's Report; transcript and other documents relating to the hearing; correspondence between all echelons of DCAA concerning this complaint; inter and intra agency correspondence.

Authority for maintenance of the system:

EEO Act of 1962; US Civil Service Commission Federal Personnel Manual Chapter 713 Director, DCAA; EEO Officer, HQ, DCAA; Counsel, HQ, DCAA;

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Dir. of Personnel, HQ, DCAA, Regional Manager in Region of Complaint; may be disclosed to any component of DoD, Department of Justice, and Civil Service Commission.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of complainant.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Destroy after 1 year

System manager(s) and address:

EEO Officer, HQ, DCAA; Cameron Station, Alexandria, Va. 22314

Notification procedure:

Information may be obtained from:
EEO Officer
HQ, DCAA
Room 4C346
Cameron Station
Alexandria, Virginia 22314
Telephone: 202-274-7319

Record access procedures:

Requests from individuals should be addressed to: EEO Officer, DCAA, Cameron Station, Alexandria, VA 22314

Written requests for information should contain the full name of the individual, current address and telephone number, present or former DCAA office.

Visits are limited to EEO Office, Headquarters, DCAA, Room 4C346, Cameron Station, Alexandria, VA 22314

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from EEO Officer, HQ, DCAA, Cameron Station, Alexandria, VA 22314.

Record source categories:

Letters from complainant; affivadits of supervisors and others knowledgeable of circumstances surrounding complaint; correspondence between all echelons of DCAA concerning the complaint; interagency and intraagency correspondence.

Systems exempted from certain provisions of the act:

NONE

RDCAA 358.24

System name:

358.24 EEO Background Documents not included in case files.

System location:

Primary System-Office of EEO Officer, HQ, DCAA Official Mailing addresses are in the DoD Directory in the Appendice to the DCAA Systems Notices

Decentralized Segments-Office of Counsel, HQ, DCAA; Regional EEO Officer in Region where complaint arose

Categories of individuals covered by the system:

Any civilian employee of DCAA who has brought an EEO complaint against any organizational level of DCAA.

Categories of records in the system:

CSC Form 894, Complaint of Discrimination in the Federal Government; Affivadits; EEO Counselor's report; Investigator's Report; transcript and other documents relating to the hearing; correspondence between all echelons of DCAA cocerning this complaint; inter and intra agency correspondence.

Authority for maintenance of the system:

EEO Act of 1962; US Civil Service Commission Federal Personnel Manual Chapter 713

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Director, DCAA; EEO Officer, HQ, DCAA; Counsel, HQ, DCAA; Dir. of Personnel, HQ, DCAA, Regional Manager in Region of Complaint; may be disclosed to any component of DoD, Department of Justice, and Civil Service Commission.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of complainant.

Safeguards:

Buildings employ security guards. Records are maintained in areas accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Destroy 3 years after final adjustment

System manager(s) and address:

EEO Officer, HQ, DCAA; Cameron Station, Alexandria, Va. 22314

Notification procedure:

Information may be obtained from:
EEO Officer
HQ, DCAA
Room 4C346
Cameron Station
Alexandria, Virginia 22314
Telephone: 202-274-7319

Record access procedures:

Requests from individuals should be addressed to: EEO Officer, DCAA, Cameron Station, Alexandria, VA 22314

Written requests for information should contain the full name of the individual, current address and telephone number, present or former DCAA office.

Visits are limited to EEO Office, Headquarters, DCAA, Room 4C346, Cameron Station, Alexandria, VA 22314

For personal visits, the individual should be able to provide some acceptable identification, that is, drivers license, employing office's identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from EEO Officer, HQ, DCAA, Cameron Station, Alexandria, VA 22314.

Record source categories:

Letters from complainant; affivadits of supervisors and others knowledgeable of circumstances surrounding complaint; correspondence between all echelons of DCAA concerning the complaint; interagency and intraagency correspondence.

Systems exempted from certain provisions of the act:

NONE

RDCAA 358.3

System name:

358.3 Grievance & Appeal Files

System location:

Grievances by HQ employees; Personnel Division, HQ DCAA.

Grievance by field employees; Personnel Division of region of origin.

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

**Categories of individuals covered by the system:**

Employees who have filed formal grievances pursuant to Chapter 58, DCAAM 1400.1.

**Categories of records in the system:**

The written grievance; assignment of examiner; statements of witnesses; written summary of interviews; written summary of group meetings; transcript of hearing if one held; correspondence relating to the grievance and conduct of the inquiry; exhibits; evidence; transmittal; decision.

**Authority for maintenance of the system:**

5 USC 301; 10 USC 133; 44 USC 2901;Part 771, Civil Service Regulations.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The purpose of the grievance & appeal file is to record the grievance or appeal, the nature and scope of inquiry into the matter being aggrieved or appealed and treatment accorded the matter by management.

Users are the grievant and grievant's representative; the Examiner; the Regional Manager; Personnel Office staff; the Assistant Director, Resources; the Director; Counsel; administrative staff involved in typing and processing the grievance.

The employee and representative are furnished a copy of the file for review and comment before decision.

The Examiner compiles the file and makes a Report of Findings and Recommendations based on the file.

The Regional Manager, when the deciding official, reviews the file to reach a decision.

Personnel Office staff may review the file to prepare a brief or write a decision for the deciding official; The Assistant Director, Resources may review the file as program manager.

The Director may review the file as deciding official.

Administrative staff members are involved in the physical handling and processing of the grievance such as typing, copying, transmitting.

Counsel may review file in making legal determinations.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action or regulatory order.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records stored in tyable jackets in file cabinets or open shelf files.

**Retrievability:**

Grievance files are filed by name alphabetically.

**Safeguards:**

Grievance files are under surveillance of Personnel Office staff during duty hours. During nonduty hours, the building is locked and under guard.

**Retention and disposal:**

Each case file is retained in current files for 7 years after the case is closed, then destroyed.

**System manager(s) and address:**

Director of Personnel, HQ DCAA;

Personnel Officer of each region;

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

**Notification procedure:**

Requests for information should be made to the region in which the grievance originated.

Written requests should contain individual's full name, current address, telephone number and office of assignment.

Individuals may visit the personnel office of the region in which the grievance was filed.

For personal visits, individual must furnish positive identification.

Information will be at the Personnel Office of the Region in which the grievance originated or HQ, DCAA.

**Record access procedures:**

Individuals may obtain information on access to records by communicating in writing or personally with the SYSMANAGER or Personnel Officer of the Region of record.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

**Record source categories:**

Grievant;

Witnesses;

Exhibits furnished in evidence by grievant and witnesses;

Grievance examiner;

Persons interviewed by the Examiner, other than witnesses.

Deciding official (decision).

**Systems exempted from certain provisions of the act:**

None

## RDCAA 371.1

**System name:**

371.1 Name Files

**System location:**

Office, Director of Personnel, HQ DCAA.

**Categories of individuals covered by the system:**

Civilian employees of DCAA on whom copies of communicatons, favorable or unfavorable, have been received.

**Categories of records in the system:**

Copies of correspondence concerning the employee performance and conduct; warning notices to the employee; reports and records of counseling; copies of disciplinary action correspondence.

**Authority for maintenance of the system:**

5 USC 301; 10 USC 133; 44 USC 2901 et. seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The file serves as a repository of material furnished by field activities for information of the HQ staff. It is retained to provide continuity of knowledge and understanding of long term matters which may develop into adverse actions.

Personnel Office staff

Employee concerned

Management personnel with need to know

Director

Deputy Director

Assistant Director, Resources

Assistant Director, Operations & Professional Development

Executive Officer

Counsel

DCAA Mangement personnel with need-to-know;

The Personnel Staff for maintaining the files; advising management on appropriate actions and taking of actions.

The employee concerned, to be aware of matter and act on the knowledge.

Management personnel in evaluating information; initiating actions.

Director in order to be aware of those matters which could affect the agency; initiate action.

Deputy Director to be aware of matters which could affect other agency; initiate action in absence of Director.

Assistant Director, Resources, to be aware of matters which could affect the agency; initiate actions on the matter; advise Deputy Director and Director.

Assistant Director, Operations & Professional Development, to be aware of matters which could affect the agency; initiate actions; advise the Deputy Director and Director.

Other routine use could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice, or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action or regulatory order.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Name files are paper records stored in file folders.

**Retrievability:**

Name files are filed alphabetically.

**Safeguards:**

Files are under surveillance of Personnel Office staff during duty hours. Building is locked and guarded during nonduty hours.

Retention and disposal:

Files are retained for a period of 2 years after separation from the Agency.

System manager(s) and address:

Director of Personnel, HQ DCAA, Cameron Station, Alexandria, VA 22314.

Notification procedure:

Requests for information should be sent to the SYSMANAGER.

Written requests must include the individuals full name, current address, telephone number and office of assignment.

Individual may visit the SYSMANAGER.

For personal visits, individual must furnish positive identification.

Information will be at the Office, Director of Personnel, HQ DCAA, Cameron Station, Alexandria, VA 22314.

Record access procedures:

Individual may obtain information on access to records by communicating in writing or personally with the SYSMANAGER.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Record source categories:

Supervisory, management personnel.

Systems exempted from certain provisions of the act:

None

RDCAA 371.13

System name:

371.13 Official Personnel Folders

System location:

Office, Director of Personnel, HQ DCAA

Personnel Office, all regions

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's system's notice.

Categories of individuals covered by the system:

Each civilian employee of DCAA

Categories of records in the system:

Notifications of Personnel Actions; appointment documentation; oath of office; application; payroll change slips; Official Performance Ratings; records of training; Letters of Commendation; Records of awards and recognition; health benefit and insurance registration and changes to position descriptions; Notice of Ratings; Service computation; designation of beneficiary; certificate of security clearance; SF-52s; performance evaluations; report of medical examination; employment inquiries; correspondence related to all the above.

Authority for maintenance of the system:

5 USC 301; 10 USC 133; 44 USC 2901; Federal Personnel Manual, Chapter 296-31

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Files are used to determine employee's qualifications, eligibilities and as a repository for those documents and records pertaining to the employee's career, position, salary and benefits.

Files are used by the Personnel Office staff to initiate, effect and/or record personnel actions; pay actions; determine qualifications; determine eligibility; as basis for counseling the employee regarding rights entitlements.

May be used by management officials and boards in considering employees for assignment, promotion, training, adverse actions.

May be used by Office of Council in advising management on legal aspects of matters involving the employee.

Other routine uses could include disclosure to other Department of Defense components, other Federal departments and agencies, the Civil ervice Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records bound in file folder

Retrievability:

Filed by name

Safeguards:

Under constant surveillance of Personnel Office staff during duty hours; stored in locked cabinet in locked and guarded building during nonduty hours.

Retention and disposal:

Retained during tenure of the employee; disposed of in accordance with FPM, Chapter 296.

System manager(s) and address:

Director of Personnel, HQ DCAA

Personnel Offices at each region

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice.

Notification procedure:

Requests for information should be addressed to SYSMANAGER

Written requests for information must contain individual's full name, current address, telephone number, GS grade and office of assignment.

Individuals may visit the personnel office which provides personnel service to them.

For personal visits, individual must furnish proper credentials and above information orally.

Record access procedures:

A personal or written request to the SYSMANAGER

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Record source categories:

Employee; Personnel Offices; former and present supervisory personnel; payroll servicing offices; Civil Service Commission; training and education institutions; individuals who submit communications concerning the employee.

Systems exempted from certain provisions of the act:

NONE

RDCAA 371.2

System name:

371.2 Supervisor Personnel Records

System location:

Each Field Audit Office and each staff office at regional headquarters and HQ DCAA

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice

Categories of individuals covered by the system:

Each employee, except the supervisor, assigned to the organizational element.

Categories of records in the system:

Contains information relative to the individual employee; personnel actions in progress; copies of position descriptions; copies of performance evaluations, assessments of promotion potential, progress reports; copies of correspondence and communications relative the employee; record of duty assignments; record of leave status.

Authority for maintenance of the system:

5 USC 301; 10 USC 133; 44 USC 2901; Federal Personnel Manual, Chapter 295

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by supervisors as reference or reminder of past actions; as basis for initiating personnel actions on the employee; rotation of duty assignments; for consideration of employees separated for military service for absentee personnel actions; monitor leave use

Used by the Supervisory auditor of the employee concerned for the above stated purposes.

Used by the Field Audit Office chief for the above purposes.

Used by administrative personnel for maintenance, clearance of obsolete material, extraction of statistical data, status checks.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed by name, alphabetically

Safeguards:

Under control of office staffs during duty hours. Work area or cabinet locked during nonduty hours.

Retention and disposal:

Review annually; destroy material which has been superseded or is no longer applicable; destroy entire file 1 year after transfer or separation of the employee.

System manager(s) and address:

Each FIELD Audit Office and each staff office at regional headquarters and HQ DCAA addresses are in the DOD Directory in the appendix to DCAA's systems notice.

Notification procedure:

Requests for information should be sent or made to the SYSMANAGER of that organizational element to which the individual is assigned.

Written requests must include the individuals' full name, current address, telephone number and office of assignment.

Individual may visit the office of the SYSMANAGER.

For personal visits, individual must furnish positive identification.

Record access procedures:

Individuals may obtain information on access to records by communicating with their current supervisor.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314

Record source categories:

Supervisors

Systems exempted from certain provisions of the act:

NONE

## RDCAA 371.5

System name:

371.5 Locator Records

System location:

Office, Director of Personnel, HQ DCAA, Cameron Station, Alexandria, VA 22314. Regional Offices and Field Audit Offices whose addresses are in the DoD directory in the appendix to DCAA's systems notices.

Categories of individuals covered by the system:

All civilian employees of DCAA

Categories of records in the system:

Employee's name, office room number, telephone, office symbol, home address, home telephone number, date prepared, spouse's name.

Authority for maintenance of the system:

5 USC 301; 10 USC 133; 44 USC 2901, et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Ready reference of employee home address and telephone number

Copy furnished to Office of Director and Deputy Director for business, social and protocol purposes.

Copy furnished the travel offices which use it to:

Furnish home telephone number to air carrier when booking flights for the individual;

Estimating local travel costs from home address;

Dispatching staff cars to individual's home;

Planning group travel.

Copy remains in Personnel Office for use in responding to inquiries regarding employees home address, telephone number.

Other routine use could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

3x5 card, stored in index card box.

Retrievability:

Filed by name.

Safeguards:

Under control of office staff during duty hours. Building locked and/or guarded during nonduty hours.

Retention and disposal:

Retained until separation of employee, then destroyed.

System manager(s) and address:

Director of Personnel, HQ DCAA, Cameron Station, Alexandria, VA 22314.

Notification procedure:

Information may be obtained from the SYSMANAGER.

Written requests for information must include individual's full name, current address, telephone number and office of assignment.

Individual may visit the Office of the SYSMANAGER

For personal visit, individual must furnish positive identification.

Record access procedures:

A personal or written request to the SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Record source categories:

Employee

Systems exempted from certain provisions of the act:

None

## RDCAA 371.7

System name:

371.7 Service Record File

System location:

Office, Director of Personnel, HQ DCAA

Personnel Office, each region

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice.

Categories of individuals covered by the system:

Each civilian employee of each respective appointing office.

Categories of records in the system:

Current information regarding the individual employment status, chronology of personnel actions showing nature, date, position title, series grade, salary, organization, date of birth, Social Security number, retention subgroup, service computation date, date next Within Grade Increase due, leave category emergency addressee.

Authority for maintenance of the system:

5 USC 301; 10 USC 133; 44 USC 2901; et seq. Federal Personnel Manual Chapter 295

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To provide a ready reference on actions taken during the employee's tenure with the appointing office; to basic information for periodic actions and frequent reference; position control.

Used by Personnel office staff in carrying out routine personnel functions; to determine various items of information concerning individuals in accomplishing routine functions; schedule periodic actions such as within grade increases, length of service awards.

May be used by management officials for above purposes with respect to subordinates.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Double 5x8 cards, filed in Kardex file.

Retrievability:

Filed by organizational element, grade and name.

Safeguards:

Under surveillance of Personnel Office staff during duty hours; locked Kardex file in locked and guarded building during nonduty hours.

Retention and disposal:

Placed in inactive file upon separation of employee.

System manager(s) and address:

Director of Personnel, HQ DCAA

Personnel Officer at each region

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice.

Notification procedure:

Information may be obtained from SYSMANAGER where employed or formerly employed.

Written requests for information must include individual's full name, current address, telephone number and office of assignment.

Individuals may visit the Personnel Office of the region in which employed or formerly employed.

For personal visits, individual must furnish positive identification.

Record access procedures:

A personal or written request to the SYSMANAGER

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314

Record source categories:

Former and present employees; Official Personnel Folder; personnel actions.

Systems exempted from certain provisions of the act:

NONE

RDCAA 371.8

System name:

371.8 Inactive Service Records

System location:

Office, Director of Personnel, HQ DCAA

Personnel Office, each region

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice.

Categories of individuals covered by the system:

Each former civilian employee of each respective appointing office

Categories of records in the system:

Information regarding the individual's status during employment; chronology of personnel action taken; date of birth; SSN; retention subgroup; Service Computation Date; leave category; forwarding address; date and reason for separation.

Authority for maintenance of the system:

Federal Personnel Manual, Chapter 295; 44 USC 2901 et seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the Personnel Office staff to respond to inquirees regarding former employees; reuse in cases of reemployment of the individual.

Other routine uses could include disclosure to other Department of Defense components, the Civil Service Commission, other Federal departments or agencies, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Double 5x8 cards, filed in file box.

Retrievability:

Filed by name

Safeguards:

Under surveillance of Personnel Office staff during duty hours. Building locked and guarded during nonduty hours.

Retention and disposal:

Retained for 3 years after separation of individual, then destroyed.

System manager(s) and address:

Director or Personnel, HQ DCAA

Personnel Officer at each region.

Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notice.

Notification procedure:

Information may be obtained from SYSMANAGER where formerly employed.

Written request for information must include individual's full name, current address, telephone number and office of former assignment.

Individual may visit the Personnel Office of the region in which formerly employed.

For personal visits, individual must furnish positive identification.

Record access procedures:

A personal or written request to the SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Record source categories:

Individual concerned; Official Personnel Folder; personnel actions.

Systems exempted from certain provisions of the act:

NONE

RDCAA 440.2

System name:

440.2 Time and Attendance Reports

System location:

Primary System-Information Systems and Services Branch, Headquarters, DCAA.

Decentralized Segments-DCAA Regional Offices and Field Audit Offices. Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

Categories of individuals covered by the system:

All civilian employees of the Defense Contract Audit Agency.

Categories of records in the system:

File contains a copy of individual's time and attendance report and other papers necessary for the submission of time and attendance reports and collecting of pay from the non-DCAA payroll office.

Authority for maintenance of the system:

5 United States Code 301; 10 United States Code 133; 44 United States Code 2901; et. seq.; 31 United States Code 66a.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Supervisors of employees review and certify accuracy of reports.

Reports are furnished to the appropriate Finance and Accounting office, which is another Department of Defense component.

Other routine uses could include disclosure to the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of employee.

Safeguards:

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

Retention and disposal:

These records are destroyed six months after end of pay period to which applicable.

System manager(s) and address:

Assistant Director, Resources, Headquarters, DCAA

Regional Managers, DCAA

Chiefs of Field Audit Offices

Official addresses are in the Department of Defense directory in the appendix to DCAA's systems notices.

Notification procedure:

Information may be obtained from:

Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

Record access procedures:

Requests from individuals should be addressed to: Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name, address, telephone number of the individual and the employee payroll number. Visits are limited to those offices listed in the Department of Defense directory in the appendix to DCAA's systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employee identification card.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

**Record source categories:**

Time and Attendance reports are completed by the time and attendance clerk.

**Systems exempted from certain provisions of the act:**

None

**RDCAA 502.6**

**System name:**

502.6 Freedom of Information Administrative Appeals

**System location:**

Office of Counsel, Headquarters, DCAA;
Office of Assistant Director, Resources, Headquarters, DCAA
Office of Records Administrator, Information Systems and Services Branch, Headquarters, DCAA,

**Categories of individuals covered by the system:**

Any individual who appeals an initial denial of information by the Agency.

**Categories of records in the system:**

Office of Counsel-File contains all documents created in the process of responding to administrative appeal for the release of information initially denied, including a copy of the letter from the appellant, all pertinent background data concerning the information denied, interoffice and interagency correspondence concerning the information denied, a copy of the appeal decision, and documents pertaining to civil action in the event of suit.

Office of Assistant Director, Resources-File contains a copy of the letter from the appellant, pertinent background information concerning the information initially denied, interoffice and interagency correspondence concerning the information denied, and a copy of the appeal decision.

Office of the Records Administrator-File contains a copy of the letter from the appellant and a copy of the appeal decision.

**Authority for maintenance of the system:**

5 U.S.C. 552.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Office of Counsel-To determine legal sufficiency of information denial and response to the appellant.

Office of Assistant Director, Resources-To make appellate decision.

Office of Records Administrator-To prepare report to Congress of Freedom of Information Activity.

Disclosed to Department of Justice in event of civil action.

Disclosed to DoD in event of civil action.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Office of Counsel-Filed alphabetically by last name of appellant.

Office of Assistant Director, Resources-Filed alphabetically by last name of appellant.

Office of Records Administrator-Filed chronologically.

**Safeguards:**

During duty hours, records are under the supervision of the staffs of the three offices; security guards are provided.

**Retention and disposal:**

Office of Counsel-These files retained in the Office of Counsel and destroyed 10 years after final action.

Office of Assistant Director, Resources-These files are destroyed two years after final action.

Office of Records Administrator. These files are destroyed three years after report to Congress.

**System manager(s) and address:**

Records Administrator, Headquarters, DCAA, Cameron Station, Alexandria, VA. 22314.

**Notification procedure:**

Information may be obtained from:

Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, Va. 22314
Telephone: Area Code 202/274-7285

**Record access procedures:**

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to the Records Administrator, Building 4, Room 4A320, Cameron Station, Alexandria, VA.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or some other form of identification.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Building 4, Room 4A320, Cameron Station, Alexandria, VA 22314.

**Record source categories:**

Correspondence and other communications from the individual appealing the determination; correspondence between DCAA staff members concerning the availability of the information; correspondence between DCAA and other Federal agencies concerning the availability of the information; workpapers and drafts of replies.

**Systems exempted from certain provisions of the act:**

None

**RDCAA 503.5**

**System name:**

503.5 Privacy Act Administrative Appeals

**System location:**

Office of Counsel, Headquarters, DCAA;
Office of Assistant Director, Resources, Headquarters, DCAA;
Office of Records Administrator, Information Systems and Services Branch, Headquarters, DCAA

**Categories of individuals covered by the system:**

Any individual who appeals an initial denial of information by DCAA under the Privacy Act of 1974.

**Categories of records in the system:**

Office of Counsel - File contains all documents created in the process of responding to administrative appeal for the release of information initially denied, including a copy of the letter from the appellant, all pertinent background data concerning the information denied, a copy of the appeal decision, and documents pertaining to civil action in the event of suit.

Office of Assistant Director, Resources - File contains a copy of the letter from the appellant, pertinent background information concerning the information initially denied, interoffice and interagency correspondence concerning the information denied, and a copy of the appeal decision.

Office of Records Administrator - File contains a copy of the letter from the appellant and a copy of the appeal decision.

**Authority for maintenance of the system:**

5 USC 552(a)

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Office of Counsel - To determine legal sufficiency of information denied and response to appellant.

Office of Assistant Director, Resources - To make appellate decision.

Office of Records Administrator - To maintain statistics for annual report to Congress on the number of records which were exempted and the reasons for the exemptions, and such other information as indicates efforts to fully administer this Act.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Office of Counsel-Filed alphabetically by last name of appellant;

Office of Assistant Director, Resources - Filed alphabetically by last name of appellant;

Office of Records Administrator - Filed chronologically.

**Safeguards:**

Under staff supervision during duty hours; buildings provide security guards during nonduty hours.

Retention and disposal:

Retention periods have not been determined and approved by the National Archives and Records Service of the General Services Administration. All files will be retained until this determination is made.

System manager(s) and address:

Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Notification procedure:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

Record access procedures:

Requests from individuals should be addressed to Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to the Records Administrator, Building 4, Room 4A320, Cameron Station, Alexandria, VA 22314.

For personal visits, the individual should be able to provide some acceptable identification, that is driver's license, and give some verbal information that could be verified with 'case' folder.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Record source categories:

Correspondence and other communications from the individual appealing the determination; correspondence between DCAA staff members concerning the availability of the information; correspondence between DCAA and other Federal agencies concerning the availability of the information; work papers and drafts of replies.

Systems exempted from certain provisions of the act:

None

RDCAA 575.4

System name:

575.4 Postal Directory

System location:

Personnel Offices at Headquarters and Regional Offices;
Mail Rooms in all DCAA offices;
Official mailing addresses are in the Department of Defense directory in the appendix to DCAA's systems notices;

Categories of individuals covered by the system:

Present and former civilian employees of DCAA.

Categories of records in the system:

Records utilized in mail rooms and personnel offices, used as a locator system, to facilitate delivery of mail to individuals, such as locator cards; copies of assignment or transfer orders; and similar records.

Authority for maintenance of the system:

5 United States Code 301; 10 United States Code 133; 44 United States Code 2901, et. seq.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To deliver mail to individuals.

Other routine uses could include disclosure to other Department of Defense components, the Department of Justice or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Files are under staff supervision during duty hours; buildings are locked and/or guarded by security guards during non-duty hours.

Retention and disposal:

Records at each location are to be destroyed six months after departure of employee.

System manager(s) and address:

Assistant Director Resources, Headquarters, DCAA;
Regional Managers, DCAA;
Chiefs of Field Audit Offices;
Addresses are listed in the Department of Defense directory in the appendix to DCAA's systems notices.

Notification procedure:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, Va. 22314
Telephone: Area Code 202/274-7285

Record access procedures:

Requests from individuals should be addressed to: Records Administrator Defense Contract Audit Agency, Cameron Station, Alexandria, Va 22314.

Written requests for information should contain the full name, address, and telephone number and the official address of the individual. Visits are limited to those offices listed in the Department of Defense directory in the appendix to DCAA's systems notices.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employee identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, Va 22314.

Record source categories:

Correspondence originating in DCAA offices.

Systems exempted from certain provisions of the act:

NONE

RDCAA 590.8

System name:

590.8 DCAA Management Information System (MIS)

System location:

Information Systems and Services Branch, Management Division, Headquarters, DCAA; Financial and Administrative Services Divisions, DCAA regional offices; field audit offices, respective DCAA regions whose addresses are in Department of Defense Directory in the appendix to DCAA's systems notices; Computer Sciences Corporation, 815 Commerce Drive, Oak Brook, Illinois 60521, which maintains systems data under contract with General Services Administration.

Categories of individuals covered by the system:

Information Systems and Services Branch, Headquarters, DCAA, all current civilian employees of DCAA; and former employees who were on Agency rolls any time after system implementation on 1 July 1974.

Financial and Administrative Servies Divisions, DCAA regional offices; all current civilian employees of respective DCAA regions and former employees who were on regional rolls any time after system implementation on 1 July 1974.

Field Audit Offices, DCAA; all current civilian employees of respective field audit offices and former employees who were assigned to office any time after system implementation on 1 July 1974.

Computer Sciences Corporation; all current civilian employees of DCAA and former employees who were on Agency rolls any time after system implimentation on 1 July 1974.

Categories of records in the system:

Individual employees are identified in system by social security account number recorded on input document, Employee Monthly Activity Report, Card 50. This record contains unique number of direct and indirect work assignments and the number of hours expended on each during reporting month. This is the only record in system directly associated with employee. However, individual data can be related to following additional data stored in system: (i) profile of contractors for which Agency has audit congnizance; (ii) inventory of contracts which are active and require audit effort during current fiscal year; (iii) inventory of direct audit and indirect assignments with descriptive data to which effort will be charaged

during current fiscal year or to which effort has been charged in previous fiscal years; (iv) audit determinations on assignments completed; and (v) information related to disposition of completed audit assignments.

**Authority for maintenance of the system:**

5 USC 301; 10 USC 133; 44 USC 2901, et. seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information Systems and Services Branch, Headquarters, DCAA: To produce statistical reports reflecting Agency-wide audit planning, programming, and performance, which are used by Headquarters, DCAA, management officials to evaluate and analyze audit operations.

Financial and Administrative Services Divisions, DCAA regional offices: To update data files and obtain statistical reports reflecting region-wide audit planning, programming, and performance, which are used by regional office management officials to evaluate, analyze, and control regional audit operations.

Field Audit Offices, DCAA: To submit update input data and obtain statistical reports related to planning, programming, and performance of audit assignments for the purpose of evaluating, analyzing, and controlling assignments of the office.

Computer Sciences Corporation: To maintain data and computer operating systems necessary to permit DCAA personnel to process data, maintain system, and produce required output reports. Computer Sciences Corporation does not obtain outputs from system and does not directly access stored data.

Other routine uses could include disclosure to antoher DoD component, Federal agency, the Department of Justice, or to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Input paper documents are stored in file folders and/or file cabinets; information converted to automated form for storage in system is stored on magnetic tape and/or disks; output reports on computer printout paper are stored in file cabinets, specialized file containers, or library shelving.

**Retrievability:**

Individual records are retrieved by social security acount number; other statistical data are retrived by unique organizational code assigned to each element of DCAA down to field audit suboffice level.

**Safeguards:**

Access to computerized data requires knowledge and use of series of systems identification codes and passwords which must be entered in proper sequence before access to system is premitted. Access to computerized data is restricted to system analysts, programmers, and management analysts assigned to Headquarters, DCAA and regional offices. Regional offices can access only data pertaining to organizations and individuals within their respective region.

Access to printed output reports is controlled by systems analysts and management analysts assigned to Headquarters, DCAA and regional offices who determine type of report to be distributed to requesting management officials.

**Retention and disposal:**

Paper input documents and output printputs are retained for reference purpose until superseded by subsequent reports or until no longer required for data validation; normally held for no longer than two years at which time they are destroyed.

Data converted to automated form and stored in computer system are maintained on magnetic tape for period of ten years after which data are destroyed.

**System manager(s) and address:**

Chief, Information Systems and Services Branch, Headquarters, DCAA, Cameron Station, Alexandria, Virginia 22314.

**Notification procedure:**

Information may be obtained form:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, Virginia 22314
Telephone: Area Code 202/274-7285

**Record access procedures:**

Requests from individuals should be addressed to: Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, Virginia 22314.

Written requests for information should contain the full name, address, and telephone number and the official address of the individual. Visits are limited to those offices listed in the Department of Defense directory in the appendix to DCAA's systems notice.

For personal visits, the individual should be able to provide some acceptable identification, that is, drives's license, employee identification card.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial deteminations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, Virginia 22314.

**Record source categories:**

Information in system, other than data directly related to individual employees, is obtained by field audit office supervisors from audit reports and workpapers.

**Systems exempted from certain provisions of the act:**

NONE

## RDCAA 590.9

**System name:**

590.9 DCAA Automated Personnel Inventory System (APIS)

**System location:**

Information System and Services Branch, Management Division, Headquarters, DCAA; Personnel Division, Headquarters, DCAA; Personnel Divisions, Regional Offices, whose addresses are in Department of Defense directory in the appendix to DCAA's systems notices; Computer Sciences Corporation, 815 Commerce Drive, Oak Brook, Illinois 60521, which maintains system data under contract with General Services Administration.

**Categories of individuals covered by the system:**

Information Systems and Services Branch, Headquarters, DCAA and Computer Sciences Corporation-active applicants for employment with DCAA, all current civilian employees of DCAA, and former employees who were on Agency rolls any time after system implementation on 1 January 1969.

**Categories of records in the system:**

Individual employees are identified in the system by social security account number. Current and historical records contain the following types of data: Data related to positions employee has occupied in the Agency such as grade, occupational series, title, organizational location, salary and step, competitive area and level, geographical location, supervisory designation; data related to employees status and tenure in the Federal civil service including veterans preference, competitive status, service computation date, tenure group; data personal to the employee such as birth date, physical and mental handicap code, and minority group designation code; benefits data such as enrollment in Federal employee life and health insurance and retirement programs; education and training data such as educational level, training accomplishment and requirements; career management data such as assessments of employee potential for advancement and evaluations of past performance; awards and recognition data such as performance and suggestion awards received; and professional qualifications data including certification as a Certified Public Accountant or membership in recognized professional societies.

**Authority for maintenance of the system:**

5 USC 301; 10 USC 133; 44 USC 2901, et. seq.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information is collected, stored, and retrieved by Headquarters, DCAA, and DCAA Regional Offices to meet personnel and manpower management information requirements in support of program operations, evaluation and analysis activities, and for satisfying external and internal reporting requirements. Data is used by the Director, DCAA and those officials to whom authority has been delegated to direct, manage, and operate the Agency. Designated automated data processing vendors with whom the Agency may contract are authorized to maintain and enhance data and computer operating systems necessary for DCAA personnel to process data, maintain and enhance the system, and produce required outputs. Vendors neither obtain output from the system nor access stored data for other than validated, approved test procedures. Other routine uses could include disclosure to another DoD component, the United States Civil Service Commission, the Department of Justice or to law enforcement or investigative authorities for investigation and possible criminal prosecution, civil court uses, and regulatory policy.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

Storage:

Input paper documents are stored in file folders and/or file cabinets. Information converted to automated form for storage in system is stored on magnetic tape and/or disks. Output reports on computer printout paper are stored in file cabinets, specialized file containers, or library shelving. Individual employee output reports are filed in folders retained with official personnel records and/or career files.

Retrievability:

Records and/or reports pertaining to an individual employee or applicant are retrieved by social security account number or random access.

Safeguards:

Access to computerized data requires knowledge and use of series of system identification code and passwords which must be entered in proper sequence to gain access to data in system. Access to computerized data is restricted to systems analysts and programmers assigned to Headquarters, DCAA. Regional personnel do not have access to automated data base and can access system only for the purpose of obtaining output reports previously formatted by Headquarters, DCAA, personnel.

Output reports are retained in personnel offices or other authorized Headquarters, regional, or field audit offices. Access to reports is controlled by assigned personnel during duty hours. After duty hours, reports are retained in locked offices or in buildings controlled by security personnel or alarm systems.

Retention and disposal:

Records in the data base are permanent; however, paper input documents and output printouts are retained for reference purposes only until superseded or no longer required for data validation.

System manager(s) and address:

Chief, Information System and Services Branch, Headquarters, DCAA, Cameron Station, Alexandria, VA 22314.

Notification procedure:

Information may be obtained from:
Records Administrator
Defense Contract Audit Agency
Cameron Station, Bldg. 4, Room 4A320
Alexandria, VA 22314
Telephone: Area Code 202/274-7285

Record access procedures:

Requests from individuals should be addressed to: Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Written requests for information should contain the full name, address, and telephone number and the official address of the individual. Visits are limited to the Information Systems and Services Branch, HQ, DCAA, Cameron Station, Bldg. 4, Room 4B363, Alexandria, VA 22314.

For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employee identification card.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Records Administrator, Defense Contract Audit Agency, Cameron Station, Alexandria, VA 22314.

Record source categories:

Basic personnel and position information is obtained from documents prepared by personnel offices in accordance with regulations prescribed by U.S. Civil Service Commission.

Assessment of employee's potential and evaluation of performance are obtained from documents completed by employee's supervisors.

Training data are obtained from employee's supervisors, Agency training facilities, and documents prepared by employee's personnel office.

All other information is obtained from questionnaires or other documents completed by employee.

Systems exempted from certain provisions of the act:

None

# DEFENSE CONTRACT AUDIT AGENCY

## OFFICES

### (Alphabetically by State and City)

### California

DCAA LOS ANGELES REGIONAL OFFICE
2500 Wilshire Blvd Suit 1270
Los Angeles CA 90057

DCAA SAN FRANCISCO REGIONAL OFFICE
450 Golden Ave
Box 36116
San Francisco CA 94102

### Georgia

DCAA ATLANTA REGIONAL OFFICE
805 Walker St
PO Box 1498
Marietta GA 30061

### Illinois

DCAA CHICAGO REGIONAL OFFICE
527 LaSalle St Rm 652
Chicago IL 60605

### Massachusetts

DCAA BOSTON REGIONAL OFFICE
424 Trapelo Rd
Waltham MA 02154

### Pennsylvania

DCAA PHILADELPHIA REGIONAL OFFICE
1421 Cherry St
Philadelphia PA 19102

### Tennessee

DEFENSE CONTRACT AUDIT INSTITUTE
Admin Bldg 3rd Fl Defense Depot
Memphis TN 38114

### Virginia

DCAA HEADQUARTERS
Cameron Station Rm 4A320
Alexandria VA 22314

BILLING CODE 3810-70-F

# DEFENSE LOGISTICS AGENCY

HOW SYSTEMS OF RECORDS ARE ARRANGED. Defense Logistics Agency records are arranged by major functional categories. Systems of records notices are grouped similarly. For example, a system of records on personnel security clearances may be found in the 153 series and about military personnel in the 322 series. These numbers are part of the system identification which precedes the notices in the Federal Register and look like this: S322.01 DLA-K. The letter S means Defense Logistics Agency. The first digit represents the primary functional area, the next two digits represents the sub-functional category of the primary functional area and the last two digits represents the numerical listing within that category. The suffix letters are internal management accounting devices.

HOW TO USE THE INDEX GUIDE. As an aid in locating a particular system of records, first determine the numerical series by functional area as listed below. This list identifies each series in the order in which it appears in this issuance. Having done so, use the series number to locate the systems of records in which you are interested.

| SUBJECT SERIES | SYSTEM IDENTIFICATION SERIES |
|---|---|
| Administration | 100 |
| Planning and Management | 200 |
| Personnel | 300 |

| SUBJECT SERIES | SYSTEM IDENTIFICATION SERIES |
|---|---|
| Finance | 400 |
| Transportation | 600 |
| Procurement | 800 |

## REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

## BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

## ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

## ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

## ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

## ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

## ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

## ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

## ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

## ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

## ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

### S111.11DCRA-AA

**System name:**

Atlanta Personnel Data Bank System.

**System location:**

Primary System - Office of Civilian Personnel, Employment and Management Assistance Division (DCRA-EE), Defense Contract Adminstration Services Region (DCASR) Atlanta. Decentralized Systems - Birmingham District Civilian Personnel Office and Orlando District Civilian Personnel Office.

**Categories of individuals covered by the system:**

Civilian Personnel currently employed by the DCASR Atlanta.

**Categories of records in the system:**

Data on current position occupied by employee, data on employee's current employment status with DLA, training data, and selected personal data, including: social security account number (SSAN), name, sex, date of birth, age, physical handicap, Government insurance, veteran's preference, military reserve status, retired military status, education, and whether individual passed the Federal Service Entrance Examination or Professional and Administrative Career Examination.

Authority for maintenance of the system:

5 U. S. C.,Sec. 301, 302, E.O.10561.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used as follows: Personnel Alert Register - As suspense list for Performance Appraisals, Step Increases, Career Status, Save Pay, and Leave Category Change. Accepted/Rejected Transaction List - Used to check and make correction to the monthly input to the data system. Retention Register - Maintained on current basis reflecting each competitive level affected by a reduction-in-force. Rotation Schedule - Maintains current status of employees occupying positions which require continuous contact with contractors. Notification of Pay Change - Standard Form (SF) 1126 used for processing pay changes. A copy of the SF 1126 is sent to the Payroll Office for use in processing the pay change. Input Cards for Headquarters Defense Logistics Agency (DLA) Automated Civilian Personnel Data Bank System - Used to transmit data input to the Headquarters DLA Automated Civilian Personnel Data Bank System, which system uses the data to prepare reports required by the Executive, Legislative and Judicial Branches of the government, and to provide information to officals of the Defense Logistics Agency for effective personnel administration. All segments of the system, except as noted above, are used in the Office of Civilian Personnel.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer paper printouts filed in binders and stored in file cabinet except for Notification of Pay Changes, distributed as required and Input Cards and magnetic tape which are stored in the Computer Room at DCASR Atlanta.

Retrievability:

Filed by title of System Component and/or alphabetically by last name of employee. Records on magnetic tape retrieved by SSAN.

Safeguards:

Magnetic tapes are maintained in a tape library which are accessible only to authorized personnel. Computer personnel who process the reports are appropriately cleared.

Paper records are maintained in files in the Civilian Personnel Office in areas accessible only to Civilian Personnel Office employees. During non-duty hours, the Civilian Personnel Office is locked.

Retention and disposal:

Records are maintained for three months after which they are destroyed (updated reports are furnished monthly) except as follows: Notification of Pay Changes become a permanent record in the Official Personnel Folder and Retention Register is destroyed after two years unless an appeal is pending.

System manager(s) and address:

Civilian Personnel Officer, DCASR Atlanta.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Employee need only to supply full name and organization.

Record access procedures:

Written or personal requests are to be directed to the Office of Civilian Personnel, DCASR Atlanta. Requesting individual should be able to certify to his/her identity. Official mailing address is contained in the Department of Defense Directory in the appendix to the DLA systems notice.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Official Personnel Folder and other personnel documents, activity supervisors, applications and forms completed by the individual.

Systems exempted from certain provisions of the act:

None

## S111.11DCRT-E

System name:

111.11 Defense Contract Administration Services Region (DCASR) Dallas Personnel Data Bank

System location:

Office of Systems and Financial Management (DCRT-F), DCASR Dallas.

Categories of individuals covered by the system:

All current civilian employees of DCASR Dallas. Records are also maintained on individuals who have left the employment of DCASR Dallas but are deleted in no more than 12 months from the time the individual leaves.

Categories of records in the system:

The system contains the following information on each individual: Social Security number; nature of action taken; effective date of action; name; sex; date of birth; veterans' preference; tenure group; service computation date; physical handicap code; group life insurance coverage information; retirement system coverage; reserve status; education; eligibility for health benefits; information on whether the individual has passed the Federal Service Entrance Examination; type of appointment; organizational functional code; quit code; employing activity code; whether the individual is retired military; title, pay plan, series, grade, step of current position; a code identifying whether the individual is a supervisor; organizational code; work schedule; salary; location code; pay rate determinent; academic discipline, educational level, and year degree attained; submitting office number; for ex-military, information on the service, the component, and the military pay grade; a code as to whether the individual is a manager or not; for retired military only-date of retirement from the military; position number; due date for next within grade increase; competitive level and competitive area for reduction- in-force purposes; information as to whether veterans' preference is applicable for reduction-in-force; date of last Outstanding Performance Rating; dates of last position change and last promotion; information on mandatory career courses and other training received; and information on performance awards and other recognition received.

Authority for maintenance of the system:

5U.S.C., Sec. 301, 302, 2951, 2952, 2954, E.O. 10561. Provides the Management Information System required of Federal agencies in Federal Personnel Manual (FPM) Chapter 250, Subchapter 1-4. Provides a means of automating the production of pay change notifications and reduction-in-force information required by FPM Chapter 293

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information in the system is collected to provide recurring and one-time reports to DCASR management to use for manpower planning purposes and for such related purposes as Upward Mobility and Equal Employment Opportunity. The system is also used to provide information to the individual on certain records maintained on him/her in the system. The users of the system are limited to current DCASR employees; DCASR operating management; and Defense Logistics Agency (DLA) management. Employees use the information in the system to determine current benefits accruing to them from Federal employment and similar purposes. Operating management uses the system to track the performance of personnel programs and to do effective manpower planning. The Civilian Personnel Office uses the system to obtain in an automated form reports or other documents already provided in a manual form.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records in the storage are maintained on magnetic discs and/or magnetic tape. Printouts are stored in file drawers.

Retrievability:

Records may be retrieved from the system by matching any elements of data in any record. Normally records are retrieved by name, social security number, organizational code, position identifiers.

Safeguards:

The system can be accessed only by programs prepared by the Office of Systems and Financial Management and access to the computer room is tightly controlled. Printouts are stored in locked file drawers in the Office of Civilian Personnel.

Retention and disposal:

Tapes used to create the current tape are erased after 90 days. Printouts are destroyed when superseded by an updated printout.

System manager(s) and address:

Civilian Personnel Officer, DCASR Dallas.

Notification procedure:

Individuals can determine whether the system contains records pertaining to them by contacting the SYSMANAGER. Official mailing address is contained in the Department of Defense directory in the appendix to the DLA systems notice. Current employees of the DCASR should furnish full name and social security number. Former

employees of the DCASR should furnish full name, social security number and title, series and grade of the last position held at the DCASR.

For personal visits, current employees of the DCASR need only identify themselves verbally; former DCASR employees need to present some form of appropriate identification such as a valid driver's license.

Record access procedures:

Individuals may be notified how to gain access to any record by contacting the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

All information in the system is taken from documents which are filed in the employee's official personnel folder.

Systems exempted from certain provisions of the act:

None

S111.11DDTC-R

System name:

111.11 Civilian Personnel Data Bank

System location:

Office of Civilian Personnel, Defense Depot Tracy

Categories of individuals covered by the system:

All civilian employees currently serviced by Defense Depot Tracy Civilian Personnel Office.

Categories of records in the system:

Data on current position occupied by employee; data on employee's current employment status with DLA, training data, and selected personal data, including: social security account number, name, sex, date of birth, physical handicap, Government insurance, veteran's preference, military reserve status, retired military status, education, and whether individual passed the Federal Service Entrance Examination or Professional and Administrative Career Examination.

Authority for maintenance of the system:

5 U.S.C., Sec. 301, 302, E.O. 10561, and E.O. 9397.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained in support of the Civilian Personnel System in accordance with the Federal Personnel Manual. Information is used by Civilian Personnel Office staff and employees' supervisors as a locator file of all employees, to insure personnel actions are taken on timely and accurate basis, to prepare one-time statistical reports as required, to establish seniority rosters to identify employees for changes to prime shifts, to establish retention registers for reduction-in-force and position vacancies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer paper printouts, magnetic tape.

Retrievability:

Information identifiable to an individual is accessed by social security account number (SSAN).

Safeguards:

Magnetic tapes are kept in the computer room which is itself a security container with locked door and access limited to persons appropriately cleared and identified. Tapes are stored in a tape library when not used in processing. Computer personnel who process these reports are appropriately cleared. Printouts are kept in locked storage cabinets.

Retention and disposal:

Computer listings destroyed by burning or shredding when superseded or after one month, whichever is sooner.

System manager(s) and address:

Civilian Personnel Officer, Defense Depot Tracy.

Notification procedure:

Written or personal requests for information may be directed to SYSMANAGER. Official mailing address is contained in the Department of Defense directory in the appendix to the Defense Logistics Agency systems notice.

Record access procedures:

Requests should be addressed to the SYSMANAGER, and must contain full name and SSAN. Written requests must contain a return address. For personal visits, the individual should be able to provide some acceptable identification, such as employing office identification card.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Civilian Personnel Office staff, official personnel folder.

Systems exempted from certain provisions of the act:

None

S111.11DESC-KER

System name:

Civilian Personnel and Manpower Control System

System location:

Office of Civilian Personnel, Records Group (DESC-KER), DESC.

Categories of individuals covered by the system:

All civilian personnel employed at Defense Electronics Supply Center (DESC) under authorities of the Civil Service Commission.

Categories of records in the system:

Information relative to employees and positions to which assigned. Included in the system are employee and position data such as: birth date; social security number; sex; name; citizenship; veteran's preference; tenure group; service computation date; handicap codes; federal employee group life insurance membership; whether covered by civil service retirement or social security act; nature and effective date of last personnel action; position title sequence number, position title, position number, primary skill, reverse code for grade, civil service classification series, present step of grade, effective date of last equivalent increase, next step due of grade, and date for next salary step increase; number of quality increases received and effective date of last quality increase; present salary, if employee holds an irregular salary (saved rate, special rate, saved pay); organizational symbol; operative location numbers; competitive level; tenure sub group; retired military; highest grade previously held; performance rating; date of last grade change; education level, degree and major and minor area of study; titles of years of service award due and due date; federal employee health benefits carrier and enrollment code; promotion eligibility code.

Authority for maintenance of the system:

EO 10561, and EO 9397.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained to provide current data in the functional areas of high grade control; projected service award presentations; employment by occupation, grade, and organization; manpower skill utilization; health benefit status; retirement, eligibility; skills listings; organization manning documents; and for preparation of statistical reports required by higher authority.

Information is used by: Security Office (DESC-WS) as a ready reference of employees and unit of assignment. Mail and Distribution Branch (DESC-WAM) as a ready reference of employees and unit of assignment. Office of Planning and Management (DESC-L) for high grade control, position control, skills listings, organizational staffing, and identification of employees and unit of assignment. Office of Civilian Personnel (DESC-K) to identify employees by name and social security number; reduction-in-force actions; handicap placements; processing personnel actions; counseling employees; employee career management program; high grade control; notification of supervisors of due dates for service awards and step increases; ready reference of employees enrolled in Health Benefit or Life Insurance programs; ready reference for number of years of service toward retirement, position title and grade, classification series, organization of assignment, current salary, competitive level, education level and area of study, and other elements of data in the file. Data used to prepare reports.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Data is stored on computer magnetic tapes and computer paper printouts, and microfiche.

Retrievability:

Information can be accessed and retrieved by social security account number only.

Safeguards:

Records are maintained in such a manner that make them available only to DESC authorized personnel.

Retention and disposal:

Data on individual employees is automatically deleted from the entire system when individual separates from DESC. Paper printouts and coding sheets are retained for a maximum of six months, or when superseded, and then destroyed.

System manager(s) and address:

Director, Civilian Personnel Office, (DESC-K) Defense Electronics Supply Center (DESC).

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide name, social security number, and periods(s) of employment at DESC. For personal visits, the individual should provide some acceptable identification.

Record access procedures:

Individuals should contact the SYSMANAGER.

Official mailing addresses are in the Department of Defense Directory in the appendix to the DLA system of records notice.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information from system is extracted from documents located in Official Personnel Folder.

Systems exempted from certain provisions of the act:

None

## S111.11DLA-K

System name:

111.11 Rotation of Employees From Foreign Areas and the Canal Zone

System location:

Staffing and Employee Relations Division, Staff Director, Civilian Personnel, Headquarters Defense Logistics Agency (HQ DLA), Cameron Station, Alexandria, VA. 22314

Categories of individuals covered by the system:

Employees or former employees of DLA who have requested extension of tour of duty in Canal Zone and foreign areas beyond five years, or for whom management has made such a request.

Categories of records in the system:

Files include requests for extension of duty in Canal Zone and foreign areas, request letters, statements as to need or justification and, when management initiates request, statement of employee's consent. Statement of approval or disapproval by the Staff Director, Civilian Personnel, HQ DLA, or his Deputy and comments by the staff elements as appropriate.

Authority for maintenance of the system:

10USC Sec. 1586; Department of Defense Instruction 1404.8.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used in determining whether extension of employee's overseas tour of duty beyond five years should be approved or disapproved. Information is used by HQ DLA Office of Civilian Personnel and management officials concerned with the extension.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by employee's last name.

Safeguards:

Records are maintained in locked filing cabinets in areas accessible only to Agency personnel.

Retention and disposal:

Records are retained in active file until end of calendar year and held one to three additional years in inactive file and subsequently destroyed.

System manager(s) and address:

Staff Director, Civilian Personnel, Headquarters Defense Logistics Agency, Cameron Station, Alexandria, VA. 22314

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name.

Record access procedures:

Official mailing address is in Department of Defense Directory in the appendix to the Defense Logistics Agency systems notice. Written requests for information should be addressed to the SYSMANAGER and contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license or employing office identification card, and give some verbal information which could be verified with his records.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Employee's supervisors, civilian personnel offices and government officials or other parties having an interest in the employee's assignment.

Systems exempted from certain provisions of the act:

None

## S111.11DLA-KP

System name:

111.11 Bye-Bye Retirement System

System location:

System may exist at Decentrilized DLA Primary Level Field Activities

Categories of individuals covered by the system:

System may contain information about Civilian Personnel of DLA Primary Level Field Activities (PLFAs) who are eligible for retirement.

Categories of records in the system:

Printout statement indicating estimated retirement annuity for employee. Information includes name of employee, service computation date, birth date, current salary and date began and accumulated sick leave hours.

Authority for maintenance of the system:

5 U.S.Code, Sec 8331-8348, Civil Service Retirement.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained for the purpose of supplying employees who are eligible for retirement with decision information. Information is used by the Civilian Personnel Office to counsel employees who are eligible to retire. Information is used by computer programmers for programming and reprogramming purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Individual paper printout are stored in corresponding employee's Official Personnel Folder. Information may also be maintained in a Mark III remote time-sharing computer system.

Retrievability:

Filed by alphabetical order within individual PLFA files. PLFA listings filed in single computer file and retrieved by file name.

Safeguards:

Records are maintained in locked file area and in locked computer terminal room. System access codes are restricted to Agency officials with a need for the information.

Retention and disposal:

Records are destroyed after retirement of employee.

System manager(s) and address:

PLFA Civilian Personnel Officers. Official mailing addresses are in the DLA appendix to the DoD systems of records notices.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Employee need only supply full name and organization location.

Record access procedures:

Employee may visit the Personnel Office and review his Official Personnel Folder. Employee should be able to certify to his identity.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information furnished by the Office of Civilian Personnel and extracted from the employee's Official Personnel Folder. Accumulated sick leave hours are obtained from the payroll office.

Systems exempted from certain provisions of the act:

None

S111.11DLA-KS

System name:

111.11 Official Records for Host Enrollee Programs

System location:

Geographically and organizationally decentralized to the Defense Logistics Agency (DLA) primary level field activities (PLFA) which act as hosts for individuals sponsored by local, state and federal agencies who seek work experience and training with DLA activities with or without DLA participation relative to compensation and reimbursement.

Categories of individuals covered by the system:

All applicants and selectees of Host Enrollee Programs.

Categories of records in the system:

Various forms and records pertaining to the selection and other administrative information originating during the tenure and after the separation of the selected individuals in the Host Enrollee Program of the DLA PLFA. Normally such records as time and attendance, training records, periodic evaluations, data on enrollee designee for emergency contact, work site location of enrollee, official address, telephone number, etc., are maintained.

Authority for maintenance of the system:

Rehabilitation Act of 1973, Emergency Jobs and Unemployment Assistance Act of 1974 (P. L. 93-567), Comprehensive Employment and Training Act (CETA) (P. L. 93-203).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This information is collected and maintained to assist personnel and management officials to administer a uniform program of work and training experience to enrollees and to make a proper evaluation of the enrollees and the respective Host Enrollee Program. The use of the records are restricted to official personnel for administrative purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file storage.

Retrievability:

Filed alphabetically by employee name under particular type of Host Enrollee Program.

Safeguards:

Maintained in locked filing cabinets. Direct access to the files is limited to civilian personnel office employees and to supervisors and others who are identified as having a specific and legitimate need.

Retention and disposal:

Records are maintained for the duration of the enrollee's program assignment. They are held for two years after separation from the program and then destroyed.

System manager(s) and address:

Civilian Personnel Officers (CPOs) of DLA Primary Level Field Activities.

Notification procedure:

Requests for information from former enrollee about himself or herself should be forwarded to the SYSMANAGER at the PLFA where the enrollment occurred. Individuals currently enrolled in the Host Enrollee Program may obtain information direct from the SYSMANAGER.

Record access procedures:

Enrollees should contact the designated SYSMANAGER. Written requests should include requestor's full name, job title and name of program enrolled or formerly enrolled and job title held. For personal visits employees should be able to provide some acceptable identification.

Contesting record procedures:

The SYSMANAGER will provide the agency's and/or activity's rules for contesting contents of records and appeal rights.

Record source categories:

Information contained in records of enrollees is obtained from employee, program sponsor, educational institutions, supervisors and others who contribute to the work and training experience of the enrollee while registered in the respective Host Enrollee Program of the activity.

Systems exempted from certain provisions of the act:

None.

S111.11DLA-XA

System name:

111.11 Personnel Roster/Locator Files

System location:

Headquarters Defense Logistics Agency (DLA) and all field activities where maintained.

Categories of individuals covered by the system:

Civilian employees and military personnel for the DLA activity where records are maintained.

Categories of records in the system:

The system may contain name, organizational assignment, office and home telephone number, home address, grade/rank, military branch of service and date of rank, position title, job series, and spouse's name.

Authority for maintenance of the system:

5 U.S.C., 301

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

To notify DLA personnel of the arrival of visitors, to plan social functions, to recall personnel to duty station when required, for use in emergency notification, and to perform relevant functions/requirements/actions consistant with managerial functions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, card files and some on magnetic tape or disk.

Retrievability:

Alphabetically by name, by organization, or grade/rank.

Safeguards:

Records are accessible only to authorized DLA personnel.

Retention and disposal:

Records are destroyed upon termination/departure of DLA personnel or upon preparation of new locator cards/rosters.

System manager(s) and address:

Heads of HQ DLA principal staff elements and Heads of DLA field activities which maintain locator/roster files.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name, name of DLA activity and specific office at which employed.

Record access procedures:

Official mailing address of SYSMANAGER are in the DoD Directory in the appendix to the DLA system notice. Request should contain full name, current address and telephone number of the individual. For personal visits, the individual should be able to provide some acceptable identification; that is, drivers license, or DLA identification card.

Contesting record procedures:

The Agency's rules for contesting contents may be obtained from the SYSMANAGER.

Record source categories:

Individual, upon assignment to DLA, and when changes occur.

Systems exempted from certain provisions of the act:

None

S120.05DLA-K

System name:

120.05 Schedule and Record of Overtime Assignment and Request

System location:

First line supervisor or other supervisory levels in each organizational unit where a formalized overtime record is maintained. The record is not maintained by all supervisors but only by those who need such a record or where such a record is required by negotiated labor agreements.

Categories of individuals covered by the system:

Any civilian employee in those organizational segments where formalized overtime records are kept may be covered.

Categories of records in the system:

A roster of civilian personnel in the organizational segment, schedules of proposed overtime, dates overtime was offered, record of whether employee accepted the overtime, hours and dates worked, amount of work produced during the overtime hours, and other information directly related to overtime usage.

Authority for maintenance of the system:

5 U.S.C., Sec. 301,302, and 5542, Overtime rates; computation.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used by the supervisor to assign overtime on an equitable, or rotational basis and to plan and schedule overtime as needed. It may also be used to determine the most productive of overtime workers. May be shown to employee representatives, such as unions, to demonstrate nature and equity of the system.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders or file index cards.

Retrievability:

Filed or listed by employee name within individual organizational segments.

Safeguards:

Records are maintained in file cabinets under the supervisor's control.

Retention and disposal:

Records are destroyed after one year from the last date of overtime usage.

System manager(s) and address:

Office of Civilian Personnel of the appropriate Defense Logistics Agency (DLA) Primary Level Field Activity.

Notification procedure:

Individuals may determine whether or not there is an overtime record pertaining to them by request to their immediate supervisor or to the SYSMANAGER.

Record access procedures:

Written request for assistance in obtaining access to information should be directed to the SYSMANAGER. Official mailing address is in the Department of Defense directory in the appendix to the DLA systems notice. For personal visits to the SYSMANAGER, individual should be able to provide some acceptable identification such as office identification card or driver's license. However, inquiries will normally be made to the immediate supervisor by personal visit.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

The individual supervisors and others involved in the management of overtime in the activity.

Systems exempted from certain provisions of the act:

None

S120.05DLA-KP

System name:

120.05 Supervisors' Records and Reports of Employee Attendance and Leave.

System location:

This system is decentralized by organization and geography to the supervisory level at all Defense Logistics Agency (DLA) field activities and Headquarters DLA. All records described are not necessarily maintained by all supervisors.

Categories of individuals covered by the system:

Employees of the Defense Logistics Agency, and former such employees.

Categories of records in the system:

Schedule of planned leave, record of sick and annual leave and other types of leave taken, record of tardiness, absence without leave, leave without pay, administrative leave, and other absences of types of leave. In some cases the record may also contain notation of time actually present, time on temporary duty (TDY), and time on special assignments or temporary assignments. Record may be kept by the hour, day, week, pay period, quarter, or year. While records maintained in accordance with this notice are all 'hard copy' or manual in nature, some of the records may be produced by automated data processing as printouts from automated payroll and leave accounting systems described under other notices.

Authority for maintenance of the system:

Chapter 63, Title 5 United States Code; Leave.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Data is used by supervisors and by civilian personnel office staff for the following purposes: Monitoring sick leave use and detecting patterns of attendance and sick leave usage which may be indications of problems in the use of leave or which should be discussed with the employee. Scheduling annual leave in an organized, fair and planned way. Identifying employees who may be congratulated for accumulation of sick leave or limited use of sick leave. Preparing statistical reports on leave use and attendance matters and for statistical evaluation and analysis of leave usage patterns. Posting daily leave usage onto time and attendance reports or records and answering employee questions on leave charges.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders or binders or file index cards.

Retrievability:

By employee name within organizational segments, or chronologically by some time period.

Safeguards:

Any part of the records containing any personal or potentially sensistive data are maintained in locked filing cabinets or supervisors' locked desks.

Retention and disposal:

Records are kept for one year and then destroyed.

System manager(s) and address:

Civilian Personnel Officer at each DLA Primary Level Field Activity.

Notification procedure:

Employees who wish to determine what leave records are being maintained at supervisory or personnel office level should address their inquiries to their immediate supervisors or to the primary level field activity office of civilian personnel.

Record access procedures:

Personal requests for record content should be made to the immediate supervisor or to SYSMANAGER. Written request for assistance in obtaining access should be directed to the SYSMANAGER, and should contain the full name and organizational location of the employee. Official mailing addresses of the SYSMANAGER are in the Department of Defense directory in the appendix to the DLA systems notice. For personal visits to SYSMANAGER, the individual should provide some acceptable identification, such as activity identification card or driver's license.

Contesting record procedures:

The agency rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Payroll office and payroll records, including automated payroll systems, employee's supervisors, timekeepers, time and attendance clerks, leave slips (Standard Form 71 or equivalent).

Systems exempted from certain provisions of the act:

None

S150.20DLA-T

System name:

150.20 Security Violations Files

System location:

Primary System - Reports of the more serious security violations involving information or material classified in the interests of national defense: Command Security Office, Headquarters, Defense Logistics Agency (HQ DLA), Decentralized segments - Above files plus all other reports of security violations: DLA Primary Level Field Activities (PLFAs)

Categories of individuals covered by the system:

Civilian and military personnel currently or formerly employed by or assigned to DLA, employees of Department of Defense (DOD) contractor facilities, and other persons who may be involved in security violations.

**Categories of records in the system:**

Reports of informal and formal administrative inquiries, investigations, statements of witnesses, photographs, and related papers regarding security violations pertaining to DLA activities.

**Authority for maintenance of the system:**

E.O. 11652 which pertains to the protection of information and material classified in the interests of national defense. DOD Directive 5200.1-R.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The information in the system is used by Security Officers in HQ DLA and PLFA's for the following:

Determining the suitability of DLA personnel involved in security violations to have continued access to classified information;

Evaluating the safeguards established within DLA to protect classified information and material; and

Referring violations involving Atomic Energy information and those in which espionage is suspected to the Justice Department as required should contain the full name, current address and telephone number of the individual and must be accompanied by a notorized statement attesting to by law.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Filed alphabetically by name of any individual held to be responsible for the violation.

**Safeguards:**

As a minimum, records are stored in locked containers whenever authorized DLA personnel are not present to control access to them. Any of these files containing classified documents are maintained in security containers approved by HQ DLA for storage of classified information.

**Retention and disposal:**

Normally, records are retained in the active file two years after all aspects of the case are closed and then destroyed. Reports concerning violations of a sufficiently serious nature to be considered felonies are retained for two years in the active file and then held eight years in the inactive files and subsequently destroyed.

**System manager(s) and address:**

Command Security Officer, HQ DLA; Security Officers,DLA Primary Level Field Activities.

**Notification procedure:**

Written or personal requests for information may be directed to the SYSMANAGER. Individuals must provide their full names and the identity of DLA activity at which the violation occurred as well as the date of its occurrence.

**Record access procedures:**

Official mailing addresses of the SYSMANAGER are in the DOD Directory in the appendix to the DLA systems notice. Written requests for information the identity of the requestor and containing the following: 'I understand that knowingly and willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars under the provisions of the Privacy Act of 1974'. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified with his file. If the requestor cannot present suitable evidence of identification a notorized statement similar to that described above may be required.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Officials appointed to conduct administrative inquiries, informal or formal investigations as well as reports from DOD or other federal investigative agencies.

**Systems exempted from certain provisions of the act:**

Parts of this system may be exempt under Title 5 U.S.C. 552a (k) (2) as applicable. Agency rules pertaining to this exemption are set forth in Appendix C of 32 CFR Part 1286 and DLA Regulation 5400.21. For additional information, contact the System Manager.

## S153.01 DLA-T

**System name:**

153.01 Personnel Security Files

**System location:**

Primary System - Investigatory records containing unfavorable information requiring clearance action by the Defense Logistics Agency (DLA) Central Clearance Group (CCG) and records pertaining to persons involved in highly sensitive projects: Command Security Office, Command Security Officer, Headquarters Defense Logistics Agency (HQ DLA).

Decentralized segments - above files plus all other investigatory records: Security Officer, DLA Primary Level Field Activities (PLFAs).

**Categories of individuals covered by the system:**

All civilian employees and military personnel who have been the Subject of a National Agency Check (NAC); a Background Investigation (BI); or Special Background Investigation (SBI) pertaining to their qualifications for access to classified information.

**Categories of records in the system:**

Reports of investigations conducted by the Civil Service Commission (CSC), the Federal Bureau of Investigation (FBI), the Defense Investigative Service (DIS), the investigative units of the Army, Navy and Air Force, and other Federal investigative organizations. Also, evidence of security clearances and access to classified information granted to individuals and certifications of security briefings and debriefings signed by individuals.

**Authority for maintenance of the system:**

Executive Order (E.O.) 10450, as amended, which was issued by virtue of the authority vested in the President by Section 7532 of Title 5, United States Code and other statutes enumerated in E.O. 10450.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The investigatory reports are used by appropriate Security Officers and Commanders or other designated officials as a basis for determining a person's eligibility for access to information classified in the interests of national defense.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders.

**Retrievability:**

Reports are filed alphabetically by name, date and place of birth. No indices are used to retrieve individual records from the system.

**Safeguards:**

As a minimum, records are stored in locked containers whenever authorized DLA personnel are not present to control access to them. Any of these files containing classified documents are maintained in security containers approved by HQ DLA for storage of classified information.

**Retention and disposal:**

Reports are retained as long as the person is employed or assigned to DLA. After the person leaves DLA, the reports are placed in an inactive file, retained for two years, and then destroyed or returned to the agency which conducted the investigation.

**System manager(s) and address:**

Command Security Officer, HQ DLA; Security Officers of Primary Level Field Activities.

**Notification procedure:**

Written or personal requests for information may be directed to the SYSMANAGERS.

**Record access procedures:**

Official mailing addresses of the SYSMANAGERS are in the Department of Defense Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, date and place of birth, current address and telephone number of the requestor. For personal visits, the requestor must be able to provide some acceptable identification (i.e., driver's license, parent's name, identification card, date and place of birth, dates and place(s) of employment with DLA, if applicable). Written requests must be accompanied by a notarized statement attesting to the requestor's identity and containing the following: 'I understand that knowingly or willfully seeking or obtaining access to records about another

individual under false pretenses is punishable by a fine of up to 5,000 dollars under the provisions of the Privacy Act of 1974.'

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Reports of investigations conducted by the CSC, FBI, DIS, investigative units of the Army, Navy, and Air Force, as well as other Federal investigative organizations.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under Title 5 U.S.C. 552a (k) (2) as applicable. Agency rules pertaining to this exemption are set forth in Appendix C of 32 CFR Part 1286 and DLA Regulation 5400.21. For additional information, contact the System Manager.

S153.20 DLA-T

System name:

153.20 Personnel Security Clearance Status - CAPSTONE

System location:

Primary System-Central computer programs and files maintained at the Defense Logistics Agency Administrative Support Center (DASC) provide a central index for information regarding the personnel security clearance status of civilian employees and military personnel within DLA. Ready reference listings are furnished by DASC to Defense Logistics Agency Primary Level Field Activities (PLFAs) and to Primary Staff Elements (PSEs) at HQ DLA concerning personnel under their jurisdiction.

Categories of individuals covered by the system:

All DLA civilian and military personnel who have been granted a security clearance for access to information classified in the interests of national security.

Categories of records in the system:

Computer listings both alphabetically in the form of a Master Capstone File (MASCAP) and by organization in the form of a Records of Access Authorization and Eligibility (RACEL). These listings provide the unit Security Officer with complete personnel security data on the entire unit work force and the Head of each PLFA and HQ PSE a roster reflecting each individual who has been authorized access, as well as the level of access, to classified information.

Authority for maintenance of the system:

Executive Order (E.O.) 10450, as amended, which was issued by virtue of the authority vested in the President by Section 7532 of Title 5, United States Code and other statutes enumerated in E.O. 10450.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These records are used by Security Officers at all levels as well as other appropriate supervisors to determine whether or not DLA civilian employees or military personnel have been cleared for and/or granted access to classified information; and, if so, the level of such clearance or access.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders; magnetic tape; computer print-out.

Retrievability:

Identities of persons whose names are contained in the system are listed in the MASCAP and RACEL alphabetically. All data in the system about each person is set forth next to the person's name.

Safeguards:

As a minimum, records are stored in locked containers whenever authorized DLA personnel are not present to control access to them. Any of these files containing classified documents are maintained in security containers approved by HQ DLA for storage of classified information.

Retention and disposal:

New MASCAP and RACEL listings are published monthly and old listings are destroyed as soon as the new lists are verified but in no case beyond 90 days.

System manager(s) and address:

Security Office, DASC and Security Officers of all PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGERS.

Record access procedures:

Official mailing addresses of the SYSMANAGERS are in the Department of Defense Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, such as, driver's license, employing office identification card, and give some verbal information that could be verified with his file.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGERS.

Record source categories:

Certificates of clearance and/or record of personnel security investigation which are completed during a review of reports of investigation conducted by the Civil Service Commission, the Federal Bureau of Investigation, the Defense Investigative Service, and investigative units of the Army, Navy, and Air Force, as well as other Federal investigative organizations. Also, personnel security files maintained on individuals.

Systems exempted from certain provisions of the act:

None

S155.05 1DLA-NS

System name:

155.05 Enrollment, Registration and Course Completion Record.

System location:

Defense Industrial Security Institute (DISI) Defense General Supply Center Richmond, Virginia 23297

Categories of individuals covered by the system:

U.S. Government military and civilian personnel and employees of industry who have attended the Industrial Security Basic Course, Industrial Security Specialist Course, Industrial Security Career Seminar, Industrial Security Executive Seminar, Information Security Management Course, Industrial Security Management Course or the Industrial Facilities Protection Course.

Categories of records in the system:

Information contained in the system regarding each individual includes: name, local address (while attending school); office phone; military rank or GS rating; Social Security Account number; position; level of security clearance; duty station or employer's address; course(s) attended; name and mailing address of supervisor; date of course; class standing; final grade; and, whether or not the course was satisfactorily completed.

Authority for maintenance of the system:

Presidential Executive Order 10865, Safeguarding Classified Information Within Industry.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This system exists for record purposes only. The Defense Industrial Security Institute is the sole user.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The system is maintained on 5 x 8 file cards.

Retrievability:

The system is maintained and accessed alphabetically.

Safeguards:

Only DISI employees are authorized access to the system or information contained therein. The records are maintained in file cabinets within a locked room. The building is patrolled at intervals by roving patrols on foot and in vehicles. Access to the military installation is controlled at all times.

Retention and disposal:

The records in this system are retained permanently.

System manager(s) and address:

The official responsible for policies and procedures governing this system is the Executive Director of Industrial Security, DLA-N. Operational management is exercised by the Commandant, Defense Industrial Security Institute.

Notification procedure:

An individual who wishes to be notified if the system contains a record about him or her should direct a request to the Commandant, DISI, Defense General Supply Center, Richmond, Virginia 23297.

Requests must contain name and Social Security Account number. If known, the request should also identify courses(s) attended and the inclusive dates of the course(s).

An individual may also visit DISI to determine if the system contains a record about him or her.

For visits an individual must present proof of identity such as birth certificate, driver's license or employer ID (preferably picture type) and proof of Social Security Account number.

**Record access procedures:**

An individual can obtain access to or a copy of any record pertaining to him or her by directing a request to the Commandant, DISI, Defense General Supply Center, Richmond, Virginia 23297. A record can be released at DISI, Richmond, Virginia, or through one of the 11 Regional Offices of Industrial Security (OIS) or a Field Office of any Regional OIS. A release will take place at the OIS nearest the residence or place of employment of the requester. The 11 Regional OISs are located in Atlanta, Boston, Chicago, Cleveland, Dallas, Detroit, Los Angeles, New York, San Francisco, Philadelphia and St. Louis.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER; the Chief, OIS.

**Record source categories:**

The sources of information contained in the system are the employers and the DISI.

**Systems exempted from certain provisions of the act:**

None

## S155.05 2DLA-NS

**System name:**

155.05 2 Guest Instructor Introduction Card

**System location:**

Defense Industrial Security Institute (DISI) Defense General Supply Center Richmond, Virginia 23297

**Categories of individuals covered by the system:**

System contains a record of any individual who has appeared as a guest speaker at the Defense Industrial Security Institute (DISI).

**Categories of records in the system:**

Information in this system includes: name; date of guest instructor's appearance; position; and biographical (education, employment, etc.) data.

**Authority for maintenance of the system:**

Presidential Executive Order 10865, Safeguarding Classified Information Within Industry.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information is used to introduce speakers and is retained as a record of the speaker's participation. DISI is the sole user.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

The system is maintained on 5 x 8 file cards.

**Retrievability:**

The system is maintained and accessed alphabetically.

**Safeguards:**

Only DISI employees are authorized access to the system or information contained therein. The records are maintained in file cabinets within a locked room. The building is patrolled at intervals by roving patrols on foot and in vehicles. Access to the military installation is controlled at all times.

**Retention and disposal:**

The records in this system are retained permanently.

**System manager(s) and address:**

The official responsible for policies and procedures governing this system is the Executive Director of Industrial Security, DLA-N. Operational management is exercised by the Commandant, Defense Industrial Security Institute.

**Notification procedure:**

An individual who wishes to be notified if the system contains a record about him or her should direct a request to the Commandant, DISI, Defense General Supply Center, Richmond, Virginia 23297. Requests must contain name and Social Security Account number. If known, the request should also identify course(s) attended and the inclusive dates of the course(s). An individual may also visit DISI to determine if the system contains a record about him or her. For visits an individual must present proof of identity such as birth certificate, driver's license or employer ID (preferably picture type) and proof of Social Security Account number.

**Record access procedures:**

An individual can obtain access to or a copy of any record pertaining to him or her by directing a request to the Commandant, DISI, Defense General Supply Center, Richmond, Virginia 23297. A record can be released at DISI, Richmond, Virginia, or through one of the 11 Regional Offices of Industrial Security (OIS) or a Field Office of any Regional OIS. A release will take place at the OIS nearest the residence or place of employment of the requester. The 11 Regional OISs are located in Atlanta, Boston, Chicago, Cleveland, Dallas, Detroit, Los Angeles, New York, San Francisco, Philadelphia and St. Louis.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the System Manager, the Chief, OIS.

**Record source categories:**

Information contained in this system is provided by the individual.

**Systems exempted from certain provisions of the act:**

None

## S155.53DLA-NS

**System name:**

155.53 Industrial Personnel Security Clearance File

**System location:**

Defense Industrial Security Clearance Office, Defense Construction Supply Center, P.O. Box 2499, Columbus, Ohio 43216

A duplicate file of the Defense Industrial Security Clearance Office record of Overseas Security Eligibilities is retained by the Office of Industrial Security, Europe, Brussells, Belgium.

**Categories of individuals covered by the system:**

Employees of Government contractors who have been issued, now possess, or are in process for personnel security clearances, including Overseas Security Eligibilities.

**Categories of records in the system:**

Information contained in each record in the automated portion of the system may include: name of the individual; aliases; maiden name; date of birth, place of birth, Social Security Account number; name and address of employer; level of security clearance granted; date security clearance granted; type of investigation; date of investigation; identity of investigating agency; file or case number; location of file; record of Communication Security (COMSEC) security clearance and sequential record of security clearance terminations, transfers and reinstatements.

Information contained in each record in the manual portion of the system may contain the original application for security clearance (Personnel Security Questionnaire); a copy of the personnel security investigation; a record of security clearance; record of COMSEC security clearance; Overseas Security Eligibility; Control records; foreign travel reports; all correspondence concerning the processing of the initial clearance, termination, reinstatement, transfer, emergency suspension, revocation or denial of security clearance; adjudication suspense records; adverse information reports; security violation reports; and internal Government correspondence and interoffice memoranda relative to the security clearance process.

**Authority for maintenance of the system:**

Presidental Executive Order 10865 as amended by Executive Order 10909, both titled, Safeguarding Classified Information Within Industry.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The automated portion of the system is retained as a central record of industrial security clearances granted. Access to this record is restricted to authorized Defense Logistics Agency employees. The Defense Industrial Security Clearance Office will verify security clearance status only to cleared Department of Defense contractors and authorized Government agencies. Also, on occasion, the clearance record may be used to reconcile security clearance records maintained by the individual's employer.

The manual portion of the system serves as a central repository for all hard copy material concerning an applicant for industrial security personnel clearance. All information contained in this record is used to back up the security clearance determination. Disclosure of this record is permitted only to personnel of the Department of Defense involved in the industrial personnel clearance process or to a legally

constituted law enforcement activity within or under the control of the United States when (i) a violation of law relative to the purpose of the security clearance program is suspected, or (ii) requested by the head of the law enforcement activity or his designated representative provided that the portion of the record desired is specified and the law enforcement activity identified. Disclosure of foreign travel information contained in the record will be permitted to Federal Government investigative agency personnel for civil or criminal law enforcement activity.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Automated Records are maintained in computer disc packs, magnetic tapes, and associated data processing files used to initially build or update the master file. The individual records in the manual part of the system are microfiche, 5 x 8 cards and hard copy paper records maintained in file folders.

Retrievability:

Automated records are accessed by individual Social Security Account number. Computerized indices are required to retrieve records from the system. Manual Records are accessed by Social Security Account number or alphabetically by name.

Safeguards:

In the automated part of the system special codes, available only to authorized Defense Logistics Agency personnel, are required to access records by means of cathode ray tube readers located only in the Defense Industrial Security Clearance Office area. Access to the manual records is limited to authorized personnel of the Defense Industrial Security Clearance Office. The Defense Industrial Security Clearance Office area is on a military controlled installation and segregated from other Government operational areas. All visitors are badged and escorted. During nonworking hours the entire area is secured and protected by a perimeter alarm system and roving guard patrols, motorized and on foot.

Retention and disposal:

The automated records are retained for 25 months following the termination of a security clearance. A record concerning an individual is retained, following termination, until the individual would reach the chronological age of 80 years in those cases where adverse information is existant or the clearance is terminated because of the death of the holder. Destruction is accomplished through degaussing the disc pack entry or magnetic tape. Retention of the manual records is authorized for 30 years after the date of the last action; however, records are purged 10 years after the date of the last action. Destruction is by burning. Microfiche records are updated at approximately 30-day intervals and superseded records are burned.

System manager(s) and address:

The official responsible for policies and procedures governing this system is the Executive Director of Industrial Security, Defense Logistics Agency. Operational management of the system is exercised by the Chief, Defense Industrial Security Clearance Office.

Notification procedure:

An individual who wishes to be notified if the system contains a record about him or her should direct the request to the Chief, Defense Industrial Security Clearance Office, Defense Construction Supply Center, P. O. Box 2499, Columbus, Ohio 43216. Requests must contain the full name, date and place of birth and Social Security Account number. An individual may also visit the Defense Industrial Security Clearance Office to determine if the system contains a record pertaining to him or her. For visits to the Defense Industrial Security Clearance Office the individual must present proof of identity such as birth certificate, driver's license, or employee identification card, and proof of Social Security Account number.

Record access procedures:

An individual can obtain access to or a copy of any record pertaining to him or her, except for the personnel security investigation, by directing a request to the Chief, Defense Industrial Security Clearance Office, Defense Construction Supply Center, P.O. Box 2499, Columbus, Ohio 43216. Requests for personnel security investigations will be promptly referred to the appropriate investigative agency which is authorized to release the record. A record can be released at the Defense Industrial Security Clearance Office, Columbus, Ohio or through one of the 11 Regional Offices of Industrial Security or a Field Office of any Regional Office of Industrial Security. A release will take place at the Office of Industrial Security nearest the residence or place of employment of the requester. The 11 Regional Offices of Industrial Security are located in Atlanta, Boston, Chicago, Cleveland, Dallas, Detroit, Los Angeles, New York, San Francisco, Philadelphia, and St. Louis. A record may also be released by mail in those cases where the requestor was provided an original notarized authorization for such release.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the System Manager, the Chief, Office of Industrial Security.

Record source categories:

The sources of information contained in a record are the employer and the Defense Investigative Service which is responsible for conducting personnel security investigations.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under Title 5 U.S.C. 552a (k) (2) as applicable. Agency rules pertaining to this exemption are set forth in Appendix C of 32 CFR Part 1286 and DLA Regulation 5400.21. For additional information, contact the System Manager.

## S160.50 DLA-T

System name:

160.50 Criminal Incidents/Investigations file

System location:

Primary System - case files on all incidents of known or suspected criminal activity or other serious incidents which may arouse local or national news media or Congressional interest: Command Security Office, Headquarters Defense Logistics Agency (HQ DLA). Decentralized segments - above files plus incidents of minor nature: HQDLA principal staff elements, DLA Primary Level Field Activities (PLFA)

Categories of individuals covered by the system:

Civilian and military personnel of DLA, contractor employees, and other persons who committed or are suspected of having committed a felony or misdemeanor on DLA controlled activities or facilities; or outside of those areas in cases where DLA is or may be a party of interest.

Categories of records in the system:

Reports of Investigation, messages, statements of witness, subjects and victims, photographs, laboratory reports and other related papers.

Authority for maintenance of the system:

Section 21, Internal Security Act of 1950 (Public Law 831, 81st Congress) DOD Instruction 5200.22, Reporting of Security and Criminal Violations, and Memorandum Deputy Secretary of Defense dated 7 May 1974, which assigned to the Director of DLA the responsibility for identifying all DLA activities requiring criminal investigative support and crime prevention surveys, provide control coordination of such investigation and surveys, and to ensure optimum investigative support and mutual exchange of relevant information between participating agencies.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained for the purpose of monitoring the progress of investigations, identification of crime conducive condition, crime and loss prevention, and preparation of statistical data required by higher authority. Information may be referred to local, state, or federal law enforcement agencies when the information indicates a violation of local, state, or federal laws. Information is used by: DLA Security personnel - to monitor progress of cases, develop nonpersonal statistical data on crime and loss incidence; crime and loss prevention and to enable planning of required criminal investigative support for the future. DLA counsel - review of cases and determination of proper legal action. DLA supervisors and managers - to determine actions required to correct the causes of losses, and to take appropriate action against DLA employees in cases of their involvement.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, photographs, laboratory reports in file folders, bound logs and card index files.

Retrievability:

Filed chronologically by DLA case number and cross indexed in a log and card index file. Indexed either by name of the individual or firm involved, when such are known, if not by DLA activity or facility having primary interest in the case.

Safeguards:

Records are maintained in areas accessible only to DLA security personnel.

Retention and disposal:

Records are destroyed 5 years after submittal or receipt of a final report in each case or when no longer needed, which ever is later.

System manager(s) and address:

Command Security Officer, DLA; Heads of PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER

Record access procedures:

Official mailing addresses of the SYSMANAGERS are in the Department of Defense Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified with the file.

Contesting record procedures:

DLA's rules for contesting contents as well as appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Reports of investigation by DLA Security Officers, Federal, State and Local law enforcement agencies.

Systems exempted from certain provisions of the act:

Parts of this system may be exempt under Title 5 U.S.C. 552a (k) (2) as applicable. Agency rules pertaining to this exemption are set forth in Appendix C of 32 CFR Part 1286 and DLA Regulation 5400.21. For additional information, contact the System Manager.

S161.20DLA-T

System name:

161.20 Visitors and Vehicle Temporary Passes and Permits File

System location:

Decentralized: Documents and records relating to issue, surrender, withdrawal of temporary visitor and vehicle passes and permits: Heads of Defense Logistics Agency (DLA) Primary Level Field Activities (PLFA).

Categories of individuals covered by the system:

All persons requiring temporary access to DLA activities and facilities.

Categories of records in the system:

Applications, surrendered passes, permits, and related papers relating to temporary visitor and vehicle passes or permits.

Authority for maintenance of the system:

Section 21 of the Internal Security Act 1950 (Public Law 831, 81st Congress) and Department of Defense Directives 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained to provide adequate controls on movement of vehicles and persons on DLA activities and facilities. Information is used by DLA Security personnel: To ensure that only authorized persons and vehicles enter DLA activities and facilities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, applications, surrendered passes and permits. Paper records in file folders.

Retrievability:

Filed alphabetically by name and by expiration date.

Safeguards:

Records are maintained in areas accessible only to DLA personnel.

Retention and disposal:

Destroy 6 months after expiration date.

System manager(s) and address:

Security Officers at PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide his full name and identity of DLA activity to which access was granted; and if individual is or was a DLA employee, identity of employing DLA activity.

Record access procedures:

Official mailing addresses of the SYSMANAGERS are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone number of the individual. For personal visits, the individual should be able to provide some acceptable identification, such as, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

Contesting record procedures:

DLA's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGERS.

Record source categories:

Individuals applying for passes or permits and Security Office personnel.

Systems exempted from certain provisions of the act:

None

S161.25DLA-T

System name:

161.25 Individual Access Files

System location:

Decentralized: Documents relating to the request for authorization, issue, receipt, surrender, withdrawal and accountability pertaining to identification, badges, cards and passes: Heads of Primary Level Field Activities (PLFAs) of the Defense Logistics Agency (DLA).

Categories of individuals covered by the system:

DLA civilian and military personnel, contractor employees, and other individuals granted or denied access to DLA activities and installations.

Categories of records in the system:

Application forms, photographs, letters of debarment, and related papers.

Authority for maintenance of the system:

Section 21 of the Internal Security Act 1950 (Public Law 831, 81st Congress) and Department of Defense (DoD) Directives 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained and used by DLA and DoD security personnel and General Service Administration Protective Service personnel to adequately control access to, and movement on DLA activities and facilities.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and index cards.

Retrievability:

Filed alphabetically by name.

Safeguards:

Records are maintained in areas accessible only to authorized DLA personnel.

Retention and disposal:

Records are destroyed 1 year after termination or transfer of person granted access, except that individual badges, photographs or passes will be destroyed upon revocation, cancellation, or expiration. Records relating to persons barred from a facility will be destroyed 5 years after the person is notified he is barred from an activity or installation.

System manager(s) and address:

Security Officers of PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the appropriate SYSMANAGER.

Record access procedures:

Official mailing addresses of SYSMANAGERS are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

Contesting record procedures:

DLA's rules for contesting contents of records and appealing initial determinations regarding access may be obtained from the SYSMANAGER.

Record source categories:

Individuals applying for identification badge, card, or pass, security personnel, and Commanders who bar persons from access to their activities or installations.

Systems exempted from certain provisions of the act:

None

S161.30DLA-T

System name:

161.30 Motor Vehicle Registration Files

System location:

Decentralized: Documents and records relating to permanent registration of private vehicles to include commercial vehicles: Defense Logistics Agency (DLA) Primary Level Field Activities (PLFA).

Categories of individuals covered by the system:

DLA civilian and military personnel, contractor employees, vendors, and other persons requiring use of private vehicles on DLA activities or facilities.

Categories of records in the system:

Application forms and related papers.

Authority for maintenance of the system:

National Highway Safety Act of 1966 and National Highway Safety Program Standards, which direct such programs as vehicle traffic supervision, periodic motor vehicle inspections, pedestrian safety, police traffic services and records, accident investigation and reporting.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained to provide adequate controls on movement of privately owned motor vehicles on DLA activities and facilities, consistent with safety and applicable traffic regulations. Information is used by DLA Security personnel to ensure that only authorized vehicles enter DLA facilities and activities and that those vehicles carry required liability insurance. Also, to plan for additions or reductions in parking requirements and to be able to identify vehicles and their owners by decal number in the event of emergency or traffic problems.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, application cards, and on some activities logs containing accountability for decals.

Retrievability:

Filed alphabetically by last name and cross-referenced by decal number.

Safeguards:

Records are maintained in areas accessible only to DLA security personnel.

Retention and disposal:

Destroy upon normal expiration or 3 years after revocation of registration.

System manager(s) and address:

Heads of PLFAs which are responsible for the installation on which they are located.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and name of DLA activity at which registration occurred; or if individual is or was a DLA employee, name of employing activity is also required.

Record access procedures:

Official mailing addresses of the SYSMANAGERS are in the Department of Defense Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

DLA rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information provided by the applicant and DLA security personnel

Systems exempted from certain provisions of the act:

None

S161.40DLA-T

System name:

161.40 Vehicle Accident Investigation Files

System location:

Decentralized: Reports, sketches, photographs, alcohol test reports, and related papers concerning traffic accident investigations: Heads of Defense Logistics Agency (DLA) Primary Level Field Activities (PLFA).

Categories of individuals covered by the system:

Any person involved in a vehicle traffic accident on property controlled by DLA or operating a DLA vehicle.

Categories of records in the system:

Reports, sketches, photographs, medical reports and related papers.

Authority for maintenance of the system:

National Highway Safety Act of 1966 and National Highway Safety Program Standards, which direct such programs as vehicle traffic supervision, periodic motor vehicle inspections, pedestrian safety, police traffic services and records, accident investigation and reporting.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained for purposes of accident - cause identification and to formulate accident prevention programs for improvement in traffic patterns and for preparation of statistical reports required by higher authority.

Information is used by:

Security Officers and DLA Police: To determine actions required to correct the cause of the accident.

Safety Officers: (In cases involving personal injury.) To provide verification in processing workmen's compensation cases.

Claims Officers: To determine validity of claims against U.S. Government, when such are filed by a person involved in an accident. Federal Law Enforcement Agencies: (In cases involving fatalities or serious hit and run accidents.) To investigate, identify suspects, and to determine if criminality or criminal negligence was involved.

Medical personnel both government and non-government to make medical determinations about individuals involved in accidents.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, photographs.

Retrievability:

Filed alphabetically by last name of person involved, when known, or by victims name or by police report number in unsolved hit and run cases.

Safeguards:

Records are maintained in areas accessible only to DLA personnel.

Retention and disposal:

Destroy after 2 years, except that documentation pertinent to claims will be maintained for 10 years after final settlement.

System manager(s) and address:

Heads of PLFAs who are responsible for the DLA installation or vehicle involved.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and name of DLA activity at which accident occurred; or if individual is or was a DLA employee, name of employing activity is also required.

Record access procedures:

Official mailing addresses of The SYSMANAGER are in the Department of Defense Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

Contesting record procedures:

DLA's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

DLA, Department of Defense, General Services Administration Police, Federal Law Enforcement Agencies, Medical facilities.

Systems exempted from certain provisions of the act:

None

S161.50DLA-T

System name:

161.50 Traffic Violations File

System location:

Decentralized: Documents relating to traffic citations for moving and non-moving violations, withdrawal of driving privileges and related papers: Defense Logistics Agency (DLA) Primary Level Field Activities (PLFA).

Categories of individuals covered by the system:

All persons who commit a traffic violation on DLA controlled property.

Categories of records in the system:

Traffic tickets, documents relating to withdrawal of driving privileges, and reports of corrective or disciplinary action taken.

Authority for maintenance of the system:

National Highway Safety Act of 1966 and National Highway Safety Program Standards, which direct such programs as vehicle traffic supervision, periodic motor vehicle inspections, pedestrian safety, police traffic services and records, accident investigation and reporting.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained to identify traffic offenders, to enforce applicable traffic regulations and to promote safety. Information is used by:

DLA Security Officers DLA and DoD To identify traffic violations, to enforce applicable traffic regulations, to promote safety and to initiate corrective or disciplinary action against the offenders.

DLA supervisors and managers - to take corrective or disciplinary action against offenders under their supervision.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records, ticket books, card index files.

Retrievability:

Filed alphabetically by last name of the offender, and cross-indexed by ticket number.

Safeguards:

Records are maintained in areas accessible only to DLA personnel.

Retention and disposal:

Destroyed after 2 years.

System manager(s) and address:

Heads of PLFA's which have responsibility for managing traffic on the installation.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and name of DLA activity at which violation occurred; or if individual is or was a DLA employee, name of employing activity is also required.

Record access procedures:

Official mailing addresses of the SYSMANAGER are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

DLA, DoD Security Police and traffic offenders.

Systems exempted from certain provisions of the act:

None

S161.60DLA-T

System name:

161.60 Seizure and Disposition of Property Records

System location:

Decentralized - Documents pertaining to acquisition, storage and disposition of contraband and physical evidence: Defense Logistics Agency (DLA), Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

Any person identified on DLA controlled property, as being in possession of contraband or physical evidence connected with criminal offense.

Categories of records in the system:

Receipts, chain of custody documents, release, and disposition or destruction certificates.

Authority for maintenance of the system:

Section 21 of the Internal Security Act 1950 (Public Law 831, 81st Congress) and Department of Defense (DoD) Directives 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained and used by DLA security personnel to provide accountability for confiscated contraband and acquired physical evidence. To maintain chain of custody on evidence for presentation in court in cases requiring criminal prosecution. Information will be provided to local, state, and federal law enforcement agencies and courts of competent jurisdiction when criminal action is being taken.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper files and property logs.

Retrievability:

Filed by property log number, and last name, if a person has been identified in the particular case; by incident number if property was found on the premises or recovered from a crime scene.

Safeguards:

Records are maintained in areas accessible only to DLA personnel.

Retention and disposal:

Destroy 3 years after final action on or disposition of the property and responsibility therefore has been appropriately terminated.

System manager(s) and address:

Heads of PLFAs who are responsible for investigating suspected criminal acts.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER.

Record access procedures:

Official mailing addresses of the SYSMANAGER are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

Contesting record procedures:

DLA's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individuals involved, security personnel, local, state and Federal Law Enforcement Agencies and DoD investigative agencies providing support to DLA.

Systems exempted from certain provisions of the act:

None

S161.70DLA-T

System name:

161.70 Firearms Registration Records

System location:

Decentralized - Firearms registration forms: Defense Logistics Agency (DLA), Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

Civilian and military personnel having privately owned firearms and occupying quarters on DLA controlled activities or facilities.

Categories of records in the system:

Firearms registration forms, and other documents relating to registration of privately owned firearms.

Authority for maintenance of the system:

Section 21 of the Internal Security Act 1950 (Public Law 831, 81st Congress) and Department of Defense DoD Directives 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used by DLA Security personnel to ensure proper maintenance and safekeeping of privately owned weapons by personnel residing on DLA controlled premises. Records are also used to identify the owner of a particular weapon by DoD security personnel, local, state, and federal law enforcement agencies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of the owner of the firearm.

Safeguards:

Records are maintained in areas accessible only to DLA personnel.

Retention and disposal:

Destroy 6 months after cancellation of registration or departure of the registrant from the jurisdiction of the registering activity.

System manager(s) and address:

Heads of PLFAs who are responsible for base housing on a DLA installation.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and identity of DLA installation upon which he resided.

Record access procedures:

Official mailing addresses of SYSMANAGER are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

Contesting record procedures:

DLA's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Persons registering firearms, and DLA security personnel.

Systems exempted from certain provisions of the act:

None

S162.60DLA-T

System name:

162.60 Police Force Records

System location:

Decentralized - Documents relating to the operation and use of security police: Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

DLA Security Police personnel.

Categories of records in the system:

Documents relating to operation and use of police, security clearances, weapons qualification, training, uniforms, weapons, shift assignments and related papers.

Authority for maintenance of the system:

Section 21 of the Internal Security Act 1950 (Public Law 831, 81st Congress) and Department of Defense (DoD) Directives 5200.8 and 5105.22 which assign to the Director, DLA the responsibility for protection of property and facilities under his control.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained and used by DLA Security Officers and Police Supervisors to maintain control of property, weapons and ammunition; to ensure proper training; to develop schedules and procedures to improve efficiency. Records are used to determine if an individual is qualified in the use of firearms and if he has a security clearance which would authorize him to handle classified information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, weapon cards, and property receipts.

Retrievability:

Filed in alphabetical order by name.

Safeguards:

Records are maintained in areas accessible only to DLA security supervisory personnel.

Retention and disposal:

Destroy after 5 years or when superseded or obsolete, as applicable.

System manager(s) and address:

Heads of PLFAs who are responsible for the operation of base or facility security forces.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER.

Record access procedures:

Official mailing addresses of the SYSMANAGERS are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

Contesting record procedures:

DLA's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

DLA Security Officers and Security Police personnel.

Systems exempted from certain provisions of the act:

None

S214.10DCRN-MA

System name:

214.10 Emergency Transportation of Essential Personnel

System location:

Plans and Analysis Division, Office of Planning and Management, Defense Contract Administration Services Region, New York (DCASR, N.Y.)

Categories of individuals covered by the system:

Essential civilian and military personnel assigned to Headquarters DCASR, N.Y. and HQ Defense Contract Administration Services District, New York (DCASD, N.Y.) who would require transportation to their duty station in the event of a disruption of public transportation in New York City caused by any reason.

Categories of records in the system:

Data pertaining to designated essential personnel which includes: full name, organization of assignment, home address, Postal Zone Improvement Plan (ZIP) Code, home and office telephone numbers, indication of ownership of a private vehicle, indication of possession of a valid State drivers license, indication of possession of a valid United States (US) government drivers license, indication of whether an individual would or would not drive their privately owned vehicle in a car pool, indication whether an individual would or would not drive a US government vehicle in a car pool, indication of individual's normal means of transportation to their duty station.

Authority for maintenance of the system:

Executive Order 11490, Assigning Emergency Preparedness Functions to Federal Departments and Agencies, directs departments and agencies of the Federal Government to develop such plans as may be necessary to assure that it will be able to perform its essential functions in any emergency. Department of Defense Directive 3020.26 directs Department of Defense (DoD) components to 'prepare a Continuity of Operations Plan (COOP) in implementation of this directive.'

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The data is maintained and used for the purpose of determining, in a transportation disruption situation, how to accommodate essential

personnel assigned to HQ DCASR-NY, and HQ DCASD-NY as concerns supplying them, or directing them to sources of transportation which will enable them to report to their duty station for the purpose of conducting essential agency business.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Data is on computer magnetic tape.

**Retrievability:**

Data is retrieved by entering User number, program name, and identification number assigned each designated essential individual. Computerized indices are utilized.

**Safeguards:**

Records can only be accessed by agency personnel.

**Retention and disposal:**

Records are destroyed when obsolete, superseded or no longer required for planning or emergency purposes.

**System manager(s) and address:**

Chief, Plans and Analysis Division, Office of Planning and Management, DCASR-NY

**Notification procedure:**

Written or personnel requests for information may be directed to the SYSMANAGER. Individual must provide full name and organization assignment.

**Record access procedures:**

Official mailing address is in the DoD Directory in the appendix to the DLA systems notice.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Individual's supervisor.

**Systems exempted from certain provisions of the act:**

None

## S214.20DLA-L

**System name:**

214.20 Emergency Assignment and Training Records

**System location:**

Headquarters Defense Logistics Agency (DLA) and all DLA field activities.

**Categories of individuals covered by the system:**

Present DLA civilian/military personnel who have volunteered for, or been designated to perform, some duty or assignment in time of emergency that is not regularly included in their present duties. Former personnel who have recently left the activity may also be included to the extent that the records have not yet been purged of their names.

**Categories of records in the system:**

Individuals' names, grades, organizational locations, titles, office and residential phone numbers, training as pertaining to emergency duties, security clearance, experience in performing emergency duties, authority to operate Government vehicles, emergency assignment, agreement to perform emergency duties, and similar information related to the emergency assignment.

**Authority for maintenance of the system:**

50 U.S.C., 402 through 405, National Security Act of 1947; 50 U.S.C., App. 2251, Federal Civil Defense Act of 1950; E.O. 10952, Assigning Civil Defense Responsibilities to the Secretary of Defense, EO 11490, Assigning Emergency Preparedness Functions to Federal Departments and Agencies

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The records are used by the management and supervisory personnel of DLA in the day-to-day planning and management of emergency actions. These include the war and emergency support plan, staffing of fallout shelters, physical security of the post or other premises, and similar purposes. The use might involve emergencies of both a civil or military nature, in time of peace or war, and would also include natural as well as man-made disasters.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records and card files.

**Retrievability:**

Accessed by organization, type of emergency assignment, or individual name.

**Safeguards:**

Maintained in areas accessible only to authorized DLA management and staff, and afforded appropriate protection at all times.

**Retention and disposal:**

Continuous updating/purging to reflect current information.

**System manager(s) and address:**

Chief, Military Plans Division, HQ DLA; and commanders, DLA Primary Level Field Activities and subordinate field activities.

**Notification procedure:**

Written or personal requests should be directed to the SYSMANAGER.

**Record access procedures:**

Individuals should contact SYSMANAGER. Official mailing addresses are in the DoD directory in the appendix to the DLA systems notice. Written requests should include the requestor's full name, job title and name of organization where employed or formerly employed. For personal visits, employee should be able to provide some acceptable identification such as driver's license or employee identification badge.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Information contained in the system is obtained from the employee, official personnel records, and present and former supervisors.

**Systems exempted from certain provisions of the act:**

None.

## S233.10DLA-K

**System name:**

233.10 Work Assignment, Performance and Productivity Records and Reporting Systems

**System location:**

Immediate supervisor and other appropriate supervisory and management levels within the individual primary level field activities of the Defense Logistics Agency (DLA) or of the DLA Headquarters. Some or all of the records listed may or may not be kept by any particular supervisor or at any particular organizational level.

**Categories of individuals covered by the system:**

Employees of organizational segments for which such records are kept or former such employees.

**Categories of records in the system:**

Descriptions of individual assignments, target dates, progress against targets, hours expended against particular assignments or categories of assignments, cost accounting codes and similar workload data, including such matters as number of contracts or projects assigned and description of assignments.

**Authority for maintenance of the system:**

Chapter 33, Title 5, United States Code, 5 U.S.C. 301,302.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The information is used by the employee's immediate supervisor and other appropriate management officials to record and make reports on individual work assignments and the amount of effort devoted to each assignment. The information is used to schedule work, make progress reports and supervise and control workload. It is used to assure that workload is equitably assigned and to determine which employees have performed which categories of assignment in order to determine the experience for assignment of new work or for resolving problems, such as those related to a particular item or a particular contract. The data may also be used to evaluate individual and group performance.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders or binders and file index cards.

**Retrievability:**

Retrievable by employee's name, although records may be filed chronologically or by type of assignment.

Safeguards:

Records are maintained in file cabinets and are accessible to authorized agency personnel only.

Retention and disposal:

Records are retained so long as the employee is engaged in the same work in the same organizational segment, but, in no case, longer than 5 years. Records are destroyed when employees leave the job or the organizational unit, or 5 years have elapsed.

System manager(s) and address:

The Commander, DLA Primary Level Field Activities.

Notification procedure:

Individual inquiries as to what work assignment records are maintained regarding a given person should be directed to the immediate or second line supervisor.

Record access procedures:

Personal or written requests for the content of the record should be addressed to the first or second line supervisor. Written requests for information may, however, be addressed to the SYSMANAGER and should identify the employee by name and organizational segment. Official mailing addresses of the SYSMANAGER are in the Department of Defense directory in the appendix to the DLA systems notice. For personal visits to the SYSMANAGER, the individual should provide some acceptable identification, such as activity identification card or driver's license.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Employee's supervisors or team leaders.

Systems exempted from certain provisions of the act:

None

S233.20DLA-L

System name:

233.20 Data Processing Project Control Assignment and Machine Utilization

System location:

System may exist at all Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs), Data Systems Automation Office (DSAO) and Systems Division, Assistant Director Plans, Programs, and Systems, Headquarters DLA.

Categories of individuals covered by the system:

This system may contain information pertaining to all civilian personnel assigned to or performing duties in a DLA data processing organization.

Categories of records in the system:

The basic records within the system contain information on the work performed by personnel. This may include total number of hours worked on a project with an expected completion date. On operational projects, personnel time may be accumulated to show the amount of time spent on a particular project. This information can be for a specific incident, week or month. Also data on equipment usage and volume of production.

Authority for maintenance of the system:

40 U.S.C., Sec F 59, Procurement, Maintenance, Operation, and Utilization of Automatic Data Processing Equipment

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

These reports are used for the internal management of the Automated Data Processing (ADP) Divisions' resources, both for personnel and equipment usage. They are used to evaluate progress on uncompleted projects, work accomplished on an accumulated basis and may be used in forecasting the capability for acceptance for additional work projects, and in evaluating individual job performance.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The basic updated data is contained on computer reading-storage media and printouts.

Retrievability:

Information may be retrieved by employee number, name, day and work project or equipment type.

Safeguards:

Records are filed in an area accessible only by DLA personnel.

Retention and disposal:

Retain five years or when obsolete.

System manager(s) and address:

Chief of Data Processing, DLA PLFAs; Chief of DSAO; and Chief of Systems Division, Assistant Director Plans, Programs, and Systems, Headquarters, DLA.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and the month or months in which the individual engaged in data processing work. Official mailing addresses are contained in the Department of Defense directory in the appendix to the DLA systems notice.

Record access procedures:

Individual may contact SYSMANAGER for access procedure.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individuals assigned to the data processing organization.

Systems exempted from certain provisions of the act:

None

S243.30DLA-K

System name:

243.30 Complaints

System location:

Staff Director, Civilian Personnel, Headquarters Defense Logistics Agency (HQ DLA), and primary level field activities (PLFAs).

Categories of individuals covered by the system:

DLA Civilian and military personnel, and former personnel, contractor employees, union spokesmen, and other individuals and organizations who have presented complaints to the President, Members of Congress, Secretary of Defense, Director of Defense Logistics Agency (DLA), or other offical which have been referred to Staff Director of Civilian Personnel, Headquarters DLA, for response, action or information.

Categories of records in the system:

Case files concern complaints to the President, Members of Congress, Secretary of Defense, Director of Defense Logistics Agency and Staff Director for Civilian Personnel, Headquarters Defense Logistics Agency. These include letters, telegrams, reports, statements of witnesses, input from staff elements and field activities, and related and supporting papers regarding specific complaint.

Authority for maintenance of the system:

5U.S.C. 552; E.O. 11491; Department of Defense Directive 5400.4, 20 February 1971 and titled: Provision of Information to Congress; and Department of Defense Directive 5105.22, titled: Defense Logistics Agency.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose: Information is collected in order to base reply to complaint and to determine need for, and course of action to be taken regarding complaint.

Information is used by: Agency Director and staff, field Commanders, Managers and supervisors in replying to additional inquiries and for bringing to attention of higher level Management, when appropriate.

Information is used by complainant for his own purpose. Information is furnished to individuals or organizations who wrote to DLA on behalf of the complainant and who use it to respond to the complainant, or for other related purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and a log book.

Retrievability:

Complaints to the President and Members of Congress are filed alphabetically by last name of individual or employee or by DLA activity name. Employee group complaints are filed under the activity where originated. Union or Civil Rights organization complaints, complaints to the Secretary of Defense and to the Director of DLA are filed under complaints in one folder, or by activity name.

Individuals can be located within activity files.

Safeguards:

Records are maintained in locked filing cabinets in areas accessible only to Agency personnel.

Retention and disposal:

Records are retained in active file until end of calendar year and held one to three additional years in inactive file and subsequently retired to Federal Records Center. After a total of ten years records are destroyed.

System manager(s) and address:

Staff Director, Civilian Personnel, HQ DLA, and Civilian Personnel Officers, PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name, the name of any DLA activity involved, and general nature of complaint individual believes to be filed in this system.

Record access procedures:

Written requests for information should be addressed to the SYSMANAGER and contain the full name, current address and telephone number of the individual, and the general nature of complaint individual believes to be filed in this system. For personal visits, individual should also be able to provide some acceptable identification, that is, drivers license, work identification card, and give some verbal information that could be verified with his case folder.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Employee's supervisors, civilian personnel office of employee's activity, U.S. Civil Service Commission, Agency staff elements, other Federal Agencies, DLA activities or other parties that may have information pertinent to specific complaint, or an interest in the complaint.

Systems exempted from certain provisions of the act:

None

## S252.50 DLA-G

System name:

252.50 Claims & Litigation, other than Contractual

System location:

Primary System—Case files on claims or potential claims against the Government, law suits and potential law suits arising from the non-contractual operation of the Defense Logistics Agency (DLA); Office of Counsel, Headquarters, DLA. Decentralized segments—corresponding files at Offices of Counsel, DLA Field Activities.

Categories of individuals covered by the system:

Employees, groups of employees, members of the general public and public interest organizations.

Categories of records in the system:

Letters from individuals and/or other attorneys, Agency or other investigative reports, witness statements, complaints, pleadings and other court documents, litigation reports, working papers and drafts; documentary and physical evidence.

Authority for maintenance of the system:

These files are created and maintained pursuant to the direction of the Attorney General of the United States under the authority contained in Chapter 31, Title 28, of the United States Code, The Attorney General.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used in settlement of claims or lawsuits. Information is used in the defense and prosecution of law suits involving DLA. Information is used by Government attorneys in this Agency, individual claimants or litigants or their representatives, the Department of Defense, the Department of Justice, and other Executive agencies as appropriate and the General Accounting Office in the conduct of litigation and administrative settlement of claims.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and/or card index files.

Retrievability:

Filed alphabetically by the name of the litigant and/or by year.

Safeguards:

Records are maintained in areas accessible only to Agency personnel.

Retention and disposal:

Files are destroyed ten years after final disposition of claim.

System manager(s) and address:

Counsel, Headquarters, DLA; Counsel, DLA Field Activities

Notification procedure:

Written requests for information shall be directed to the SYSMANAGER. Request must contain name of litigant, year of incident, and should contain court case number in order to insure proper retrieval in those situations where a single litigant has more than one case with the Agency.

Record access procedures:

Official mailing addresses are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone number of the individual.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination may be obtained from the SYSMANAGER.

Record source categories:

Agency investigation and legal discovery under the Federal Rules of Civil Procedure.

Systems exempted from certain provisions of the act:

None

## S253.10 DLA-G

System name:

253.10 Invention Disclosures

System location:

Files of Patent Counsel, Defense Logistics Agency, DLA-G

Categories of individuals covered by the system:

Employees and military personnel assigned to DLA who have submitted invention disclosures to DLA-G

Categories of records in the system:

Files documenting invention disclosures and investigation as to patentability thereof.

Authority for maintenance of the system:

E.O. 10096, Jan. 23, 1950 as amended by E.O. 10930, Mar. 24, 1961 Defense Logistics Procurement Regulation, 9-000.50.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by DLA Patent Counsel for determinations regarding acquisition of patents and rights of inventors. Information may be referred to other Government agencies or to non-Government personnel (including contractors or prospective contractors) having an identified interest in a particular invention and the Government's rights therein.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and card index files.

Retrievability:

Filed by names of inventors.

Safeguards:

Accessible only to DLA personnel.

Retention and disposal:

Destroyed 26 years after file is closed.

System manager(s) and address:

Counsel, DLA-G.

Notification procedure:

Direct information requests to SYSMANAGER.

Record access procedures:

Official mailing address of the SYSMANAGER IS Office of Counsel, Defense Logistics Agency. Written requests should include full name, current address and telephone numbers of requestor. For personal visits, each individual shall provide acceptable identification, e.g., driver's license or identification card.

Contesting record procedures:

This Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

DLA Patent Counsel's investigation of published and unpublished records and files both within and without the Government, consultation with Government and non-Government personnel, information from other Government agencies and information submitted by Government officials or other persons having a direct interest in the subject matter of the file.

Systems exempted from certain provisions of the act:

None

S253.30DLA-G I

System name:

253.30 Royalties

System location:

Files of Patent Counsel, Defense Logistics Agency DLA-G

Categories of individuals covered by the system:

Individuals and firms to whom patent royalties are paid by Defense Logistics Agency contractors

Categories of records in the system:

Reports from DLA procurement centers of patent royalties submitted pursuant to Armed Services Procurement Regulation under Report (ASPR) forwarded to Defnse Logistics Agency Headquarters, Office of Council for approval, and included in pricing of respectiye contracts.

Authority for maintenance of the system:

10 U.S. Code 2304(g) DLPR 9-110 ASPR 9-110;

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Review by DLA Patent Counsel for approval of royalties on continuing basis. Information may be referred to other Government agencies or to non-Government personnel (including contractors or prospective contractors) having an identified interest in the allowance of royalties on DLA contracts.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and card index files.

Retrievability:

Filed by patent number. From numbers, names of inventors and patent owners are retrievable.

Safeguards:

Accessible only to DLA personnel.

Retention and disposal:

Destroyed after 26 years.

System manager(s) and address:

Counsel, DLA-G.

Notification procedure:

Direct information requests to SYSMANAGER.

Record access procedures:

Official mailing address of the SYSMANAGER IS Office of Counsel, Defense Logistics Agency. Written requests should include full name, current address and telephone numbers of requestor. For personal visits, each individual shall provide acceptable identification, e.g., driver's license or identification card.

Contesting record procedures:

This Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

DLA Patent Counsel's investigation of published and unpublished records and files both within and without the Government, consultation with Government and non-Government personnel, information from other Government agencies and information submitted by Government officials or other persons having a direct interest in the subject matter of the file.

Systems exempted from certain provisions of the act:

None

S253.30DLA-G 2

System name:

253.30 Patent Licenses and Assignments

System location:

Files of Patent Counsel, Defense Logistics Agency (DLA), DLA-G.

Categories of individuals covered by the system:

Individuals and firms which have granted patent licenses or assignments to DLA.

Categories of records in the system:

Files including patent license and assignment agreements and accounting records indicating basis for Government payment of royalties during life of agreements.

Authority for maintenance of the system:

10 U.S. Code 2386 Armed Services Procurement Regulation (ASPR) 9, Part 4; Defense Logistics Procurement Regulation (DLPR) 9-401.50

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by DLA Patent Counsel for acquisition and administration of patent license and assignment agreements. Information may be referred to other Government agencies or to non-Government personnel (including contractors or prospective contractors) having an identified interest in the potential or actual infringement of particular patents.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and card index files.

Retrievability:

Filed by name of individual or firm granting rights.

Safeguards:

Accessible only to DLA personnel.

Retention and disposal:

Destroyed 26 years after file is closed.

System manager(s) and address:

Counsel, DLA-G.

Notification procedure:

Direct information requests to SYSMANAGER.

Record access procedures:

Official mailing address of the Sysmanager is Office of Counsel, Defense Logistics Agency. Written requests should include full name, current address and telephone numbers of requestor. For personal visits, each individual shall provide acceptable identification, e.g., driver's license or identification card.

Contesting record procedures:

This Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

DLA Patent Counsel's investigation of published and unpublished records and files both within and without the Government, consultation with Government and non-Government personnel, information from other Government agencies and information submitted by Government officials or other persons having a direct interest in the subject matter of the file.

Systems exempted from certain provisions of the act:

None

S253.40DLA-G

System name:

253.40 Patent Infringement.

System location:

Files of Patent Counsel, Defense Logistics Agency, DLA-G

Categories of individuals covered by the system:

Individuals and firms involved in potential or actual claims or litigation against Government for infringement of patents.

Categories of records in the system:

Investigative files relating to patentability and enforceability of asserted patents and procurement of accused items.

Authority for maintenance of the system:

10 U.S.Code 2386; U.S.Code 2356; 28 U.S.Code 520; 28 U.S.Code 1498; 35 U.S.Code 181-188; and 35 U.S.Code 286. Armed Services Procurement Regulation (ASPR)9, Part 4; Defense Logistics Procurement Regulation (DLPR) 9-401.50.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by DLA Patent Counsel for action, determinations or recommendations regarding disposition of claims or litigation by DLA, Military Departments or Department of Justice. Information may be

referred to other Government agencies or to non-Government personnel (including contractors or prospective contractors) having an identified interest in the potential or actual infringement of particular patents.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper Records in file folders and card index files.

**Retrievability:**

Filed by name of claimant or litigant.

**Safeguards:**

Accessible only to DLA personnel.

**Retention and disposal:**

Destroyed 26 years after file is closed.

**System manager(s) and address:**

Counsel, DLA-G.

**Notification procedure:**

Direct information requests to Sysmanager.

**Record access procedures:**

Official mailing address of the SYSMANAGER IS Office of Counsel, Defense Logistics Agency. Written requests should include full name, current address and telephone numbers of requestor. For personal visits, each individual shall provide acceptable identification, e.g., driver's license or identification card.

**Contesting record procedures:**

This Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

DLA Patent Counsel's investigation of published and unpublished records and files both within and without the Government, consultation with Government and non-Government personnel, information from other Government agencies and information submitted by Government officials or other persons having a direct interest in the subject matter of the file.

**Systems exempted from certain provisions of the act:**

None

## S255.01 DLA-G

**System name:**

255.01 Fraud & Irregularities

**System location:**

Primary System--Case files on actual or suspected fraud, criminal conduct and antitrust violations which arise from procurement, or the disposal of surplus property, or the administration of contracts by any operation of the Defense Logistics Agency (DLA): OFFICE OF Counsel, Headquarters, DLA. Decentralized segments--corresponding files at Offices of Counsel for field activities

**Categories of individuals covered by the system:**

Any individual or group of individuals or other entity, involved in or suspected of being involved in any fraud, criminal conduct or antitrust violation relating to DLA procurement, property disposal or contract administration.

**Categories of records in the system:**

Investigative reports, complaints, pleadings and other court documents, litigation reports, working papers, documentary and physical evidence, contractor suspensions and debarments.

**Authority for maintenance of the system:**

These files are created and maintained pursuant to the direction of the Attorney General of the United States under the authority contained in Chapters 31 and 32, Title 28, of the United States Code.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information is used in the investigation and prosecution of criminal or civil actions involving fraud, criminal conduct and antitrust violations and is used in determinations to suspend or debar individuals or other entities from DLA procurements and sales.

Information may be referred to and used by Federal investigators and Government attorneys in this Agency, the Department of Defense, the Department of Justice, and other Executive agencies as appropriate.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders and card index files.

**Retrievability:**

Filed alphabetically by the name of the subject individual or other entity.

**Safeguards:**

Records are maintained in areas accessible only to Agency personnel.

**Retention and disposal:**

Records are destroyed ten years after all aspects of the case are closed.

**System manager(s) and address:**

Counsel, Headquarters, DLA; DLA Field Activity Counsels

**Notification procedure:**

Written requests for information shall be directed to the SYSMANAGER. Requests must contain name of subject and sufficient identification of the incident in order to insure correct retrieval.

**Record access procedures:**

Official mailing addresses are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone number of the individual.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the Sysmanager.

**Record source categories:**

Federal, State and local investigative agencies; other federal agencies; DLA employees; and individuals.

**Systems exempted from certain provisions of the act:**

None

## S257.10 DLA-G

**System name:**

257.10 Standards of Conduct

**System location:**

Decentralized system--Office of Counsel, Headquarters, Defense Logistics Agency, DLA-G, Standard of Conduct Certification for personnel of Headquarters Counsel's Office, investigated incidents of violation of standards of conduct by Headquarters, DLA employees, reports by DLA field activities of violations of standards of conduct and Statements of Employment and Financial Interests (DD 1555) on Headquarters, DLA employees and Commanders, Deputy Commanders, and Counsels of Primary Level Field Activities (PLFAs). Other DD 1555s required in the PLFA and initial reports of violations of standards of conduct on PLFA employees are maintained at the DLA Field Activity Office of Counsel Standard of Conduct Certifications are maintained in each Headquarters and PLFA Primary Staff Elements

**Categories of individuals covered by the system:**

Includes DLA employees, General Schedule 13s and above, and Lieutenant Colonel, Commander and above, involved in approving awards for contracts or contractor audits (Defense Logistics Agency Regulation 5500.1, Standards of Conduct Regulations) or any employee of DLA involved in potential violation of standards of conduct, e.g., acceptance of gratuities, conflict of interests.

**Categories of records in the system:**

Includes semi-annual certification that Standard of Conduct Regulations have been read, may include DD Form 1555s or allegation of a violation of standards of conduct, investigatory reports by the Government, recommendations and determinations as to whether a violation of the standards of conduct occurred and what sanction may be appropriate and/or was imposed.

**Authority for maintenance of the system:**

Executive Order 11222 prescribing standards of ethical conduct for Government officers and employees.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information is used by Counsel's Office in making determinations to preclude Government employees involved in procurement or contractor audit decisions from making determinations in areas where such decisions might be or appear to be in conflict with personal interests. Information is used by Counsel's Office for the purpose of determining if DLA personnel are observing the highest standards of business ethics. Records may be referred to the Department of Justice for possible use in prosecution action or forwarded to Director, DLA or DLA Field Activity Commanders for appropriate action

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Records are retrievable by surname of employee or by date.

Safeguards:

Records are retained in areas accessible only to authorized personnel in Office of Counsel or others as determined by Counsel, DLA. DD Forms 1555 are retained in locked file cabinets.

Retention and disposal:

Incidents of violation of standards of conduct, indefinitely; DD 1555s, until employee leaves employment of DLA.

System manager(s) and address:

Office of Counsel, Headquarters, Defense Logistics Agency DLA-G; Counsel, PLFA.

Notification procedure:

Requests for information should be addressed to the SYSMANAGER. Individual requesting information should state name, subject matter of information requested, and date of form or (alleged) violation.

Record access procedures:

SYSMANAGER can provide assistance. Official mailing address is in the DoD Directory in the appendix to the DLA Systems Notice.

Contesting record procedures:

The Agency's rules for contesting contents may be obtained from the SYSMANAGER.

Record source categories:

Individuals, other employees, and non-employees having knowledge of the alleged violation of the standards of conduct.

Systems exempted from certain provisions of the act:

None

S259.05DLA-G

System name:

259.05 Legal Assistance

System location:

Decentralized System at Office of Counsel, Headquarters, Defense Logistics Agency, and at Primary Level Field Activites (PLFAs).

Categories of individuals covered by the system:

Authorized military personnel and dependants who have requested legal assistance.

Categories of records in the system:

Wills, Powers of Attorney and other legal documents prepared in response to requests for legal advice. Also background information supplied by requester to prepare the documents.

Authority for maintenance of the system:

5 USC 301, 302.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Documents are used to provide copies for individuals requesting the assistance, their representative or where otherwise appropiate members of their immediate families. Documents may also be used as models or examples for preparing future documents.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and/or card files.

Retrievability:

Filed by surname of requester.

Safeguards:

Attorney operating folders are kept in a file cabinet or other storage devises accessible only to authorized personnel of the Office of Counsel or as determined by Counsel.

Retention and disposal:

Destroy 2 years after completion of case, except documents withdrawn for use as precedents may by held by topics until no longer required for references purposes.

System manager(s) and address:

Office of Counsel, Defense Logistics Agency, DLA-G, and Offices of Counsel, PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and, if appropriate, date assistance was requested.

Record access procedures:

The agency's rules for access to records by the individual concerned may be obtained from the SYSMANAGER.

Contesting record procedures:

The Agency's rules for contesting contents and applealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Individual requesting Assistance Systems exempted from certain provisions of the Act: None.

Systems exempted from certain provisions of the act:

None

S270.10DLA-K

System name:

270.10Request for Assistance and Information

System location:

Staff Director, Civilian Personnel, Headquarters Defense Logistics Agency (HQ DLA), and primary level field activities (PLFAs).

Categories of individuals covered by the system:

Civilian and military personnel, former employees, contractor employees, attorneys, and other individuals or organizations who have requested assistance and information from the President, Members of Congress, Secretary of Defense, Director of Defense Logistics Agency (DLA) or other officals, which have been referred to the Staff Director, Civilian Personnel, Headquarters DLA, for response, action or information.

Categories of records in the system:

Case files include requests for assistance and information to the President, Members of Congress, Secretary of Defense, Director of Defense Logistics Agency and Staff Director for Civilian Personnel, HQ DLA These include letters, responses, reports statements and papers related to basic request.

Authority for maintenance of the system:

5 USC 552, Public Information Department of Defense Directive 5400.4, 20 Februrary 1971 and titled: Provisions of Information to Congress and Department of Defense Directive 5105.22, titled: Defense Logistics Agency.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose: Information is maintained for replying to additional inquiries and as background for similar situations, and for determining appropriate course of action.

Information is used by: Agency Director and his staff, field Commanders, managers and supervisors for determining areas needing additional emphasis or corrective action to clarify misunderstandings, adjust inadequacies, and solve or prevent problems. Members of Congress, U. S. Civil Service Commission, and other Federal Agencies, attorneys, Civil Rights organizations, and parties involved in Veteran's benefits and training and other matters affecting DLA employees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and log book.

Retrievability:

Alphabetically by last name of individual involved with or requesting information and assistance, or by DLA field activity name, when requests are from groups.

Safeguards:

Records are maintained in locked filing cabinets in areas accessible only to Agency personnel.

Retention and disposal:

Records are retained in active file until end of calendar year, held one to three additional years in an inactive file, and subsequently are destroyed.

System manager(s) and address:

Staff Director, Civilian Personnel, HQ DLA; Civilian Personnel Officers, PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name, the name of any DLA activity that is involved, and the general nature of the

request for assistance or information individual believes may be filed in this system.

Record access procedures:

Written requests for information should be addressed to the SYSMANAGER and contain the full name, current address and telephone number of the individual, the name of any DLA activity involved, and the general nature of the request for assistance or information individual believes may be filed in this system. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, work identification card, and give some verbal information that could be verified with his case folder.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Employee's supervisors, civilian personnel office of employee's activity, U. S. Civil Service Commission, Federal Agencies involved and other persons or organizations that could assist in final solution of the matter.

Systems exempted from certain provisions of the act:

None

S270.30DLA-B

System name:

270.30 Biography File

System location:

Office of the Special Assistant for Public Affairs, Headquarters Defense Logistics Agency (DLA) and Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

Civilian and military personnel currently and formerly assigned to DLA and other persons affiliated with DLA and the Department of Defense (DoD).

Categories of records in the system:

Biographical information provided by the individual.

Authority for maintenance of the system:

5 U.S.C, Sec 301, 302

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained as background material for news and feature articles covering activities, assignments, retirements, and reassignments of key DLA commanders and executives, annual visits or other activities by persons affiliated with DLA or DoD. Information is used by DLA public affairs personnel to prepare news and feature articles with the knowledge and consent of the individual concerned.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and/or card index file.

Retrievability:

Filed alphabetically by last name

Safeguards:

Records are maintained in an area accessible only to DLA Public Affairs Office personnel.

Retention and disposal:

Files are retained in current files area and destroyed 2 years after retirement, transfer or death of DLA personnel or termination of affiliation with DLA or DoD by other persons.

System manager(s) and address:

Special Assistant for Public Affairs, DLA and Public Affairs Officers, PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and employing activity.

Record access procedures:

Official mailing addresses of SYSMANAGER are in the Department of Defense Directory in the appendix to the DLA systems notice. Written request for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is driver's license, or employing office identification.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individuals concerned on a strictly volunteer basis.

Systems exempted from certain provisions of the act:

None

S322.10DLA-LZ

System name:

Defense Manpower Data Center Data Base.

System location:

Primary location: W.R. Church Computer Center, Navy Postgraduate School, Monterey, CA 93940.

Back-up locations for processing: Air Force Data Services Center, Room 1D167, The Pentagon, Washington, D.C. 20330.

U.S. Army Management Systems Support Agency, Room BD972, The Pentagon, Washington, D.C. 20310.

National Military Command Systems Support Center, Room BE685, The Pentagon, Washington, D.C. 20331.

Back-up files maintained at two offices of the Defense Manpower Data Center, Seventh Floor, 300 N. Washington St., Alexandria, VA 22314 and 2nd Floor, 550 Camino El Estero, Monterey, CA 93940.

Selected historic files are maintained at Air Force Data Services Center, Room 1D167, The Pentagon, Washington, D.C. pursuant to court order in IBM anti-trust case. These files will be withdrawn from current location when legally permissible.

Decentralized segments-military personnel research centers, and military personnel centers of the services; selected civilian contractors with research contracts in manpower area; other Federal agencies.

Categories of individuals covered by the system:

All officer and enlisted personnel who served on active duty from July 1, 1968 and later; or who have been a member of a reserve component since July 1975; or are retired military; participants in Project 100,000 and Project Transition and the evaluation control groups for these programs; all individuals examined to determine eligibility for military service at an Armed Forces Entrance and Examining Station from July 1, 1970, and later; DoD civilian employees or civiliian employees separated since January 1, 1971; all veterans who have utilized Vietnam-era GI Bill education and training entitlements, who visited a State Employment Service office since July 1,1971, or who participated in a Department of Labor special training program since July 1, 1971; all individuals who ever participated in an educational program sponsored by the U.S. Armed Forces Institute, all individuals who participated in the Armed Forces Vocational Aptitude Testing Programs at the high school level since September 1969, individuals who responded to various paid advertising campaigns seeking enlistment information since July 1, 1973; participants in the DHEW, Office of Education and Longitudinal Survey, individuals responding to Recruiting Advertisements since January 1978.

Categories of records in the system:

Name, Service Number, Selective Service Number, Social Security Account Number, demographic information such as home town, age, sex, race, and educational level; civilian occupational information, military personnel information such as rank, length of service, military occupation; aptitude scores, post-service education, training, and employment information for veterans; participation in various in-service education and training programs, military hospitalization records.

Authority for maintenance of the system:

10 U.S.C. 136.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the system of records is to provide a longitudinal statistical analysis capability for assessing military manpower trends and evaluation programs impacting of military personnel, potential enlistees, and veterans.

Defense Manpower Data Center-used to analyze accession patterns and trends, promotion and occupation patterns and trends, loss patterns and trends, qualification rates, effectiveness of recruiting programs, participation in education and training programs, force characteristics, post-service experiences of veterans, evaluation of military special pays and bonuses; evaluation of special programs affecting military personnel; to select sample population for surveys; to provide statistical data to OMB, GAO, the Military Services, DoD

civilian contractors, educational institutions and other Federal agencies.

Personnel Research and Personnel Management activities of the Military Services-uses are same as those specified above.

Veterans Administration, Management Sciences Staff, Reports and Statistics Service, Office of the Comptroller-used to select sample for surveys asking veterans about the use of veterans benefits and satisfaction with VA services, and to validate eligibility for VA benefits.

Office of Research and Statistics, Social Security Administration-used for statistical analyses of impact of military service and use of GI Bill benefits on long term earning.

DoD Civilian Contractors-used by contractors preforming research on manpower problems for statistical analyses.

Aggregate data and/or individual records contained in the record system may be transferred to other Federal agencies having legitimate use for such information and applying appropriate safeguards to protect data so provided.

Records may be disclosed to the Civil Service Commission concerning pay, benefits, retirement deductions; and other information necessary for the Commission to carry out its Government-wide personnel management functions.

Any record contained in the system of records may be transferred to any other component of the Department of Defense having the need-to-know in the performance of official business.

Name and address information of former military personnel obtained from the Veterans Administration or the Military Department may be released to a number of DoD Components for use in attempting to recruit and reenlist prior service personnel through direct contact methods. These components are as follows: U.S. Army Recruiting Command; U.S. Army Forces Command; Navy Recruiting Command: Chief of Naval Personnel; Chief of Naval Reserve; U.S. Air Force Recruiting Service; U.S. Air Force Tactical Air Command; Headquarters Air Force Reserve; National Guard Bureau; Headquarters, U.S. Marine Corps; District Directors, U.S. Marine Corps; Commanding General, 4th Marine Division; Commanding General, 4th Marine Air Wing: Commandant, U.S. Coast Guard.

Information on the name, rank, social security accounting number, duty station, birth date, retirement date, and retirement annuity may be disclosed to the Department of Health, Education, and Welfare (DHEW) for the following purposes:

To the Office of Education, DHEW, for the purpose of identifying individuals who appear to be in default on their guaranteed student loans so as to permit the DHEW to take action, where appropriate, to accelerate recoveries of defaulted loans.

To the Bureau of Supplemental Security Income, Social Security Administration, DHEW, in order to verify and adjust as necessary payments made to active and retired military members under the supplemental security income program.

To the Office of the Inspector General, DHEW, for the purpose of identifying and investigating DOD employees (military and civilian) who may be improperly receiving funds under the Aid for Families of Dependent Children (AFDC) program.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic computer tape.

Retrievability:

Retrievable by name, SSAN, age, occupation, or any other data element contained in system.

Safeguards:

Primary location-at W.R. Church Computer Center, tapes are stored in a locked cage in machine room, which is a controlled access area; tapes can be physically accessed only by computer center personnel and can be mounted for processing only if the appropriate security code is provided.

At back-up locations in Alexandria, VA and Monterey, CA tapes are stored in rooms protected with cypher locks, buildings are locked after hours, and only properly cleared and authorized personnel have access.

The Air Force Data Services Center, the U.S. Army Management Systems Support Agency, and the National Command Systems Support Center are all TOP SECRET facilities.

Retention and disposal:

Files constitute a historical data base and are permanent.

System manager(s) and address:

Deputy Chief, Defense Manpower Data Center (DMDC), 550 Camino El Estero, Monterey, CA 93940.

Notification procedure:

Information may be obtained from: Deputy Chief, Defense Manpower Data Center, 550 Camino El Estero, Montery, CA 93940. Telephone: Area Code 408/646-2951.

Record access procedures:

Requests from individuals should be addressed to Deputy Chief, Defense Manpower Data Center (DMDC), 550 Camino El Estero, Montery, CA 93940.

Written requests for information should contain the full name, Social Security Account Number, date of birth, and current address and telephone number of the individual.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license, or military or other ID card.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSTEM MANAGER.

Record source categories:

The Military Services, the Veterans Administration, the Office of Education of the Department of HEW, from individuals via survey questionnaires, the Department of Labor, the Civil Service Commission.

Systems exempted from certain provisions of the act:

None

## S322.15 DLA-M

System name:

322.15 Information Military Personnel Records

System location:

Staff Director, Military Personnel, HQ Defense Logistics Agency (DLA), (DLA-M) Heads of Primary Level Field Activities (PLFAs)

Categories of individuals covered by the system:

Active duty and reserve personnel assigned to DLA

Categories of records in the system:

Incident reports, general and special orders, leave slips, qualification records, applications for ID Cards, security clearance, and miscellaneous correspondence.

Authority for maintenance of the system:

10 USC 501 et seq. Personnel, 5USC 302(b) (1)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the records is to accumulate documents relating to the military member while assigned to DLA. The records are used by the Staff Director and his staff and heads of PLFAs and their staff for notification of assignments, career briefs, assignment orders, promotion data, personal data, awards and decorations, training data, recommendations for disciplinary action, review procedures instituted to control incidents, and advising the Director of incidents.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Retained in file folders

Retrievability:

Filed alphabetically by last name.

Safeguards:

Locked in file cabinets within areas accessible only to authorized personnel.

Retention and disposal:

Retained during individuals assignment to DLA and destroyed within 1 year of departure.

System manager(s) and address:

Staff Director, Military Personnel, HQ DLA and Heads of PLFAs

Notification procedure:

The requestor should send a by name request to Staff Director, Military Personnel, HQ DLA and both SYSMANAGER if assigned to a PLFA. The requestor may visit the office of either or both SYSMANAGER's with appropriate identification

Record access procedures:

Contact the SYSMANAGER. Official mailing addresses are in the DoD Directory in the appendix to the DLA systems notice.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Special orders, service records, in/out processing documents, and computer listings.

**Systems exempted from certain provisions of the act:**

None

**S322.20DLA-LZ**

**System name:**

Reenlistment Eligible File (RECRUIT).

**System location:**

W. R. Church Computer Center, Naval Postgraduate School, Monterey, CA 93940.

Back-up file-Department of Defense Manpower Research and Data Analysis Center, 7th Floor, 300 N. Washington St., Alexandria, VA 22314.

Back-up file-Department of Defense Manpower Research and Data Analysis Center, 550 Camino El Estero, Monterey, CA 93940.

**Categories of individuals covered by the system:**

Former enlisted personnel of the military services who separated from active duty during the immediately preceding forty-eight months and who are eligible for immediate reenlistment.

**Categories of records in the system:**

Social Security Account Number, Name, Service, Date of Birth, and Date of Separation.

**Authority for maintenance of the system:**

10 U.S.C. 136

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The purpose of the system is to assist recruiters in reenlisting prior-service personnel.

Department of Defense Manpower Research and Data Analysis Center, used to provide to recruiters in the military service and the Coast Guard information on individuals eligible for immediate reenlistment; for statistical analyses of prior-service reenlistment trends and of demographic characteristics of applicants for reenlistment; such analyses may require merging with other record systems.

Any individual records contained in the system might be transferred to any component of the Department of Defense having a need to know in the performance of official business.

Any record may be disclosed to law enforcement or investigatory authorities for investigation and possible criminal prosecution, civil court action, or regulatory order.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Most recent thirty-six months separation stored on magnetic disc; full forty-eight months stored on magnetic tape.

**Retrievability:**

Retrievable by Social Security Account Number.

**Safeguards:**

DISC File is protected by password access and hard-wire system. Alexandria, Virginia location has tape storage areas in locked room accessible only to authorized personnel; building is locked after hours.

Monterey, California location has tape storage area in locked room accessible only to authorized personnel; building is locked after hours.

Recruiters making telephone inquiries must have valid recruiter identification and call back number.

**Retention and disposal:**

Records more than forty-eight months old are purged from the system.

**System manager(s) and address:**

Director, Manpower Research and Data Analysis Center, 550 Camino El Estero, Monterey, California 93940.

**Notification procedure:**

Information may be obtained from: Manager, RECRUIT system, Manpower Research and Data Analysis Center, 300 N. Washington St., 7th Floor, Alexandria, VA 22314, Telephone: Area Code 703/325-0490.

**Record access procedures:**

Requests from individuals should be addressed to: Manager, RECRUIT System, Manpower Research and Data Analysis Center, 300 N. Washington Street, Alexandria, VA 22314.

Written request for information should contain the full name, current address, telephone number, Social Security Account Number, and date of separation of the individual.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license.

**Contesting record procedures:**

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSTEM MANAGER.

**Record source categories:**

The data contained in the system are obtained from the Army, Navy, Air Force, Marine Corps, and Coast Guard.

**Systems exempted from certain provisions of the act:**

None

**S322.35 DLA-M**

**System name:**

322.35 Officer/Enlisted Evaluation Report File and File Summary

**System location:**

Staff Director, Military Personnel, HQ Defense Logistics Agency (DLA) (DLA-M)

**Categories of individuals covered by the system:**

All military personnel currently assigned to the Defense Logistics Agency (DLA).

**Categories of records in the system:**

The system contains the name, social security number, grade, date of rank, unit of assignment, duty title, career specialty, appraisal of performance, estimate of potential value to the service, and promotion potential.

**Authority for maintenance of the system:**

10 USC 501 et seq. Personnel; 5 USC 302 (b)(1), DoD Directive 5105.22(IX)

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The purpose of the file is to insure that continuous and consistent performance appraisals are prepared for each member. The files and summary are used by the Staff Director, Military Personnel and his staff to review consistency of performance, reliability of information, compliance with parent service terminology and regulations, prejudicial comments, grammar, misleading statements, accuracy of word picture, question abrupt changes in rating, observe trends, establish suspense dates, and statistical data.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic tape and disc, computer printouts, and evaluation reports.

**Retrievability:**

Alphabetically by last name by officer and enlisted personnel.

**Safeguards:**

Maintained in areas accessible only to authorized personnel.

**Retention and disposal:**

The records are destroyed within one year after member departs from DLA

**System manager(s) and address:**

Staff Director, Military Personnel, HQ DLA

**Notification procedure:**

Written requests to the SYSMANAGER will contain the full name, social security number, and address. The requestor may visit the SYSMANAGER'S office and present the appropriate military identification card.

**Record access procedures:**

Contact the SYSMANAGER. Official mailing addresses are in the DoD Directory in the appendix to the DLA systems notice. Written requests will include a notarized statement attesting to the requestor's identity and the statement that 'I understand that knowingly or willingly seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars under the provisions of the Privacy Act of 1974.

**Contesting record procedures:**

The Agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER

**Record source categories:**

Officer/Enlisted Evaluation Report

Systems exempted from certain provisions of the act:

None

S322.45 DLA-M

System name:

322.45 Military Personnel Data Bank System

System location:

Staff Director, Military Personnel, HQ Defense Logistics Agency (DLA) (DLA-M) Heads of Primary Level Field Activities (PLFAs)

Categories of individuals covered by the system:

All military personnel currently assigned to the Defense Logistics Agency (DLA) and history records of those individuals previously assigned.

Categories of records in the system:

The categories of information contained in the system are organization, position, identification grade, service specialty, position title, special requirements, education requirements, geographic location, name, service, temporary date of rank, social security number, duty specialty, permanent grade, permanent date of rank, date assigned, date of rotation, remarks, primary specialty, job related experience, civilian education, military school, skill courses, date of birth, retirement date, separation or expiration of enlistment, and aero rating.

Authority for maintenance of the system:

10 USC 501 et. Seg., Personnel 5 USC S 302(B)(1)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the file is to insure effective personnel/ career management for DLA and DLA military personnel. The printouts are used by the Staff Director and Deputy Staff Director, Military Personnel, the Chief and Assistant Chief, Assignments and Reserve Affairs Division and Staff Specialists of the Division. An extract printout of the specific PLFA is used by the Commander and his personal staff. The data bank is used to prepare the alphabetical roster, rotation roster, colonel roster, listings of specialty codes, service listings, functional listing, and advanced degree listing. These documents are used to accurately report data on the individual and position to which he is assigned, requisition replacements, select assigned personnel for higher level positions, provide assigned strength figures for OSD, and assist individual military personnel in their career management.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape and disc, and computer paper printouts.

Retrievability:

Alphabetically by last name in Alpha Roster. This roster contains coded identification that indicates where the individual is assigned.

Safeguards:

Maintained in areas accessible only to authorized personnel.

Retention and disposal:

Printouts are held for one year and then retired to Federal Records Center. The computer tapes are held for three years and five years and the degaussed.

System manager(s) and address:

Staff Director, Military Personnel, HQ DLA

Notification procedure:

The name of the requestor should be sent to the SYSMANAGER. The requestor may visit the Office of the SYSMANAGER, and present the appropriate military ID Card.

Record access procedures:

Contact the SYSMANAGER. Official mailing addresses are in the DoD Directory in the appendix to the DLA systems notice.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Military Personnel records and Position Distribution Report

Systems exempted from certain provisions of the act:

None

S322.70 DLA-M

System name:

322.70 Reserve Affairs

System location:

Staff Director, Military Personnel, HQ Defense Logistics Agency (DLA) (DLA-M)

Categories of individuals covered by the system:

All Ready Reserve (Army, Air Force and Navy) personnel assigned to DLA Mobilization Designation (Mob Des) positions.

Categories of records in the system:

Individual reference/control card name, grade, SSAN, Service, career specialty, position title, date of birth, commission date, promotion date, release date, security clearance education, home address, & civilian occupation.

Authority for maintenance of the system:

10 USC 501et seq. Personnel 5 USC S 302 (b)(1), DoD Directive 5105.22 (IX).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the card is to have information readily available in the day to day operation of the Reserve Mobilization program. It is used by the Staff Director, his Deputy and the Reserve personnel specialists. Data is used in preparation of personnel actions such as reassignments, classification actions, promotions, scheduling and verifying active duty and inactive duty training

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Vertical card files

Retrievability:

Alphabetically by last name

Safeguards:

Maintained in area accessible only to authorized personnel

Retention and disposal:

Destroyed one year after individual departs DLA

System manager(s) and address:

Staff Director, Military Personnel, HQ DLA

Notification procedure:

The name of the requestor should be sent to the above SYSMANAGER. The requestor may visit the office of the SYSMANAGER and present the appropriate military ID Card.

Record access procedures:

Contact the SYSMANAGER. Official mailing addresses are in the DoD Directory in the appendix to the DLA systems notice

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Data processing output from the Military Services

Systems exempted from certain provisions of the act:

None

S322-35DLA-LZ

System name:

Survey Data Base.

System location:

Primary Location-W.R. Church Computer Center, Naval Postgraduate School, Monterey, California 93940.

Decentralized locations for back-up files-Department of Defense, Manpower Research and Data Analysis Center, 7th Floor, 300 N. Washington St., Alexandria, Virginia 22314 and 2nd Floor, 550 Camino El Estero, Monterey, California 93940.

Categories of individuals covered by the system:

Individuals who selected at random for survey administration and who completed survey forms. Survey data is collected on a periodic basis. Current data were collected at selected Armed Forces Entrance and Examining Stations (AFEES), during September 1974, May 1975, or since January 1975; additional data were collected by Gilbert Youth Organization (civilian contractor) in nation-wide surveys during May or November 1973, or May or November 1974.

Categories of records in the system:

SSAN and responses to survey items dealing with attitudes toward the military.

Authority for maintenance of the system:

10 U.S.C. 136.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of the file is to sample attitudes toward enlistment in the military and determine reasons for enlistment decisions.

Manpower Research and Data Analysis Center-used to analyze trends in enlistment motivation, attitudes toward military service, attractiveness of various enlistment incentives; survey files are linked with military personnel inventory, gain, and loss files to statistically relate survey data to later advancement, attritions, and reenlistment patterns.

Any individual record in the system may be transferred to any component of the Department of Defense having the need to know in the performance of official business.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic Computer Tape

Retrievability:

Records can be retrieved by Service of accession, period of survey, race, sex, education level, or Social Security Account Number.

Safeguards:

Tapes stored at the primary location are kept in a locked storage cage in a controlled access area; tapes stored at the back-up locations are kept in locked storage areas in buildings which are locked after hours.

Retention and disposal:

Records are permanent. Survey answer sheets which are opscanned to create tape are destroyed after tape is created.

System manager(s) and address:

Director, Manpower Research and Data Anaylsis Center, 550 Camino El Estero, Monterey, California 93940.

Notification procedure:

Information may be obtained from: Chief, Market and Survey Research Division, Manpower Research and Data Analysis Center, 300 N. Washington St., 7th Floor, Alexandria, Virginia 22314, Telephone: Area Code 703/325-0490.

Record access procedures:

Requests from individuals should be addressed to: Chief, Market and Survey Research Division, Manpower Research and Data Analysis Center, 300 N. Washington St., Alexandria, VA 22314.

Written requests for information should contain the full name, Social Security Account Number, and current address and telephone number of the individual. In addition, the approximate date and location where the survey was completed should be provided.

For personal visits, the individual should be able to provide some acceptable identification such as driver's license or military or other ID card.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSTEM MANAGER.

Record source categories:

The survey information is provided by the individual; additional data which are linked to survey data as described in the routine uses section, are obtained from the military services.

Systems exempted from certain provisions of the act:

None

## S330.15 DPSC-G

System name:

330.15 Authorization File

System location:

Office of Counsel (DPSC-G) Defense Personnel Support Center Bldg. 12, Wing g 2800 South 20th Street Philadelphia, PA 19101

Categories of individuals covered by the system:

All civilian personnel in the Office of Counsel, DPSC, who have ahd or currently have authorization to act in an officially appointed capacity.

Categories of records in the system:

DD Form 577, copies of special orders appointing individuals in various capacities, requests for special orders, letters and correspondence re various appointments of office personnel, DCTSC Form 1322, 'Delegation of Authority', DPSC directives.

Authority for maintenance of the system:

10 U.S.C. 125 DoD Directive 5105.22

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained for purposes of determining which office personnel have had or currently have authorization to act in an officially appointed capacity. Information is used solely by office managers to insure that delegations of authority are properly handled and to maintain records in which capacity one or more office personnel are empowered to act.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed chronologically

Safeguards:

Records are maintained in a locked file drawer and are accessible only to office personnel.

Retention and disposal:

Records are maintained indefinitely and are reviewed annually to determine if the oldest records are still necessary.

System manager(s) and address:

Associate Counsel, DPSC, Philadelphia, PA

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name, Social Security Account Number and dates of employment at Office of Counsel, DPSC. Individual may visit Office of Counsel, DPSC, to obtain information on whether the system contains records pertaining to that individual.

Record access procedures:

Access may be had through the Office of Counsel, DPSC. Written requests for information should contain the full name, current address and telephone number of the individual. For personal visits, the individual should provide some acceptable identification, i.e., drivers license, employee identification card, etc.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Military personnel, Associate Counsel, DPSC, personnel in Office of Counsel.

Systems exempted from certain provisions of the act:

None

## S330.50DPSC

System name:

330.50 Defense Personnel Support Center (DPSC) Civilian Personnel File

System location:

Office of Civilian Personnel, Management Assistance and Liaison Division, DPSC.

Categories of individuals covered by the system:

All current civilian personnel serviced by DPSC except those working for the Defense Subsistence Regions, the Subsistence Laboratory or the Orthopedic Footwear Clinic.

Categories of records in the system:

Name, Social Security Account Number (SSAN), sex, year of birth, veterans' status, retention grouping, service computation date, type of appointment, title, job number, supervisory status, service code, series, grade, competitive level code, organization, activity, Julian date, nature of action.

Authority for maintenance of the system:

5 U.S.C., Sec. 301, 302, E.O. 10561 and E.O. 9397.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This listing is used only by the DPSC Office of Civilian Personnel. Information is used for maintenance and update of retention registers and for one-time management information reports.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape, computer paper printouts stored in filing cabinet.

Retrievability:

Individual information is accessed by SSAN.

Safeguards:

Magnetic tape is kept in a tape library which is accessible only to authorized personnel. Computer personnel who process the reports are appropriately cleared.

Computer paper records are maintained in areas accessible only to Office of Civilian Personnel employees. Personnel Office is in building which is under security guard surveillance during non-duty hours.

Retention and disposal:

A new listing is prepared monthly; the previous one is destroyed at that time.

Magnetic tape records are kept for 60 days, then destroyed.

System manager(s) and address:

Chief, Management Assistance and Liaison Division, Office of Civilian Personnel, DPSC.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER and must contain full name and SSAN. Official mailing address is in the Department of Defense directory in the appendix to the DLA systems notice.

Record access procedures:

Assistance may be obtained from the SYSMANAGER.

Written requests for information should contain the full name, current address and telephone number of the individual. For personal visits, the individual should be able to provide some acceptable identification, such as driver's license, employing office identification card, and give some verbal information that could be verified by examining the individual's entry on the listing.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Standard Form 50's (Notification of Personnel Action) and annual position classification surveys.

Systems exempted from certain provisions of the act:

None

S330.60DCRT-E-Z

System name:

330.60 Dallas Internal Personnel Management Information System (DIPMIS)

System location:

Office of Civilian Personnel (DCRT-E), Defense Contract Administration Services Region (DCASR) Dallas.

Categories of individuals covered by the system:

DCASR Dallas Civilian Personnel who have been hired, separated or had an internal position change since 1 July 1973.

Categories of records in the system:

Contains a code for the type of personnel action; the name of the individual; the type of appointment on which the individual is serving; the month and year of the action; the series and grade from which the individual moved; the series and grade to which the individual moved; the year of birth; the organizations from which and to which the individual moved; the length of time taken to process the action in the Civilian Personnel Office; the number of months which the individual worked for DCASR Dallas (for separation actions only); and the supervisor's evaluation of the employee's overall effectiveness (for separation actions only).

Authority for maintenance of the system:

5 U.S.C. Sec. 301, 302, E.O. 10561, FPM Chapter 250, Subchapter 1-4.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of this system is to provide operating management with reliable summary data on which to base manpower planning. A secondary purpose is to provide information for related planning purposes such as Upward Mobility, Equal Employment Opportunity (EEO) and Labor Management Relations.

Some information is provided from the file (normally in highly summarized form) to authorized external investigators such as grievance examiners, EEO complaint investigators, DLA Inspector General Teams.

Internal DCASR Dallas management uses this information to forecast type and number of hires; to evaluate staffing performance by the Civilian Personnel Office; to gather historical data such as number and kinds of promotions or reassignments and internal movements of the clerical workforce. Users external to DCASR Dallas receive information from it which is directly related to such purposes as the resolution of EEO complaints or grievances.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Records are maintained in the GE Mark III time-shared computer system, presumably on magnetic discs. Records for the second fiscal year preceding the current one are transferred to paper tape and stored in the DCASR Dallas Office of Civilian Personnel.

Retrievability:

Information in the system may be retrieved using any data element contained in the system. While it is possible to retrieve all of the information on a specific individual, this is not normally done. Information identifiable to a specific individual is accessed by name.

Safeguards:

Records can be accessed only by individuals who know the files structure and are familiar with the software required. In addition, access to the system requires use of an access code and password known only to selected individuals in the Office of Civilian Personnel.

Retention and disposal:

Records are retained in computer memory for no more than 24 months. Records from the second previous fiscal year and earlier are transferred to paper tape and stored in the Civilian Personnel Office. Records are destroyed when they pertain to the sixth previous fiscal year.

System manager(s) and address:

Civilian Personnel Officer, Office of Civilian Personnel, DCASR Dallas.

Notification procedure:

Individuals who desire to know if the system contains information on them should contact the SYSMANAGER, and should provide last name, dates of employment with DCASR Dalls, title, series and grade of current (or last) position held. An individual may visit the Office of Civilian Personnel to obtain information on whether the system contains records pertaining to that person. For personal visits, a current employee of the DCASR need only verbally identify himself or herself. Former employees need to provide positive identification (such as a driver's license) and the last Standard Form 50 (Notification of Personnel Action) from their employment at the DCASR.

Record access procedures:

Individuals may determine how to gain access to records by contacting the Civilian Personnel Officer, DCASR Dallas at the mailing address listed in the Department of Defense Directory in the appendix to the DLA system of records notice.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

All information in the system is taken from the employee's official personnel folder except that the appraisal of the value of employees separating from DCASR Dallas is provided by the immediate supervisor of the employee.

Systems exempted from certain provisions of the act:

None

S332.01DLA-KS

System name:

332.01 Employment Inquiries

System location:

Staffing and Employee Relations Division, Staff Director, Civilian Personnel, Headquarters, Defense Logistics Agency (HQ DLA); primary level field activities (PLFAs).

Categories of individuals covered by the system:

DLA civilian and military personnel, contractor employees, and other individuals or organizations on behalf of individuals who have forwarded employment inquiries to Members of Congress, Secretary of Defense, Director of Defense Logistics Agency (DLA), Staff Director for Civilian Personnel, or other official.

Categories of records in the system:

Case files include employment inquiries to Members of Congress, Secretary of Defense, Director of Defense Logistics Agency and Staff Director for Civilian Personnel, Headquarters Defense Logistics Agency and others which have been referred to Staff Director Civilian Personnel for response, action or information. These include statements of qualifications, letters, photographs, letters of appreciation and recommendation, certificates, ratings, eligibility forms and related papers concerning employment.

Authority for maintenance of the system:

5 U.S. Code, Sec. 301, 302, and E.O. 10561; Department of Defense Directive 5400.4 20 February 1971 and titled: Provisions of Information to Congress and Department of Defense Directive 5105.22, titled: Defense Logistics Agency.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose: Information is maintained for purposes of replying to additional inquiries and follow up action.

Information is used by: Civilian personnel offices and other appropriate officials of DLA in order to determine qualifications and for giving proper consideration in the filling of vacancies. The civilian personnel office, when hiring applicant, uses information as part of the employee's permanent record. Members of Congress and other individuals or organizations who wrote to DLA on behalf of an individual and who use it to respond to the individual, or for other related purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and log book.

Retrievability:

Filed alphabetically by last name of individual submitting employment inquiry.

Safeguards:

Records are maintained in locked file cabinets in areas accessible only to Agency personnel.

Retention and disposal:

Records are retained in active file until end of calendar year and held one to three additional years in inactive file and subsequently retired to Federal Records Center. After a total of ten years records are destroyed.

System manager(s) and address:

Staff Director, Civilian Personnel, HQ DLA; Civilian Personnel Officers, PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name.

Record access procedures:

Official mailing address of the SYSMANAGER is in the Department of Defense Directory in the appendix to the DLA systems notice. Written requests for information should be addressed to SYSMANAGER and contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, work identification card, and give some verbal information that could be verified with his case folder.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

No additional sources of information other than provided by individual involved, and other correspondence relating to the employment inquiry.

Systems exempted from certain provisions of the act:

None

S333.10 DLA-G

System name:

333.10 Attorney Personal Information and Applicant Files

System location:

Primary System—Office of Counsel, Headquarters, Defense Logistics Agency, DLA-G, holds personal information records of all DLA attorneys and applicants for DLA legal positions.

Decentralized segments—Office of Counsel, Primary Level Field Activities (PLFAs) hold personnel records for resident attorneys and applicants for positions.

Categories of individuals covered by the system:

All DLA attorneys, former DLA attorneys, and applicants for DLA legal positions.

Categories of records in the system:

Cover letters, resumes, and Forms 171 submitted by applicants and replies thereto, and records of promotions, courses completed, position descriptions, performance appraisals, Forms 171, personnel actions, educational transcripts, recommendations and personal data of DLA attorneys.

Authority for maintenance of the system:

5 USC 3101, General Authority to Employ, Executive Order 10577, Civil Service Regulation, Section 213.3102(d) and (e), 10 USC 137.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Applications are used for filling positions in all DLA legal offices. Attorney information folders are maintained for review incident to personnel actions including promotions performance appraisals, reassignments, etc. and as a general performance and experience record. Parts of these folders may be submitted to other agencies considering the attorney for employment. Information may be used in answering inquiries from Individuals, Congressmen or other Government agencies or for verification of employment.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by surname of attorney or applicant

Safeguards:

Attorney information folders are kept in a safe; applications are kept in file cabinets accessible only to authorized personnel of the Office of Counsel or as determined by Counsel.

Retention and disposal:

Applications are kept for two years from receipt. Attorney information folders are kept indefinitely.

System manager(s) and address:

Office of Counsel, Defense Logistics Agency DLA-G, and Offices of Counsel, PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and, if appropriate, date application was submitted.

Record access procedures:

SYSMANAGER, Official mailing address is in the DoD Directory in the Appendix to the DLA Systems Notices.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Applicants, employees, co-employees, outside references, supervisors, and personnel offices.

Systems exempted from certain provisions of the act:

None

S334.05DLA-K

System name:

334.05 Civilian Personnel Administration Career Program

System location:

Training and Incentives Division, Staff Director, Civilian Personnel, Headquarters, Defense Logistics Agency (DLA)

Categories of individuals covered by the system:

DLA employees and other applicants for registration, GS-11 and above, engaged in civilian personnel administration to include: Personnel Management Specialists, GS-201; Personnel Staffing Specialists, GS-212; Position Classification Specialists, GS-221; Employee Relations Specialists and Labor Relations Specialists, GS-230; AND, Employee Development Specialists, GS-235.

Categories of records in the system:

Personal Qualifications Statement, Individual Development Plan, Assessment of Qualifications for Advancement, Employee Career

Evaluation, Screening Panel ratings, and lists of referrals for vacancies, other documents or correspondence submitted by employees or their supervisors.

Authority for maintenance of the system:

5 U.S. Code, Sec. 4103, Establishment of Training Programs DLA Manual 1445.17, DLA Civilian Career Program for Civilian Personnel Administration.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained for purpose of screening and referral of registered careerists to fill civilian personnel positions at grade GS-12 and above throughout DLA. Information is used by: Agency Screening Panel - to screen and review careerists for referral. DLA Career Program Technical Staff for administrative review and update of files. DLA Training personnel - to determine long-range training needs. DLA Selecting officials in selecting a registrant to fill the position opening.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed by series and grade alphabetically by last name of careerist.

Safeguards:

Records are maintained in locked file cabinet accessible only to authorized Agency personnel. Authorized Agency personnel include: Staff Director, Civilian Personnel, Division Chiefs, staff members of the Training Division.

Retention and disposal:

Records are retained with annual updating by the registered careerist. The material is destroyed as it becomes outdated, and upon annual review when individual is no longer eligible for registration. The records are retained a maximum of two years.

System manager(s) and address:

Staff Director, Civilian Personnel, Headquarters Defense Logistics Agency.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER, ATTN: Career Program Technical Staff. Official mailing address is contained in Department of Defense Directory in the appendix to the DLA systems notice. Requester must give name, personnel job title, series, grade, and address. No identification required for personal visit.

Record access procedures:

Written requests for information should contain the full name, series, current address and telephone number of the registered careerist. For personal visits, the individual should be able to provide some acceptable identification and give some verbal information that could be verified with his folder.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Careerist, careerist's supervisor, intermediate supervisors, members of career screening panel, Civilian Personnel Officers.

Systems exempted from certain provisions of the act:

None

S334.10DLA-KT1

System name:

334.10 Central Inventory, Comptroller/Financial Management Career Program

System location:

Training and Incentives Division, Office of Civilian Personnel, Headquarters Defense Logistics Agency (HQ DLA.)

Categories of individuals covered by the system:

Employees of the Defense Logistics Agency at grades GS-13 and above and others who are registered in the Department of Defense-wide Civilian Career Program for Comptroller/Financial Management Personnel.

Categories of records in the system:

Personnel Qualifications Statement and Employee Career Appraisal on all careerists registered in the inventory.

Authority for maintenance of the system:

5 U. S. C. 4103, Establishment of Training Program DoD-wide Civilian Career Program for Comptroller/Financial Management Personnel DoD Manual 1430.10-M-4.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used by the HQ DLA, Training and Incentives Division and other DLA officials for referral of interested candidates for vacancies in grades GS-14 and above throughout the Department of Defense.

Documents are used by the Career Management Staff of the hiring component for referral of ten (10) best qualified candidates to hiring activity.

Documents of referred candidates are used by selecting supervisor in determining best qualified candidate for the vacancy.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records are kept in individual file folders.

Retrievability:

Documents are filed by name and cross-referenced to organizational activity.

Safeguards:

Records are maintained in locked file cabinets in areas accessible only to Program Management Staff.

Retention and disposal:

Records are updated annually by registered careerist. Material is destroyed as it becomes outdated, and on annual review when individual no longer eligible for registration. Records are retained a maximum of two years.

System manager(s) and address:

Chief, Employee Development and Incentives Division. Staff Director, Civilian Personnel, Headquarters, DLA.

Notification procedure:

Written requests for information may be directed to the SYSMANAGER.

Record access procedures:

Assistance may be obtained from the SYSMANAGER. Official mailing address is contained in Department of Defense Directory in the appendix to the DLA systems notice. Written requests should contain the full name, current address and telephone number of the individual. For personal visits and written requests, individual must provide some acceptable identification or information that could be verified before information is released.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information provided by registrants, immediate and reviewing supervisors, and others with knowledge of the registrant.

Systems exempted from certain provisions of the act:

None

S335.01DLA-K

System name:

335.01 Training and Employee Development Record Systems

System location:

Headquarters, Defense Logistics Agency (DLA) and Primary Level Field Activities.

Categories of individuals covered by the system:

Civilian employees, U.S. citizens and foreign national direct hires receiving training supported by the Federal Government, paid from appropriated funds. Department of Defense military personnel may be included in the automated training information system, and non-appropriated fund personnel may be included in some of the installation manual records.

Categories of records in the system:

Automated and non-automated records are maintained reflecting information pertaining to the employees' identification, social secutiry number, occupational status (series, grade level and supervisory status) course identification, course length, category and purpose of training received, date on which training was completed, associated costs, pre-post test results, et al. Input documents for the systems include, but are not limited to completed automated forms, training reports, authorization and record, key punched cards. The manual

files are maintained in paper folders containing employees' registration and/or record of training documents. Apprentice, on-the-job training program, and similar trainee intake program manual and automated records are maintained, reflecting information pertaining to subject employee's identification, date of birth, entrance date of program, dates and nature of personnel actions which occurred during fiscal year, student progress, and statistical data which effects the numbers of apprentices in training as of a given date. At Headquarters level, nomination forms and documents (non-automated) for centrally-administered education and training programs are maintained. The manual files contain the candidate's nomination documents, training request, enrollment and registration and other documents related to training. Manual files are maintained at installations regarding courses conducted on their premises, or for which they sponsor, listing such things as completion dates and course participants. Additionally, manual files are typically found at the field activities containing information regarding an employee's supervisory status, an indication as to whether or not he/she has participated in supervisory training. Files are often maintained regarding an employee's certification/recertification or demonstrated proficiency in one or more skills areas; an activity-wide annual training plan should also be maintained, as well as individual training plans. Files are also maintained regarding professional licenses held by installation personnel.

**Authority for maintenance of the system:**

5 U.S.C. 4103, 4118, AND 4115.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Officials and employees of the Department of Defense components in the performance of their official duties related to the management of the Defense components civilian employee training programs, the design, development, maintenance and operation of the manual and automated system of record keeping and reporting; the screening and selection of candidates for centrally administrated programs; and administration of grievance, appeals, complaints and litigation involving the disclosure of records of the training programs. Representatives of the United States Civil Service Commission on matters relating to the inspection, survey, audit or evaluation of Defense components civilian training programs, or such other matters under the jurisdiction of the Commission. The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Defense components civilian training programs. The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement, or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies. Officials and employees of other Departments and agencies of the Executive Branch of Government upon request in the performance of their official duties related to the screening and selection of candidates for programs sponsored by their organization. Representatives of the United States Department of Labor on matters relating to the inspection, survey, audit or evaluation of the Defense components apprentice training programs or on other such matters under the jurisdiction of the Labor Department. Representatives of the Veterans Administration on matters relating to the inspection, survey, audit or evaluation of the Defense components apprentice and on-the-job training programs. The Computer-systems group contractor (or other such contractor) and its employees for the purpose of card punch recording of data from employee training documents. A duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance involving the disclosure of the records of the Defense Department's components training programs. An arbitrator who is given a contract pursuant to a negotiated labor agreement to hear an employee's grievance involving the disclosure of the records of the Defense component's training and employee development record system.

The Senate or the House of Representatives of the United States or any committee or sub-committee thereof, any joint committee of Congress or sub-committee, or joint committees on matters within their jurisdiction requiring disclosure of the files or records of the Defense Department's civilian training program.

Representatives of educational institutions which have been awarded contracts to conduct training for Defense components create and maintain individual training records of those who attend.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Automated records are stored on magnetic tapes, drums, computer printouts, and on punched cards. Manual records are stored in paper file folders.

**Retrievability:**

Automated records are retrieved by SSN and name, or by one, or a combination of data elements contained in the program master files. Manual records are retrieved by employee last name, by course control information, or by training program title.

**Safeguards:**

The computer facilities are located in restricted areas accessible only to authorized persons that are properly screened, cleared and trained. Manual records and computer printouts are available only to authorized personnel having a need-to-know.

**Retention and disposal:**

Manual records are maintained on a fiscal year basis and are retained for varying periods from one to five fiscal years. For centrally administered programs, files on selected candidates are maintained for five years (from date selection process is completed). Records of non-selected candidates are retained only for that period of time sufficient to permit appropriate review (usually less than 60 days). Some installation records are maintained for varying periods.

**System manager(s) and address:**

Civilian personnel officer or comparable official of the Civilian Personnel Office servicing the activity/installation.

**Notification procedure:**

Request by correspondence should be addressed to the Civilian Personnel Officer servicing the headquarters of field activities employing civilians. The letter should contain the full name of the requestor and his signature. Proof of identification will consist of a Department of Defense component building pass or identification badge, or driver's license, or by other types of identification bearing an employee picture and signature.

**Record access procedures:**

Above procedure for notification apply.

**Contesting record procedures:**

The agency's rules for contesting the contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Civilian personnel offices; current previous supervisors of employees (when appraisals of performance/potential are used).

**Systems exempted from certain provisions of the act:**

None

## S335.80DLA-Q

**System name:**

335.80 Quality Assurance Staff Development Program

**System location:**

The primary system of records is maintained in the Defense Contract Administration Services (DCAS) Quality Assurance Staff Development Office (DQADO), Headquarters, Defense Logistics Agency, Cameron Station, Alexandria, VA, 22314. A secondary decentralized system of training records is maintained in the DCAS Region Quality Assurance Directorate, DCAS District, or DCAS Office where the staff development trainee is assigned.

**Categories of individuals covered by the system:**

Each trainee in the DCAS Quality Assurance Staff Development Program.

**Categories of records in the system:**

Personnel qualifications statement; Individual Training Plans (ITP); records of training requested, received, waived, and planned for each trainee; informal training evaluations of each on-the-job training assignment; quarterly trainee progress reports and evaluations; budgeted and actual cost of training; records and evaluations of special projects performed by trainees; trainee correspondence related to ITPs; records and reports of trainee attendance and leave, including records of sick, annual and other types of leave taken and other absences; time in special or temporary duty assignments; official correspondence related to a trainee's attendance and leave; and promotion and target position data. While records maintained are currently manual in nature, some records may be produced by automated data processing systems described in other notices.

**Authority for maintenance of the system:**

Chapter 41, Title 5, U.S.C.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Data is used by the DQADO program staff and DCAS training program managers for scheduling of training, determining progress of trainees and eligibility for promotion in the program and graduation

from the program, determining when a trainee requires special attention; data on leave and attendance is used for pay purposes. Defense Logistics Agency managers and supervisors in the quality assurance function use the records to determine adequacy of training and appropriate assignments for trainees.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name of trainee.

Safeguards:

Records are maintained in locked file cabinets.

Retention and disposal:

Records are maintained for one year following graduation of the trainee, and are then destroyed.

System manager(s) and address:

DCAS Quality Assurance Staff Development Office, ATTN: DQADO-S, Headquarters Defense Logistics Agency (DLA)

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name. Official mailing address is in the Department of Defense directory in the appendix to the DLA systems notice.

Record access procedures:

Written or personal requests for information should be directed to the SYSMANAGER. No identification is required for personal visits. For written requests, identity of requester will be verified by comparing signature with signature in record.

Contesting record procedures:

The Agency's rules for contesting contents of records may be obtained from the SYSMANAGER.

Record source categories:

Individual quality assurance staff development trainees, Government training school personnel and records, the program managers and supervisors, and other Agency officials directly involved in trainee's progress in the program.

Systems exempted from certain provisions of the act:

None

S336.10 DCRS-F

System name:

336.10 Personnel Cost Forecast System

System location:

Budget Function, Budget and Management Support Division, Office of Systems and Financial Management, Defense Contract Administration Services Region (DCASR) St. Louis.

Categories of individuals covered by the system:

All current and former civilian personnel assigned to DCASR St. Louis.

Categories of records in the system:

Master employee record showing grade, date of next step increase, assignment code, and in some instances, hourly rate. Personnel Cost Forecast listing shows assignment and projected salary for each GS salaried employee by month. Identity is by social security number. Manual subsidiary records are kept by employee showing date entered on duty, date departed, promotion date, and incentive awards.

Authority for maintenance of the system:

5 USC Chap. 53, Pay Rates and Systems, 10 USC 136

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The system is used to project basic pay costs in the budget development and execution stages at DCASR St. Louis. Statistical records are maintained for at least three prior years to develop promotion trends, attrition rates, average grades of employees leaving, and average grade of new hires.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Listings are stored in binders. Other data is maintained on 13 column work paper.

Retrievability:

Master file is in alphabetical sequence and controlled by social security number. The Personnel Forecast listings are generated, one at branch level and the other by cost code. Both control on social security number.

Safeguards:

Records are maintained in budget area and are restricted to personnel performing budget duties.

Retention and disposal:

Mechanized listings are retained for current year plus one prior year. Manual records are retained for current year plus three prior years.

System manager(s) and address:

Chief, Office of Systems and Financial Management, DCASR St. Louis.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER or to the senior budget analyst, Budget and Management Support Division, Office of Systems and Financial Management, DCASR St. Louis.

Record access procedures:

Requests should be addressed to the SYSMANAGER. Written requests should contain full name, current address, telephone, and social security number of individual. For personal visits, individuals should be able to provide some acceptable identification that can be verified with the files; such as identification badge or driver's license. Official mailing addresses are in the Department of Defense directory in the appendix to the DLA system of record notices.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Personnel actions generated by the Office of Civilian Personnel, DCASR St. Louis.

Systems exempted from certain provisions of the act:

None

S336.60DLA-KM

System name:

336.60 Position Classification Appeals

System location:

Headquarters Defense Logistics Agency (DLA) for only those cases requiring Headquarters decision, and at DLA Primary Level Field Activities (PLFAs) for others.

Categories of individuals covered by the system:

All DoD employees serviced by a DLA Civilian Personnel Office who have filed classification or job grading appeals.

Categories of records in the system:

Case files relating to individual or group classification appeals consisting of the written appeal, complete identification of the position, position organization chart, functional statement, comprehensive evaluation statement which has been reviewed by the individual or group submitting the appeal (the appellant), efforts to resolve locally, recommended action and any supplemental information pertinent to the case.

Authority for maintenance of the system:

5 U.S. Code SS 5112, 5113; FPM Chapter 511, Subchapter 6.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

This information is used during decision making on (adjudication) classification appeals to HQ DLA or the Civil Service Commission (CSC) by DLA employees. Personnel specialists at the DLA PLFA will furnish file to appropriate CSC Regional Office when a DLA employee appeals directly to the CSC; use classification appeal decisions to initiate appopriate personnel actions; may also use this file as a reference for classification precedent in classifying other similar DLA PLFA positions.

CSC officials use this file to adjudicate the classification appeal when DLA employees appeal the classification of their position to CSC.

Personnel specialists at DLA HQ use this file to adjudicate the classification appeal when a DLA employee appeals the classification of his position to Headquarters; may also use this file as a reference for classification precedent in classifying other DLA PLFA positions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Accessed by classification series, appellant's name and organization.

Safeguards:

Made available to appellant, DLA personnel specialists concerned and CSC. Precedent decisions when issued by DLA HQ exculde appellant's name and personal data. Maintained in locked containers.

Retention and disposal:

Placed in inactive file after final decision and completion of any resultant action. Headquarters precedent-setting decision cases, excluding personal data, are filed with Classification Standards and kept until superseded. The DLA PLFA inactive file is cut off at the end of the calendar year, held 5 years in current files areas, then destroyed. Headquarters files are retained indefinitely.

System manager(s) and address:

Staff Director, Civilian Personnel, HQ DLA; DLA PLFA-Civilian Personnel Officers.

Notification procedure:

Requests may be directed to the appropriate PLFA Civilian Personnel Officer or to Staff Director, Civilian Personnel, HQ DLA. The employee or former employee must provide full name, DLA organizational element in which employed at time of appeal, position description number and, if requesting in person, must present activity identification badge or other suitable identification.

Record access procedures:

Assistance may be obtained from SYSMANAGER. Official mailing addresses are in the DoD directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should provide full name, organizational element at time of appeal, position description number and activity identification badge or other suitable identification.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Appellant, cognizant Office of Civilian Personnel, supervisors, HQ DLA Personnel Office staff and CSC officials.

Systems exempted from certain provisions of the act:

None

S337.01DLA-K

System name:

337.01 Labor Management Relations Records Systems

System location:

Headquarters, Defense Logistics Agency (HQ DLA) and Primary Level Field Activities.

Categories of individuals covered by the system:

Civilian employees who are involved in a grievance which has been referred to an arbitrator for resolution; civilian employees involved in the filing of an Unfair Labor Practice complaint which has been referred to the Assistant Secretary of Labor Management Relations; union officials; union stewards; and representatives.

Categories of records in the system:

Folder contains all information pertaining to a specific arbitration case or specific Unfair Labor Practice with whom Department of Defense has dealings; field activities maintain roster of local union officials and union stewards.

Authority for maintenance of the system:

EO 11491 as amended Labor-Management Relations in the Federal Service.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials and employees of the Department of Defense (to include Army, Navy, Air Force, and other DoD agencies) in the performance of their official duties related to the Labor-Management Relations Program, e.g. administration/implementation of arbitration awards, interpretation of the Executive Order through third party case decisions; national consulation and other dealings with the recognized unions.

Representatives of the U.S. Civil Service Commission on matters relating to the inspection, survey, audit, or evaluation of Civilian Personnel Management Programs.

The Comptroller General or any of his authorized representatives, in the course of the performance of duties of the General Accounting Office relating to the Labor Management Relations Program.

Officials and employees of ther components of the Department of Defense in the performance of their official duties related to the administration of the Labor-Management Relations Program. A duly appointed hearing examiner or arbitrator for the purpose of conducting a hearing in connection with an employee's grievance.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual files, maintained in paper folders.

Retrievability:

Manual records are retrieved by case subject, case numbers, and/or individual employee names.

Safeguards:

All individually indentifiable files are accessible only to authorized personnel having a need-to-know.

Retention and disposal:

Case files retained for ten years. Union official rosters are normally destroyed after a new roster has been established.

System manager(s) and address:

Civilian Personnel Officer or comparable official of the Civilian Personnel Office servicing the activity/installation.

Notification procedure:

Request by correspondence should be addressed to: Civilian Personnel Officer of activity/installation. The letter should contain the full name, and signature of the requester. The individual may visit the Department of Defense activity at which he or she is employed.

Record access procedures:

Procedures for notification shown above apply. In addition, requester must be able to provide some suitable type of identification.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Servicing Civilian Personnel Offices, arbitrator's office, Office of Assistant Secretary of Labor for Labor-Management Relations, union headquarters office.

Systems exempted from certain provisions of the act:

None

S337.25DLA-K

System name:

337.25 Employee Relations under Negotiated Grievence Procedures

System location:

Headquarters, Defense Logistics Agency (HQ DLA) and Primary Level Field Activities.

Categories of individuals covered by the system:

Department of Defense civilian employee whom discipline, grievence, and complaints records exist. Discrimination complaints of civilian employees, applicants for employment and former employees in appropriated and non-appropriated positions.

Categories of records in the system:

Manual files, maintained in paper folders, contain copies of documents and information pertaining to discipline, grievences, complaints, and appeals.

Authority for maintenance of the system:

EO 9830, Amending the Civil Service Rules and providing for Federal Personnel Administration; 4 U.S.C. 1302, 3301, 3302; EO 10577, Amending the Civil Service Rules and Authorizing a New Appointment System for the Competitive System; P.L. 92-261, Equal Employment Opportunity Act of 1972; P.L. 93-259, Extension of Age Discrimination in Employment Act of 1967; 5 U.S.C. 7512, EO 11491, Labor-Management Relations in the Federal Service.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Officials of the Department of Defense (to include Army, Navy, Air Force or other DoD agencies) in the performance of their official duties related to the management of civilian employees in the processing, administration, and adjudication of discipline, grievance, complaints, appeals, litigation, and program evaluation. Representatives of the United States Civil Service Commission on matters relat-

ing to the inspection, survey, audit on evaluation of civilian personnel management programs or personnel actions, or such other matters under the jurisdiction of the Commission. Appeals authority for the purpose of conducting hearings in connection with employees' appeals from adverse actions and formal discrimination complaints.

The Comptroler General or any of his authorized representatives in the course of the performance of duties of the General Accounting Office relating to the civilian manpower management programs.

The Attorney General of the United States or his authorized representatives in connection with litigation, law enforcement or other matters under the direct jurisdiction of the Department of Justice or carried out as the legal representative of the Executive Branch agencies.

The Senate or the House of Representatives of the United States or any member, committee or subcommittee or joint committees on matters within their jurisdiction relating to the above programs.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Manual records are stored in paper folders.

Retrievability:

Manual records are filed by last name.

Safeguards:

All records are stored under strict control and are available only to authorized personnel having a need to know.

Retention and disposal:

Manual records destroyed after five years.

System manager(s) and address:

Civilian Personnel Officer or comparable official of the Civilian Personnel Office servicing the Department of Defense activity/installation.

Notification procedure:

Request by correspondence should be addressed to: Civilian Personnel Office of activity/installation. The letter should contain the full name, and signature of the requester and the type of record sought. The individual may visit the activity at which he or she is employed.

Record access procedures:

Above procedures for notification apply. In addition, requester must provide some suitable type of identification.

Contesting record procedures:

The agency's rules for contesting contents, and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Supervisors or other appointed officials designated for this purpose.

Systems exempted from certain provisions of the act:

None

S339.10 DLA-C

System name:

339.10 Auditor Profile

System location:

Auditor General, Office of the Comptroller, Headquarters Defense Logistics Agency (HQ DLA)

Categories of individuals covered by the system:

Civilian audit staff members of the Auditor General, DLA

Categories of records in the system:

Cards which present employees' background, specific work assignments, training and development activities. Employee statement on desires for work assignment, training, and rotation.

Authority for maintenance of the system:

10USC 136(b)(3)(D), 5USC 302 (b)(1)

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used as a guide to supervisors in identifying the employee's specific training and development requirements, and in preparing various personnel reports. Used by HQ DLA to select members of audit review teams.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper card file

Retrievability:

Organizationally and alphabetically by last name of employee.

Safeguards:

Records are maintained in areas accessible only to Auditory General personnel.

Retention and disposal:

Records are destroyed upon employee's separation from Auditor General's Office.

System manager(s) and address:

Auditor General, DLA.

Notification procedure:

Written or personal requests may be directed to the SYSMANAGER.

Record access procedures:

Requests should be addressed to the SYSMANAGER. For personal visits, individual must provide some form of identification, such as, driver's license. Written requests must contain fully name and address of the employee. Official mailing address is listed in the DoD directory.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Qualifications statements (Standard Form 171), personnel actions, annual employee questionnaire.

Systems exempted from certain provisions of the act:

None

S339.10DLA-K

System name:

339.10 Headquarters Defense Logistics Agency (HQ DLA) Automated Civilian Personnel Data Bank Sys

System location:

Office of Civilian Personnel, DLA Administrative Support Center (DASC-Z), Cameron Station, Alexandria, VA 22314

Categories of individuals covered by the system:

U. S. Citizen civilian employees of the DLA who are paid from appropriated funds, and former such employees.

Categories of records in the system:

Data on current position occupied by employee, data on employee's current employment status with DLA, training data, and selected personal data including: social security account number; name; sex; minority group designation; date of birth; physical handicap; Government insurance; veteran's preference; Military Reserve Status; Retired Military Status; education; and whether individual passed the Federal Service Entrance Examination or Professional and Administrative Career Examination.

Authority for maintenance of the system:

5 U. S. Code, Sec. 301, 302, and 2951, 2952, 2954. E.O. 10561, E.O. 9397, and Federal Personnel Manual Chapters 250 and 291

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purposes of this system are to prepare reports required by the Executive, Legislative and Judicial Branches of government, and to provide information to officials of DLA for effective personnel administration.

Information is used: To provide management data for use of HQ DLA and Field officials. For transfer of current data to the Civil Service Commission on a monthly basis for inclusion in their Central Personnel Data File.

For disclosures to members or committees of Congress with a stated valid need for the information in the performance of their official duties. To furnish or publish information on the DLA Civilian workforce to Federal Agencies, the Congress, or courts of law, and other Freedom of Information Releases.

To provide information in litigation and other administrative review processes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape and disc, computer paper printouts, microfiche.

Retrievability:

Records identified to a specific civilian employee are accessed and retrieved by social security account number.

**Safeguards:**

Paper printouts or microfiche records which contain only statistical information are released to responsible persons whose stated needs are not in violation of Federal Statute.

Paper printouts or microfiche records which contain individually identifiable information are releasable only under conditions authorized by Federal Statute.

Records are secured in appropriate storage and/or file cabinets when not under the control of Personnel Office officials during duty hours.

During non-duty hours, records are secured in either locked storage and/or file cabinets. The area in which the records are secured is protected by a building security guard system.

Individually identifiable personnel documents will either be hand-carried or will be transmitted in envelopes addressed to a specific office or individual and marked to be opened by addressee only.

Magnetic tape and disc are kept in the computer room which is itself a security container with locked door and access limited to persons appropriately cleared and identified. Tapes and disc packs are stored in a tape library when not used in processing and are logged in and out only to cleared personnel with an official need. Tapes are transmitted to the Civil Service Commission by mail or courier. Reports with individual data are closely controlled. Personnel who process these reports are appropriately cleared and maintain continuous observation of reports during all processing phases. Reports are kept under appropriate physical safeguards when not being processed or used.

An individual requesting information in records must identify self and his relationship to the individual upon whom the record information is being requested.

An individual other than the individual of record must specify what information is requested and the purpose for which it would be used if disclosed. The SYSMANAGER or his delegated assistant determines if request is reasonable and consistent with provisions of the Freedom of Information Act and the Privacy Act of 1974.

Physical access, that is the ability to obtain the record, is limited to:

Personnel Office officials
Civil Service Commission officials
Data processing officials
Supervisors for those records which they are authorized to maintain

**Retention and disposal:**

Printouts or microfiche reports are considered as working papers to support particular projects, inquiries, studies or administrative need. They will be retained until the purpose for which generated has been met. They will then be destroyed by shredding or burning.

Data maintained on magnetic tape or disc are to be retained for five years. They will then be degaussed.

**System manager(s) and address:**

Chief, Civilian Personnel Division, DASC, Cameron Station, Alexandria, VA 22314

**Notification procedure:**

Information may be obtained from:
Chief, Civilian Personnel Division
DASC-Z, Room 4D690
Cameron Station
Alexandria, VA 22314

Requestor must provide last name, first name, middle initial, and social security account number. If request is by mail, requestor must also furnish current address.

**Record access procedures:**

Requests from individuals should be addressed to:
Chief, Civilian Personnel Division
DASC-Z, Room 4D690
Cameron Station
Alexandria, VA 22314

Requests for information must be in writing and contain last name, first name, middle initial, social security account number, date of birth, current address, phone number where individual may be reached during the day, and a signed statement certifying that the individual understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars. Complete records are maintained only on magnetic tapes or discs and are not available for access by personal visits.

**Contesting record procedures:**

The agency's rule for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Input from employees of civilian personnel offices and Equal Employment Opportunity Officers who obtain information from: the Official Personnel Folder and other personnel documents, personal contact with individual concerned, applications and forms completed by the individual; and input from interface with the DLA Automated Payroll, Cost and Personnel System (APCAPS).

**Systems exempted from certain provisions of the act:**

None

## S339.50DLA-K

**System name:**

339.50 Supervisors' Personnel Records

**System location:**

Office of supervisor or manager having supervision over the individual employee, at each Defense Logistics Agency, (DLA) activity.

**Categories of individuals covered by the system:**

DLA civilian employees, full time and part time, paid from appropriated or nonappropriated funds.

**Categories of records in the system:**

Records of supervisors who are geographically accessible to their employees' Official Personnel Folders may contain Standard Forms 7A and 7B (Employee Record Card and continuation); Supervisor's copy of position description, performance evaluations, other evaluations for official purposes (such as promotion or for application for other positions); supervisor's notations of employee successes or short comings, for use in developing performance evaluations, for counseling employees and for basing disciplinary actions; records of training requested, scheduled or taken; printouts from automated personnel systems providing supervisors with day-to-day operating level information concerning their employees; letters, documents, notations or other information maintained only temporarily by the supervisor regarding an individual employee during the time some particular action relating to the employee is being planned or taken. Information in these records will be the minimum essential to effective supervision. An operating or work personnel folder may be maintained by operating officials in field offices geographically remote from the personnel office, or by personnel or administrative offices of field installations that do not have full delegated personnel management authority (and their official personnel folders are maintained by higher echelon in another city or geographic location). In addition to the contents listed above, such records may contain information on employee experience, education, special qualifications and skills and conduct.

**Authority for maintenance of the system:**

5 U.S.C. 1302; E.O. 10561; FPM Supplement 293-31, Subchapters 7 and 8.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Supervisors, managers and other officials of the DLA in carrying out their official duties for supervision and counseling of civilian employees and the administration of employee evaluation, discipline and training.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Manual records in file folders or in card files. Records in this system will be kept at only one organizational level and not duplicated in other organizational levels.

**Retrievability:**

By employee name or by organizational segment or, in some cases, by name within subject matter, such as training.

**Safeguards:**

All records are maintained under the strict control of the supervisor or other management official and are accessible only to authorized persons. They are retained in locked cabinets or in supervisors' locked desk drawers or in a secured room or area.

**Retention and disposal:**

Records are maintained during the employee's tenure with the particular supervisor or organization and, after purging, are transferred to the employee's subsequent supervisor if in the same DLA activity. When an employee leaves the activity through transfer or other separation the records will be sent to the personnel office for comparison with the official personnel folder. The personnel office will screen the records to ensure that no documents are included which should be permanently filed in the official personnel folder and then destroy the remainder. Documents which are purged from

the official personnel folder during employment are also purged from supervisor's records.

System manager(s) and address:

Civilian Personnel Officer servicing the DLA activity involved.

Notification procedure:

Requests for information will normally be addressed to the employee's immediate supervisor or to a higher level supervisor. Request by correspondence should be addressed to the Civilian Personnel Officer of the particular activity where the individual is employed or was formerly employed. Mailing addresses are provided in the Department of Defense component directory published in the Federal Register. The letter should contain the full name of the requestor and his signature.

Record access procedures:

The agency's rules for access to records by the individual concerned may be obtained from the SYSMANAGER.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

The data is gathered from the individual employee, the employee's present and former supervisors at various levels, from official personnel folders and other personnel documents.

Systems exempted from certain provisions of the act:

None

S339.50DSAO-S

System name:

339.50 DSAO Staff Information File

System location:

DLA, Data Systems Automation Office, P.O. Box 1605, Columbus, Ohio 43216.

Categories of individuals covered by the system:

All DSAO employees.

Categories of records in the system:

Personnel type information concerning each staff member, including name, home address, grade and step, sex, job class, position title, home and office telephone numbers, birth date, service computation date, subsidiary cost code, office symbol, position code, supervisory code, employee account number, Social Security Number, War Emergency Support Plan assignment, and AUTOVON approval.

Authority for maintenance of the system:

5 U.S.C., Sec 301, 302.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained to provide readily accessible data about staff which are required for day-to-day operations and which would be impractical to organize and use on a manual basis or from other records. Information is used by officials of the DSAO and the Defense Construction Supply Center (DCSC): As a reference report to determine or verify data concerning each staff member in the process of day-to-day operations; to provide the Operations Control Center the capability to contact individuals during non-duty hours for providing assistance to system users; to determine staff members eligible for retirement in the next five years and develop plans as necessary for replacement of personnel who could retire; to forward congratulatory messages on the anniversary of individual's birth; to provide a complete list by organizational assignment and to identify location of each staff member, account for vacancies and encumbered positions and determine progress toward average grade level goal(s); for accounting purposes in submitting jobs to the computer center; to provide a list of the identifying numbers assigned to each staff position for use in various personnel actions; to provide a list of subsidiary cost codes assigned to each individual, to determine that correct code is assigned, for use on various personnel actions; to assign parking spaces; to identify individuals assigned responsibility under the War Emergency Support Plan (WESP); to identify individuals eligible to authorize AUTOVON calls during non-duty hours; to verify and/or modify the Profile Data Analysis Report concerning minority and female employees; and to produce a telephone list for DSAO staff use.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

On ADP punched cards and hard copy printouts.

Retrievability:

Individual information is retrievable by Social Security Number and name.

Safeguards:

Information is disclosed only to agency officials on a need-to-know basis.

Retention and disposal:

Reports are destroyed when superseded by new reports.

System manager(s) and address:

Chief, Data Systems Automation Office.

Notification procedure:

Requests should be addressed to the SYSMANAGER. Individual must provide full name and Social Security Number. Personal visits may be made to the Management Support Office, DSAO. Individual must provide identification card/badge or other Federal Government-issued identification.

Record access procedures:

Procedures same as for notification.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual personnel actions, DCSC Name and Address Change Notice, and other similar documents.

Systems exempted from certain provisions of the act:

None

S352.10DLA-K

System name:

352.10 Nominations for Awards

System location:

Agency officials to evaluate contributions (approve or disapprove award). other nominations for honorary and cash awards. Organizational elements of HQ DLA and PLFAs: Files on nominations for awards initiated or evaluated within the organizational element.

Categories of individuals covered by the system:

Civilian personnel assigned to DLA who are nominated for Defense, (OSD), other Government activities, and private organizations; cash awards which exceed 1,000 dollars based on tangible benfits, 500 dollars based on intangible benefits or 1,500 dollars based on a combination of tangible and intangible benefits and various awards.

Categories of records in the system:

Justifications submitted in support of award nominations, evaluation statements, photographs when required by the sponsoring organization, minutes of DLA Recognition and Awards Board meetings, registers of cases, and reports submitted to Office of the Secretary of Defense and Civil Service Commission.

Authority for maintenance of the system:

5 U.S.C. 4501-4506, 10 U.S.C. 1124, Chapter 451 of the Federal Personnel Manual.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained in support of action taken on contributions and award nominations and for preparation of statistical and narrative reports required by Office of the Secretary of Defense and Civil Service Information is used by: Commission. Headquarters Defense Logistics Agency (HQ DLA): Nominations for DLA Primary Level Field Activities (PLFA): Above files plus all Training and Incentives Division, Staff Director, Civilian Personnel, honorary awards sponsored by DLA, Office of the Secretary of Members of DLA Recognition and Awards Board - to evaluate contributions requiring approval of the Director, DLA. Members of other Federal activities and members of Private Organizations - to evaluate nominations for awards sponsored by them for which DLA personnel are nominated. Officials of other DoD Components and other Government activities - to evaluate for possible adoption and use contributions made by DLA personnel that concern the operation of their functions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, card index files, and registers in notebooks.

Retrievability:

Award nominations may be filed alphabetically by nominee's name or by award title, in personnel offices. Filed by type of award or suggestion in organizational elements of HQ DLA and PLFAs.

Safeguards:

Maintained in locked containers in areas accessible only to Agency personnel.

Retention and disposal:

Nominations for Awards - files are closed upon completion of the action, cut-off at the end of the fiscal year, held for two years, then destroyed.

System manager(s) and address:

Incentives Awards Administrator, Chief, Training and Incentives Division, Staff Director, Civilian Personnel, HQ DLA; Civilian Personnel Officers of DLA PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and type of award for which nominated, and activity at which nomination was submitted.

Record access procedures:

Requests for assistance should be directed to the SYSMANAGER. Official mailing addresses are in the DoD Directory in the appendix to the DLA systems notice. Individual must provide full name and type of award for which nominated and activity at which nomination was submitted.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

DLA supervisors and managers who initiate and evaluate nominations, members of DLA Recognition and Awards Board.

Systems exempted from certain provisions of the act:

None

S370.20DLA-KH

System name:

370.20 Individual Accident Case Files

System location:

Primary System - Case files on disabling work (lost time) injuries, property damage accidents (100 dollars or more), and motor vehicle accidents with a disabling work injury or property damage exceeding 100 dollars: Safety and Health Division, Staff Director, Civilian Personnel, Headquarters, Defense Logistics Agency (HQ DLA). Decentralized segments - Above files plus all other injuries and accidents: HQ DLA principal staff elements, DLA Primary Level Field Activities (PLFA), secondary and third level field activities, where incidents occurred.

Categories of individuals covered by the system:

Civilian and military personnel, contractor employees, and other personnel who are injured on the premises of DLA or performing assignment incident to DLA operations. Also relates to accidental damage to vehicles, equipment, and property.

Categories of records in the system:

Reports, statements of witnesses, photographs and related papers, including summarized information maintained for the purpose of identifying accident repeaters and safety award recipients, regarding accidents incident to DLA operations, pertaining to injuries to individuals or accidents involving motor vehicles and other equipment or structural property damage.

Authority for maintenance of the system:

PL 91-596, The Occupational Safety and Health Act of 1970 (OSHA), required each agency to keep adequate records of all occupational accidents and illnesses for proper evaluation and necessary corrective action. E.O. 11612.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained for accident-cause identification, formulation of accident prevention programs, accident repeater identification, safety award recipient identification, and for preparation of statistical reports required by higher authority.

Information is used by:

Agency supervisors and managers - to determine actions required to correct the cause of the accident.

Safety offices - to insure actions proposed by supervisors and managers are adequate to prevent future accidents, to identify accident repeaters and safety award recipients, to provide verification that an accident occurred to personnel involved in processing workmen's compensation cases, to extract non-personal data to prepare statistical reports, accident summaries, and accident prevention information for inclusion in Agency internal publications.

Security personnel - for verification of accident cause, and for formulation of possible changes to activity rules of conduct.

Government and Non-Government Medical personnel - in making medical determinations about individuals involved in accidents.

Facilities engineers and maintenance personnel - for formulation of future installation facilities and equipment plans and budgets, and correction of operating procedures.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and card index files.

Retrievability:

Filed by organizational activity and/or alphabetically by last name of injured person or principal person involved in accident, when known.

Safeguards:

Records are maintained in areas accessible only to Agency personnel.

Retention and disposal:

Records are destroyed ten years after all aspects of the case are closed. They are retained in active file until end of calendar year in which case is closed, held one to three additional years in inactive file and subsequently retired to Federal Records Center, held for the remaining years and destroyed.

System manager(s) and address:

Staff Director, Civilian Personnel, DLA; Safety Officers, DLA Primary Level Field Activities.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and name of DLA activity at which incident occurred; or if individual is or was a DLA employee, name of employing activity is also required.

Record access procedures:

Official mailing addresses of the SYSMANAGER are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual and a signed statement asserting his or her identity and stipulating that the individual understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Employee's supervisors, medical units, DLA protective service, civilian police, fire department, investigating officer, or witness to accident.

Systems exempted from certain provisions of the act:

None

S380.01DLA-K

System name:

380.01 Employee Assistance Program Case Record Systems

System location:

Headquarters Defense Logistics Agency (HQ DLA) and Primary Level Field Activities.

Categories of individuals covered by the system:

All civilian employees in appropriated and non-appropriated fund activities who are referred by management for, or voluntarily request, counseling assistance.

Categories of records in the system:

Systems are comprised of case records on employees which are maintained by counselors, supervisors, civilian personnel offices and social action offices and consist of information on condition, current status, and progress of employees or dependents who have alcohol, drug, emotional, or other job performance problems.

Authority for maintenance of the system:

Drug Abuse Office and Treatment Act of 1972, as amended by Public Law 93-282 (21 U.S.C. 1175); Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment, and Rehabilitation Act of 1970, as amended by Public Law 93-282 (42 U.S.C. 4582); Subchapter A of Chapter I, Title 42, Code of Federal Regulations; Chapter 43 of Title 5, U.S.C.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Used by the counselor in the execution of his/her counseling function as it applies to the individual employee, selected information may be provided to and used by other counselors or medical personnel, research personnel, employers, representatives such as legal counsel, and to other agencies or individuals when disclosure is to the employee's benefit, such as for processing retirement applications.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Case records are stored in paper file folders.

Retrievability:

By employer name or by locally assigned identifying number.

Safeguards:

All records are stored under strict control. They are maintained in spaces normally accessible only to authorized persons, normally in locked cabinets.

Retention and disposal:

Records are purged of identifying information within five years after termination of counseling or destroyed when they are no longer useful.

System manager(s) and address:

Civilian Personnel Officer or comparable official of the Civilian Personnel Office servicing the activity/installation.

Notification procedure:

Request by correspondence should be addressed to servicing civilian personnel office or to the appropriate Employer Assistance Program administrator at the activity. The letter should contain the full name and signature of the requester and the approximate period of time, by date, during which the case record was developed.

Record access procedures:

Requests from individuals should be addressed to the SYSMANAGER.

Contesting record procedures:

The rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Counselors, other officials, individuals or practitioners, and other agencies both in and outside of Government.

Systems exempted from certain provisions of the act:

None

S380.20DLA-K

System name:

380.20 Civilian Medical Case Files

System location:

Geographically decentralized to Defense Logistics Agency (DLA) primary level field activities (PLFA), secondary and third level field activities where records are maintained.

Categories of individuals covered by the system:

Civilian employees and other personnel who are provided medical support at DLA activities.

Categories of records in the system:

Health record case files on periodic medical reports, injury reports, dispensary treatment records, allergy history, immunization records, and medical correspondence. Reports of dispensary treatments, reports from private physicians of health units, records of immunizations and allergies, records of health related work assignment restrictions. This system excludes records required by the Civil Service Commission, that is it excludes pre-employment physical examinations, Health Qualification Placement Records, disablilty retirement examinations, and fitness for duty examinations which become a part of the Official Personnel Folders (Standard Form 66) upon separation, but which may be maintained separately from the folder prior to separation.

Authority for maintenance of the system:

5 U.S.C. Section 7901, Health Service Programs.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained in support of the medical treatment and preventative health programs. Medical and health personnel use the records to prescribe treatment, identify health problems, and interpose health related restrictions of work activities. They provide necessary information to Agency supervisors and managers to alleviate health related problems on the job and to insure compliance with health related restrictions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and card index files, magnetic tape and disk, computer paper printout, microfiche.

Retrievability:

Filed alphabetically by last name of person in the unit.

Safeguards:

Records are maintained in locked cabinets or in secured rooms. Access is limited to the health unit staff.

Retention and disposal:

New files are set up each year. Records from previous years related to an individual are brought forward when that individual is treated again. Records are destroyed six years after date of last papers in file.

System manager(s) and address:

Director, Civilian Personnel, DLA primary level field activities.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Written requests shall include a signed employee statement authorizing release of record material.

Record access procedures:

Official mailing addresses of the SYSMANAGER are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual and a signed statement asserting his or her identity and stipulating that the individual understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified with his 'case' folder.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Physicians, medical technicians, administrative personnel engaged in medical treatment or health programs at agency, contract or private facilities.

Systems exempted from certain provisions of the act:

None

S390.01DLA-KS

System name:

390.01 Grievance Examiners and Equal Employment Opportunity Investigators Program

System location:

Staffing and Employee Relations Division, Staff Director Civilian personnel, Headquarters Defense Logistics Agency (HQ DLA).

Categories of individuals covered by the system:

Military and Civilian employees of Defense Logistics Agency (DLA), or former employees, who have been nominated by Commanders of Primary Level Field Activities (PLFAs), to serve as DLA grievance examiners and EEO investigators; and have been approved by HQ DLA are listed by name on regional rosters as available for serving in those areas. Also retired Federal civilian employees and others approved by HQ DLA as grievance examiners and EEO investigators for the Agency and available to serve under a non-personal services contract are listed by name on regional rosters.

Categories of records in the system:

Files include regional rosters of approved investigators/examiners of grievances and Equal Employment Opportunity (EEO) complaints which are available to Commanders of Defense Logistics Agency Primary Level Field Activities.

Agency regional rosters, letters of nomination and approval, position descriptions, certificates of training, personal qualifications statement, Standard Form 171 (SF-171), and related correspondence and papers pertinent to Agency grievance examiners and EEO investigators program.

Authority for maintenance of the system:

5USC1302, 3301 & 3302, 3105. EO. 11478, as Amended

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purpose: Information is maintained for purposes of establishing Agency grievance examiners and EEO investigators program and insuring the availability of quality personnel on short notice.

Information is used by: Civilian Personnel officials of HQ DLA and other involved DLA HQ and field officials to select and supervise grievance examiners and EEO investigators as required.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name within regional area.

Safeguards:

Records are maintained in locked file cabinets in areas accessible only to Agency personnel.

Retention and disposal:

Records are retained in active file on current basis. New approvals are added continuously and deletions or withdrawals are held one to three years in inactive file and subsequently retired to Federal Records Center. Records are destroyed after a total of ten years.

System manager(s) and address:

Staff Director, Civilian Personnel, DLA.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and, if a current DLA employee, name of DLA activity at which employed.

Record access procedures:

Official mailing address is in the Department of Defense Directory in the appendix to the DLA systems notice. Written requests for information should be addressed to the SYSMANAGER and contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified with the Agency folder.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from SYSMANAGER.

Record source categories:

DLA PLFA Commanders, DLA civilian personnel office staffs, other DLA officials and others who may be able to recommend or provide information on potential or present candidates for this work.

Systems exempted from certain provisions of the act:

None

S390.05 DCRB-M

System name:

S390.05 Boston Equal Employment Opportunity (EEO) Skills Bank.

System location:

Equal Employment Office, Defense Contract Administration Services Region (DCASR), Boston.

Categories of individuals covered by the system:

Personnel presently employed by DCASR, Boston and referrals from other agencies.

Categories of records in the system:

Individual skills records, including name of individual, present position, present grade and length of time in grade, occupational skills, educational background, types of jobs presently for which qualified, areas of job interest (future), geographic work areas where individual is willing to locate.

Authority for maintenance of the system:

E.O. 11478. EEO in the Federal Government and EEO Act of 1972 (Pub. L.92-261) amending the Civil Rights Act of 1964.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The purpose of this system is to assure that qualified employees are informed of upward mobility opportunities. Information is used as a means of referral of candidates when specific organizational elements make requests so that candidates may be alerted to be sure necessary background materials are in files; as a means of referral of candidates to other Federal and public agencies when specific inquiries are made: as a means for notifying possible candidates of training courses in present or anticipated fields. Data relative to outstanding referrals from other agencies as well as walk-in applicants may be added to the system for referral purposes.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tapes and computer printouts stored in file cabinet.

Retrievability:

Information is retrieved by grade, occupational skills, present job qualifications, job avocation, and location (entered by category code), and therein alphabetically by name.

Safeguards:

Magnetic tapes are maintained in tape library which are accessible only to authorized personnel. Computer Personnel who process reports are appropriately cleared. Paper records are maintained in files in the Equal Opportunity Office in file cabinets, which are locked during non-duty hours.

Retention and disposal:

Records on current employees will be destroyed upon employee's separation. Records on outside referrals will be retained for one year after which they will be destroyed.

System manager(s) and address:

EEO Officer, DCASR, Boston.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. For personal visits, positive identification such as a DLA identification card, driver's license, social security number or any identification containing a picture of the requestor must be presented. Written requests must contain full name, and social security number or date of birth.

Record access procedures:

Written or personal requests directed to the EEO Officer, DCASR, Boston.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Forms filled out by individual employees and applicants. Participation in Skills Bank is voluntary. Data will be updated at the request of the individual candidate or applicant.

Systems exempted from certain provisions of the act:

None

S431.15DLA-C

System name:

431.15 Travel Record

System location:

Records are maintained at all Defense Logistics Agency (DLA) Primary Level Field Activities (PLFAs)

Categories of individuals covered by the system:

All employees, civilian and military, who perform travel, Temporary Duty (TDY) or Permanent Change of Station (PCS) for DLA.

Categories of records in the system:

Consists of copies of request and authorization for TDY travel of DoD personnel, request and authorization for DoD civilian permanent duty travel, travel voucher, travel voucher or subvoucher, claim for reimbursement for expenditures on official business and record of travel payments.

Authority for maintenance of the system:

CHAPTER 5F, Title 5 United States Code.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The file is used by the Accounting and Finance Officer to administer his disbursing and accounting duties for government travel performed by both military and civilian employees under his administra-

tive control. Data is also used by Counsel to determine that expenses of the sale or purchase of the residence for a PCS are reasonable and customary to the locality of the transaction.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

By name and social security number.

Safeguards:

Records are maintained in an area that is accessible to office personnel only.

Retention and disposal:

Records of military personnel are maintained until separation or transfer of the military members. Records of civilian personnel are destroyed one year after termination of their employment.

System manager(s) and address:

Accounting and Finance Officer at each PLFA.

Notification procedure:

Request for information can be addressed to the SYSMANAGER.

Record access procedures:

Written requests for information must contain the full name and social security number of the employee. Employees making a personal request must present identification; i.e., employee badge, drivers license, etc. Official mailing addresses are in the Department of Defense directory in the appendix to the DLA system of record notices.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Request for travel forms, travel vouchers, claims for reimbursement.

Systems exempted from certain provisions of the act:

None

S434.15DLA-C

System name:

434.15 Automated Payroll Cost and Personnel System (APCAPS)

System location:

Records maintained at Defense Logistics Agency (DLA) Centers and Depots.

Categories of individuals covered by the system:

Current and former civilian and military personnel who have been paid or costed by APCAPS.

Categories of records in the system:

Records are maintained in manual and mechanical files for all data which affect an employee's pay, deductions, employer contributions, leave, retirement, position status, or cost accumulation.

Authority for maintenance of the system:

10 USC 136, DoD Dir 5105.22

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used in preparing payrolls, cost and manpower reports.

Information is used by: Agency supervisors and managers - to determine leave usage, manpower allocations and labor distribution. Payroll office - to compute and control payroll and allocate labor costs. Personnel office - to determine leave usage and changes that affect an employee's pay. Security office - to determine location of employees. Disbursing office - to determine the distribution of checks and bonds. Financial Institutions - to determine disposition of net pay or allotments of pay. Treasury Department - to determine registration of bonds and federal tax allocation. Unions, charities, and insurance organizations - to determine participation in these organizations. Civil Service Commission - to determine status of employee and for disposition of retirement records. State and local taxing authorities - to determine tax liability.

Non-government organizations - to verify employment and credit data furnished to financial institutions by employee. Bureau of Employment Compensation - to process employee disability claims. State employment offices - to submit data for unemployment compensation. Local courts - to determine disposition of pay withheld for garnishment of wages.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Microfilm, magnetic tape, disc pack, computer paper printouts, vertical file cards, paper records in file folders.

Retrievability:

Hardcopy documents are filed by payroll block and/or alphabetically by last name. Data stored on mechanized storage devices are retrieved by SSAN.

Safeguards:

Access to mechanical records is limited to authorized DLA data systems personnel. All other records are maintained in areas accessible only to office personnel.

Retention and disposal:

Retention of data varies from 1 to 3 days for mechanical working files up to an employee's total length of service with an activity for permanent payroll information.

System manager(s) and address:

Comptroller, DLA.

Notification procedure:

Written or personal requests for information may be directed to the Chief, Payroll Branch, Accounting and Finance Division, Office of Comptroller at each DLA center and depot.

Record access procedures:

Written requests must contain full name and social security number of the employee. Employees making a personal request must present identification; i.e., employee badge, driver's license, etc. Official mailing addresses are in the Department of Defense directory in the appendix to the DLA system of records notices.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Employee's supervisors, civilian personnel office, military personnel office, financial institutions, local courts, military services or other government agencies.

Systems exempted from certain provisions of the act:

None

S434.15DLA-KP

System name:

434.15 Automated Payroll, Cost and Personnel System (APCAPS) Personnel Subsystem

System location:

Offices of Civilian Personnel at:
Defense Construction Supply Center (DCSC)
Defense Electronics Supply Center (DESC)
Defense General Supply Center (DGSC)
Defense Personnel Support Center (DPSC)
Defense Property Disposal Service (DPDS)
Defense Depot Memphis (DDMT)
Defense Depot Ogden (DDOU)
Defense Depot Tracy (DDTC)
Defense Depot Mechanicsburg (DDMP)
Defense Logistics Agency Administrative Support Center (DASC)

Categories of individuals covered by the system:

Defense Logistics Agency (DLA) civilian employees serviced by Offices of Civilian Personnel at the activities listed under LOCATION and other Department of Defense civilian employees who are both serviced by the Offices of Civilian Personnel and paid by the activities listed under LOCATION.

Categories of records in the system:

Employee data segment of APCAPS data bank, including data being manually collected prior to implementation of the automated record system. For the civilian personnel segment of APCAPS, the employee data segment of the APCAPS data bank contains, for civilian employees, current personnel data on employment status and selected personal data, such as Social Security Number (SSN), name, sex, minority group designator, date of birth, age, physical handicap, Government insurance, military reserve status, retired military status, education, whether individual passed the Federal Service Entrance Examination or the Professional and Administrative Career Examination, status preceding employment with DLA, U.S. citizenship, and veterans preference.

Position data segment of APCAPS data bank. For the civilian personnel segment of APCAPS, the position data segment of the APCAPS data bank contains position data pertinent to established positions, both those positions occupied by a civilian employee as well as those not so occupied.

Personnel history file. The personnel history file contains a profile of selected civilian employee personnel data as of the most recent transaction processed against it, as well as a chronological extract of all prior transactions processed on the employee.

**Authority for maintenance of the system:**

5 U.S.C., Sec. 301, 302; EO 10561; Federal Personnel Manual, Chapter 293.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purposes of the system are to effect Federal personnel actions, maintain the Federal personnel service control system, fulfill Federal personnel reporting requirements, and provide information to officials of DLA for effective personnel management and personnel administration.

Prospective employees. For employment determination purposes.

Credit firms. For verification of data for credit determination purposes.

Taxing authorities. For tax administration purposes.

Officials of the Executive Branch. For performance of official duties.

Officials of the Legislative Branch. For performance of official duties.

Officials of the Judicial Branch. For performance of official duties.

Hospitals, medical offices and institutions. For medical/hospital administration purposes.

Executor or administrator of the estate of a deceased employee, former employee, or annuitant, or next-of-kin. For estate settlement purposes.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer magnetic tapes or discs. Computer paper printouts. Paper records in file folders.

**Retrievability:**

Information identified to a specific civilian employee is accessed and retrieved by Social Security Number.

**Safeguards:**

Records are either secured in locked storage and/or file cabinets or under the constant observation of personnel office officials during duty hours. During non-duty hours, records are either secured in locked storage and/or file cabinets; the records file area is locked, and/or the building is which the records are stored is protected by building security guard. If the records area is not protected by security guard, all records must be locked. Individually identifiable personnel documents will either be handcarried or will be transmitted in envelopes addressed to a specific office or individual and marked to be opened by addressee only. Magnetic tapes and disc are kept in the computer room which is itself a security container with locked door and access limited to persons appropriately cleared and identified. Tapes and disc packs are stored in a tape library when not used in processing, and are logged in and out only to cleared personnel with an official need. Reports with individual data are closely controlled. Computer personnel who process these reports are appropriately cleared and maintain continuous observation of reports during all processing phases. Indivudual requesting information must identify himself/herself and his/her relationship to the individual upon whom the record information is being requested. Individual other than the individual of record must specify what information is requested and the purpose for which it would be used if disclosed. Personnel office official determines if request is reasonable and consistent with provisions of the Freedom of Information Act and the Privacy Act of 1974. In order to prevent unauthorized modification of records contents, original records documents may only be reviewed in the presence of a witness designated by the Personnel Office.

Physical access, that is the ability to obtain the record, is limited to:

Personnel office officials

Civil Service Commission officials

Data processing officials

Supervisors for those records for which they are authorized to maintain.

Responsible officials are granted temporary custody of an original record in order to monitor the review of the record by the individual to whom it pertains, when the individual is geographically remote from the personnel office.

**Retention and disposal:**

Records which are filed in the Official Personnel Folder (OPF) are retained in the personnel office until the employee leaves the agency. At that time the permanent portion of the OPF is transferred to the gaining Federal agency and temporary OPF records are destroyed by shredding or burning. Copies of records which are furnished to the employee concerned, may be retained at his or her discretion. Copies of records authorized to be maintained by supervisors or other operating offices are destroyed by shredding or burning when the employee leaves the agency. Operating records maintained within the Civilian Personnel Office may be retained up to three years, as needed. At that time, or sooner, they may be destroyed by burning or shredding.

**System manager(s) and address:**

Staff Director, Civilian Personnel, HQ DLA and Directors of Civilian Personnel at DCSC, DPDS, DESC, DGSC, DPSC, DDMT, DDOU, DDTC, DDMP, or DASC.

**Notification procedure:**

Written or personal requests may be directed to the SYSMANAGER at the activity where the record is maintained. Individual must provide name (last, first, middle initial) and SSN in order to determine whether or not the system contains a record about him/her. If a written request, individual must provide a return address.

For personal visits, the individual should be able to provide some acceptable identification, such as employing office identification card.

**Record access procedures:**

Written requests are required. The request is to contain the name of the individual (last, first, middle initial), SSN, return mailing address, telephone number where individual can be reached during the day, and a signed statement certifying that the individual understands that knowingly or willfully seeking or obtaining access to records about another individual under false pretenses is punishable by a fine of up to 5,000 dollars. Complete records are maintained only on magnetic tapes or discs and are not available for access by personal visits.

**Contesting record procedures:**

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

Agency supervisors and administrative personnel, medical officials, previous Federal employers, U.S. Civil Service Commission, applications and forms completed by individual.

**Systems exempted from certain provisions of the act:**

None

## S434.20DLA-C

**System name:**

434.20 Mechanization of Contract Administration Services - 1B Payroll (MOCAS 1B)

**System location:**

Records maintained at all Defense Contract Administration Service Regions (DCASRs) less Philadelphia (DCRP).

**Categories of individuals covered by the system:**

Current and former civilian personnel who have been paid by the DCASRs.

**Categories of records in the system:**

Records are maintained in manual and mechanical files for all data which affect an employee's pay, deductions, employer contributions, leave, retirement, or position status.

**Authority for maintenance of the system:**

10 USC 136, DoD Dir. 5105.22

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information is used in preparing payrolls.

Information is used by: Agency supervisors and managers - to determine leave usage, manpower allocations. Payroll office - to compute and control payroll. Personnel office - to determine leave usage and changes that affect an employee's pay. Security office - to determine location of employees. Disbursing office - to determine the distribution of checks and bonds. Financial Institutions - to determine disposition of net pay or allotments of pay. Treasury Department - to determine registration of bonds and federal tax allocation. Unions, charities, and insurance organizations - to determine participation in these organizations. Civil Service Commission - to determine status of employee and for disposition of retirement records. State and local taxing authorities - to determine tax liability.

Non-government organizations - to verify employment and credit data furnished to financial institutions by an employee. Bureau of Employment Compensation - to process employee disability claims. State employment offices - to submit data for unemployment compensation. Local courts - to determine disposition of pay withheld for garnishment of wages.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Microfilm, magnetic tape, disc pack, computer paper printouts, vertical file cards, paper records in file folders.

Retrievability:

Hardcopy documents are filed by payroll block and/or alphabetically by last name. Data stored on mechanized storage devices are retrieved by name, employee number or SSAN.

Safeguards:

Access to mechanical records is limited to authorized DLA data systems personnel. All other records are maintained in areas accessible only to agency personnel.

Retention and disposal:

Retention of data varies from 1 to 3 days for mechanical working files up to an employee's total length of service with an activity for permanent payroll information.

System manager(s) and address:

Comptroller, DLA.

Notification procedure:

Written or personal requests for information may be directed to the Chief, Payroll and Travel Branch, Accounting and Finance Division, Office of Systems and Financial Management at DCASRs.

Record access procedures:

Written requests must contain the full name of the employee. Employees making a personal request for information must present identification, i.e., employee badge, driver's license, etc. Official mailing addresses are in the Department of Defense directory in the appendix to the DLA system of record notices.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Employee's supervisors, civilian personnel office, financial institutions, local courts, military services or other government agencies.

Systems exempted from certain provisions of the act:

None

## S434.87DLA-C

System name:

434.87 Debt Records for Individuals

System location:

Primary System - Accounting and Finance Division, Finance Systems Branch, Headquarters, Defense Logistics Agency (HQ DLA). Secondary system - DLA Primary Level Field Activities (PLFAs).

Categories of individuals covered by the system:

Current and former civilian and military personnel who are indebted to the U.S. Government.

Categories of records in the system:

Administrative reports with supporting documentation; employee's financial condition; personnel actions, and requests for waiver.

Authority for maintenance of the system:

31 USC 951-953 (Federal Claims Collection Act of 1966); Public Law 90-616; Public Law 92-453.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is used to collect monies owed the U.S. Government. Information is maintained to support case files; financial statements provide an understanding of individuals' financial condition with respect to request for deferment of payments. When debts are uncollectible, case files are forwarded to U.S. General Accounting Office for further collection action.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by employee name.

Safeguards:

Records are maintained in areas accessible only to office personnel.

Retention and disposal:

Records are destroyed ten years after all aspects of the case are closed. Collected in full claims are retained for six months and then destroyed. Claims terminated, compromised or waived are retained for three years and subsequently retired to Federal Records Center, held for remaining years and destroyed. Claims settled by U.S. General Accounting Office retained one year after settlement and retired to Federal Records Center, held for remaining years and retired.

System manager(s) and address:

Chief, Finance Systems Branch, Accounting and Finance Division, Office of Comptroller, HQ DLA.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER.

Record access procedures:

Official mailing address is in the DoD Directory in the appendix to the DLA systems notice. Written requests from individuals should contain their full name, current address and telephone number. For personal visits, the individual should be able to provide acceptable identification, such as an employee badge or driver's license, etc.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Primary Level Field Activities, civilian and military personnel offices.

Systems exempted from certain provisions of the act:

None

## S491.10 DLA-M

System name:

491.10 Nonappropriated Fund (NAF) Membership Records

System location:

Officers Open Messes at Defense Construction Supply Center (DCSC), Defense Electronics Supply Center (DESC), Defense General Supply Center (DGSC), Defense Personnel Support Center (DPSC), Defense Depot Ogden (DDOU), Defense Depot Tracy (DDTC), Golf Club at Defense Depot Memphis (DDMT)

Categories of individuals covered by the system:

Members of the NAF

Categories of records in the system:

The record contains the member's name, rank, social security number, spouse's name, birthdate, and home/office telephone number.

Authority for maintenance of the system:

5 USC Secs. 301, 302

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The record is maintained to have a current file of membership in the activity. The records are used by the manager of the fund to determine eligibility for membership, mailing NAF activity notices, billing for dues, indicating payment or non-payment of dues, social functions, and membership card number. The record could be used by the Council to terminate membership for nonpayment of dues.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Card files. The records may also be automated.

Retrievability:

Filed alphabetically by last name

Safeguards:

Maintained in areas accessible only to authorized personnel

Retention and disposal:

Destroy one year after member departs

System manager(s) and address:

The manager of the NAF at DCSC, DESC, DGSC, DPSC, DDMT, DDOU, DDTC

Notification procedure:

Contact the SYSMANAGER by signing a request for the data or personal visit with identification.

Record access procedures:

Contact the SYSMANAGER. Official mailing addresses of SYSMANAGER are in the DoD Directory in the appendix to the DLA systems notice.

Contesting record procedures:

The rules for contesting contents and appealing initial determination by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Assignment orders, ID Card, financial records.

Systems exempted from certain provisions of the act:

None

S493.10DLA-K

System name:

493.10 Official Personnel Folders for Non-Appropriated Fund Employees

System location:

Geographically and organizationally decentralized to the Defense Logistics Agency (DLA) primary level field activities which employ non-appropriated fund employees.

Categories of individuals covered by the system:

All employees of non-appropriated fund (NAF) activities of DLA and former such employees.

Categories of records in the system:

Various forms and records pertaining to the selection and appointment of NAF employees, personnel actions and other records originating during an employee's service and records pertaining to the employee's separation, classification, training, adverse or disciplinary actions, and other employment related forms and documents.

Authority for maintenance of the system:

5 U.S.C. Sec. 301,302, 10 U.S.C. Sec. 136.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

The information is collected and maintained to provide personnel officials and supervisory officials with information on which to base employment decisions affecting employees. It also provides a record of the employee's employment. The use of the record is restricted to official personnel administration uses and for answering inquiries from credit sources or other outside sources when appropriate and requested.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by employee name.

Safeguards:

Maintained in locked filing cabinets. Direct access to the files is limited to civilian personnel office employees and to supervisors and others who are identified as having a specific and legitimate need.

Retention and disposal:

Folders are maintained for the duration of the employee's employment. They are retired to the National Personnel Records Center (civilian), 11 Winnebago Street, St. Louis, Missouri 63118, 30 days after separation, except as follows:

Off-duty U. S. Military personnel, destroy 2 years after termination of employment.

Non-U. S. citizens residing outside of Continental United States (CONUS), Alaska, or Hawaii but working within CONUS, Alaska, and Hawaii, destroy 3 years after separation.

System manager(s) and address:

Civilian Personnel Officers (CPOs) of DLA Primary Level Field Activities (PLFAs) where there are NAF employees.

Notification procedure:

Request for information from an employee about himself or herself should be forwarded to the SYSMANAGER at the PLFA where the employment occurred, and contain requestor's full name and location of organization where employed. The requestor may visit the Office of Civilian Personnel of the appropriate field activity to obtain information on whether the system contains records pertaining to him or her.

Record access procedures:

Individuals should contact the SYSMANAGER. Official mailing addresses are in the DoD Directory in the appendix to the DLA systems notice. Written requests should include requestor's full name, job title and name of organization where employed. For personal visits employee should be able to provide some acceptable identification such as driver's license or employee identification badge.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Information contained in the folder is obtained from the employee's previous employer, educational institution, trade associations, references and others who would have knowledge of the employee's skills or employment characteristics and papers originating with the activity during the employee's work history.

Systems exempted from certain provisions of the act:

None

S672.70DLA-X

System name:

672.70 Dependents Travel

System location:

Transportation Officer or Civilian Personnel Officer (CPO) at Primary Level Field Activities (PLFA)

Categories of individuals covered by the system:

Dependents of civilian personnel authorized travel to new duty station

Categories of records in the system:

Documents relating to arrangements for movements of dependents such as applications for transportation, and authorizations to obtain passports, and port calls.

Authority for maintenance of the system:

5USC 5724 5USC 5724, Relocation expenses of employees transferred or reemployed

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained and used by Agency personnel to ensure completion of pre-travel arrangements, satisfactory conclusion of travel to new duty stations and for preparation of statistical reports. Non-government personnel-applications for visas are forwarded to appropriate foreign country Embassies.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed numerically by Travel Order (TO) number

Safeguards:

Records are maintained in areas accessible only to Agency personnel

Retention and disposal:

Records are destroyed after two years

System manager(s) and address:

Staff Director, Administration, Defense Logistics Agency and Transportation Officer or CPO, PLFA

Notification procedure:

Written or personal requests for information may be directed to SYSMANAGER. Individual must provide full name, TO number, and name of DLA activity from which travel was initiated.

Record access procedures:

Official mailing addresses of SYSMANAGER are in the Department of Defense Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address, travel orders numbers, and telephone numbers of the individual. For personal visits, the individual should be able to provide copy of travel orders and some acceptable identification, such as driver's license.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Individual employee concerned and servicing civilian personnel officer.

Systems exempted from certain provisions of the act:

None

S690.10DLA-W

System name:

690.10 Individual Vehicle Operators File

System location:

Decentralized: At all Primary Level Field Activities (PLFAs) which issue vehicle operator's Identification Cards (I.D.): Heads of PLFAs.

Categories of individuals covered by the system:

All persons for whom Defense Logistics Agency (DLA) has issued permits to operate motor vehicles or equipment.

Categories of records in the system:

Applications for identification cards which may include personal data and the following: State and number of currently valid license; list of arrests or summonses for violation of motor vehicle laws (excluding parking violations) and convictions, if any; suspensions or revocations of his state license or identification card within the past five years; and any motor vehicle accidents within the past five years. Standard Form 47 and other related papers.

Authority for maintenance of the system:

Federal Property and Administrative Services Act of 1949, as amended (40 USC 471); Federal Personnel Manual, Chapter 930.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Records are maintained and used by DLA officials to determine an individual's qualifications and fitness to operate government vehicles and/or equipment. Referral to local, state, and federal law enforcement agencies and courts for use during investigations and court proceedings.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by name and social security number.

Safeguards:

Records are accessible only to DLA officials.

Retention and disposal:

Records are destroyed 3 years after the individual's termination or transfer or after cancellation of authorization.

System manager(s) and address:

Heads of PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and name of DLA activity at which licensing occurred; or if individual is or was a DLA employee, name of employing activity is also required.

Record access procedures:

Official mailing addresses of SYSMANAGERS are in the DoD Directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, current address and telephone numbers of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is, driver's license, employing office identification card, and give some verbal information that could be verified from his file.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

State driver's licenses, Standard Forms 47 and 48, court records, supervisors, and related documents.

Systems exempted from certain provisions of the act:

None

S810.50 DLA-P-1

System name:

810.50 Contracting Officer Files

System location:

Director of Procurement, Headquarters Defense Logistics Agency (HQ DLA), and Heads of DLA Primary Level Field Activities.

Categories of individuals covered by the system:

All Present and Former Contracting Officers.

Categories of records in the system:

DLA Headquarters - Contracting Officer Certificate of Appointments; Contracting Officer Appointment Documentation Sheet (contains information on education, training and experience). Field Activities - Resumes, references and records of training necessary to support the appointment of each contracting officer. Summary of each Contracting Officer's proficiency and evaluation of performance for the twelve (12) months preceding supplied by the employing procurement division. Comments and recommendations of the Contracting Officer Review Board on continuing the warrants of each reviewed Contracting Officer.

Authority for maintenance of the system:

10 USC 2302, Armed Services Procurement Regulation 1-405-2(b) and Defense Logistics Procurement Regulation 1-405.2(b). The Office of each appointing authority shall maintain a file containing all documents (such as resumes, references, and records of training) necessary to support the appointment of each contracting officer.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

DLA Headquarters - Provide a current profile of contracting officers. Field Activities - Necessary to maintain an active, centralized control over the issuance of Contracting Officer warrants. This file serves as the source for historical information on each Contracting Officer which is essential for annual reviews of performance. It is also a registry for the quantity of warrants and their distribution. The information is used by the members of the Contracting Officer Review Board, at activities where they exist, to perform their function of advising and recommending to the Commander the issuance or termination of warrants.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders, and loose leaf binders.

Retrievability:

Filed by organizational activity and alphabetically by last name of Contracting Officer. Chronological actions by Contracting Officer Review Board are filed in separate folders.

Safeguards:

Records are maintained in an area accessible only to Office of Procurement Policy Personnel

Retention and disposal:

Documents relating to and reflecting the designation of Contracting OFFICERS AND TERMINATIONS OF SUCH DESIGNATIONS (Designating Office - Destroy 6 years after termination of appointment. Others - Destroy upon termination of appointment.)

System manager(s) and address:

Executive Director, Directorate of Procurement DLA and Heads of PLFAs.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and name of DLA activity at which employed.

Record access procedures:

Official mailing address of SYSMANAGER are in the DoD Directory in the appendix to the DLA systems notice. Requests should contain the full name, current address and telephone number of the individual. For personal visits, the individual should be able to provide some acceptable identification, that is driver's licence, or DLA identification card.

Contesting record procedures:

The Agency's rules for contesting contents may be obtained from the SYSMANAGER.

Record source categories:

Employee's supervisors, Contracting Officer Review Board.

Systems exempted from certain provisions of the act:

None

S850.10DLA-Q 1

System name:

850.10 Quality Assurance Activity Certification Report

System location:

Primary System - Computer tape in the library of each Defence Contract Administration Services Region (DCASR). Decentralized segments - Print-outs of all or part of this record may be maintained by the DCASR Quality Assurance Directorate, Defense Contract Administration Services District (DCAS), Defense Contract Administration Services Office (DCASO) where individual is assigned. The official mailing addresses of the organization cited are contained in the Department of Defense Directory in the Appendix to the Defense Logistics Agency system of records notice.

**Categories of individuals covered by the system:**

Applies to all DCASR QA personnel involved in Procurement Quality Assurance (PQA) functions at each DCASR.

**Categories of records in the system:**

The system contains name, grade and step; organization assigment, type of position, length of service information, certifications awarded, technical courses completed, courses for which the individual has been nominated and special qualifications as appropriate.

The file is created and maintained during the employee tenure in DCASR Quality Assurance and is deleted when his employment is terminated or upon transfer to another government agency. Changes are made as courses are completed or specific goals are met requiring a file update.

**Authority for maintenance of the system:**

Title 5, USC 4103

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Information is maintained for purposes of determining training requirements, training costs, qualifications for certification in various commodity fields and records of those certified in various commodity fields. The information is used by the first line supervisor in determining the need for training consistent with the individuals past experience and the current goals or needs of the DCASR organization.

The DCASR Training Coordinator uses the information in summary form to justify the need and priority for training.

Individual data is used only at the DCASR.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic tape in the computer tape library.

**Retrievability:**

Filed by person code assigned to each individual.

**Safeguards:**

Records are maintained in areas accessible only to DCASR personnel.

**Retention and disposal:**

Records are destroyed after two years.

**System manager(s) and address:**

DCAS Quality Assurance Staff Development Office (DQADO)

**Notification procedure:**

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name and person code if known.

**Record access procedures:**

Official mailing addresses are in the DoD directory in the Appendix to the DLA systems notice. Written requests for information should contain the full name, person code and telephone number of the individual. For personal visits the individual should have their DLA identification card. The system provides a report of data by individual. A copy of the report is available to the individual through his supervisor. When a change/ update has been made to the computer file, an updated version of the individual file is distributed to the individual, the appropriate supervisor and the training coordinator.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned by be obtained from the SYSMANAGER.

**Record source categories:**

Employees supervisor, college and technical school staffs for course contents and government training school personnel and record.

**Systems exempted from certain provisions of the act:**

None

## S850.10DLA-Q 2

**System name:**

850.10 Monthly Quality Assurance Activity Report by Person

**System location:**

Primary System - Computer tape in the tape library of each Defense Contract Administration Services Region (DCASR). Decentralized segments - print-outs of all or part of this record may be maintained by the DCASR Quality Assurance Directorate, Defense Contract Administration Services District (DCASD), Defense Contract Administration Services Office (DCASO), where individual is assigned. The official mailing addresses of the organization cited are contained in the Department of Defense Directory in the Appendix to the Defense Logistics Agency system of records notice.

**Categories of individuals covered by the system:**

All Quality Assurance personnel performing PQA functions at contractor facilities.

**Categories of records in the system:**

Record of hours devoted by an individual person performing Procurement Quality Assurance (PQA) functions in the contractor's plant, Record may include specific categories of effort in PQA as well as count of actions, contract count and dollar value of contracts received, completed and shipments.

**Authority for maintenance of the system:**

Title 5, USC 4103

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The information is used by the first line supervisor to determine how direct labor (individual) effort is distributed for the purpose of evaluating mission effectiveness and performance. The individual data is used only within the DCASR and its subordinate activities.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Magnetic tape in the computer tape library, printed copies in the DCASR, District, DCASO offices.

**Retrievability:**

Printed reports may be filed by person code under the Division, Branch and Section to which facilities or personnel are assigned.

**Safeguards:**

Records are maintained in areas accessible only to DCASR personnel.

**Retention and disposal:**

Destroy records after two years.

**System manager(s) and address:**

Plans and Systems Mgmt Division (DLA-QR)

**Notification procedure:**

Written or personal requests for information may be directed to the SYSMANAGER. Individual must provide full name, person code, Division and Branch assigment.

**Record access procedures:**

Official mailing addresses are in the DoD directory in the appendix to the DLA systems notice. Written requests for information should contain the full name, person code and telephone number of the individual. For personal visits the individual should have his/her DLA identification card.

The system provides for a monthly report in summary form by individual of all data/information reported during the month. The individual normally receives a copy of this data through supervisory channels.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

**Record source categories:**

The source of the data/information is the individual. No other source is used.

**Systems exempted from certain provisions of the act:**

None

## S866.15DPSC

**System name:**

866.15 Manufacturing Payroll System; Weekly Piece Work

**System location:**

Defense Personnel Support Center (DPSC), Philadelphia, Pa.

Categories of individuals covered by the system:

Current and former civilian personnel who have been paid by the manufacturing payroll system.

Categories of records in the system:

Records are maintained for all data which affect an employee's pay, deductions, employer contributions, leave and retirement.

Authority for maintenance of the system:

5 USC Ch. 53, Pay Rates & Systems, 10 USC 136.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Information is maintained for purposes of affecting the weekly pay. INFORMATION IS USED BY Agency supervisors and managers - to determine leave usage, manpower allocations and labor distribution. Payroll office - to compute and control payroll. Personnel office - to determine leave usage and changes that affect an employee's pay. Security office - to determine location of employees. Disbursing office - to determine the distribution of checks and bonds. Financial Institutions - to determine disposition of net pay or allotments of pay. Treasury Department - to determine registration of bonds and federal tax allocation. Unions, charities, and insurance organizations - to determine participation in these organizations. Civil Service Commission - to determine status of employee and for disposition of retirement records. State and local taxing authorities - to determine tax liability. Non-government organizations - to verify employment and credit data furnished to financial institutions by employee. Bureau of Employment Compensation - to process employee disability claims. State employment offices - to submit data for unemployment compensation. Local courts - to determine disposition of pay withheld for garnishment of wages.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Magnetic tape, disc pack, computer paper printouts, paper records in file folders.

Retrievability:

Records are maintained in alphabetical and employee number order.

Safeguards:

Access to mechanical records is limited to authorized DPSC data systems personnel. All other records are maintained in areas accessible only to office personnel.

Retention and disposal:

Records are retained 18 months to 3 years after their active termination of employment.

System manager(s) and address:

Chief, Accounting and Finance Division, Office of Comptroller DPSC.

Notification procedure:

Written or personal requests for information may be directed to the SYSMANAGER.

Record access procedures:

Written requests must contain the full name and social security number of the employee. Employees making a personal request must present identification; i.e., employee badge, driver's license, etc. Official mailing addresses are in the Department of Defense directory in the appendix to the DLA system of record notices.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations by the individual concerned may be obtained from the SYSMANAGER.

Record source categories:

Employee's supervisors, civilian personnel offices, financial institutions, local courts, other government agencies.

Systems exempted from certain provisions of the act:

None

## DEFENSE LOGISTICS AGENCY OFFICIAL MAILING ADDRESSES

Headquarters, Defense Logistics Agency
Cameron Station, Alexandria, Virginia 22314
Special Assistant for Congressional Affairs
Special Assistant for Public Affairs
Inspector General
Counsel
Assistant Director, Plans, Programs, and Systems
Comptroller
Command Security Officer
Staff Director, Administration
Staff Director, Civilian Personnel
Staff Director, Installations and Services
Staff Director, Management Review
Staff Director, Military Personnel
Staff Director, Small and Disadvantaged Business Utilization
Executive Director, Procurement
Executive Director, Supply Operations
Executive Director, Technical and Logistics Services
Executive Director, Contract Administration
Executive Director, Industrial Security
Executive Director, Production
Executive Director, Quality Assurance

## DEFENSE LOGISTICS AGENCY PRIMARY LEVEL FIELD ACTIVITIES (Alphabetically by State)

### CALIFORNIA

Defense Contract Administration
Services Region, Los Angeles
11099 South La Cienega Blvd.
Los Angeles, California 90045
Defense Depot Tracy
S. Chrisman Road
Tracy, California 95376

### GEORGIA

Defense Contract Adminstration
Service Region, Atlanta
805 Walker Street
Marietta, Georgia 30060

### ILLINOIS

Defense Contract Administration
Services Region, Chicago
O'Hare International Airport
6400 North Mannheim Road
P.O. Box 66475
Chicago Illinois 60666

### MASSACHUSETTS

Defense Contract Administration
Services Region, Boston
666 Summer Street, Boston, Massachusetts 02210

### MICHIGAN

Defense Logistics Service Center
Federal Center
Battle Creek, Michigan 49016
Defense Property Disposal Service
Federal Center
Battle Creek, Michigan 49016

### MISSOURI

Defense Contract Administration
Services Region, St. Louis
1136 Washington Avenue
St. Louis, Missouri 63101

### NEW YORK

Defense Contract Administration
Services Region, New York
60 Hudson Street
New York, New York 10013

### OHIO

Defense Contract Administration
Services Region, Cleveland
Anthony J. Celebrezze Federal Building
1240 East Ninth Street
Cleveland Ohio 44199
Defense Construction Supply Center
Columbus, Ohio 43215
Defense Industrial Security Clearance Office
P.O. Box 2499

Columbus, Ohio 43216
Defense Logistics Agency Systems
Automation Center
P.O. Box 1605
Columbus, Ohio 43216
Defense Electronics Supply Center
1507 Wilmington Pike, Dayton, Ohio 45444
Defense Automatic Addressing System Office
Gentile Air Force Station
Dayton, Ohio 45444

PENNSYLVANIA

Defense Depot Mechanicsburg
Mechanicsburg, Pennsylvania 17055
Defense Contract Administration
Services Region, Philadelphia
P.O. Box 7478
Philadelphia, Pennsylvania 19101
Defense Industrial Supply Center
700 Robbins Avenue
Philadelphia, Pennsylvania
19111
Defense Personnel Support Center
2800 South 20th Street
Philiadephia, Pennsylvania
19101

TENNESSEE

Defense Depot Memphis
2163 Airways Boulevard
Memphis, Tennessee 38114
Defense Industrial Plant
Equipment Center
Memphis, Tennessee 38114

TEXAS

Defense Contract Administration
Services Region, Dallas
500 South Ervay Street
Dallas, Texas 75201

UTAH

Defense Depot Ogden
Ogden, Utah 84407

VIRGINIA

Defense Documentation Center
Cameron Station
Alexandria, Virginia 22314
Defense Fuel Supply Center
Cameron Station
Alexandria, Virginia 22314
Defense Logistics Agency Administrative
Support Center
Cameron Station
Alexandria, Virginia 22314
Defense General Supply Center
Richmond, Virgina 23297

[BILLING CODE 3620-01]

# DEFENSE INVESTIGATIVE SERVICE

## REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any other pertinent personal information as may be required, to locate and retrieve the record.

## BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

## ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

## ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

## ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

## ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

## ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

## ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether

tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

## ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

## ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

## ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

### V1-01

System name:

V1-01 Privacy and Freedom of Information Request Records

System location:

Office of the Assistant for Information (D0020), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314

Categories of individuals covered by the system:

Individuals who have submitted or were the subjects of requests under 5 U.S.C. 552 and 552a.

Categories of records in the system:

Copies of all correspondence with requesters or pertaining to requests for information released or withheld; summaries, and logs of actions taken regarding requests.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations

5 U.S.C. 552 as amended by P. L. 93-502, Freedom of Information Act.

5 U.S.C. 552a (P.L. 93-579) Privacy Act of 1974.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purposes for which information is maintained:

To permit responses to individual requests.

To document actions taken for agency use in subsequent requests, appeals, or litigation.

To provide a basis for reports required by the laws and implementing directives.

To correct or amend investigative or other records. Categories of Users and specific uses are: DIS Assistant for Information, action officers, legal and appeal officials for the uses described above.

Action officers of other agencies when coordination or referral is necessary for the purposes listed above.

DIS investigative control personnel when the release of information may have an impact on investigative activities, or where investigative activity is necessary to verify assertions of the requester, or obtain permission for release of identification of sources.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Information is retrieved by the name of the subject of the request.

Safeguards:

Records are maintained in security containers and only personnel who have a need to know the information are permitted access.

Retention and disposal:

A log entry is made and a file folder established upon the receipt of each request. Copies or summaries of key documents are retained for as long as released material is retained.

System manager(s) and address:

The DIS Assistant for Information at the address listed under location.

Notification procedure:

Requests should be addressed to the SYSMANAGER. The full name, date and place of birth, Social Security Number and the approximate date of earlier requests are necessary for retrieval of information. The Office of the Assistant for Information, Defense Investigative Service (D0020), ROOM 2H043, 1000 Independence Ave. S.W., Washington, DC 20314 may be visited by personnel making inquiries regarding this system. A check of personal identification will be required of all visitors making inquiries for personal records.

Record access procedures:

Access may be obtained through the SYSMANAGER at the address previously listed.

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the SYSMANAGER.

Record source categories:

Information in this system is obtained from requesters, from other federal agencies with collateral interest in a request, and from records which were the subject of requests.

Systems exempted from certain provisions of the act:

Information in this system may identify all or portions of records previously withheld in accordance with the exemptions of 5 U.S.C. 552(b) or 5 U.S.C. 552a(j) or (k). Any such exemptions will continue on requests of this system submitted under the same law.

### V1-02

System name:

V1-02 DIS Personnel Locator System

System location:

Primary System- Administrative Division, Directorate of Logistics and Services (D0145), Defense Investigative Service, Forrestal Bldg., 1000 Independence Ave., S.W., Washington, DC

Decentralized Segments - Field units including centers.

Categories of individuals covered by the system:

Military and civilian personnel assigned or attached to DIS.

Categories of records in the system:

Primary system contains DISHQ Form 4, DIS Locator Card. Field unit decentralized segments include DISHQ Form 4 or optional documents reflecting the required information.

Authority for maintenance of the system:

5 U.S.C. 301, DoD Directive 5105.42, and DIS Regulation 1-10.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Purposes:

Records are used to maintain a locator system of all personnel assigned to the Defense Investigative Service.

Users:

Records are used by administrative personnel and supervisors in headquarters and field units.

Uses:

To determine current assignment of DIS personnel.

As an aid in distributing communications addressed to individuals.

To make and to verify entries in required personnel rosters, directories, and listings subject to certain restrictions placed on the information by the individuals concerned.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records.

Retrievability:

Filed alphabetically by last name.

Safeguards:

Filed in security containers or locked file cabinets, accessible only to authorized personnel that clearly have a need to know the information.

**Retention and disposal:**

Records remain in the active file until departure of the individual, when they are placed in the inactive file and destroyed after one year.

**System manager(s) and address:**

Chief, Administrative Division (D0145), Defense Investigative Service, Forrestal Bldg, 1000 Independence Ave., S.W., Washington, DC 20314.

**Notification procedure:**

Information may be obtained from the primary system by contacting the SYSMANAGER. Information regarding decentralized segments may be obtained from the field unit maintaining portions of these records.

**Record access procedures:**

Access to any records maintained as a part of this system may be obtained from the DISHQ or field unit maintaining them.

**Contesting record procedures:**

While not considered applicable, DIS rules are described in DISR 28-4.

**Record source categories:**

Only the individual on whom records are maintained.

**Systems exempted from certain provisions of the act:**

None.

## V2-01

**System name:**

V2-01 Inspector General Complaints

**System location:**

Office of the Inspector General, Defense Investigative Service, (D0010), 1000 Independence Ave. S.W., Washington, DC 20314

**Categories of individuals covered by the system:**

Past and present civilian employees of the DIS and military personnel currently or formerly assigned to DIS for duty who have made a complaint, or requested assistance from the Inspector General, or whose complaint or request has been referred to the Inspector General for action, assistance or information.

**Categories of records in the system:**

Documents which have been provided by individual complainants in support of their requests, or which have been provided by others in support of, or in rebuttal to, these requests, such as: letters of reprimand, personal financial statements, medical records, promotion board actions, travel orders, personnel computer printouts, medical bills from civilian sources, accident reports, reports of survey, records of personnel actions, evaluation reports, efficiency reports, test results, courtesy letters, letters of appreciation or commendation, screening board actions, leave and earnings statements, movement orders for household goods.

**Authority for maintenance of the system:**

5USC301

DoD Dir 5105.42 (paragraph III B5, part VI), Charter for the Defense Investigative Service

DoD Dir 5200.26 (paragraph 5C2), Defense Investigative Program

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

The purpose for which information in the system is collected is the resolution of a complaint; the redress of a problem or to provide assistance.

The users are: members of Congress, DIS management officials, various service IG offices, various military personnel offices, boards, and record management offices.

The specific uses are: to correct records; take or recommend disciplinary action; reevaluate or rescind previous actions or decisions; conduct or recommend formal investigations or inquiries; provide assistance or guidelines in following prescribed procedures for specific problems; and to provide advice on how to obtain exception to policy.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders

**Retrievability:**

Filed by name

**Safeguards:**

Building employs security guards. Files are contained in a locked file safe and accessible only to the IG staff. Information from this record system is made available to other officials only on a need to know basis.

**Retention and disposal:**

Destroyed after two years by pulping.

**System manager(s) and address:**

Inspector General, Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314

**Notification procedure:**

Information may be obtained from: Assistant for Information (D0020), Room 2H043, Forrestal Building, 1000 Independence Ave. S.W., Washington, DC 20314, Telephone: Area Code 202/693-1740

**Record access procedures:**

Requests from individuals should be addressed to: Defense Investigative Service (D0020) Washington, DC 20314

Written requests for information should contain the full name of the individual, current address and telephone number, and the identity of the DIS element with which affiliated. Visits are limited to the Office of the Assistant for Information (D0020) Room 2H043, 1000 Independence Ave. S.W., Washington, DC 20314

For personal visits, a check of personal identification will be required.

**Contesting record procedures:**

The agency's rules for access to records and for contesting and appealing initial determinations by the individual concerned may be obtained from the Assistant for Information at the above listed address.

**Record source categories:**

DIS personnel office, consolidated civilian personnel offices, DIS comptroller, military personnel offices, military finance offices, military medical record repositories, DIS Investigative Files.

**Systems exempted from certain provisions of the act:**

None

## V4-01

**System name:**

V4-01 Civilian Employee Personnel Records

**System location:**

Civilian Personnel Branch (D0154), Defense Investigative Service, P.O. Box 1211 Baltimore, MD 21203

Civilian Personnel Division (D0151), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314. 1000 Independence Avenue, Washington, D.C. 20314.

**Categories of individuals covered by the system:**

Civilian employees of the Defense Investigative Service.

**Categories of records in the system:**

Permanent and temporary records pertaining to the individual's employment.

**Authority for maintenance of the system:**

Executive Order 10561

FPM Supplement 990-1, Book III, Parts 293 and 294

FPM Chapter 295

5USC301.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

USES

Individual's employment history; disclosure for verification of personnel information; details of employee qualifications; eligibility for proposed personnel actions or new employment.

USERS

Personnel specialists

Personnel clerks

DIS supervisors with a clear need for the information.

Accredited investigators with a clear need for the information.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in file folders, or

5 X 8 cards in card file drawers

**Retrievability:**

Filed alphabetically by last name of employee

**Safeguards:**

Buildings employ security guards. Records are maintained in locked file cabinets, accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Records are both permanent and temporary. Permanent records are transferred to the National Personnel Records Center when no longer required by the agency. Temporary records are destroyed when the file leaves the agency, or when utility of the record is no longer significant.

System manager(s) and address:

Chief, Civilian Personnel Officer (D0151), Civilian Personnel Division, Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314; and, Chief Civilian Personnel Branch (D0154), P.O. Box 1211 Baltimore, MD 21203.

Notification procedure:

Information may be obtained from: SYSMANAGERS

Record access procedures:

Requests from individuals should be addressed to: SYSMANAGERS

Written requests for information should contain the full name of the requesting individual, current address and telephone number, if known, and the name of the individual that appears on the desired file. Visits are limited to: SYSMANAGERS offices

For personal visits, the individual should be able to provide some acceptable identification, i.e., driver's license or building pass.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determination by the individual concerned may be obtained from the Assistant for Information, (D0020), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314

Record source categories:

Previous employers, references, supervisors, U.S. Veterans Administration, U.S. Civil Service Commission, DIS Civilian Personnel Office, DIS Security Officer, other Federal agencies.

Systems exempted from certain provisions of the act:

None

V4-02

System name:

V4-02 Optional Personnel Management Records (OPMR)

System location:

Primary System - Director of Personnel (D0150) Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314 and Civilian Personnel Branch, Defense Investigative Service, P.O. Box 1211, Baltimore, MD 21203

Decentralized Segments - Partial records are maintained at staff directorates, district headquarters, operational centers and field offices. (See DoD appendix for addresses.)

Categories of individuals covered by the system:

Military and civilian personnel assigned or attached to DIS and those being considered for assignment or employment.

Categories of records in the system:

File contains records which may include working documents, copies of correspondence and forms processed in anticipation of, or during, tour of duty with DIS that relate to assignment, security clearance, promotion, duty status, training, special duty, retirement, separation, reenlistment, performance appraisals, matters pertaining to military specialty qualification, manner of performance, morale and discipline, special personnel management and assignment factors and other personnel actions that affect the individual or his assignment with DIS. Qualification records, leave and financial documents, and award recommendations are also among the items that may be included in the records. Decentralized portions also contain emergency notification and locator information, security clearance data, individual workload and productivity measurement records (e.g., DIS Form 45) not necessarily retained by DISHQ Personnel Division activities.

Authority for maintenance of the system:

Executive Order 10561, 5 USC 301, DOD Directive 5105.42, Charter for the Defense Investigative Service (DIS), and other DIS, DOD and CSC directives on records maintenance and disposition

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

PURPOSES

Records are used in fulfilling military and civilian personnel management responsibilities in both field elements and DIS headquarters.

USERS

Records are used by directors, commanders and supervisors at the Field Office, District and DIS headquarters level.

Primary users are the Director of Personnel, the Civilian and Military Personnel Officers and their staffs, and the Director, DIS.

USES

To serve as basis for recommendations for employment, selection, assignment, promotion, awards, training, relief and disciplinary actions.

To record appraisals of performance and performance ratings.

To record reenlistment, retirement, separation and relief from active duty or employment.

To record information on qualifications, schooling, training, experience and career programs affecting personnel actions.

To record morale and disciplinary actions.

To document completed actions, as basis for responding to inquiries, and for use in substantiating and processing subsequent related personnel actions.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records

Retrievability:

Filed alphabetically by last name

Safeguards:

Records filed in security containers or locked file cabinets, accessible only to authorized personnel that clearly have a need to know the information.

Retention and disposal:

Documents in each record are retained for one calendar year following year in which individual departed DIS and then destroyed, unless earlier destruction is prescribed. Manhour documents (DIS Form 45) are maintained for four months only.

System manager(s) and address:

Director of Personnel (D0150), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314

Notification procedure:

Information may be obtained from: SYSMANAGER

Record access procedures:

Access to partial decentralized segments may be obtained from District/Field Office headquarters. Requests from an individual for information pertaining to himself from the centralized repository should be addressed to the SYSMANAGER at the above address.

Written requests for information should contain the full name of the individual, current address and telephone number, grade, SSN, unit and period of assignment with DIS. Visits should be made to the SYSMANAGER.

For personal visits, a check of personal identification will be required.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Assistant for Information, (D0020), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314.

Record source categories:

Sources of information other than from the individual are servicing Civilian Personnel Offices (CPO), the Military Departments and the individual's commander or supervisor.

Systems exempted from certain provisions of the act:

None

V4-04

System name:

V4-04 Civilian Applicant Records

System location:

Civilian Personnel Division (D0151), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, D.C. 20314

Civilian Personnel Branch (D0154), Defense Investigative Service, P.O. Box 1211 Baltimore, MD 21203.

Categories of individuals covered by the system:

Applicants for positions with the Defense Investigative Service.

Categories of records in the system:

Temporary record of applicants' stated interest in and/or qualifications for employemnt.

Authority for maintenance of the system:

FPM Chapter 333
FPM Chapter 332
5USC301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

USES

Identification of applicants, and determination of eligibility for positions with DIS disclosure to other agencies for verification.

USERS

Personnel specialists of DIS and the CSC
Personnel clerks
Supervisors with a clear need for this information
Accredited investigators.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper records in files, looseleaf binders
Paper files of 3 X 5 cards.

**Retrievability:**

Filed by type of position for which the applicant applied, or
Filed alphabetically by last name of applicant, or
Filed numerically by Sequential Control Number.

**Safeguards:**

Buildings employ security guards. Records are maintained in files, accessible only to authorized personnel that are properly screened, cleared, and trained.

**Retention and disposal:**

Records are temporary, and are destroyed in accordance with DIS Records Disposition Schedule.

**System manager(s) and address:**

Chief, Civilian Personnel Officer (D0151), Civilian Personnel Division, Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314; and, Chief, Civilian Personnel Branch (D0154), Defense Investigative Service, P.O. Box 1211, Baltimore, MD 21203.

**Notification procedure:**

Information may be obtained from: SYSMANAGERS

**Record access procedures:**

Requests from individuals should be addressed to: SYSMANAGERS

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual that appears on the desired file. Visits are limited to: SYSMANAGERS offices.

For personal visits, the individual should be able to provide some acceptable identification, eg., driver's license or building pass.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Assistant for Information, (D0020) Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314

**Record source categories:**

Civilian Personnel Officers
Personnel clerks
Civilian personnel specialists
U.S. Civil Service Commission.
Subject Individual.

**Systems exempted from certain provisions of the act:**

None

## V4-05

**System name:**

V4-05 Military Personnel Management Information System (MILPERS)

**System location:**

Primary System-Information Services Division (D0830) Personnel Investigative Center, P.O. Box 1211 Baltimore, MD 21203

Decentralized Segments-Military Personnel Division and Security Division, DIS Headquarters; Support Services Division, PIC; DIS District Headquarters and Field Offices.

**Categories of individuals covered by the system:**

All military personnel currently assigned or attached to DIS and those projected for assignment.

**Categories of records in the system:**

File contains computer records consisting of: (a) Identification Data on the individual; (b) Assignment Data; (c) Duty Information; (d) Basic Personnel Data; (e) Personal Data; (f) Agent qualifications.

**Authority for maintenance of the system:**

DOD Directive 5105.42, Charter for the Defense Investigative Service.

5 USC 301

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Personnel Managers in DIS: To monitor manning posture of DIS elements, statistical reporting, to respond to requests for personnel data from internal DIS, DOD and Congressional sources, determine qualification and eligibility for specific assignments, training or reassignments within DIS, locator reference, strength accountability, verification of manually prepared personnel actions.

Administrative Personnel in DIS: To prepare personnel actions, i.e., award recommendations, retirement applications, etc., as locator reference file, mail routing, for input of data to central file to produce consolidated reports for DISHQ staff elements.

Commanders/Supervisors in DIS: To monitor manning situation for unit under jurisdiction, determine qualification of personnel for special duty assignment or duty in selected areas, meet administrative reporting requirements.

DIS Security Officer: To monitor gains and losses to insure currency of files and security briefing/debriefing, determining periodic revalidation requirements, respond to queries concerning security clearance or access information.

DIS Headquarters Staff: To make decisions on policy and procedural matters, determine agent qualifications, security access, and complete administrative actions.

In the event that records maintained in this system indicate a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, or the granting of benefits by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Computer magnetic tape and paper output in folders or binders

**Retrievability:**

Filed by Social Security Number (SSN)

**Safeguards:**

Magnetic tape storage is within a secured area accessible only to authorized personnel.

Paper products are secured in cabinets and only personnel with a need to know are granted access to these documents.

**Retention and disposal:**

Magnetic tape records are retained on active file until individual's departure from DIS and then on historical file for 3 years. After 3 years, erased from computer file and output reports reflecting personnel data on the individual destroyed by shredding or chemical decomposition. Paper products are retained for one year following the departure of the individual.

**System manager(s) and address:**

Director of Personnel (D0150), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314

**Notification procedure:**

Information may be obtained from: SYSMANAGER

**Record access procedures:**

Access to partial decentralized segments may be obtained from District/Field Office headquarters. Requests from an individual for information pertaining to himself from the centralized repository should be addressed to the SYSMANAGER at the above address.

Written requests for information should contain the full name of the individual, current address and telephone number, grade, SSN, unit and period of assignment with DIS. Visits should be made to the office of the SYSMANAGER

For personal visits, a check of personal identification will be required.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Assistant for Information, (D0020), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314.

Record source categories:

Sources of information other than from the individual are Military Departments and the individual's commander or supervisor.

Systems exempted from certain provisions of the act:

None

V4-06

System name:

V4-06 Civilian Personnel Management Information System (CPMIS)

System location:

Primary System-Information Services Division (D0830), Personnel Investigations Center, P.O. Box 1211, Baltimore, MD 21203

Decentralized Segments-Civilian Personnel Division and various DIS Headquarters elements.

Categories of individuals covered by the system:

Civilian employees of the DIS.

Categories of records in the system:

Records consisting of: identification and employment data; special qualifications and other information found in the Official Personnel Record

Authority for maintenance of the system:

Title 5, United States Code
Section 301 (Agency Regulations)
Section 1302 (regulations)
Section 2951 (reports to the Commission)
Section 4118 (training)
Section 4308 (performance rating)
Section 4506 (incentive awards)
Sections 5113, 5115, and 5338 (classification)
Section 6311 (leave)
Sections 8334(f), 8342(b), 8343(a), and 8347 (retirement)
Section 8716 (life insurance)
Section 8913 (health insurance)
Civil Service Rules, sections 7.2, 5.1, 5.2 and 5.3
Executive Order 10561, September 13, 1954
Executive Order 9830, section 01.2(e) and (f), February 24, 1947 as amended
Executive Order 10800, section 2(d), January 15, 1959
Executive Order 10988, section 14, January 17, 1962
Executive Order 11222, section 405, May 8, 1965
Executive Order 11246, Section 104, September 24, 1965 as amended
DOD Directive 5105.42, Charter for the Defense Investigative Service

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

Uses

CSC, DOD and internal reports on employment characteristics of civilian employees

The identification of personnel with selected characteristics or special qualifications.

Users

Personnel Specialists and Clerks.

DIS Commanders and supervisors with a need to know.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Computer magnetic tape and paper output in folders or binders.

Retrievability:

Filed by date of listing, organization of assignment, name or Social Security Number (SSN).

Safeguards:

Magnetic tape storage is within a secured area accessible only to authorized personnel.

Paper products are secured in cabinets and only personnel with a need to know are granted access to these documents. Personnel with access are properly screened, cleared and trained.

Retention and disposal:

Magnetic tape records and paper products of this system are retained until individual's departure from DIS and then on historical file for 90 days.

System manager(s) and address:

Chief, Civilian Personnel Officer, (D0151), Civilian Personnel Division, Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314

Notification procedure:

Information may be obtained from: SYSMANAGER

Record access procedures:

Requests from individuals should be addressed to: SYSMANAGER

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual that appears on the desired listing. Visits are limited to SYSMANAGER or Civilian Personnel Branch (D0154), Bldg. 320, Fort Holabird, Baltimore Maryland

For personal visits, a check of personal identification will be required.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Assistant for Information (D0020), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, D. C. 20314.

Record source categories:

Notifications of Personnel Action, SF-50 and 50a, Payroll Change Notices, SF1126, Personnel Qualifications Statements, SF-171 and certificates of training.

Systems exempted from certain provisions of the act:

None

V4-07

System name:

V4-07 Adverse Actions, Grievance Files and Administrative Appeals

System location:

Civilian Personnel Branch (D0154), Defense Investigative Service, P.O. Box 1211, Baltimore, MD 21203

Civilian Personnel Division (D0151), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, D. C. 20314

Categories of individuals covered by the system:

Affected civilian employees of the Defense Investigative Service

Categories of records in the system:

Notifications of Personnel Actions

Findings of inquiry into allegations of grievance or complaints

Authority for maintenance of the system:

FPM Chapter 751
FPM Chapter 752 and 5 U.S.C. 301.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

USES

Consideration by examiner and appellate levels of the specifics of each case within and outside of DIS.

In preparing the instant case and subsequent cases for consideration.

USERS

Personnel Specialists and clerks.

DIS and U.S. Civil Service Commission appellate personnel.

Management staff of DIS with a clearly demonstrable need to know specifics of the case.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Filed alphabetically with the Official Personnel Folder
Filed by functional code in personnel office files

Safeguards:

Buildings employ security guards. Records are maintained in file cabinets, accessible only to authorized personnel who are properly screened, cleared and trained.

Retention and disposal:

Records are both permanent and temporary. Permanent records are filed in the Official Personnel Folder. Temporary records are destroyed when the individual leaves DIS, or they are no longer needed. Individual records may be retained indefinitely in subjective reference files.

System manager(s) and address:

Chief, Civilian Personnel Officer (D0151), Civilian Personnel Division, Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314; and, Chief, Civilian Personnel Branch (D0154), Defense Investigative Service, P.O. Box 1211, Baltimore, MD 21203.

Notification procedure:

Information may be obtained from: SYSMANAGERS

Record access procedures:

Requests from individuals should be addressed to: SYSMANAGERS

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual that appears on the desired file. Visits are limited to SYSMANAGERS offices.

For personal visits, a check of personal identification will be required.

Contesting record procedures:

The agency's rules for access to records, contesting contents, and appealing initial determinations by the individual concerned may be obtained from the Assistant for Information (D0020), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, D. C. 20314.

Record source categories:

Supervisors, complainants, investigators, appropriate law enforcement agencies, servicing civilian personnel offices, appellate agencies.

Systems exempted from certain provisions of the act:

None

V4-08

System name:

V4-08 EEO Complaints

System location:

Primary System

Civilian Personnel Division (D0151), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, D.C. 20314

Civilian Personnel Branch (D0154), Defense Investigative Service, P.O. Box 1211, Baltimore, MD 21203

Decentralized Segments - at Districts, DIS Headquarters and Centers by EEO Counselors

Categories of individuals covered by the system:

Persons involved in complaints and DIS civilian employees who have been officially counselled.

Categories of records in the system:

Temporary records pertaining to the individual's complaint of discrimination.

Authority for maintenance of the system:

FPM 713

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

USES

To determine effectiveness of EEO Program.

To determine validity of and trends in complaints.

As a basis for corrective action if a finding of discrimination is made.

USERS

EEO officials

Personnel Specialists and clerks

EEO Counselors at Headquarters, Centers and Districts

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Alphabetically by last name of complainant

Safeguards:

Records are maintained in locked file cabinets accessible only by authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are temporary and destroyed within two years following the resolution of the complainant. Primary system records may be retained in subjective reference files.

System manager(s) and address:

Chief, Civilian Personnel Officer (D0151), Civilian Personnel Division, Defense Investigative Service, 1000 Independence Ave. S.W., Washington, D. C. 20314; and Chief, Civilian Personnel Branch, Defense Investigative Service, P.O. Box 1211 Baltimore, MD 21203

Notification procedure:

Information may be obtained from: SYSMANAGERS

Record access procedures:

Requests from individuals for access to centralized records should be addressed to Defense Investigative Service, Civilian Personnel Division (D0151), Rm 2H086, Forrestal Building, 1000 Independence Ave. S.W., Washington, DC 20314.

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual that appears on the desired file. Visits are limited to Civilian Personnel Division, Room 2H086, Forrestal Bldg., 1000 Independence Ave. S.W., Washington, D. C. 20314

For personal visits, a check of personal identification will be required.

Access to decentralized segments (counselling records) by individuals concerned may be obtained locally.

Contesting record procedures:

DIS rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Assistant for Information (D0020), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, D. C. 20314

Record source categories:

Civilian employees of this agency

Systems exempted from certain provisions of the act:

None

V4-09

System name:

V4-09 Merit Promotion Plan Records

System location:

Civilian Personnel Branch, (D0154), Defense Investigative Service, P.O. Box 1211, Baltimore, MD 21203

Civilian Personnel Division (D0151), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, D. C. 20314

Categories of individuals covered by the system:

Civilians who have applied for certain vacancies within the Defense Investigative Service

Categories of records in the system:

Temporary records pertaining to the individual's consideration for promotion

Authority for maintenance of the system:

FPM Chapter 335

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

USES

To identify eligible candidates for specific promotion opportunities.

USERS

Personnel specialists and clerks of this agency.

Supervisors of this agency with interest in the particular promotion action

Accredited investigators with a clear need for the information.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Appraisals filed alphabetically by employees last name

Promotion panel computations filed by announcement number

Safeguards:

Buildings employ security guards. Records are maintained in locked cabinets, accessible only to authorized personnel that are properly screened, cleared and trained.

Retention and disposal:

Records are destroyed two years after the effective date of the establishment of the promotion register

System manager(s) and address:

Chief, Civilian Personnel Officer (D0151), Civilian Personnel Division, Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314; and, Chief, Civilian Personnel Branch (D0154), P.O. Box 1211, Baltimore, MD 21203.

Notification procedure:

Information may be obtained from: SYSMANAGERS

Record access procedures:

Requests from individuals should be addressed to: SYSMANAGERS

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual that appears on the desired file. Visits are limited to SYSMANAGES offices.

For personal visits, a check of personal identification will be required.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Assistant for Information (D0020), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, D. C. 20314.

Record source categories:

Evaluation of ranking panel members, supervisory appraisals, appraisal of potential by supervisor.

Systems exempted from certain provisions of the act:

None

V4-10

System name:

V4-10 Incentive Awards

System location:

Civilian Personnel Branch (D0154), Defense Investigative Service, P.O. Box 1211, Baltimore, MD 21203

Categories of individuals covered by the system:

Civilian and military personnel of the Defense Investigative Service or persons outside of DIS making suggestions relating to DIS functions.

Categories of records in the system:

Temporary records relating to proposed awards and suggestions.

Authority for maintenance of the system:

5 USC 301

FPM Chapter 451

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

USES

Records are used to provide basis for recommending action on proposed awards including but not limited to awards for length of service, quality step increases, sustained superior performance, special act and service, meritorious and exceptional service, outstanding performance, and similar awards.

USERS

Executive Secretary, Incentive Awards Committee, and committee members and coordinators of suggestions.

Personnel specialists and clerks

Accredited investigators of the U. S. Civil Service Commission

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders

Retrievability:

Suggestions filed by number.

Award actions are filed alphabetically by last name of individual.

Safeguards:

Building employs security guards. Records are maintained in file cabinets, accessible only to authorized personnel that are properly trained, cleared and screened.

Retention and disposal:

Records are temporary and are destroyed when no longer required for a maximum of two years.

System manager(s) and address:

Chief, Civilian Personnel Officer (D0151), Civilian Personnel Division, Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314; and, Chief, Civilian Personnel Branch (D0154), Defense Investigative Service, P.O. Box 1211, Baltimore, MD 21203.

Notification procedure:

Information may be obtained from: SYSMANAGERS

Record access procedures:

Requests from individuals should be addressed to: SYSMANAGERS

Written requests for information should contain the full name of the individual, current address and telephone number, and the name of the individual that appears on the desired file. Visits are limited to SYSMANAGERS offices.

For personal visits a check of personal documents will be required.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Assistant for Information (D0020), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314.

Record source categories:

Reports of evaluating officials, committee determinations.

Systems exempted from certain provisions of the act:

None

V5-01

System name:

V5-01 Investigative Files System

System location:

Defense Investigative Service (DIS), Investigative Files Division, (D0840) P.O. Box 1211, Baltimore, MD 21203 has primary control over the system and is responsible for the maintenance of completed investigative records. The Special Investigations Center, 1000 Independence Ave. S.W., Washington, DC 20314 maintains limited categories of these records. DIS operational centers; District Offices; Field Offices; Resident Agencies and various DIS headquarters staff elements originate and have temporary control over portions of records.

Categories of individuals covered by the system:

Military personnel who are on active duty, applicants for enlistment or appointment and reservists and National Guardsmen; DoD civilian personnel who are paid from appropriated funds; industrial or contractor personnel who are working in private industry in firms which have contracts involving access to classified DoD information or installations; Red Cross personnel and personnel paid from nonappropriated funds who have DoD affiliation; ROTC cadets; former military personnel; individuals residing on, having authorized official access to, or conducting or operating any business or other functions at any DoD installation or facility.

Individuals not affiliated with the Department of Defense when, during the previous year, their activities have directly threatened the functions, property or personnel of the DoD or they have engaged in, or conspired to engage in, criminal acts on DoD installations or directed at the DoD.

Categories of records in the system:

Official Reports of Investigations (ROI's) prepared by DIS or other DoD, Federal, state or local official investigative activities

DIS Information Summary Reports (ISR's) which record unsolicited information received by DIS concerning a person or incident which is of direct interest to other DoD components or Federal agencies. (When such information is received by DIS it is reported as it was received, without investigation or confirmation, by ISR and transmitted to the interested activity.)

Attachments to ROI's or ISR's including exhibits, subject or interviewee statements, police records, medical records, fingerprint cards, credit bureau reports, employment records, education records, release statements, summaries of or extracts from other similar records or reports.

Case control and management documents which are not reports of investigation, but that serve as the basis for investigation, or serve to guide and facilitate investigative activity, including documents providing the data to open and conduct the case, such as the Personnel Security Investigation Request; documents, initiated by the subject such as personnel history documents, and fingerprint records; and documents used in case management and control, such as release statements, case transfer forms, and documents directing the inquiry.

DIS file administration and management documents accounting for the disclosure, control and access to a file, such as warning sheets, separators, forwarding correspondence and accounting records required by 5 U.S.C. 552 and 552a.

Cross references to chronological correspondence files disclosing unfavorable and administrative action taken based on DIS investigations.

Authority for maintenance of the system:

Section 301 of 5 U.S.C. Departmental Regulations

Section 310 of 44 U.S.C. Records Management

Sections 2, 3, 4, 5, 6, 8 and 9, Executive Order 10450, Security Requirements for Government Employment.

Section 6(A), Executive Order 11652, Classification and Declassification of National Security Information and Material.

Sections III and V, DoD Directive 5105.42, Charter for the Defense Investigative Service.

Section IIIA, DoD Directive 5200.2b, Defense Investigative Program.

Section IV A and B, DoD Directive 5200.27, Acquisition of Information Concerning Persons and Organizations not Affiliated with the Department of Defense.

Section IX, DoD Directive 5210.7, Department of Defense Civilian Applicant and Employee Security Program.

Section I, DoD Directive 5210.8, Policy on Investigation and Clearance of DoD Personnel for Access to Classified Defense Information.

Section VII, DoD Directive 5210.9, Military Personnel Security Program

Section V A 2., DoD Instruction 5210.25, Security Acceptability of American National Red Cross Employees at Department of Defense Installations and Activities.

Section I, DoD Instruction 5210.26, Investigation of American National Red Cross Employees on Duty at Department of Defense Installations and Activities in the Zone of Interior.

Encl 3, paragraphs b 2 and 3, DoD Directive 5210.41, Security Criteria and Standards for Protecting Nuclear Weapons.

Section III, DoD Directive 5210.45, Personnel Security in the National Security Agency.

Section VII, DoD Directive 5210.55, Selection of Department of Defense Military and Civilian Personnel for Assignment to Presidential Support Activities.

Section IV, C, DoD Directive 5220.6, Industrial Personnel Security Clearance Program.

Section V B, DoD Instruction 5220.28, Application of Special Eligibility and Clearance Requirements in the SIOP-ESI Program for Contractor Employees.

Section 1 (a) and 2, Executive Order 10865, Safeguarding Classified Information Within Industry.

Section III, DoD Instruction 5030.34, Agreement between the Department of Defense concerning Protection of the President and Other Officials.

Paragraph 10, Director of Central Intelligence Directive No. 1/14, Uniform Personnel Security Standards and Practices Governing Access to Sensitive Compartmented Information C.

Section II, DSA Regulation 5705.2, Criminal Investigative Support to the Defense Supply Agency.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Purpose for which collected.

Personnel security investigative information is collected to insure that the acceptance or retention of persons to sensitive DoD positions, or granting individuals access to classified information, including those employed in defense industry, is clearly consistent with national security.

Criminal investigative information is collected on request to identify offenders, provide facts and evidence upon which to base prosecution and effect the recovery of property which has been wrongfully appropriated.

Information contained in ISR's (see description in RECORD-CATEGORY) regarding criminal, personnel security, counterintelligence, or intelligence matters, when received, is disseminated to appropriate Federal agencies or other DoD components.

Criminal and personnel security information is collected during reciprocal investigations conducted for other DoD and federal investigative elements (or in limited instances, criminal information for local, or state law enforcement agencies) for maintenance and use by the requesting activity.

Information regarding alleged security violations is collected on request to establish whether or not a compromise occured and to identify the personnel involved.

Criminal information received by DIS personnel in the course of their duties which is of direct interest to a local law enforcement agency and therefore furnished to that agency orally or by letter.

Users of DIS investigative information are:

(1) DIS personnel in the course of their official duties.

(2) Other accredited DOD investigative components, DOD agencies, elements of the Military Departments designated by the departments and representatives of the Secretary of Defense and the Joint Chiefs of Staff.

(3) Accredited Federal criminal and civil law enforcement and intelligence agencies.

(4) State and local official criminal law enforcement agencies.

(5) Other accredited federal agencies conducting investigations to evaluate suitability for employment or access to classified information.

(6) Congressional committees and the Government Accounting Office.

Specific uses of DIS investigative records are:

To determine the loyalty, suitability, eligibility, and general trustworthiness of individuals for access to Defense information and facilities by the first two categories of users, above.

To determine the eligibility and suitability of individuals for entry into and retention in the Armed Forces by the second category of users, above.

To provide information pertinent to the protection of persons under the provisions of 18 U.S.C. 3056, by the first three categories of users, above.

For use in criminal law enforcement investigations including statutory violations, counterintelligence, as well as counterespionage and other security matters by the first through fourth and the sixth categories of users, above.

In the event that records maintained in this system indicate a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

To provide information in judicial or adjudicative proceedings including litigation, or in accordance with a court order by the first three categories of users, above.

To make statistical evaluations of DIS investigative activities by the first, second and sixth categories of users, above.

To respond to Freedom of Information and Privacy Act access requests, by the first category of users, above.

To provide information in response to Inspector General, and EEO or other complaint investigations and Congressional inquiries by the first, second and sixth categories of users, above.

To determine the eligibility and suitability of an individual for personnel actions in the Armed Forces of the United States, as deemed appropriate by the second category of users, above.

A record such as identification data, from this system of records may be disclosed as a routine use to a federal, state local or foreign agency maintaining relevant information or to business enterprises to obtain employment records if necessary to obtain information relevant to an assigned investigation.

A record from this system of records may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter by any agency of the first, second, third or fifth categories of users, above.

Transfers of information from this record system to other DoD components is a routine intra-agency use under the provisions of 5 U.S.C. 552a3(b)(1).

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

Storage:

Paper records in file folders, microfilm, magnetic tape or supplementary index cards.

Retrievability:

Investigations are centrally retrievable through the DIS Case Control System (DCCS) or the Defense Central Index of Investigations (DCII) systems described separately in this notice. Reciprocal investigations jurisdictions, may be retrieved only through a limited manual disclosure accounting system

Safeguards:

Completed investigative records are maintained and stored in power files, open shelves and filing cabinets which are housed in secured areas accessible only to authorized personnel who are properly screened and have a need to know. Information contained on magnetic tape is secured in the same manner as the DCII, described separately. Recipients of investigative information are responsible for safeguarding information within the guidelines provided by DIS.

Retention and disposal:

Retention of closed DIS investigative files is authorized for 30 years maximum, except as follows: (1) Files which have resulted in adverse action against an individual will be retained permanently, (2) Files developed on persons who are being considered for affiliation

with the Department of Defense will be destroyed within one year if the affiliation is not completed. In cases involving a pre-appointment investigation, if the appointment is not made due to information developed by investigation, the file will be retained permanently. If the appointment is not made for some other reasons not related to the investigation, the file will be destroyed within one year; (3) Information within the purview of the Department of Defense Directive 5200.27, 'Acquisition of Information Concerning Persons and Organizations Not Affiliated with the Department of Defense', is destroyed within 90 days after acquisition by DIS unless its retention is required by law or unless its retention has been specifically authorized by the Secretary of Defense or through the Chairman, DIRC.

Generally, ISR's and reciprocal investigations are retained for only 60 days.

Partial duplicate records of personnel security investigations are retained for 60 days by DIS field elements. Partial duplicate records in criminal and special investigations are retained for one year.

System manager(s) and address:

Director, Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314

Notification procedure:

Requests should be addressed to the Assistant for Information, Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314. The full name, date and place of birth, and social security account number are necessary for retrieval of information. More information or a notarized statement verifying the identity of requesters may be required. The Information Office, at Room 2H043 1000 Independence Ave., Washington, 20314 DC may be visited by personnel making inquiries regarding this system. A check of personal identification will be required of all visitors making such inquiries.

Record access procedures:

Access may be obtained through the Information Office at the address listed above.

Contesting record procedures:

DIS rules for contesting and appealing initial determinations may be obtained from the Assistant for Information at the address listed above

Record source categories:

Categories of sources of records.

Subjects of investigations.

Records of other DoD activities and components.

Federal, state, county and municipal records.

Employment Records of private business and industrial firms.

Educational and disciplinary records of schools, colleges, universities, technical and trade schools.

Hospital, clinic and other medical records.

Records of commercial enterprises such as real estate agencies, credit bureaus, loan companies, credit unions, banks and other financial institutions which maintain credit information on individuals, transportation companies, (airlines, railroad, etc.)

The interview of individuals who are thought to have knowledge of the subject's background and activities.

The interview of witnesses, victims and confidential sources.

The interview of any individuals deemed necessary to complete the DIS investigation.

Miscellaneous directories, rosters and correspondence.

Any other type of record deemed necessary to complete the DIS investigation.

Systems exempted from certain provisions of the act:

In accordance with subsection 3j(2) of the Act, information maintained by the Special Cases Division of DIS may be exempted from the provisions of subsections (c)(3) and (4); (d); (e)(1), (2) and (3); (e)(5) and (8); and (g). Information maintained by, or at the direction of, this unit includes criminal investigations for which the DIS has primary responsiblity and certain ISR's and reciprocal investigations, and security or counterintelligence information which may be used in criminal prosecution. The withholding of this information will be to allow the DIS Special Cases Division, a criminal law enforcement component, to conduct effective investigations into alleged unlawful activity or crime conductive situations without jeapordizing such investigations. Knowledge of the investigations of the Special Cases Division could enable subjects to take actions to prevent detection of criminal activities, conceal evidence, or to escape prosecution. It could also lead to intimidation of or harm to sources, informants, witnesses and their families. Information from this system will be withheld only to the extent that its release would interfere with such investigations.

Under subsection 3k(1) of the Act, properly classified material contained in DIS investigatory files is exempt from the provisions of subsection (d). This exemption will protect information, the disclosure of which would have an adverse effect on the national defense or foreign policy.

Under subsection 3k(2) of the Act, other investigatory material including certain reciprocal investigations and counterintelligence information is exempt from subsection (c) (3), (d), (e) (4) (G,H and I) and (f) until such time as action is taken regarding allegations, and after that time only to the extent that the information would identify a confidential source who furnished information under an express promise that the identity of the source would be held in confidence (or prior to the effective date of the Act under an implied promise). This exemption will permit the DIS to conduct certain law enforcement investigations effectively and to protect the identities of sources who would not otherwise provide information.

Protective Service: Under subsection 3k(3) of the Act, DIS investigatory material maintained in connection with assisting the US Secret Service (USSS) to provide protective services to the President of the United States or other individuals pursuant to section 3056 of Title 18 is exempt from subsections (c) (3), (d), (e) (1), (e) (4), (g, h and i), and (f). This exemption provision will enable DIS to continue its support of the US Secret Service without compromising the effectiveness of either activity.

Under subsection 3k(5) of the Act, personnel security investigatory material from subsections (c) (3), (d) and (f), is exempt to the extent that the disclosure of such material would reveal the identity of a confidential source as described above. This exemption provision will allow DIS to collect information from certain sources who would otherwise be unwilling to provide information necessary to personnel security investigations.

V5-02

System name:

V5-02 Defense Central Index of Investigations (DCII)

System location:

Central Facility:

Information Services Division, (D0830), Personnel Investigations Center, PO Box 11211, Baltimore, Maryland 21203.

Remote Terminal Locations:

Crime Records Directorate, US Army Criminal Investigations Command, 2301 Chesapeake Avenue, Baltimore, Maryland 21222

Air Force Office of Special Investigations/SUD, Forrestal Building, Washington, D. C. 20314

Naval Investigative Service Headquarters, Hoffman Building 1, 2461 Eisenhower Avenue, ATTN: Code 30, Alexandria, Virginia 22331

Defense Industrial Security Clearance Office, P. O. Box 2499, Columbus, Ohio 43216 (DISCO)

US Army Investigative Records Repository, Building 4452, Fort Meade Maryland 20755

DIS Special Investigations Center, Forrestal Building, Washington, DC 20314

DIS Personnel Investigations Center, D0810, D0820, and D0842, P.O. Box 1211 Baltimore, Maryland 21203

Categories of individuals covered by the system:

Any person described as a subject, a victim, or a cross-reference in an investigation completed by or for a DOD investigative organization when that investigation is retained by the organization and the name is submitted for central indexing.

Categories of records in the system:

DCII MASTER INDEX

Composed of locator references to investigations conducted by or for DOD investigative organizations and retained by them. Index records contain the name and other personal identifying information on individuals who were indexed.

FILE TRACING

Reference to an investigation maintained by one of the investigative records repositories. It identifies the individual by name and personal identifiers, the custodian of the file, the year indexed and the number used by the repository to locate the file.

OPEN CASE TRACING

A record input by either Army investigative activities or DIS reflecting the existence of an investigation in progress. It identifies the subject individual by name and personal identifiers, the location of the open investigation, the year indexed and the number used to locate the investigative file.

NAC PENDING TRACING

Record of a National Agency Check (NAC) investigation in progress. It identifies the subject individual by name, personal identifiers, the case number, the category of the requester of the NAC, and the type of NAC being run.

NAC HISTORY TRACING

A record of completed favorable, or incomplete, national agency checks. It identifies the individual by name and personal identifiers, the date the NAC was completed and the agencies that were checked.

DCII NAME ONLY INDEX (NOI)

Composed of names of persons who are referenced but not fully identified in investigative files. A Name Only Index record identifies the individual by name and lists the custodian agency of the file, year indexed and the number used by the repository to locate the file. Positive identification is impossible from the index and may well be impossible from the case file itself. DIS has placed no records in this index.

**Authority for maintenance of the system:**

5 U.S.C. 301 Departmental Regulations

44U.S.C. 3101 Records Management

Memorandum, Secretary of Defense, May 27, 1965

Memorandum, Secretary of Defense, December 3, 1965, subject: Establishment of a Central Index of DOD Investigations.

DOD Directive No. 5105.42, April 18, 1972, subject: Charter for Defense Investigative Service (DIS).

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

File tracing information is collected and maintained in the DCII so that authorized users may determine the existence and location of DOD investigative records.

NAC history information is maintained for authorized users in granting clearances, access to defense installations, entry into military service or employment in sensitive civilian positions.

Categories of users:

Components listed under the LOCATION caption are the principal users and (with the exception of DISCO) the file custodians. Listed terminal holders (with the exception of DISCO) may release general DCII information to users of their investigative records or listed in their investigative records systems descriptions in this register.

It should be noted that information contained in the system is regarded as the property of the submitting activities. DIS can neither monitor, nor assume responsibility for the propriety or accuracy of the data in the system, other than that portion belonging to DIS.

Transfer of information from this records system to other DOD components is a routine intra-agency use under the provisions of 5 U.S.C. 552a3(b)(1). The use of the DCII by terminal holders to advise requesters of the possible location of information, where there is no disclosure of personal information from the DCII, does not require an accounting.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Master Index data is maintained in direct access storage devices, disk and data cell. It is also contained on magnetic tape for continuity of operations purposes to permit processing at alternate locations in the event of computer failure.

Name Only Index data is maintained on magnetic tape and microfiche. Each contributor is provided his portion on a quarterly basis.

**Retrievability:**

Master Index records are accessed through name and at least one personal identifier (PID). Personal identifiers are: date of birth, place of birth, social security number and the last four (4) digits of military service number. Inquiries may enter the system in card form or by being keyed in at remote terminals. A non-standard retrieval capability also exists which permits retrieval without PID, or on parts of a name, and produces references to all individuals by that name. It should be noted that in many cases, the subject's SSAN is necessary to make a positive identification.

Name Only Index records are accessed through the name or some portion thereof. Records are retrieved based on an exact match with the name submitted. Inquiries may enter the system only in card form.

**Safeguards:**

Generalized validation is provided in batch retrieval through program edits to prevent unauthorized access.

User terminals with access to the Master Index are located in controlled access areas. Access to the system is limited to specified time of the day. Terminals are connected via dedicated data circuits which prevent access from standard dial-up telephones.

Activities must be a part of DOD and accredited on the basis of authorized requirements before a new terminal is established or before batch requests will be honored and processed. Terminal holders, and organizations authorized access by other means, are responsible for insuring that individuals and organizations to whom they disclose index information have appropriate authority and need to know.

The computer room is located within a building controlled by security personnel at all times. Identification badges are required for entrance. Access to the computer room is controlled by a combination lock on the entrance. Critical backup files are stored in locked fireproof data safes.

**Retention and disposal:**

Retained for as long as files are retained. When the record repository disposes of the file, they are responsible to delete all index tracings pertaining thereto, in accordance with established procedures. Processing of a deletion transaction flags the computer record which precludes it being given out thereafter. Such flagged records are eliminated from the system during periodic file restructuring procedures.

Open Case Tracings. Retained for as long as the investigation is open. When the investigation is completed, the contributor replaces the open case tracing with a file tracing as described above.

NAC History Tracings. Retained for a period of four (4) years from the date of completion and then automatically deleted unless specific action is sooner taken to delete the record. Should a subsequent favorable NAC be completed, the entering of a new history record will delete the first history record.

NAC Pending Tracings. Retained until completion of the NAC at which time they are replaced by a NAC History or file tracing, unless sooner deleted by the originator.

**System manager(s) and address:**

Director, Defense Investigative Service, 1000 Independence Ave. SW, Washington, DC 20314

**Notification procedure:**

Information may be obtained from:

Assistant for Information, Defense Investigative Service (D0020), Room 2H043, Forrestal Bldg., 1000 Independence Ave. S.W., Washington, DC 20314.

Information Required: Full name and all maiden and alias names under which files may be maintained and personal identifiers listed under RETRIEVABILITY. Note, Social Security Account Numbers may be necessary for positive identification of certain records.

Office Which May be Visited: Information Office, Defense Investigative Service, Room 2H043, 1000 Independence Avenue, S.W., Washington, DC 20314.

Proof of Identity: Check of personal documents.

**Record access procedures:**

Access may be obtained through the Information Office at the address previously listed.

**Contesting record procedures:**

The agency's rules for access to records, contesting contents and appealing initial determinations by the subject individual may be obtained from the Assistant for Information, at the above address.

**Record source categories:**

DOD investigative organizations listed under the LOCATION caption, excluding DISCO, and additionally:

Defense Supply Agency, ATTN: DSAH-T Cameron Station, Alexandria, Virginia 22314.

Director of Security, National Security Agency, ATTN: M-552 Fort Meade, Maryland 20755

Assistant Chief of Staff of Intelligence, Department of the Army, ATTN: Counterintelligence Division, Washington, D. C. 20315 (ACSI)

**Systems exempted from certain provisions of the act:**

In accordance with Subsection 3(j)(2) of the Act, certain references from criminal law enforcement components contained in this system of index records may be exempted from the provisions of subsections (c)(3), (c)(4), (d) and (e)(8). this exemption will allow the contributing components to conduct effective investigations into alleged unlawful activity or crime conductive situations and use the DCII without jeopardizing such investigations. Knowledge of investigations by criminal law enforcement components would enable suspects and subjects to take actions to prevent detection of criminal activities, conceal evidence or to escape prosecution. It could also lead to intimidation of or harm to informants, witnesses, sources and their families. information from this system will be withheld only to the extent that its release would interfere with such investigations.

## V5-03

**System name:**

V5-03 National Agency Check (NAC) Case Control System (NCCS)

**System location:**

Information Services Division (D0830) Personnel Investigations Center, P.O. Box 1211, Baltimore, Maryland 21203

Categories of individuals covered by the system:

Any person the subject of an active or recently completed National Agency Check conducted by DIS.

Categories of records in the system:

NCCS MASTER FILE

Composed of records of NAC's which are being conducted for DOD activities. Records contain the name and other personal identifying information, the type of NAC, requester category, and case number.

NCCS HISTORY FILE

Consists of records of completed NAC's. Records contain the name and other personal identifying information, the type of NAC, requester category, case number and date closed.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulation

44 U.S.C. 3101, Records Management

DOD Dir 5210.8, 15 February 1962, Policy on Investigation and Clearance of DOD Personnel for Access to Classified Defense Information.

DOD Directive 5105.42, 18 April 1972, Charter for the Defense Investigative Service (DIS).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

PURPOSES FOR WHICH COLLECTED

The NCCS Master File records are retained to aid in case management and for the production of statistical reports.

The NCCS History File is used to obtain case management data and statistical reports.

CATEGORIES OF USERS

DIS Case Control Centers and the Defense Industrial Security Clearance Office

SPECIFIC USES

To determine the existence, location and status of the case file.

Control of workload and prepare statistical reports.

AUTOMATED INTERFACES

The Defense Central Index of Investigations (DCII) System as described separately in this notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The NCCS Master File is maintained on magnetic tape.

Retrievability:

Records may be accessed through name or case control number. Queries may enter the system in either card or tape form or indirectly through the DCII.

Safeguards:

As described in the DCII system description, this notice.

Retention and disposal:

Monthly history tapes are retained for two years.

System manager(s) and address:

Director, Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314

Notification procedure:

Information may be obtained from:

Assistant for Information, Defense Investigative Service, Room 2H043, Forrestal Bldg, 1000 Independence Ave. S.W., Washington, DC 20314

INFORMATION REQUIRED

Full name and all maiden or alias names under which files may be maintained.

Personal Identifiers which include date and place of birth, social security number, and last four digits of military service number.

OFFICES WHICH MAY BE VISITED

Assistant for Information, Defense Investigative Service, Room 2H043, 1000 Independence Ave. S.W., Washington, DC 20314

PROOF OF IDENTITY

Routine check of personal documents.

Record access procedures:

Information Office at above address.

Contesting record procedures:

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Assistant for Information at the address listed above.

Record source categories:

DIS Case Control Centers.

Systems exempted from certain provisions of the act:

None

V5-04

System name:

V5-04 Defense Case Control System (DCCS)

System location:

Information Services Division, (D0830), Personnel Investigation Center, P.O. Box 1211, Baltimore, Maryland 21203

Categories of individuals covered by the system:

Any person or activity the subject of an ongoing or recently completed Defense Investigative Service (DIS) investigation.

Categories of records in the system:

The DCCS Master file is composed of records of investigations which are being or have been conducted for DOD activities. Records contain the name and other personal identifying information on individuals who are investigated.

The DCCS History File consists of records of investigations that have been closed. Records contain the name and other personal identifying information on individuals who have been investigated.

The DCCS Investigative Assignment File (IAF) consists of records of leads assigned to DIS field elements for those investigations in progress as reflected in the DCCS Master file. Records contain the name, social security number, case control number, the investigative leads assigned and their status.

Authority for maintenance of the system:

5 U.S.C. 301, Departmental Regulations

44 U.S.C. 3101, Records Management

DOD Directive No. 5105.42, April 18, 1972, Charter for the Defense Investigative Service (DIS).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

PURPOSES

The DCCS Master File contains open cases and cases closed during the prior 15 days to aid in case management and for the production of statistical reports.

The DCCS History File contains a record of all closed cases to obtain case management data and statistical reports.

The DCCS assignment files are used by DIS field elements to control local aspects of the investigation.

CATEGORIES OF USERS

DIS case control centers and field elements.

The Defense Industrial Security Clearance Office

SPECIFIC USES

To determine the existence, location and status of the cases.

To control workload and prepare statistical reports.

To inform federal agencies or requesters of investigations regarding the status of on-going cases.

AUTOMATED INTERFACES

The DCII System as described separately in this notice.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The DCCS Master File in Direct Access Storage Devices (DASD). A copy of the Master File is also contained on magnetic tape for continuity of operations to permit processing at alternate locations in the event of computer failure.

The DCCS History File is contained in magnetic tape.

DCCS Investigative Assignment Files are retained in paper form.

Retrievability:

Master and History File Records are accessed primarily through the case control number. Records can also be accessed through Military Service Number or Social Security Number. Queries may enter the system in card form and from magnetic tape or indirectly through the DCII.

Lead assignment (IAF) data is retrievable by name of individual or case control number.

Safeguards:

For the Master and History Files as described in the DCII system description, this notice.

IAF documents.

Retention and disposal:

Monthly history tapes are retained for two years. IAF records are retained one year after completion of field leads.

System manager(s) and address:

Director, Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314

**Notification procedure:**

Information may be obtained from:

Assistant for Information, Defense Investigative Service (D0020), Room 2H043, Forrestal Bldg., 1000 Independence Ave. S.W., Washington, DC 20314

INFORMATION REQUIRED:

Full name and all maiden or alias names under which files may be maintained.

Personal Identifiers which include date and place of birgh, social security number, and last four digits of military service number.

OFFICES WHICH MAY BE VISITED

Assistant for Information, Defense Investigative Service, Room 2H043, Forrestal Bldg. 1000 Independence Ave. S.W., Washington, DC 20314

PROOF OF IDENTITY:

Routine check of personal documents.

**Record access procedures:**

Information Office, at above address.

**Contesting record procedures:**

The agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned may be obtained from the Assistant for Information.

**Record source categories:**

DIS Case Control Centers

**Systems exempted from certain provisions of the act:**

In accordance with Subsection 3(j)(2) of the Act, certain references contained in this system of case control records may be exempted from the provisions of subsections (c)(3), (c)(4), (d) and (e)(8). This exemption will allow the DIS Special Cases Division, a criminal law enforcement component, to conduct effective investigations into alleged unlawful activity or crime conductive situations and use the DCCS without jeapordizing such investigations. Knowledge of the investigations of the Special Cases Divisions could enable subjects to take actions to prevent detection of criminal activitites, conceal evidence, or to escape prosecution. It could also lead to intimidation of or harm to sources, informants, witnesses and their families. Information from this system will be withheld only to the extent that its release would interfere with such investigations.

V5-05

**System name:**

V5-05 Subject and Reference Locator Records.

**System location:**

A decentralized system maintained by Defense Investigative Service field units.

**Categories of individuals covered by the system:**

Military personnel and civilian employees of the Department of Defense.

**Categories of records in the system:**

Personnel, locator, assignment rosters and housing records furnished by Army, Navy, Air Force and Marine Corps posts, bases and stations in the U.S. and Puerto Rico and retained for periods longer than they are retained by originating activities. Examples of such records are Army Locator/Organizational Rosters (A0102.03a DAAG) and Army Housing Files(A1511.01aDAPE).

**Authority for maintenance of the system:**

10 U.S.C. 133, E.O. 10450, E.O. 10865, DoD Directive 5105.42.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Records are maintained by DIS investigative elements for use in locating supervisors, coworkers and character references of subjects of DIS investigations and to identify or verify the locations and assignments of subjects when this information cannot be obtained through other local sources. Information from this system may be provided to law enforcement agencies for the same purposes.

**Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:**

**Storage:**

Paper listings in files or binders, computer products, microfiche, index cards.

**Retrievability:**

By name and other identifying data.

**Safeguards:**

Maintained in locked cabinets or locked rooms and only DIS personnel have access.

**Retention and disposal:**

Records are retained for a maximum of five years.

**System manager(s) and address:**

Director, Defense Investigative Service, 1000 Independence Ave. SW., Washington, D.C.20314.

**Notification procedure:**

Requests should be addressed to the Assistant for Information, Defense Investigative Service, Washington, D.C.20314. The full name, date and place of birth, social security account number, military service numbers are required and the name and location of the post, base, or station and periods of assignment or employment so that a thorough search can be conducted. A notarized statement verifying the identity of requestors is required. The Information Office, at room 2H043, 1000 Independence Ave. S.W., Washington, D.C. may be visited by personnel making inquiries regarding this system. A check of personal identification will be required of all visitors making such inquiries.

**Record access procedures:**

Access may be obtained through the Information Office at the address listed above.

**Contesting record procedures:**

DIS rules for access to records and for contesting and appealing initial determinations are contained in 32 CFR Part 298a and DIS Regulation 28-4.

**Record source categories:**

Military personnel offices, training schools and housing offices for installations.

**Systems exempted from certain provisions of the act:**

NONE

V6-01

**System name:**

V6-01 Personnel Security Files

**System location:**

Primary System - Security Division, (D0146), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314

Decentralized System - Partial records are maintained at working locations as a part of the Optional Personnel Management Record System described separately in this notice.

**Categories of individuals covered by the system:**

Every DIS employee, civilian and military, without exception.

**Categories of records in the system:**

Individual's Certificate of Security Clearance, Security Briefing Statement, Certificates of Clearance from other Services, Defense Central Investigations Index (DCII) check results, summaries of adverse information, debriefing statements, and similar related documents varying in certain cases. Sufficient individual identifying data to confirm identities is also contained in this system.

**Authority for maintenance of the system:**

Requesting agency, to the extent that the information is relevant and 5 U.S.C. 301 (Departmental Regulations) and DoD Directive 5210.7, Department of Defense Civilian Applicant and Employee Security Program and DoD Directive 5210.8, Policy on Investigations and Clearances of DoD Personnel for Access to Classified Defense Information.

**Routine uses of records maintained in the system, including categories of users and the purposes of such uses:**

Uses

Files are to provide a basis for granting security clearances.

Files are also used to provide information of security clearances for individuals attending official activities of other offices on classified matters.

They also are used to provide security clearances information to other governmental offices where change of employment is being considered.

In the event that records maintained in this system indicate a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute or particular program statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, or rule, regulation or order issued pursuant thereto.

A record from this system of records may be disclosed as a 'routine use' to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as employment records, if necessary to obtain information relevant to an agency decision concerning the hiring or retention of an employee, the issuance of a security clearance, or other benefit.

Users

Director of Personnel and his office.

DIS Security officer and his office.

All Supervisors, Commanders, and Office Chiefs, but only for confirming clearance level information.

Security officials of other DoD elements or governmental agencies when required for clearance verification or pre-employment consideration. consideration.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Individual files are established when an application for employment or assignment to the DIS is first received. As an investigation is completed and adjudicated, a clearance certificate is filed. If the file is unfavorable and the individual is not accepted, the file is placed in the 'dead' file section and retained for one year.

Storage:

Paper records in file folders.

Retrievability:

Filed alphabetically by last name.

Safeguards:

For the primary system building employs security guards (Federal Protective Service). Records are maintained in locked containers in areas accessible only to authorized personnel who have a need to know.

Retention and disposal:

Records are maintained for the period of time an individual is assigned to the DIS and for one year afterwards. Disposal is as classified waste.

System manager(s) and address:

Chief, Security Division (D0146), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314

Notification procedure:

Information regarding the primary system may be obtained from: Security Officer (D0146), Defense Investigative Service, Room 3F087, Forrestal Building, 1000 Independence Ave. S.W., Washington, DC 20314

Record access procedures:

Access to the decentralized records may be obtained at any time. Requests for access to the primary system from individuals should be addressed to: The Assistant for Information, Defense Investigative Service, ATTN: D0020, 1000 Independence Ave. S.W., Washington, DC 20314

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to the Office of The Assistant for Information, Defense Investigative Service, Room 2H043, 1000 Independence Ave. S.W., Washington, DC 20314

For personal visits, a check of peronal documents will be conducted.

Contesting record procedures:

The Agency's rules for contesting contents and appealing initial determinations may be obtained from the Assistant for Information Office at the above address.

Record source categories:

Application and related forms from the individual, summaries of information from background investigations of the individual.

Systems exempted from certain provisions of the act:

None

V6-02

System name:

V6-02 Special Compartmented Intelligence (SCI) Access file.

System location:

Security Division, (D0146), Defense Investigative Service, 1000 Independence Ave. S.W., Washington, DC 20314

Categories of individuals covered by the system:

DIS personnel who have been granted Special Access to SCI information.

Categories of records in the system:

A roster is maintained of personnel holding access clearances and a certificate of clearance for each such individual.

Authority for maintenance of the system:

DIAM 50-1 (C).

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

USES

The SCI Access File is used to determine who in DIS has an SCI clearance.

Data is used also to monitor the program within DIS.

USERS

DIS Security Officer, and his office.

Chief, DIS Special Investigations Center, to determine SCI clearance for assignment of investigative duties entailing access.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

All data is maintained in one file folder. The roster is provided by DIA. Copies of clearance certificates are maintained for each individual having the special access. When a person is taken off this access and has been debriefed, this is noted in the file.

Storage:

Paper records in file folder.

Retrievability:

Roster is in alphabetical order; clearances are filed in chronological order.

Safeguards:

Files are maintained in an authorized security container within a locked room. The Federal Protective Service controls entrance to the building.

Retention and disposal:

Records are maintained for the period that the individual is granted the special access and then for one year thereafter.

System manager(s) and address:

Chief, Security Division (D0146), Defence Investigation-Service, 1000 Independence Ave. S.W., Washington, DC 20314

Notification procedure:

Information may be obtained from:

SYSMANAGER, Chief, Security Division, Defense Investigative Service, Room 3F087, Forrestal Building, 1000 Independence Ave. S.W., Washington, DC 20314, Telephone: Area Code 202/693-0720

Record access procedures:

Requests from individuals should be addressed to: Assistant for Information, Defense Investigative Service, ATTN: D0020, Room 2H043, Forrestal Building, 1000 Independence Ave. S.W., Washington, DC 20314.

Written requests for information should contain the full name of the individual, current address and telephone number. Visits are limited to Office of Information, Defense Investigative Service, Room 2H043, Forrestal Building, 1000 Independence Ave. S.W., Washington, DC 20314

Contesting record procedures:

The agency's rules for contesting contents and appealing initial determinations may be obtained from the Assistant for Information, at the above listed address

Record source categories:

Personnel Security File on the individual.

Systems exempted from certain provisions of the act:

None

# UNIFORMED SERVICES UNIVERSITY OF HEALTH SCIENCES

## REQUESTING RECORDS

Records are retrieved by name or by some other personal identifier. It is therefore especially important for expeditious service when requesting a record that particular attention be provided to the Notification and/or Access Procedures of the particular record system involved so as to furnish the required personal identifiers, or any

other pertinent personal information as may be required, to locate and retrieve the record.

## BLANKET ROUTINE USES

Certain blanket 'routine uses' of the records have been established, that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within a particular record system. These additional blanket routine uses of the records are published below, only once in the interest of simplicity, economy and to avoid redundancy, before the individual record system notices begin rather than repeating them in every individual record system.

## ROUTINE USE - LAW ENFORCEMENT

In the event that a system of records maintained by this component to carry out its functions indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature, and whether arising by general statute, or by regulation, rule or order issued pursuant thereto, the relevant records in the system of records may be referred, as a routine use, to the appropriate agency, whether federal, state, local or foreign, charged with the responsibility of investigating or prosecuting such violation or charged with enforcing or implementing the statute, rule, regulation or order issued pursuant thereto.

## ROUTINE USE - DISCLOSURE WHEN REQUESTING INFORMATION

A record from a system of records maintained by this component may be disclosed as a routine use to a federal, state or local agency maintaining civil, criminal or other relevant enforcement information or other pertinent information, such as current licenses, if necessary to obtain information relevant to a component decision concerning the hiring or retention of an employee, the issuance of a security clearance, the letting of a contract, or the issuance of a license, grant or other benefit.

## ROUTINE USE - DISCLOSURE OF REQUESTED INFORMATION

A record from a system of records maintained by this component may be disclosed to a federal agency, in response to its request, in connection with the hiring or retention of an employee, the issuance of a security clearance, the reporting of an investigation of an employee, the letting of a contract, or the issuance of a license, grant, or other benefit by the requesting agency, to the extent that the information is relevant and necessary to the requesting agency's decision on the matter.

## ROUTINE USE - CONGRESSIONAL INQUIRIES

Disclosure from a system of records maintained by this component may be made to a congressional office from the record of an individual in response to an inquiry from the congressional office made at the request of that individual.

## ROUTINE USE WITHIN THE DEPARTMENT OF DEFENSE

A record from a system of records maintained by this component may be disclosed as a routine use to other components of the Department of Defense if necessary and relevant for the performance of a lawful function such as, but not limited to, personnel actions, personnel security actions and criminal investigations of the Component requesting the record.

## ROUTINE USE - PRIVATE RELIEF LEGISLATION

Relevant information contained in all systems of records of the Department of Defense published on or before August 22, 1975, will be disclosed to the Office of Management and Budget in connection with the review of private relief legislation as set forth in OMB Circular A-19 at any stage of the legislative coordination and clearance process as set forth in that Circular.

## ROUTINE USE - DISCLOSURES REQUIRED BY INTERNATIONAL AGREEMENTS

A record from a system of records maintained by this Component may be disclosed to foreign law enforcement, security, investigatory, or administrative authorities in order to comply with requirements imposed by, or to claim rights conferred in international agreements and arrangements including those regulating the stationing and status in foreign countries of Department of Defense military and civilian personnel.

## ROUTINE USE - DISCLOSURE TO STATE AND LOCAL TAXING AUTHORITIES

Any information normally contained in IRS Form W-2 which is maintained in a record from a system of records maintained by this Component may be disclosed to State and local taxing authorities with which the Secretary of the Treasury has entered into agreements pursuant to Title 5, U.S.Code, Sections 5516, 5517, 5520, and only to those State and local taxing authorities for which an employee or military member is or was subject to tax regardless of whether tax is or was withheld. This routine use is in accordance with Treasury Fiscal Requirements Manual Bulletin Nr. 76-07.

## ROUTINE USE - DISCLOSURE TO THE OFFICE OF PERSONNEL MANAGEMENT

A record from a system of records subject to the Privacy Act and maintained by this component may be disclosed to the Office of Personnel Management concerning information on pay and leave, benefits, retirement deductions, and any other information necessary for the Office of Personnel Management to carry out its legally authorized Government-wide personnel management functions and studies.

## ROUTINE USE - DISCLOSURE OF INFORMATION TO NARS (GSA)

A record from a system of records maintained by this component may be disclosed as a routine use to the National Archives and Records Service of the General Services Administration in records management inspections conducted under authority of 44 U.S.C. 2904 and 2906.

## ROUTINE USE - DISCLOSURE TO DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

All systems of records relating to compensation, employment or retirement, or extracts therefrom, maintained by this Component may be disclosed as a routine use to the Department of Health, Education, and Welfare for the purpose of comparing such record with records of programs administered by and in the possession of the Department of Health, Education, and Welfare in order to verify information where such verification is required by law or regulation or to identify violations or potential violations of law, whether criminal, civil, or regulatory, and whether arising by general statute or particular program statute, or by regulation, rule, or order issued pursuant thereto.

### WUSU01

**System name:**

Uniformed Services University of the Health Sciences (USUHS) Personnel Files

**System location:**

A central personnel record file will be maintained at the USUHS Personnel/Manpower Office, 4301 Jones Bridge Road, Bethesda, MD 20014. Copies of 171's and curriculum vitae's of applicants and employees will be maintained in the Personnel/Manpower office as by the Dean of the School of Medicine, and by the Department Chairman, having a need for the information. A supplemental file consisting of summary data on each civilian employee will be stored in the computer at Bolling AFB, Washington, D. C. 20332; for military personnel assigned to USUHS; at WRAMC military personnel office, NNMC military personnel office, Andrews AFB personnel office and at PHS personnel office, Parklawn Bldg., Rockville, MD 20850. Home phone numbers of key personnel will be provided to other key personnel, and those of students to other students on a need-to-know basis, and only with the express permission of the individual concerned, for an emergency call system. Biographical information on students to be maintained in the Commandant's office.

**Categories of individuals covered by the system:**

Records will be maintained on all personnel assigned to USUHS full-time and part-time.

**Categories of records in the system:**

The type of information which will be maintained on employees is as follows: Identity and demographic information (e.g., SSAN, name, sex, address, birth date, minority status, etc.). Academic and experience background data consisting of: (1) Schools attended; (2) Degrees earned; (3) Work experience, awards, etc.; (4) Letters of reference, performance evaluations, etc.; (5) Time and attendance cards; and (6) Biographical data file.

Authority for maintenance of the system:

Title 10, United States Code, Section 136.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL USERS, USES, AND PURPOSES

The System will be used for documenting the work experience of applicants and USUHS personnel and for notification of key personnel in case of emergency during nonworking hours. Biographical data file will be used for providing background information on USUHS students to lecturers.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Material stored in file folders.

Retrievability:

The system will be indexed by name and SSAN. Records will be available to: The individual concerned. Employees of USUHS on a need to know basis. Other agencies of the Government to satisfy requests for routine reports.

Safeguards:

The file will be maintained in securable file cabinets.

Retention and disposal:

Indefinite files that are retained while the individual is employed and then retired.

System manager(s) and address:

The personnel officer of the University will be the custodian of this file (business address: 4301 Jones Bridge Road, Bethesda, Maryland 20014). Telephone: 202-295-2158.

Notification procedure:

Inquiries regarding the personnel files should be directed to the System Manager.

Record access procedures:

Information on the procedures for gaining access to and contesting records will be furnished each employee by the Personnel Office upon entry into duty with USUHS.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information contained in the file is furnished by the employee, supervisors and references supplied by the employee.

Systems exempted from certain provisions of the act:

None

## WUSU02

System name:

Uniformed Services University of the Health Sciences (USUHS) Payroll System.

System location:

Central files are maintained at Bolling Air Force Base Accounting and Finance Office, Civilian Pay Branch. Satellite file maintained at USUHS Administrative Offices at 4301 Jones Bridge Road, Bethesda, Maryland 20014.

Categories of individuals covered by the system:

All civilian personnel paid by the USUHS.

Categories of records in the system:

Information contained in the system includes: Name, SSAN, Pay Grade, Number of Withholding Exemptions, Gross and Net Pay, Other Earnings and Leave Information (including Time and Attendance Records).

Authority for maintenance of the system:

Title 10, United States Code, Section 136.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL USERS, USES, AND PURPOSES

The system will produce data for budget purposes and as backup information for audits.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

The information will be stored as computer printout.

Retrievability:

The system will be indexed by name.

Safeguards:

The information will be available for personnel in the Personnel/Manpower Directorate of the USUHS or other personnel who have a demonstrated need to know, e.g., auditors, Congress, etc. The material will be stored in metal file containers.

Retention and disposal:

The records will be maintained for one year and then destroyed by burning.

System manager(s) and address:

The responsible official in the USUHS for the Civilian Pay System is the Director of Personnel/Manpower, 4301 Jones Bridge Road, Bethesda, Maryland 20014. Telephone: 202-295-2180.

Notification procedure:

Any inquiries should be directed to the Personnel/Manpower Directorate at the above address.

Record access procedures:

Information may be accessed in person at the above address. Requests for change to the information must be made in writing at the above address.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Computerized pay records from Bolling Air Force Base Accounting and Finance Office.

Systems exempted from certain provisions of the act:

None

## WUSU03

System name:

Uniformed Services University of the Health Sciences (USUHS) Student Record System.

System location:

The file will be maintained in the Registrar's Office, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20014.

Supplemental file consisting of student evaluation forms, grades, and course examinations pertaining to their Department, will be maintained in each department by department chairmen, as well as in the Registrar's office.

Categories of individuals covered by the system:

Records will be maintained on all students who matriculate to the University.

Categories of records in the system:

Grade reports and instructor evaluations of performance/achievement; transcripts summarizing by course title, grade, and credit hours; records of disciplinary action; records of awards, honors, or distinctions earned by students; and data carried forward from the Applicant File System.

Authority for maintenance of the system:

Public Law 92-426, Ch 104, Section 2114.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL USERS, USES, AND PURPOSES

The System will be used for documenting the academic achievement of students.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders.

Retrievability:

The system will be indexed by name and SSAN.

Safeguards:

Records will be maintained in metal file cabinets in a securable area.

Retention and disposal:

Records will be maintained permanently.

System manager(s) and address:

The Registrar of the University, 4301 Jones Bridge Road, Bethesda, Maryland 20014.

Notification procedure:

Information may be obtained from:
USUHS
Registrar's Office
4301 Jones Bridge Road
Bethesda, Maryland 20014
Telephone: 202-295-2118

Record access procedures:

Requests to review individual student's records may be made by telephone or visit to the Registrar's Office, USUHS, 4301 Jones Bridge Road, Bethesda, Maryland 20014.

Written requests should include name, SSAN, and dates attended.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

Information is furnished by instructor personnel.

Systems exempted from certain provisions of the act:

None

WUSU04

System name:

Uniformed Services University of the Health Sciences (USUHS) Applicant Record System.

System location:

A central applicant record file will be maintained at the USUHS Admission Office, 4301 Jones Bridge Road, Bethesda, Maryland 20014.

A supplemental file consisting of summary data on each applicant to be derived from data collected in the central file, will be stored on magnetic tape and maintained at the Pentagon Computer Center, Washington, D. C.

Categories of individuals covered by the system:

Records will be maintained on all individuals applying for admission.

Categories of records in the system:

Identity and demographic information (e.g., SSAN, name, sex, minority status, address, birth date, citizenship, etc.); Academic and aptitudinal background data consisting of: (1) Schools attended, (2) Degrees earned, (3) GPA for college and graduate work, (4) Course hours completed in college and graduate school, (5) Medical College Admission Test scores and percentiles; information regarding work experience, socioeconomic background, hobbies, extracurricular involvements in college, community/service activities, honors and awards achieved, and professional and/or societal contributions; Letters of reference; biographies; personal statements (autobiographical in nature); service preference statement; interview evaluations; test results and personality inventory scores on instruments used to assess noncognitive potential and aptitude; official college transcripts and health data. Unsolicited information provided by applicants will also normally be retained when such information pertains to the matters described above.

Authority for maintenance of the system:

Public Law 92-426, Ch 104, Section 2114.

Routine uses of records maintained in the system, including categories of users and the purposes of such uses:

INTERNAL USERS, USES, AND PURPOSES

The system will be used for selecting students to USUHS, and conducting studies of the selection process.

EXTERNAL USERS, USES, AND PURPOSES

See Office of the Secretary of Defense (OSD) Blanket Routine Uses at the head of this Component's published system notices.

Policies and practices for storing, retrieving, accessing, retaining, and disposing of records in the system:

Storage:

Paper records in file folders and magnetic tape.

Retrievability:

The central file will be indexed by name. The computer file will be sequenced by SSAN, with data retrievable by any single or combination of variables stored, e.g., sex, minority status, ranking by academic performance, ranking by test achievement, state of residence, college attended, etc.

Safeguards:

All material will be maintained in metal rotary files in a securable office; the satellite file on disks, securely stored at the Pentagon Computer Center.

Retention and disposal:

Records of applicants who matriculate to the school will be converted to students records and maintained permanently. Records of applicants who do not matriculate will be retained for five years and then destroyed by burning. Portions of the record may be retained on magnetic tape for longer periods.

System manager(s) and address:

The USUHS officer who will be responsible for the Applicant Record System is the Assistant Dean for Academic Support (business address: 4301 Jones Bridge Road, Bethesda, Maryland 20014).

Notification procedure:

Inquiries regarding the sytem should be directed to the Assistant Dean for Academic Support, 4301 Jones Bridge Road, Bethesda, Maryland 20014. Telephone: 202-295-2125.

Record access procedures:

Request for access for an individuals's file should be made by either writing or calling the Assistant Dean for Academic Support.

For written requests the information should contain the full name of the individual, current address and telephone number.

Contesting record procedures:

The Agency's rules for access to records and for contesting contents and appealing initial determinations by the individual concerned are contained in 32 CFR 286b and OSD Administrative Instruction No. 81.

Record source categories:

The bulk of the information in the system will be furnished by the applicants. It will be either prepared by them personally, or submitted by other individuals/agencies in their behalf at their (the applicants') specific request. The remaining elements of the systems, the data not furnished by the applicants, will consist of evaluative records prepared and developed by admissions personnel based on interviews, school administered tests, and analyses of applicant records.

Systems exempted from certain provisions of the act:

None

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